



CAPE GIRARDEAU
PUBLIC SCHOOLS
Every student...every day!

Jefferson Handbook 2017-2018

This handbook is meant to be a general guide to the procedures and rules of the Cape Girardeau School District. Each school has specific rules and procedures for the same information found in this guide. Your school will be sending this information home with your student the first week of school. During the year your school will send home announcements about activities, programs, important calendar dates and general newsletters.

DESE Updates:

Parent Right to Know

Federal Programs - Every Student Succeeds Act

Welcome to Jefferson!

Dear Families:

If you are returning to Jefferson, I would like to welcome you back. If you are new to Jefferson, I hope you quickly realize that not only have you enrolled at a school, you have also entered a new family!

Allow me to introduce myself: My name is RaeAnne Alpers and I am honored to be your child's Principal for the 2017-2018 school year. I've been in education for 24 years – 15 years as a teacher, four years as an instructional coach, three years as an assistant principal and 2 years as a lead principal here at Jefferson Elementary. I cannot wait to meet your child and watch him/her change and grow and learn. Thank you for the opportunity to be a part of your child's life. My philosophy is open communication. Please contact me whenever you have a question or concern. I will do the same for you.

I'd also like to introduce Zech Payne who is joining the administrative team at Jefferson as Assistant Principal this year. This is his fifth year in education and he, too, is anxious to meet your students and support them in learning and growing as citizens. Please feel free to reach out to him at anytime as well.

I encourage all parents and students to review the handbook so that you are familiar with school policies and procedures. A special effort has been made to include all relevant information that you will need to have a successful year. Please don't hesitate to contact the school if you have questions or need additional information.

Everyone's input is important as we continue to work together to create a school where all students can be successful. As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement. We have several tools to keep you updated throughout the year including monthly newsletters and our school website. Please consider participating in PTO activities as well. – dates are included on our school calendar.

And, I'm excited to tell you that this year, you may follow Jefferson Elementary on Facebook (@CapeJeffersonTigers) and Twitter (@CapeJeffTigers). If you do not have a Twitter Account, you may still receive a text message every time someone Tweets @CapeJeffTigers. Simply text the following message to the number 40404: follow@CapeJeffTigers. Once you send this text message, you will see a message confirming you will receive notifications for CapeJeffTiger Tweets. We are looking forward to showcasing our fantastic teachers and our gifted and talented students.

Thank you for your continued support of Jefferson Elementary.

Sincerely,

Leigh Ragsdale
Principal

Jefferson Elementary School Motto

I can,
I will,
You can depend on me,
To be the best I can be,
A true Jefferson Tiger!

Jefferson Elementary School Song

Oh, we are the Jefferson Tigers,
And we have Jefferson Pride,
We do what good leaders do,
'Cause we got what it takes inside,
Each day is better than the day before,
We're proud of the victories we have won,
And we'll keep working everyday,
Because we're from Jefferson.
J-E-F-F-E-R-S-O-N
Jefferson, Jefferson, Jefferson!

OPPORTUNITIES FOR FAMILY INVOLVEMENT

2017-2018

Student: _____ Teacher: _____
Parent/Guardian: _____ Grade: _____

Elementary School values parent involvement. We ask parents to please come to as many school events as possible. The students and staff greatly appreciate parent participation. As part of our Title 1 school plan, the staff records parent participation at these events. Our goal is that 20% or more of our parents attend three or more events throughout the school year. School events include the following:

- _____ Member of the Parent Teacher Organization (PTO)
- _____ Back to School Night -- Tuesday, Aug. 8, 2017 @ 5 p.m.
- _____ K-1-2 Literacy Night (Title 1 & PTO Meeting) -- Monday, Sept. 25, 2017 @ 5:30 p.m.
- _____ Parent-Teacher Conferences & Book Fair -- Tuesday, Oct. 24, 2017 from 3:30 to 7:00 p.m.
- _____ Family Day (no lunch served) & Book Fair -- Wednesday, Oct. 25, 2017 from 8:30 to 10:00 a.m.
- _____ PTO Trick or Treat Village/Cake Walk/Book Fair -- Wednesday, Oct. 25, 2017 from 5 to 6 p.m.
- _____ Parent-Teacher Conferences & Book Fair -- Thursday, Oct. 26, 2017 from 3:30 to 7:00 p.m.
- _____ Jefferson Gives Back -- Saturday, Nov. 18, 2017 @ 7 a.m.
- _____ PTO Meeting/Grades K-4 Holiday Music Concert -- Tuesday, Dec. 5, 2017 @ 5:30
- _____ Breakfast with Santa -- Saturday, Dec. 9, 2017 from 8:00 to 9:30 a.m.
- _____ Parent-Teacher Conferences -- Thursday, Feb. 15, 2018 from Noon to 7:00 p.m.
- _____ Title 1 & PTO Meeting (K-2 Music Performance) -- Tuesday, March 20, 2018 @ 5:30 p.m.
- _____ Grades 3-4 Spring Music Concert/PTO Mtg./ MAP Info Night/3-4 STEM Night --
Tuesday, April 10, 2018 @ 5:30 p.m.
- _____ Pre-K to Kindergarten Transition Event -- Tuesday, April 24, 2018 from 3:30 to 4:30 p.m.
- _____ Play Day -- Wednesday, May 16, 2018 from 8:30 to 10:30 a.m.
- _____ PTO Summer Blow-Out BBQ -- Wednesday, May 16, 2018 from 3:30 to 4:30 p.m.

Jefferson Office Contact Information

520 S. Minnesota, Cape Girardeau, MO 63701

Phone (573)334-2030 · Fax (573)334-1159

<http://jefferson.capetigers.com/>

Ms. Leigh Ragsdale, Principal

Mr. Zech Payne, Asst. Principal

Mrs. Olivia Carter, Counselor

Mrs. Angie Schott, Psy. Examiner

I, Adm. Asst.

Jefferson Calendar

Jefferson Elementary School Calendar 2017-2018

Day	Date	Time	Event
Tuesday	Aug. 8, 2017	5:00-5:30pm 5:30-6:30pm	PreK & Kindergarten Only Orientation Orientation/Jefferson Family, Staff, Student Picnic
Thursday	Aug. 10, 2017	Breakfast starts at 7:30 am Learning starts at 8:15 am	First Day of School
Tuesday	Aug. 22, 2017	3:45 pm in library	Counselor's Advisory Mtg.
Thursday	Aug. 31, 2017	8:30am; 12:30 pm for pm Pre-K	School Picture Day (Dress Code Required)
Monday	Sept. 4, 2017	No School	Labor Day
Tuesday	Sept. 5, 2017	5:30 pm	K-1-2 Literacy Night (Title 1 & PTO Meeting)
Monday	Sept. 25, 2017	No School	Staff Professional Development Day
Friday	Oct. 13, 2017		End of 1 st Quarter
Tuesday	Oct. 24, 2017	3:30-7:00pm	Parent-Teacher Conferences & Book Fair
Wed.	Oct. 25, 2017	8:30 to 10:00 am; Scheduled by Grade	Family Day (no lunch served) & Book Fair
Wed.	Oct. 25, 2017	5:00-6:00pm	PTO Trick or Treat Village/Cake Walk/Book Fair
Thursday	Oct. 26, 2017	3:30-7:00pm	Parent-Teacher Conferences & Book Fair
Thursday	Oct. 26, 2017	1:30pm 2:30pm	1 st Quarter Awards Assembly Fall Parties
Friday	Oct. 27, 2017	No School	Conferences Compensation Day
Friday	Nov. 3, 2017	8:30am; 12:30pm for pm Pre-K	School Picture Retakes (Dress Code Required)
Thurs./Fri.	Nov. 9-10, 2017	Scheduled during school day	SE Explorer Van (WWI Theme)
Saturday	Nov. 18, 2017	7:00-10:00am	Jefferson Gives Back
	Nov. 22-24, 2017	No School	Thanksgiving Break
Tuesday	Dec. 5, 2017	5:30 pm	PTO Meeting/Grades K-4 Holiday Music Concert
Saturday	Dec. 9, 2017	8:00 to 9:30 am	Breakfast with Santa
Wed.	Dec. 13, 2017	Scheduled during Day	Holiday Store
Friday	Dec. 15, 2017	9:30-10:00am 12:00pm	Holiday Parties End of 2 nd Quarter / Half-Day Dismissal
	Dec. 18, 2017-Jan. 1, 2018	No School	Holiday Break
Tuesday	Jan. 2, 2018	No School	Staff Professional Development Day
Wed.	Jan. 3, 2018	Breakfast @ 7:30am; Learning @ 8:15am	School Resumes
Friday	Jan. 12, 2018	8:15 am - Following Morning Message	Martin Luther King, Jr. Tribute
Friday	Jan. 12, 2018	2:00 pm	2 nd Quarter Awards Assembly
Monday	Jan. 15, 2018	No School	Martin Luther King, Jr. Day
Monday	Jan. 22, 2018	No School	Staff Professional Development Day
Wed.	Feb. 14, 2018	1:30 to 2:00 pm	Valentine's Parties
Thursday	Feb. 15, 2018	Noon to 7:00 pm	No School -- Parent-Teacher Conferences
Friday	Feb. 16, 2018	No School	Conferences Compensation Day
Monday	Feb. 19, 2018	No School	Presidents' Day
Monday	March 5, 2018	No School	Staff Professional Development Day
Friday	March 9, 2018		End of 3 rd Quarter
Thursday	March 15, 2018	8:30am; 12:30 pm for pm Pre-K	Spring Pictures (Dress Down Day)
Thursday	March 15, 2018	2:00 pm	3 rd Quarter Awards Assembly
Friday	March 16, 2018	No School	District Music Contest
Tuesday	March 20, 2018	5:30pm	Title 1 & PTO Meeting (K-2 Music Performance)
Tuesday	March 27, 2018	3:45 pm in library	Counselor's Advisory Mtg.
	March 29-April 2, 2018	No School	Spring Break
	Monday, April 2 - Friday, May 25, 2018 (specific testing dates TBA)		MAP Testing Window
Tuesday	April 10, 2018	5:30pm	Grades 3-4 Spring Music Concert/PTO Mtg./ MAP Info Night/3-4 STEM Night
Tuesday	April 24, 2018	3:30-4:30pm	Pre-K to Kindergarten Transition Event
Wednesday	May 16, 2018	Scheduled during school day 3:30-4:30 pm	Play Day PTO Summer Blow-Out BBQ
Friday	May 18, 2018	9:00am 12:00pm	Awards Ceremony End of 4 th Quarter / Half-Day Dismissal

Inclement Weather Make-Up Days (Prioritized): March 29, May 21, 22, 23, 24, 25, 2018

Lunch, RTI, Encore, Counseling Schedule 2017-2018, Jefferson Elementary

Lunch Recess ~ 2017-2018				
<i>Grade (approx. # of students)</i>	<i>Lunch Time</i>	<i>Recess Time</i>	<i>Recess Location Week A</i>	<i>Recess Location Week B</i>
3rd (67)	11:00-11:25	11:30-11:50	North	South
4th (41)	11:15-11:40	11:45-12:05	South	North
K (TBD)	11:30-11:55	12:00-12:15	North/K playground	South/ K playground
2nd (53)	11:45-12:10	12:15-12:35	South	North
1st (55)	12:00-12:25	12:30-12:50	North	South

RTI Tier 2 Reading ~ 2017-2018	
<i>Time</i>	<i>Grade</i>
8:20-9:00	K
9:20-10:00	1st Grade
10:20-11:00	4th Grade
12:40-1:20	2nd Grade
1:10-1:50	3rd Grade

*PLC LT voted that scheduling RTI Tier 2 Math was an urgency over scheduling Tier 3 Reading

*Title Teachers will be dedicated to both Reading and Math support; will prep with grade level

Encore Class Schedule/Teacher Plan Time
2017-18 Schedule

Week Day	Class→ Time	Monday				Tuesday				Wednesday				Thursday			
		Music	Art	PE	Media	Music	Art	PE	Media	Music	Art	PE	Media	Music	Art	PE	Media
	8:00-8:20	Prep				Prep				Prep				Prep			
1st	8:20-8:50	Camp	Kelley	Crosnoe	COMBO	COMBO	Camp	Kelley	Crosnoe	Crosnoe	COMBO	Camp	Kelley	Kelley	Crosnoe	COMBO	Camp
1st	8:50-9:20	Crosnoe	Kelley	Camp	COMBO	Kelley	Camp	COMBO	Crosnoe	Camp	COMBO	Crosnoe	Kelley	COMBO	Crosnoe	Kelley	Camp
4th	9:20-10:20	Cox	Hotop	Proffer	COMBO	COMBO	Cox	Hotop	Proffer	Proffer	COMBO	Cox	Hotop	Hotop	Proffer	COMBO	Cox
	10:20-10:40	Tier III	Tier III	Tier III	Tier III	Prep	Prep	Prep	Prep	Tier III	Tier III	Tier III	Tier III	Prep	Prep	Prep	Prep
2nd	10:40-11:40	Bent	COMBO	Huskey	Staple	Staple	Bent	COMBO	Huskey	Huskey	Staple	Bent	COMBO	COMBO	Huskey	Staple	Bent
	11:40-12:00	Lunch				Lunch				Lunch				Lunch			
3rd	12:00-1:00	Friend	Schenck	Garrett	Nanney	Nanney	Garrett	Schenck	Price	Price	Nanney	Garrett	Schenck	Schenck	Price	Nanney	Garrett
K	1:00-1:30	Schamb	Karnes	Max	Bals	Bals	Schamb	Karnes	Max	Max	Bals	Schamb	Karnes	Karnes	Max	Bals	Schamb
K	1:30-2:00	Max	Karnes	Schamb	Bals	Karnes	Schamb	Bals	Max	Schamb	Bals	Max	Karnes	Bals	Max	Karnes	Schamb
	2:00-3:08	Prep				Prep				Prep/Collab				Prep			
	3:00-3:30	Duty				Duty				Duty/Collab				Duty			

Deimund will transition 1st Grade COMBO class to and from Encore.

Dennis will transition 4th Grade COMBO class to and from Encore.

Cannon will transition 2nd Grade COMBO class to and from Encore.

Friday Encore/Counseling Rotation Breakout~ 2017-2018																
	A Friday				B Friday				C Friday				D Friday			
	LIB	PE	Counseling	MUS	LIB	PE	Counseling	MUS	LIB	PE	Counseling	MUS	LIB	PE	Counseling	MUS
8:20-9:20	Cros Combo	Camp	Kell		Combo	Cros	Camp	Kell	Kell	Combo	Cros		Camp	Kell	Combo	Cros
9:20-10:20	Hotop	Proffer	Cox	Combo	Combo	Hotop	Proffer	Cox	Cox	Combo	Hotop	Proffer	Proffer	Cox	Combo	Hotop
10:20-10:40	Tier III Academic/Behavior Support				Tier III Academic/Behavior Support				Tier III Academic/Behavior Support				Tier III Academic/Behavior Support			
10:40-11:40	Stape	Bentl	Husk	Combo	Combo	Stape	Bentl	Husk	Husk	Combo	Stape	Bentl	Bentl	Husk	Combo	Stape
11:40-12:00	Lunch				Lunch				Lunch				Lunch			
12:00-1:00	Price	Nan	Schenck	Garrett	Garrett	Price	Nan	Schenck	Schenck	Garrett	Price	Nan	Nan	Schenck	Garrett	Price
1:00-2:00	Bals	Karne	Schamb	Max	Max	Bals	Karne	Schamb	Schamb	Max	Bals	Karne	Karne	Schamb	Max	Bals
2:00-3:08	Encore/Counseling Prep				Encore/Counseling Prep				Encore/Counseling Prep				Encore/Counseling Prep			

School Staff

Principal	Leigh Ragsdale	Title TA	Henrietta Dennis
Assistant Principal	Zech Payne	Library	Alisha Razer
Secretary	Leah Braswell	Library Asst.	Mea Triplett
Instructional Coach	Amber Walker	PE	Ed Landewee
Counselor	Olivia Carter	Music	Jennifer Austin
SRO	Jon Ortmann	Art	Christina Martinez
Psych Examiner	Angie Schott	Special Education	Janice Friedrich Lisa Kobak
Nurse	Lori Collier	Speech/Language	Amy Seabaugh
Parent Liaison	Jamie Jones	Special Ed Assts	Danielle Beussink Katelynn Thompson Sami Schulte Tiffany Guada (PT) TBA (PT)
Kindergarten	Allison Balsman Leasa Maxfield Casey Schamburg Katie Karnes	ELL	Brad Sheridan
"K" Assistant	Kenosha Moore		Pre-K
First Grade	Ashley Kelley Nikki Crosnoe Yvonne Campbell	Psych Examiner	Karen Carr
Title Grade 1	Dena Deimund	Speech/Language	TBA
Second Grade	Rachel Bentlage Stacy Stapleton Chelsie Huskey	Teachers	Stefany Robinson Sarah Baker
Title Grade 2	Pam Cannon	Assistant	Kellie Barnes
Third Grade	Amber Price Anna Garrett Cassandra Nanney Prim Schenck	Head Custodian Custodians	Maintenance Frank Houchins Billy Lynn Leah Braswell (PT)
Title Grade 3	Melissa Thomas		Cafeteria
Fourth Grade	Andrea Cox Ali Proffer Kelly Hotop	Café Manager Asst. Manager Cook	Ellen Tilghman Michaela Stephens Kandi Sailer
Title Grade 4	Denise Glastetter (PT)		