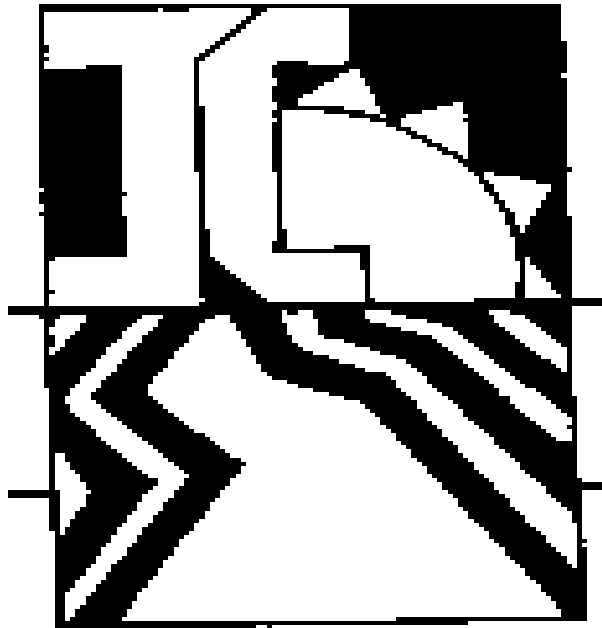


# **Jordan Creek Elementary School**



## **Student/Family Handbook Insert 2009-2010**

4105 Fuller Road  
West Des Moines, Iowa 50265  
(515) 633-5200      FAX (515) 633-5299  
<http://www.wdm.org/jcreek/>



## **PRINCIPAL'S WELCOME**

August 2009

West Des Moines Community Schools  
Jordan Creek Elementary School  
4105 Fuller Road  
West Des Moines, Iowa 50265

Dear Students and Families,

We wish to take this opportunity to welcome you to Jordan Creek Elementary School. You will find it to be an excellent school with sincere personnel willing to work with you to make our school the "best."

Parent involvement and support is encouraged. Students who know their parents are involved and communicate effectively with teachers usually do well in their schoolwork. Interest and enthusiasm are contagious. Please read this handbook as a family and refer to it during the school year as needed.

It is our desire to provide each Jordan Creek student learning environments that are warm, caring, and educationally stimulating. We hope that students and parents alike will find Jordan Creek to be a school of which they can be proud and supportive.

General information about the educational programs and procedures at Jordan Creek Elementary is summarized in this handbook. Please contact us if you have any questions or concerns during the school year. Working together, we'll all learn and grow.

Sincerely,

A handwritten signature in black ink that reads "Nancy S. Moorhead".

Dr. Nancy S. Moorhead  
Principal

## **JORDAN CREEK PHILOSOPHY**

Jordan Creek Elementary School provides a safe, nurturing environment in which quality education is designed to meet individual student's needs. In partnership with families, promoting positive self-esteem and a healthy lifestyle improves a student's ability to learn.

Educational programs for Jordan Creek students develop basic skills, expand the use of technology, provide experiences in the arts, and allow for student choices. Cooperative activities, thinking skills and problem-solving strategies encourage a community of lifelong learners.

Exploration of global issues and cultural diversity builds social awareness. Decision-making opportunities emphasize respect, responsibility and reliability, enabling students to be successful, contributing members of society.

## **JORDAN CREEK 2009-2010 SCHOOL IMPROVEMENT PLAN BUILDING GOALS**

### **GOAL STATEMENT #1**

Target Area: Reading, Math, and Writing

Goal Statement: Learners will enhance and increase academic skills.

### **GOAL STATEMENT #2**

Target Area: Character Education

Goal Statement: Learners will increase respectful behaviors and self-esteem through implementation of CHARACTER COUNTS!

## **ACTIVITIES & INFORMATION**

### **Student Council**

The Jordan Creek Student Council is a student-elected organized group of students who meet regularly, participating and sharing in the life of the school and community. The main purposes of student council are for representatives to solve problems, make decisions and coordinate projects in the best interest of the school and community.

The student council is comprised of one elected student and one alternate from each class in grades 1-6 and one or more adult advisors. Student council members are elected at the beginning of the school year. In addition, sixth grade students will have the opportunity to run for the offices of President and Vice- President.

### **I CARE**

I CARE is a project sponsored by the West Des Moines Community School District in which Jordan Creek students can volunteer throughout the community. The project allows the students to learn about their community, to enhance their self-esteem by helping others and to begin to prepare for future employment.

### **Chess Club**

All Jordan Creek students can participate in learning and playing chess. Jordan Creek adult volunteers will arrange a schedule in the early fall. Please look for additional information in the Jordan Creek Journal.

### **School Pictures**

School pictures for Early Childhood Special Education through sixth grade will be taken in the fall. This service is also available for preschool brothers and sisters of Jordan Creek students. A prepay picture information package will be sent home with your son or daughter prior to the picture-taking day. School pictures will also be taken in the spring. Photos will be taken of all students and then a photo package will be sent home. Families may select the pictures they wish to keep, and then send payment to the school. Families that do not wish to keep any of the photos may return the package to school.

### **Parent Faculty Club**

The Jordan Creek Parent-Faculty Club is actively involved in giving support to our children's education. We promote the welfare of children and youth in home, school, and community. We hope to bring into closer relation the home and the school, so that parents and faculty may cooperate and work together in the education of our children. We support Jordan Creek in various parent sponsored educational and service programs such as Talking Canvas, I CARE, Kindergarten Round up, to name a few. We promote various fundraising projects, which can help provide our classrooms with teaching aids, playground equipment, and our media center with books. We assist the faculty and students by providing volunteer aides and homeroom parents to add supplemental resources and support to our children.

We are eager for your input and value your talents and support. If you have any questions regarding our PFC or any of our planned programs, please feel free to call any of our PFC board members. We are looking forward to sharing a great year with you.

### **Jordan Creek is a Character Counts! School**

In order to best serve the total development of our students, the staff at Jordan Creek Elementary sets high expectations for social success. Learning appropriate social skills is an important part of every young person's life. As a Character Counts! School, the guiding principles for Jordan Creek student behavior are for students to demonstrate Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. These skills enable students to make positive choices in any social situation, whether it is at home, school, work, or play. The focus is to reinforce these skill areas: Adult Relations, Peer Relations, Class Behavior, and School Rules.

### **School-wide Social Skills Behavior Expectations**

Body Basics	Line Basics
Greetings	Following Adult Directions
How to Apologize	Accepting "No" for an Answer
Accepting Criticism	Showing Respect
How to Give/Accept Compliments	How to Disagree Appropriately

### **PAL Program**

**Positive Action in Leadership (PAL):** This is a program offering fifth and sixth grade students the opportunity to develop and/or refine positive leadership skills. Fifth and sixth grade students that make appropriate application to the program will be welcomed. These PAL team members are students available to help other students, when necessary. These students could serve as leaders in various ways during the school year. They could be involved as:

*Conflict Managers:* Conflict mediation will be available during the noon lunch and/or recess of the students involved. The counselor will schedule the mediation sessions, as they happen.

*Peer Tutors/Mentors:* Arrangements can be made, at times, for students to be asked to help another student (grades K-6) with their academic progress and/or social progress during the school year. There may be opportunities for helping in classroom and /or special instruction by serving as role models.

## **COMMUNICATIONS**

### **Parent-Teacher Conferences**

Jordan Creek is on a Trimester Schedule for reporting student progress. A Parent Information Process takes place during August and September. Parents/guardians have the opportunity to ask for a scheduled pre-conference with their child's classroom teacher and/or other staff. The purpose of this type of information gathering is to give the teacher a chance at "getting to know the student" or for the parent to "share concerns (about their child)." Two regularly scheduled conferences, for the purpose of reporting student progress, will take place in late November and again in late February. Parents will be asked to stop by school to schedule a time for their conferences. The purpose of each conference is for the teacher and parent to share information about the child and for the teacher to report the student's progress (written progress reports are at

the close of the 1<sup>st</sup> trimester (late Nov.), 2<sup>nd</sup> trimester (late Feb.), and the 3<sup>rd</sup> trimester (at the close of the school year).

### **Jordan Creek Journal**

The Jordan Creek newsletter, the Jordan Creek Journal, is published every other week. It is sent home with each student on Monday.

In the Jordan Creek Journal you will find a letter from the principal, informational articles about classroom activities and upcoming school events and calendar reminders or changes. Please keep it handy for your reference as a way to keep informed of what's happening at Jordan Creek.

### **West Des Moines Community School District Calendar**

Please refer to the official district calendar for information on activities and events occurring in the district. Jordan Creek activities are listed on this calendar. Watch for calendar additions, deletions and reminders in the weekly Jordan Creek Journal.

### **Welcome Back to School Night**

This is a very casual evening for you and your student to stop by school to see their room, meet their teacher and they can even put their school supplies in their desk.

### **Meet the Teacher Night**

Each grade level has a scheduled night for only parents/guardians to attend school for the purpose of learning about the curriculum, expectations, etc. at that grade level. Parents/guardians are encouraged to ask questions about the material presented for that grade level.

### **Informaline**

Informaline is a district-wide newsletter that appears on the backside of the Jordan Creek Journal twice each month. It provides school board meeting highlights and information of interest to district parents.

## **DISCIPLINE AND OTHER POLICIES**

### **Jordan Creek Elementary School Behavior Management Plan**

Students are expected to demonstrate the following behaviors while attending school or school-related functions as well as following their classroom expectations.

#### **School Responsibilities**

1. Students will show respect for themselves, other people, and property at all times.
2. Students will follow the directions of an adult the first time given.
3. Students will accept responsibility for their decisions and actions.
4. Students will come to school each day with the attitude and materials needed for learning.
5. Students will help keep Jordan Creek Elementary a safe, clean environment.

## **Discipline**

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal.

## **Rules for General Behavior**

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas which require the application of very specific rules. The following types of conduct are Never permissible: 1)Fighting; 2)Defiance of school staff; 3)The use of profanity; 4)Refusal to prepare assignments or to participate in class; 5)Vandalism; 6)Possession or use of tobacco or any illegal substance on school grounds or at any school-sponsored activity; 7)Possession of any dangerous object.

## **Consequences**

As a result of infractions of the school rules and policies, possible consequences include: Conference with student, phone call to parents, detention after school, note sent home to parents, parent-teacher conference, detention from recess, suspension from riding the school bus, detained from attending or participating in school activities, time out of class, school service projects, in-school suspension, out of school suspension, expulsion from school, referral to law enforcement agencies.

## **Student Dress and Appearance**

Students are expected to practice good hygiene and wear neat and appropriate attire at all times. The dress and physical appearance of our elementary students is expected to be age appropriate. Personal enhancement products (i.e. make-up) are not encouraged. Clothing should not draw undue attention and should provide adequate coverage of the person so as to not be disruptive or distracting. Some articles of concern are low-rider pants, short shorts, mini skirts, tube tops, halter-tops, midriff tops, and spaghetti straps. The wearing of obscene or unbecoming apparel is not appropriate. Consistent with our drug and alcohol prevention program, we discourage students from wearing clothing that promote these types of products. Students who are dressed inappropriately will be asked to change or will be given something appropriate to wear for the remainder of the school day. Shoes must be worn at all times for health and safety reasons. Hats are not allowed in the classroom, except on special occasions and with the permission of a school official.

## **Telephone Usage**

Students will not be called to the telephone unless there is an emergency. Students may use the phone with permission at school.

## **Homework**

Homework may be assigned by the teacher for enrichment, reinforcement and extension of school experiences that is consistent with student ability and developmental level. The amount of time necessary to complete homework will vary according to the assignment and the student's ability.

**THE TEACHER WILL:**

1. Relate assignments to the classroom objectives.
2. Coordinate assignments with other teachers, if necessary.
3. Give precise, clear directions.
4. Take into consideration home responsibilities.
5. Maintain contact between home and school regarding homework.
6. Modify/enhance homework assignments according to individual student ability and need.

**THE PARENTS WILL:**

1. Provide a quiet, comfortable environment and adequate time to complete homework.
2. Be a motivator, guide and resource person but insist upon the child doing his/her own work.
3. Confer with the teacher if there are questions about the purposes of the homework.

**THE STUDENT WILL:**

1. Ask for clarification, if needed.
2. Have necessary materials before leaving school.
3. Plan ahead by estimating the amount of time it will take to complete assignments.
4. Complete and return assignments as directed.

**Assessment**

Jordan Creek teachers will use both assessments and evaluations to determine and report a student's progress during the school year. At the conclusion of each trimester student progress will be communicated via a variety of measures. We encourage parents/guardians to take an active role in understanding their child's school progress.

**Assessment:** A process of identifying what's right, what's wrong, and how to fix it. The purpose of assessment is to coach the growth of an individual, by taking them where they began to where they are able to advance.

**Evaluation:** A process of sorting, selecting, and labeling as in grading, ranking, etc. The purpose of evaluation is to report progress of the individual against external standards, norms, and/or performance of same age peers.

**Board Policy 505.4**

The Board of Directors of the West Des Moines Community School District believes that assessment is a planned and integral part of instruction which guides and documents student growth in light of the district's Educational Program Goals. It is an ongoing process involving students, teachers, and parents in observation, interaction, and analysis. It consists of both formal and informal measures of individual and group progress.

Assessment of student performance is accomplished with multiple instruments that measure the quality of the learning process and outcomes. Included, as appropriate assessment practices are such measures as portfolios of students, teacher observations, anecdotal records, long-term projects, student interviews, writing samples, teacher-made tests, standardized norm referenced tests, and criterion reference tests.

**TRANSPORTATION & SAFETY****Jordan Creek Safety Plan**

### ***Safety Practices:***

- Supervision of students occurs with the educational staff being visible in the hallways, at the start of the school day, during lunch passing times, and at the close of the school day (bus and vehicle drop off & pick up times), as well as at recess and in the lunchroom.
- Preventative practices: Behavior Management Plans, Guidance and Counseling lessons (i.e., harassment, conflict mediation), social skill reinforcement, etc.
- Crisis Management Plan: A district-wide plan that includes specific building procedures and a crisis response team at the building level, as well as at the district level.
- Positive school climate and communication practices (i.e., opportunities for cross grade level activities, active parent involvement, and caring and professional staff).
- Physical plant/facilities that are well lighted and maintained in a timely fashion.

### ***Safety Procedure:***

All outside doors will be locked during the school day. Just the act of locking outside doors, during the school day, does not assure the total safety of Jordan Creek. The rationale for locking all doors is because that there are times during the school day when students are in their classrooms and there is limited supervision of these outside doorways. The fact that these outside doors provide close proximity to classrooms is a key reason for using this procedure.

- Parents/guardians are encouraged to wait at your vehicle or at the front outside doors to school, when picking up your child(ren). Please instruct your child as to where you will pick them up.
- Visitors: Anytime you come to school to visit, we ask that you stop in the office first and take a visitor badge!

### **Transportation - Arrival and Dismissal Procedures**

Keeping our kids safe is one of our top priorities at Jordan Creek Elementary. The following plan of action was developed to make arrival and dismissal safer for all our students.

#### **South Side Pick-Up Procedures:**

1. The curb lane is the only lane available for picking up and dropping off students in front of the building. Use your blinker to indicate you are ready to exit.
2. The second lane is to be used as a "waiting" lane only. Children must remain in the car or on the sidewalk until their car pulls to the curb spot. **This lane is used to wait for a curbside spot to open and never used to drop off or pick up students unless escorted by an adult.**
3. The third lane is a moving lane for entering and exiting the parking lot. If you must leave your car, please use the diagonal parking which is reserved for parents.

#### **East Side Pick-Up Procedures:**

1. If you are picking up your child from the east lot, please remember to park in the parking lot and go inside to escort your child safely across the bus loading area.
2. The traffic lane on the East Side is only for commercial vans, busses and handicap vehicles.

### **Safety Concerns & Reminders**

- ***Please do not leave your vehicle unattended while dropping off and picking up your child(ren).*** Leaving vehicles unattended slows the traffic flow or stops traffic entirely. Please utilize the marked parking spaces if you wish to enter the building before, during, or after school.
- ***Please stop your vehicle along the right-hand curb to load or unload students.*** This way, students are not forced to cross any lanes of traffic to reach the building.

- ***Please do not use the driveway along the east parking lot.*** This is a bus lane. Any cars in this lane block the quick and efficient movement of the busses.
- ***Always proceed slowly and cautiously.*** Patience is vital for everyone's safety.
- ***Use the parking spaces provided.*** Please feel free to use the east parking lot and the parking spaces along the south side of the building for parking your car. An actual parking space is the best place for any car that is left unattended.
- ***Consider your pick-up time.*** Traffic flow could be improved considerably if some vehicles wait until 3:45 to enter the school drive. Please consider this possibility.
- ***Students in grades 4-6 may ride their bikes to and from school.*** Please remind your child that bicycles, rollerblades, skateboards, etc. are not to be ridden on school property. This is a safety issue as well, especially during the busy arrival and dismissal times.
- ***Discuss safety rules with your child(ren).*** If your child will be walking or riding his/her bike to school please discuss safety rules related to crossing streets and watching traffic.

### **Bus Transportation**

Bus transportation guidelines are stated in Student Transportation Policy 702.20 and Transportation Discipline Policy 702.21. Free bus transportation is provided to students living more than two miles from the school. Paid transportation is available to students residing two miles or less from school. Purchase passes through the secretary:

Each student will be assigned to a certain bus. Passes may be used only for the bus for which they are issued. Passes are not transferable to other buses or students. The bus driver has the right to refuse a rider who has the wrong pass. The Director of Transportation has the right to assign students to a particular bus. The director will reassign students as needed, in order to adjust loads to make the best use of transportation equipment. Parents will be contacted in the event of a bus time schedule change or reassignment of a child to a different bus. Students who are not regular bus riders are not permitted to ride buses, except in the case of an emergency. Arrangements must be made with the transportation department. Students are not permitted to depart the bus other than at their stop. No types of animals will be allowed on the bus. Students are not permitted to board the bus with animals.

Parents wanting to request to change a bus stop and bus route for a short period of time while they are out of town, on jury duty, etc. are to follow these guidelines:

- The parents will need to turn in a written request three weeks in advance of the requested change.
- Only the parent or legal guardian with custodial physical care can give permission for the student to ride another bus and go to another bus stop.
- The transportation registration form must be turned in with the written request.
- The student must already be a registered rider in the school district.
- There must be room on the bus the pupil will be riding temporarily.
- The length of change cannot be less than one week or (five working days) or greater than six weeks.
- The student must be going to a designated bus stop on the route in the same school zone.
- The student must follow rider policy and is subject to bus disciplinary procedures.