

STUDENT HANDBOOK

2017-2018

ELEMENTARY SCHOOL



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MISSION OF INSTITUTO THOMAS JEFFERSON

The mission of Instituto Thomas Jefferson Valle Real, as a prestigious bilingual and multicultural school, is to prepare the outstanding leaders of the twenty-first century. These leaders will be well-informed, compassionate, happy, competitive yet cooperative, and will serve as agents of change in a global, interconnected world. They will act responsibly as members of a family and community, always striving to embody the principles of RESPECT, SELF-ESTEEM AND EXCELLENCE.

PHILOSOPHY OF THOMAS JEFFERSON

“A Laboratory for Life”

The philosophy of Instituto Thomas Jefferson is to take students beyond the limits of traditional academic instruction, so that they may have the best possible academic and holistic preparation to become outstanding, content individuals.

It is important to prepare students with a variety of tools and strengths to face any challenge in life. Students will be prepared for leadership, teamwork, empathy, self-confidence, critical thinking, balance, organization and respect.

VISION FOR AN INSTITUTO THOMAS JEFFERSON STUDENT IN THE 21ST CENTURY

The “Integral Excellence in Education” program involves solid academic bases, attitude, abilities, and values needed so that the student can be prepared in all the aspects of a grown-up life (personal and professional).

Through this program, students will be prepared to face a constantly changing future. They will be self-motivated and eager to learn, setting the highest standards for their personal development, so that they may pursue their dreams and turn these into a reality.

PURPOSE OF THIS HANDBOOK

The objective of this handbook is to guide parents and students by explaining the rules and methodology in use at Instituto Thomas Jefferson Valle Real.

We ask that parents and students read this handbook carefully, and refer back to it frequently. This handbook contains answers to many questions and doubts that may arise throughout the school year. **After reading the handbook carefully, all parents and students must sign the slip on the last page and hand it in to the Home Room teacher on Friday of the first week of school.**

STRUCTURE OF ELEMENTARY SCHOOL

Grades First through Fifth are given a multicultural syllabus in English, in addition to the Mexican program provided by the Public Education Bureau (Secretaría de Educación Pública - SEP). Both programs are supervised by the Elementary School Principal, Daniela Piana Vélez.

School Activity Calendar

The calendar of the school follows the official calendar of the Public Education Bureau (Secretaría de Educación Pública, SEP). Most holidays and vacation periods will be as indicated in the official calendar. If there are any last minute changes, we will advise parents as soon as the school receives the official change from SEP.

ELEMENTARY SCHOOL DAILY SCHEDULE

- Students can come into the school campus at 7:30 a.m. and wait outside the school building.
- At 7:55 a.m., all students must be in school. Students who come through the front desk after 8:00 a.m. will be marked tardy.
- At 7:55 a.m. Homeroom teachers will pick up their students in the designated areas.
- All classes begin at 8:00 a.m.
- 2:10 p.m. Students prepare to leave.
- 2:20 p.m. Students are dismissed from the classroom using the Silent Dismissal procedure.
- 2:30 p.m. Students who go to extracurricular classes or tutoring are allowed to change clothing if needed, and to go to the cafeteria to eat before their class.

DISMISSAL

Silent Dismissal

Students are dismissed at the end of the school day through the “Silent Dismissal” system. Parents are given tag per car, which is scanned when the car enters the circuit to pick up students. This tag sends information to the computer of the homeroom teacher, where the name of the student appears on the computer screen. It is necessary that you always have the tag to pick up your child.

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At the beginning of the school year, it takes approximately two weeks for the system to be fully implemented.

At 3:00 p.m., students who have not been picked up will be taken to the Section Assistant. Students who are picked up after 3:10 pm must pay a late fee in the Elementary reception of \$50 pesos for every 30 minutes after this time that students are picked up.

Permission to leave with other students

In case a parent wishes their child to leave with another student, the parents will have to send a written and signed note authorizing this. For security issues and for your peace of mind, in case a student does not have your signed permission he/she will NOT be authorized to leave school with another student. Students are not allowed to call home to ask permission to leave with a friend. **Phone calls or email from parents giving this permission are not allowed. Please plan ahead and send the signed authorization.**

Parties and invitations of 4 or more students

In case you are taking 4 or more students with you, **it is necessary to send an email to the teacher and to the Elementary School Receptionist before 11:00 a.m.** so that the Dismissal Passes can be done on time and that we can verify that all invited students have their written permission to leave with you. You will be able to pick up the students *in the Elementary School reception* between 2:10 p.m. and 2:30 p.m. All students going with you must have their signed authorization from home.

Traffic flow

Car flow inside the school requires everyone's participation. These are very important points that help everyone participating, school and parents.

- Always move your car as far up front as possible. There will be teachers on duty to help your child in or out of the vehicle.
- When dropping off your child, please do not pass cars in front of you. Keep the line until your child can exit the vehicle.
- When picking up your child, keep the line until he/she is inside the vehicle. Then you may leave the line if the school staff indicates so.
- Please do not start a conversation with your child's teacher if you see him/her on duty. Part of their job is to keep the traffic flow moving. If you need to make a comment or question, you may request a teacher conference, or send an email.
- **Do NOT get off your car to open trunks to take out school bags or materials. This is both to keep the traffic flow moving, and for safety reasons.**
- The use of the car horn is not allowed inside school grounds. Show respect to other parents at all times.
- Do not get out of your car to talk to parents in other cars. Never leave your car unattended while on the vehicle circuit.

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- Follow all the Administrative rules regarding the use of the school's vehicle circuit.
- Elementary School students must ride on the back seats. Security standards establish that children under 12 should ride on the back seats, and with safety seats if required by age/weight. Thank you for your support on this matter.

Punctuality and Attendance

In Elementary, 3 tardies per semester are allowed. This means, 3 times in which a student comes into school after 8:00 a.m. Students who arrive to school from 8:00 to 8:20 will be marked as tardy. At the 4th tardy, parents will receive notice from school informing that the student will be suspended for one school day. Students will not be allowed to enter after 8:20 am.

The school year has 185 school days. Attendance is a main factor for our student's academic achievement. Therefore, appointments with doctors, dentists, or other should be scheduled after school hours.

Only students with a previous authorization from the section principal for passport or visa processes, or for medical lab exams will be allowed to be late.

In case of an accident or heavy rain that affects a large number of parents in our school community, we will wait for the last car in line to come into school. The only people who can authorize students to come in late because of these reasons are the General Director and the Section Principals.

Justified absences

The only justified absences in Elementary School are because of sickness or due to a school related trip. To justify a medical absence, the student must present a medical excuse to teachers the day they come back to school. This medical excuse or prescription must explain the reason the student was absent, and must be signed and stamped by the doctor's office. Medical excuses will be sent by teachers to each section's Principal. We reserve the right to verify with the doctor the information provided. The Principal will notify teachers whether or not the absence has been justified or not.

When an absence is considered justified, the students will be allowed to make up any homework, class work, quiz or exam.

In case a student is absent for several days for medical reasons, and if parents consider it pertinent, teachers will send school work home so that the student does not fall behind. It is the student's responsibility to make up any missing work, and he/she will have to arrange this with the teacher.

Even if an absence is justified, it will be reflected in the internal report card and on the official SEP report card.

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In case that for any reason the student will not be able to come to school during an exam, parents must ask the Section Principal for an authorization to be absent. The Section Principal will analyze the case carefully. In case the authorization is given, the student will be allowed to present any missed exams, preferably before the absence. Exams will be graded over 70. This will happen only in cases of extreme need. Family trips are not considered extreme need.

Unjustified absences

Absences that are not related to medical or health issues as stated above will be considered unjustified absences. These include family trips, mechanical problems or any personal issues.

Students will receive a zero in all school activities during the unjustified days of absence, including homework, classwork, quizzes or exams. Any other disciplinary action can be applied by the section Principal.

An excessive amount of absences, whether or not they are justified, affects a student's progress.

MEETINGS WITH SCHOOL PERSONNEL

At Instituto Thomas Jefferson we promote healthy communication between parents and school.

Coffee Sessions

Once a year, there will be a set of meetings with parents known as Coffee Sessions. Coffee Sessions will be scheduled for each group to promote healthy communication and feedback between parents and school. The Principal, homeroom teachers, Spanish teachers and parents are present during coffee sessions. The purpose of the Coffee Sessions is that teachers inform parents of activities taking place in the classroom, ask support in specific academic content, and give information of any upcoming events and general information of their groups. Parents may ask teachers about any general doubts of the group. Specific information on any student will not be part of any Coffee Session. Parents can ask for a teacher conference if needed.

Parent-Teacher conferences

Parents may request a meeting with the teacher in the Elementary School Reception. It is very important that parents arrive promptly; teachers have a designated time for these meetings. Upon arrival, please go to General Reception, where you will be announced to the Elementary School Reception.

End of the year meetings

At the end of the year, parents will have a day to schedule brief meetings with the homeroom teachers. During these meetings, teachers will have the final information regarding student progress

during the school year. They will inform parents of the growth their child made, as well as the areas of opportunities, giving suggestions to work on during summer.

Chain of Communication

At Instituto Thomas Jefferson, we have the policy of Chain of Communication to solve any problem that may arise. Problems are solved most effectively at their point of origin.

The Chain of Communication establishes the following guidelines:

- Students must try to solve the problem with their teacher.
- If the problem is not solved, the parents may request a meeting with the teacher.
- If the problem is not solved, parents may request a meeting with the Assistant Principal.
- If the problem is not solved, parents may request a meeting with the Principal.
- If the problem is not solved, parents may request a meeting with the General Director.

Parents will be asked to follow the Chain of Communication when requesting meetings with school staff.

RULES FOR THE USE OF WHATSAPP GROUPS

1. Use the chat of the group Whatsapp for school information exclusively. Personal announcements, invitations, promotion of products for sale, chain messages, jokes and political or religious comments should be made on other chats which interested parents may join if they wish to.
2. Use the chat being tactful of the time. Do not send messages late at night.
3. Use the chat in a positive and constructive manner.
4. **Avoid using the chat in case of any doubt, observation, comment or suggestion; please contact the school directly. Room Mothers are *not* classroom representatives.** Allow the school the opportunity to answer any doubts.
5. In case you have any doubt regarding a birthday celebration that does not concern everyone on the chat, please contact the Room Mother directly.

Class Interruptions

UNDER NO CIRCUMSTANCE CAN A PARENT INTERRUPT A CLASS. IF YOU HAVE AN URGENT BUSINESS, PLEASE GO TO RECEPTION. IT IS STRICTLY FORBIDDEN THAT PARENTS, FAMILY MEMBERS OR FRIENDS COME INTO THE ELEMENTARY SECTION WITHOUT PREVIOUS AUTHORIZATION.

Teachers' Room

The Teachers' Room is reserved only for the teaching staff. To respect their privacy, we ask parents not to come into the Teachers' Room.

Religious Beliefs

We are a secular Institution. According to Mexican law, under no circumstances is anyone allowed to impose their religious beliefs or display any religious symbol in the classroom.

If a student asks any questions regarding religion, teachers will let them know that these issues should be discussed at home with their parents.

Student placement in groups

As we form groups for the following school term, we look for a balance in all classrooms. Teachers take into consideration a wide variety of factors such as academic level, social and emotional issues, gender and the best teacher-student match. No changes will be made after the group lists are official. Thank you for your understanding.

Teacher Assistants

In Elementary School, First grade teachers have a half time teacher assistant. Teacher Assistants also help the section as needed.

Prep-Days / Consejo Técnico Escolar: SEP

During the school year, there is a number of days of training for teachers included in the school calendar. **Students do not attend school during Prep Days or CTE unless indicated in the school calendar.**

Students are allowed to bring regular clothes the day before a Prep-Day.

Lost and Found

Parents can look for lost items or uniforms from 8:00 a.m. to 9:00 a.m. from Monday to Friday. Students can look for any lost items during their recess.

OBLIGATIONS AND RESPONSIBILITIES OF STUDENTS

Personal Appearance

Hair: Boys can wear long hair, but if it is long enough to cover their eyes, they should wear it tied back. We will provide them with hair rubber bands if necessary. Girls should wear their hair pulled back from the face.

Hair should not be dyed. Hats, caps or scarves are not allowed inside the classroom, unless it is for religious reasons or a special health issue that should be discussed with the section Principal beforehand.

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Accessories: No bracelets, necklaces or big earrings are allowed. Acrylic or painted fingernails are not allowed. For girls, navy blue or beige bows or ribbons are allowed.

Sun block: It is the responsibility of parents to supervise that students wear sun block to school. Each student must have their own sunblock in their backpack to reapply before recess.

Caps/ Hats: During months in which the weather is very hot, students must wear a cap to be able to play in the sun. In case they don't wear it, they will stay in the shaded area of the cafeteria.

Uniform:

- **Boys**

Formal uniform:

Navy blue pants
School polo shirt
School sweater
Navy blue or black shoes for school
Navy blue socks (ankle socks are not permitted)

- **Girls**

Formal uniform:

School plaid skirt
School polo shirt
School sweater
Navy blue or black shoes for school
Navy blue socks (ankle socks are not permitted)

Sports uniform (boys and girls)

School sports shirt
School sweat pants
School sweatshirt
School shorts
White socks

Completely white tennis shoes. (In case they have any color, parents will be asked to paint it white.)

STUDENTS MAY NOT COMBINE THE FORMAL UNIFORM WITH THE SPORTS UNIFORM, INCLUDING SWEATERS AND SWEATSHIRTS AND SHOES.

During the winter months, students are allowed to bring scarves, mittens, and hats on top of the school uniform. These articles must be navy blue, beige or white. **No sweatshirts or jackets with any**

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visible brand names are allowed. (Gap, Old Navy, Abercrombie, etc.). Girls are allowed to wear navy blue pants. The Section Principal will determine when students may wear said winter items.

During the summer months, (April, May, June and July) navy blue sandals are permitted. Crocs are not allowed.

IT IS MANDATORY THAT ALL UNIFORM SWEATERS AND SWEATSHIRTS HAVE THE STUDENTS' NAMES EMBROIDERED ON THE FRONT.

A two year transition in uniforms will be permitted due to the change in school uniform. This school cycle is the second year of transition. Uniforms can be combined in a logic manner.

All uniforms must be the correct size for the student. If it is too big or too small, it will not be considered as compliance to the school uniform.

Uniforms will be checked by classroom teachers. The first two times the student is not wearing the complete or correct uniform, the teacher will give a uniform report. The third time the student misses something; the school will call home so that the missing part of the uniform can be brought to school. From the fourth time on, the student will have to be picked up from school. Please make sure you check your child's uniforms before leaving for school. This includes caps. Check that their personal appearance is adequate, their uniform in good condition and their shoes shined and clean.

Hardcover Textbooks

This school year, the hardcover books will be assigned to classrooms, not students. Each classroom will have a set of books for student use and reference. Students will not receive a hardcover to cover in plastic, all textbooks will remain in the classroom. Students will not need them to work at home or for homework.

Lockers

4th and 5th grade students will be assigned a locker to keep their books and materials. It is the student's responsibility to lock any money, electronic device allowed by the teacher or anything of value. Each student will receive a key to their locker. We suggest you make an extra copy. At the end of the school year, the Home Room teacher will collect all the keys. In case it was lost, the student will need to pay a \$30 pesos fee for its replacement.

DISCIPLINE

A positive learning environment is that one in which both rules and control are present, understood, and respected by everyone.

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During the first week of school, both students and teachers will make up a list of specific and simple class rules, which will be respected by every student in the classroom. Some of these rules may include:

- Respect your classmates, teachers, and everyone in school
- Raise your hand and wait to be called on
- Stay on task and do not distract your classmates
- Always make your best effort

BULLYING

At ITJ, the wellbeing of each of our students is extremely important. Bullying issues have developed in schools all around the world. We are constantly working with our students, teachers and parents to avoid any problems regarding bullying, which is a serious lack of respect. We seek the support of all the parties involved to solve the problem, but in case a positive solution is not reached, strict consequences are applied. The following is important information for each of our school members:

WHAT IS BULLYING?

A person is being bullied or victimized when he/she is exposed to repetitive and constant negative actions from one or several persons. There are 3 conditions for bullying:

- * Aggressive behavior or intentional harm
- * Repetitiveness
- * Imbalance of power

PARTICIPANTS

- * Bully
- * Victim
- * Secondary bully
- * Passive participant/ observer

WHAT IS THE DIFFERENCE BETWEEN BULLYING AND A TEASING?

Teasing occurs occasionally, has no intention to harm another person, and there is no imbalance of power.

Bullying is intentional, repetitive, and represents an imbalance of power.

WHAT ARE SOME SYMPTOMS AND BEHAVIORS SHOWN BY A SOMEONE THAT COULD BE BEING BULLIED?

- The child does not want to go to school.
- Changes in their regular routines.
- Becomes introverted, anxious, or his self-esteem is negatively affected.
- Starts stuttering.
- Cries.

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- Feels sick in the morning.
- Academic level is affected.
- Comes home with torn clothes.
- Comes home with damaged belongings.
- Asks for money or starts stealing it.
- Has cuts or bruises with no explanation.
- Becomes aggressive, irrational.
- Stops eating.
- Is scared to say what is happening.

WHAT TO DO?

First, it is important to differentiate between:

Gossip: A true or false rumor about someone with no positive intention, benefit or intention of protection.

Report/Accusation: To officially declare something irregular or wrong to make it right.

PLAN OF ACTION FOR STUDENTS

- Talk about the situation with someone: school staff, your parents, other adults whom you trust. Students frequently withhold from talking to an adult for fear of being a tattletale.
- Ask a classmate or friend to go with you to talk to the adult.
- Talk to an adult if you see anyone is being bullied.
- Treat everyone in your community with respect.

PLAN OF ACTION FOR PARENTS

- Model respectful interactions with other adults and children.
- Talk to your children and allow space in which they feel confident and safe to talk about their problems or issues.
- Be aware of the signs of bullying and talk to your children about what is happening.

MAKE SURE YOUR CHILDREN HAVE THE COURAGE OF NOT BEING BYSTANDERS/OBSERVERS/PASSIVE PARTICIPANTS.

- Know your child's friends.
- Take time to connect to your child's day to day life.

If your child is being bullied, let the Principal know about this, and help your child ask for help. NEVER tell your child to ignore the situation or the bully. This can worsen the bullying problem.

PLAN OF ACTION FOR PARENTS OF BULLY

- Try to create a warm and loving environment at home.
- Talk to your child about his/her behavior being unacceptable, and the need to be tolerant towards others.

- Avoid access to TV, movies, games or music with violent content.
- Under no circumstance accept that your child is bullying another person, in or out of your home.
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General Rules for Elementary Students

- a) Students WILL NOT BE ALLOWED TO CALL HOME to ask for permissions, forgotten lunch, homework or school materials, nor will they be received from parents to give to students. Help students learn responsibility and logical consequences.
- b) Students should not bring to school cell phones, iPods, iPads, or any other items that can cause a discipline problem. **If any electronic tool is required for academic purposes, students will be allowed to bring to school those specified by the teacher, under their own responsibility and with their parent's permission. The school will not be responsible for the loss or damage of any electronic tool.**
- c) Dangerous items such as baseball balls and bats, Frisbees, etc. are not allowed.
- d) The following are not allowed to be brought to school: bikes, skates, scooters, Heelys, pets or toy guns and violent games, or sharp objects.
- e) If the above mentioned objects are brought, they will be picked up by the teacher and will be given to the Principal who will give them back when considered pertinent.
- f) The school is not liable for lost or damaged items belonging to students. The missing items can be searched in the Lost and Found closet.
- g) No student is permitted to sell or advertise any item within the school premises.
- h) Toys are not allowed in school, unless approved by the teacher, such as puzzles and board games.
- i) **In case a student damages in any way any school property including desks, Smart Boards, electronic equipment by accident or on purpose, the student will be asked to pay for the repair or replacement of the damaged property.**

Students' Conduct Code

With the purpose of maintaining a positive learning environment, Instituto Thomas Jefferson has established a precise guideline to attend any issue related to discipline and conduct inside the school and classrooms.

Teachers use different strategies to manage conduct and behavior in the classroom. Teachers will give students a fair number of opportunities to correct any misbehavior before giving a CONDUCT REPORT. In case it is necessary to give a CONDUCT REPORT, teachers will ask the student to bring it back signed by parents on the following day. In case that any behavior is serious enough, teachers may give a CONDUCT REPORT without any previous warning. **Students are suspended for one day after 3 Conduct Reports, given by any of their teachers during any period of time.**

After the 3rd. suspension due to accumulation of CONDUCT REPORTS, the case will be analyzed by a Committee in charge of Peaceful Coexistence, which may result in an expulsion from school.

If a student is sent to the Principal's office due to bad conduct, the Assistant Principal and /or Principal will talk to the student and may apply an action deemed necessary in order to help the student correct his/her behavior.

Suspension

At the 3rd. CONDUCT REPORT given in any time period, the student will merit a one day suspension.

Some faults are so serious that merit a severe and immediate consequence such as a suspension. These faults may include stealing, seriously hurting another person or a serious lack of respect.

When a student is suspended, he or she may not attend school for the number of days indicated in the suspension report. In case of a suspension due to a serious fault, it will be up to the discretion of the Section Principal to determine the length, which can be anywhere from one to three days, depending on the seriousness of the fault and the students behavioral record.

During this period of suspension, the student will not be allowed to come to school, or participate in extracurricular events taking place during those days. The student will not have his absences excused, even during any exam. Exams that are missed due to the student being suspended, expelled, or any other unjustified reason, are not allowed to be given at a later date. Students will receive a zero. Students will be allowed to come for extracurricular classes.

DISCIPLINARY OFFENSES

Disciplinary Offenses TYPE A

Incomplete uniform
Unacceptable presentation
Warnings in class

Disciplinary measures for the above offenses vary from verbal warnings to written reports.

DISCIPLINARY OFFENSES CLASS B

Copying or plagiarism
Stealing (1st to 3rd)
Dishonesty
Hitting or kicking
Disrespect to any member of the ITJ personnel
Vulgar language or actions
Inappropriate use of technology during school hours

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Damage to physical property
Physical or mental abuse, vandalism
Inappropriate conduct at public events or extracurricular activities
Going into unauthorized areas of the school
Missing class without authorization
Inappropriate use of computers
Putting at risk the safety of any other person
Lack of respect to classmates, teachers, principals, or any school staff member

Disciplinary measures for the above offenses vary according to the degree of the offense. They will be decided by the section Principal, and could vary from a written report to a suspension of several days. In case of plagiarism or copying on a quiz or bimestrial exam, the student will receive zero as a grade and a conduct report.

Honesty and respect are important values in the moral development of individuals and as such in case of any behavior showing a lack of the aforementioned values, the written report will be added to the student's file and a copy will be sent to the General Direction.

Disciplinary Offenses CLASS C

The use, possession, or distribution of alcohol, cigarettes or drugs.
Intentional and repetitive harm to another through the use of school electronic devices.
Unauthorized absences from school. (Skipping school)
Disrespectful behavior.
Stealing (4th and 5th) This misconduct may lead to immediate expulsion.
Use or possession of fire arms, knives, explosives or any material or tools considered dangerous by the school.
Any other offense considered serious by the school.

Disciplinary measures for the above offenses will be left to the discretion of the Board of Directors, which will take such cases as a priority and most likely result in the expulsion of the student.

"Good habits strengthen responsibility in human beings."

The right to re-enroll for the following school term is for those students with good academic performance, adequate behavior and discipline and to the identification of the school's philosophy by living it daily, respecting everyone on school grounds.

The school reserves the right to reject the re-admission of any student that during the school year has demonstrated a pattern of low academic achievement or disciplinary problems.

The school reserves the right to choose to re-enroll a student after his third suspension due to regular misconduct, irregular attendance to school, or if the student is not promoted at the end of the school

year. A fourth suspension automatically will void re-enrollment, and a fifth one, will be considered cause for immediate disciplinary expulsion from school.

Serious misconduct against the Disciplinary Regulations will be considered cause for expulsion.

EVALUATION SYSTEM

We have a uniform grading system, which is a valuable tool by which students and parents are informed of the achievement and development on each subject of study. Grades are used also as guides and are key factors to communicate with other necessary schools.

During a particular grading period students will have multiple opportunities to be properly evaluated. No grading period will be decided based on a partial assessment or examination.

Report cards will be available for parents through the schools' portal, at the end of each bimester. In addition to report cards, there are several communication tools to keep parents informed on their child's progress. Among these we have the school's internet portal, where parents will be able to view their child's progress daily.

In case that a student needs special support for his/her academic achievement, Progress Reports, Homework Reports will be sent home and parent meetings could be scheduled.

For serious cases of low academic achievement, or disciplinary problems, students will be subject to Conditional Matriculation.

ASSESSMENT

Students are evaluated on 5 periods (bimesters) during the school year. Our assessment system has been adapted to be congruent and relevant in relation to the evolution of our current programs. Students will be assessed in multiple ways, giving their day to day work and effort the importance it has in a child's academic development and growth. Quizzes will be given on a regular basis, and exams will be scheduled after each unit or chapter depending on the subject. If necessary, teachers will review with the students prior to an exam, and students will be notified with sufficient time to prepare.

Homework

At Instituto Thomas Jefferson, we believe in assigning only necessary home work. This is why it is very important that students have enough time and and adequate place to work when they have homework. Students may be asked to take home unfinished class work on any subject.

Established days for homework assignments are as follows:

SPANISH SUBJECTS Monday and Wednesday

ENGLISH SUBJECTS Tuesday and Thursday

MATHEMATICS Every day

Approximate homework time per grade:

<u>GRADE</u>	<u>HOMEWORK TIME</u>
First	10 min.
Second	20 min.
Third	30 min.
Fourth	40 min.
Fifth	50 min.

Homework time includes written work, study time, and long-term projects. Aside from homework, any class work that has not been completed will be sent home and does not fall within the set time for homework.

It is important to remember students should be reading for at least 20 minutes at home. This time is not included in the time for homework.

When students miss three homework assignments, they will receive a HOMEWORK REPORT. Parents will be called in for a meeting with the teacher in case this becomes an issue.

REPORT CARDS

Report cards will be available for parents at the end of each bimester in the school portal.

Evaluation Key:

(95 - 100)	Excellent. A
(85 - 94)	Very Well. B
(75 - 84)	Well C
(65 - 74)	Regular D
(60 - 64)	Poor E
(59 or less)	Fail F

Individual and team projects, PBL

During each bimester, students will have the opportunity to work on team or individual projects. The teacher will decide on which type of projects their students will be working, giving clear guidelines and rubrics and enough time to finish the project. Teachers not only grade the final product, but the process and the way the students work as a team. Because of this, and for security reasons, team projects will be carried out during school hours with the teacher. Teachers will never request that students meet after school hours to work on a project. Individual projects can be assigned as homework.

PROGRESS REPORT

Progress Reports are special forms through which teachers can inform parents and students are advised that an extra effort should be made in a particular subject, or that special attention should be paid to a particular situation. They are sent home in the middle of the bimester, and must be signed by parents and returned the next day. The teacher keeps a copy of this Report. They will be added to the student's file, and a copy will be sent to the Principal. If the Progress Report is not returned with the parents' signature, the teacher will write "No Answer" on the copy and will call the parents.

Any student with an average of 70 or less in any subject will be given a Progress Report.

I Ready

At the beginning of the school year, students will take the IReady online evaluations, both in Math as in L. Arts.

CONDITIONAL MATRICULATION

Students with recurring disciplinary offenses or with an academic progress below the school's expectations will be subject to a Conditional Matriculation for their permanence in the Institution. Parents will be called in for an interview with the Principal and with the Homeroom teacher to inform them of the Conditional Matriculation. There are two types of Conditional Matriculation:

Conditional Matriculation TYPE A

This Conditional Matriculation will clearly establish the things on which the school, the parents and students will need to work on to be able to continue at the Institution. Parents will be able to re-enroll students during the regular re-enrollment period, but may need to have a second meeting with the Principal and teacher to evaluate if parents and students complied with what was established and required on the Conditional Matriculation. If the points were not met, students will not be able to continue in the Institution.

Any student having a Conditional Matriculation Type A for three consecutive school cycles will not be able to re-enroll in the next school year.

Conditional Matriculation TYPE B

The student may not re-enroll and parents must look for another school for their child.

Private institutions have the “Right of Admission”, which allows the school to deny the enrollment or re-enrollment of those students with serious disciplinary problems or low academic achievement or to parents who have shown a lack of respect to school personnel.

PSYCHOMETRIC EVALUATION

A psychometric evaluation will be applied to all students after the age of 4. It is usually part of the admissions process.

In addition to this evaluation, it is there may be the need to make other type of psychometric testing to students to have more information on their learning abilities, with the purpose of giving the student the support needed for their success. For this type of testing, there is no need to ask for the authorization of parents.

TUTORING

There are teachers who can give private tutoring to student who need it. Please go to the Elementary School Reception for information.

Any student on tutoring will be reported to the Principal.

It is the student’s responsibility to bring all the necessary material for the tutoring, including homework notebook, notebooks, books, study guides, etc. It is not the responsibility of the tutoring teacher to look for books or notebooks to be able to tutor the student.

Students are not allowed to return to their classrooms to take out any material, books or notebooks after dismissal time.

The tutoring teacher will be in touch with the student’s teacher to inform and follow up on the student’s progress.

Teachers are not allowed to tutor their own students. Please do not insist on this point.

The schedule for tutoring is from 3:00 p.m. to 3:45 p.m. Parents must pick up the students promptly. In case parents are late to pick up students from tutoring, the teacher will charge, for every 15 minutes, a proportional amount extra to the tutoring fee. Parents pay teachers directly for tutoring.

The rate for tutoring for 2017 – 2018 school year is as follows:

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1 student	\$ 200 pesos per student per class
2 students	\$ 180 pesos per student per class
3 to 4 students	\$ 160 pesos per student per class

There will be no more than 4 students per tutoring session.

Any change on the number of students on tutoring will cause an adjustment on the fee.

Any student or parent who does not conform to these rules will lose the right to receive tutoring and will not be recommended to teachers. In addition, the school will take any measures deemed necessary.

ROOM MOTHERS

Each homeroom teacher will ask the support from one of the mothers in his/her group by acting as a Room Mother. THE ROLE OF ROOM MOTHERS IS ONLY TO GIVE SUPPORT IN COORDINATING THE EVENTS OF THE GROUP AND BY NO MEANS SHOULD OTHER PARENTS ASK THAT THEY ACT AS GROUP REPRESENTATIVES.

Room Mothers will participate in birthday celebrations in the classroom both for students and teachers, and for teachers during Teacher's Day. Room Mothers will receive from the school a calendar in which the birthday celebrations have been scheduled. There will be no changes in the established dates.

In FIFTH GRADE, Room Mothers DO NOT have the obligation to participate in organizing the Promotion Party or trip, if one is wanted to be organized. A Committee will be formed for this event. IT IS IMPORTANT TO POINT OUT THAT THE SCHOOL IS NOT IN CHARGE OR PARTICIPATES IN ANY WAY IN THIS EVENT. The school organizes exclusively the Academic Promotion Ceremony.

SCHOOL EVENTS

Lunch

Food for Birthday Celebrations includes lunch, dessert and a drink. We suggest that beverages do not come in Tetra Pak containers. Please include the homeroom teacher and the Spanish teacher for these events. Piñatas are not allowed for celebrations. No balloons of any type are permitted in the school.

Birthday Celebration

The dates for Birthday Celebrations will be according to the calendar for school events which Room Mothers will give parents during the first meeting. Please include teachers in the celebrations.

Open House

Parents are invited to school in the afternoon, to meet their child's teacher and see some of the work they have done so far. During Open House, teachers will not talk about particular academic issues of any student. If you need to talk about your child, please schedule a meeting. The teacher will give information to parents and ask for support in specific areas for the classroom in general.

Christmas Festival

The Christmas Festival in Elementary School is something that is simple but beautiful. The purpose of the Christmas Festival is, aside from celebrating Christmas, that students have the opportunity to present themselves on stage. 1st, 2nd and 3rd grades participate on the Christmas Festival.

Mini Science Fair

4th and 5th grades organize a Mini Science Fair during the second semester of the school year. Parents are invited to see the Science projects done by the students.

Parents' Day

Parents' Day is celebrated in each student's classroom, following a specific calendar for this event. The group prepares a small presentation for parents, after that, they have the opportunity to spend time with their child and they have lunch together.

School Activities

As part of our academic program, we will have special school activities and events which imply an additional fee for parents. Some of these activities are field trips, school plays, workshops, special presentations, or activities in the classroom.

We also request parents their commitment to participate on school wide events such as Family Day, Children's Day, Christmas Posada or other events during the school year. We remind you that this is also specified on the Letter of Commitment.

Infirmary

The school has a full time doctor on campus. The doctor is to assist students in emergencies and when they begin feeling sick in school. Students should not come to school sick so that the doctor can check them. If a student is sent to school from home vomiting, with a fever, eye infection, diarrhea, or with a severe cold that could be contagious to other students, the doctor will call home for parents to pick up the student. Please do not send your child sick to school. Likewise, if a student comes to school

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with a serious cut or scrape, injury or lesion, the doctor will call home so that parents can pick the student up.

If your child is sick with a contagious disease, we kindly ask you to inform the school so that any necessary actions may be taken.

Students should not take medication on their own while in school. If they need to take medicine, the parent or guardian must bring the medication to the school doctor, who will be in charge of administering the medicine to the student.

Use of school logos and images

The use of school logos or any school image is not allowed for invitations, name tags, handouts, products etc. without the previous authorization of the General Direction.

Promoting Products

The policy of our school does not allow students or parents to PROMOTE OR SELL PRODUCTS WITHIN OR AROUND THE SCHOOL CAMPUS.

School ID

Students will receive a school ID. In case a replacement is needed, the cost will be of \$70 pesos.

Cafeteria

- a) Elementary School students are allowed to purchase from the cafeteria. The cafeteria will give service to them according to their recess schedules. Students cannot purchase from the cafeteria during class hours or during dismissal. Elementary school students are not allowed to buy any sodas.
- b) Students' lunch must be healthy. Parents should avoid sending junk food as lunch.
- c) No glass containers are allowed.
- d) Students are not allowed to play while they are eating.
- e) At 2:30 p.m., students in tutoring or in extracurricular classes may go to the cafeteria to eat before their classes
- f) Parents are not allowed to use the cafeteria during school hours.

EXTRACURRICULAR CLASSES

When a student is enrolled in any extracurricular class, parents will receive and sign the rules and requirements for the requested activity. We suggest that parents and students read this information carefully.

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Depending on each class, there will be a minimum number of students which need to sign up in order for the class to open.

IN ORDER FOR A STUDENT TO BE ABLE TO REPRESENT THE SCHOOL IN ANY EVENT THAT IS PART OF THE EXTRACURRICULAR ACTIVITIES, THE STUDENT MUST HAVE A MINIMUM AVERAGE OF 80 IN THE BIMESTER AT THE TIME OF THE EVENT.

THE FOLLOWING INFORMATION IS IN SPANISH, AND IN PROCESS OF BEING TRANSLATED INTO ENGLISH.

ANEXO ADMINISTRATIVO

ACCESOS

Con la finalidad de tener un mayor control en los accesos y por la seguridad de Uds. y sus hijos, le solicitamos atender los siguientes puntos sobre los accesos a las instalaciones del Instituto.

El acceso a los padres de familia **será única y exclusivamente por el acceso peatonal** pasando por recepción en donde se les orientará y asignará un gafete de visita.

Durante el día, entre los horarios de circuito vehicular, solo se permitirá el acceso al estacionamiento en los siguientes casos:

- Cuando exista previa cita con alguna directora.
- Cuando exista un evento general de la sección y/o Instituto.

De no tratarse ninguno de estos casos se le solicita por favor estacionarse, pasar a recepción y solicitar cita con quien requiera tratar algún asunto, de lo contrario favor de No insistir.

Le sugerimos hacer su cita al menos con un día de anticipación para que la dirección pase el reporte correspondiente a la caseta de vigilancia.

Para su seguridad y tranquilidad, se solicitará a cualquier persona que requiera ingresar al Instituto, (Incluyendo a padres de familia) registrarse en caseta de vigilancia, mostrando su identificación, de no mostrar su identificación no será permitido el ingreso.

El personal de vigilancia le proporcionará un gafete identificándolo como padre de familia del Instituto Thomas Jefferson, el cuál le solicitamos lo porte siempre a la vista mientras se encuentre dentro de las instalaciones.

El ingreso a las instalaciones, será siempre bajo previa cita, y en caso de que su cita esté cercana a la hora de salida del alumno, le solicitamos salir de las instalaciones y formarse en la fila correspondiente para recoger a su hijo.

Los pases de salida se recibirán en caseta de vigilancia solamente a partir del horario de las 3:00 p.m. en cualquiera de las puertas de acceso, antes de tal horario sólo por alguna emergencia, misma que será valorada por la directora de sección.

Solamente los alumnos de Bachillerato de 10° a 11° tienen permitido el ingreso y salida por los accesos peatonales de la entrada principal, previa presentación de su credencial del ITJ.

El resto de los alumnos no podrán ingresar y/o salir por los accesos peatonales sin la compañía de sus padres y/o personas autorizadas.

HORARIO DE CAJA

El horario de atención en Caja es de 8:30 a.m. a 2:30 p.m.

ATENCIÓN CAFETERÍA

El horario de atención en Cafetería es hasta las 3:00 p.m. por favor le solicitamos por ningún motivo permanecer en esta área después de dicho horario.

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Si requiere de hacer algún pedido para el lunch de su hijo podrá ser atendido en horario de 8:00 a 8:30 a.m. Favor de ingresar por recepción.

ATENCIÓN LOST & FOUND

La atención en Lost and Found de Primaria es de lunes a viernes de 8:00 a.m. a 9:00 a.m. para padres de familia, los alumnos podrán pasar a buscar sus objetos perdidos en horarios de recreo.

Debido al poco espacio que se tiene los artículos perdidos se guardarán solamente las 3 primeras semanas del mes, la última semana las pertenencias no solicitadas y no recuperadas serán donadas a grupos necesitados. Los artículos de la última semana pasarán a juntarse con lo del mes corriente.

Les sugerimos hablar con sus hijos respecto a la responsabilidad de sus pertenencias.

REGLAMENTO DEL ESTACIONAMIENTO CONTROLADO

Estacionamiento

1. El estacionamiento controlado del ITJ Valle Real es un servicio preventivo de seguridad, por lo que es necesario seguir el reglamento que el mismo establece.
2. El tarjetón del Instituto deberá estar siempre visible al igual que los sticker y tag mientras se encuentre dentro de las instalaciones del mismo, deberá mostrar el nombre, grado y grupo del alumno.
3. Cada usuario es responsable del uso del tarjetón.
4. Por seguridad no dejar el tarjetón a la vista cuando usted ya no se encuentra dentro del Instituto.
5. Para uso de los cajones de estacionamiento deberá estacionarse en reversa.
6. Respetar el espacio de los cajones.
7. Respetar los espacios designados minusválidos y/o directivos del plantel.
8. Respetar siempre el cruce de peatones.
9. La velocidad permitida para circular dentro del Instituto es de **10 km/h.**
10. El instituto no se hace responsable de daños, ni robo total o parcial del vehículo.
11. El horario de ingreso y salida de alumnos es el siguiente:

HORARIOS

GRADO	ENTRADA	SALIDA	COLOR
PREPARATORIA	07:25 A 07:40	14:45 A 15:00	AZUL MARINO
SECUNDARIA	07:25 A 07:40	14:45 A 15:00	ROSA
PRIMARIA	07:40 A 07:55	14:20 A 14:45	AZUL CLARO
PRE-FIRST	08:00 A 08:15	14:00 A 14:15	VERDE
KINDER 2	08:00 A 08:15	13:00 A 13:15	NARANJA CLARO
PRE-KINDER Y KINDER 1	08:15 A 08:30	12:30 INGRESO VEHICULAR 12:40 SALIDA DE ALUMNOS HASTA LAS 13:00 DESPUES SE PASA A DAY CARE.	VERDE LIMON(CLARO)
NURSERY	08:50 A 9:00	12:30 INGRESO VEHICULAR 12:40 SALIDA DE ALUMNOS HASTA LAS 13:00 DESPUES SE PASA A DAY CARE.	NARANJA OSCURO
DAY CARE		14:10 A 15:00	

Notas:

- El color del tarjetón indica la sección a que corresponde su hijo, lo cual le dará acceso dentro de ese horario.
- Después de los horarios marcados por cada sección tanto ingreso como salida se deberá pasar directamente a recepción.
- Se permitirá la entrada de alumnos de la sección de preescolar antes de su hora establecida, cuando lo solicite a la dirección y sólo si tiene hermanos o rondas en grado mayor.

- Con el propósito de agilizar el circuito de salida, hemos decidido tomar las siguientes medidas que aplicarán sólo los **viernes**: La salida de Pre-First será de la 1:40 p.m. a las 2:10 p.m.
- Las familias que tengan alumnos en Day Care, deberán estacionarse y bajar por sus hijos. Esto aplica para los alumnos inscritos mensualmente y para los que se quedan de forma ocasional.
- Para evitarles la vuelta al circuito, también les estaremos entregando a sus hijos de otras secciones afuera del salón de Day Care.
- Solicitamos de su apoyo para que lleguen en el horario del hijo mayor. Las rondas no tienen que bajarse por los niños de Day Care, se entregarán con los demás alumnos de la ronda, y tendrán que ingresar en el horario de la sección del alumno mayor.

Ingreso al Estacionamiento

- Para ingresar será indispensable presentar de su tarjetón, sticker y TAG, además mantenerlo visible durante su estancia en el instituto.
- Los que no porten el tarjetón, sticker y TAG, seguirán el registro de seguridad que consiste en mostrar documentos, registrar su identificación en el tablero de seguridad pegado al ingreso y tendrán que estacionarse en la zona cercana a la salida, pasar a pie con su hijo de la mano y entregarlo en la puerta de ingreso. No podrán dejar ni recoger a los alumnos en el estacionamiento.
- El ingreso se realizará por sección y un auto a la vez respetando su lugar en la fila.
- Deberán esperar a que baje la pluma y suba para permitir el acceso.
- El ITJ se reservará el derecho de ingreso a cualquier persona que no cumpla con alguno de los puntos del reglamento.
- El TAG tiene un costo de \$200.00, que se pagará solo en caso de extravío, o si necesita alguno adicional. Se pagará en caja y se llenará un formulario con sus datos y se le entregará dos días posteriores al pago.

Control vehicular y acceso

1. El límite de velocidad dentro del plantel es de 10 Km/hora.
2. El cinturón de seguridad es indispensable para los adultos y los alumnos.
3. Los niños menores deberán traer su asiento o booster adecuado al peso y tamaño del mismo.
4. Está prohibido el uso del celular del conductor sin dispositivo de manos libres.
5. No está permitido el uso del claxon dentro del instituto.
6. Se tendrá que respetar el horario de ingreso de cada sección
7. En el trayecto del circuito vial no deberán de subir o bajar a ningún alumno, familiar o amistad.
8. Los lugares de acotamiento del circuito son para casos de descompostura de vehículos no son estacionamientos.

Andén de ascenso y descenso de alumnos

1. Sobre el andén y la sección de rondas, se entregan y recogen a los alumnos con la supervisión de maestros y personal de mantenimiento en apoyo a la vialidad.
2. **Durante la entrega o recepción de los alumnos el personal docente debe estar concentrado en el proceso. Si se requiere hablar con alguno favor de concertar una cita.**
3. **No se podrán abrir las cajuelas durante el circuito y anden ya que eso detiene el flujo vial.** Si se requiere bajar cosas de la cajuela deberá estacionarse.
4. En horario de salida de alumnos si está permitido el rebase con precaución.
5. Sólo se entregarán alumnos en anden con supervisión hasta las 15:00hrs., después de esa hora deberán estacionar su vehículo y pasar a la dirección correspondiente por el alumno.
6. Extracurriculares y tutorías tienen horarios y reglas especiales, favor de tomarlas en cuenta.

HORARIOS DE EXTRACURRICULARES

GRADO	ENTRADA	SALIDA	VIA
SECUNDARIA	DEPENDIENDO SU TALLER	16:00 a 17:15	Circuito Vial por la entrada principal de PROLONGACIÓN JESÚS
PRIMARIA	DEPENDIENDO SU TALLER	16:00 a 16:15	Circuito Vial por la entrada principal de PROLONGACIÓN JESÚS
PRE-FIRST	DEPENDIENDO SU TALLER	16:00 a 16:15	Circuito Vial por la entrada principal de PROLONGACIÓN JESÚS
KINDER 2	ENTRADA POR PUERTA 03	14:00 a 14:15	Estacionarse y bajarse a recoger al alumno por la entrada principal de PROLONGACIÓN JESÚS

HORARIOS DE TUTORÍAS

GRADO	ENTRADA	SALIDA	VIA
SECUNDARIA	15:00	15:45	Estacionarse y bajarse a recoger al alumno por la entrada de PREPA.
PRIMARIA	15:00	15:45	Estacionarse y bajarse a recoger al alumno por la entrada de PREPA.
PRE-FIRST	15:00	15:45	Estacionarse y bajarse a recoger al alumno por la entrada de PREPA.

***Siempre habrá maestros y personal de seguridad en la entrega de alumnos**

Generales

Invitaciones.

Para llevarse a compañeros del salón a fiestas o comidas, tendrán que:

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- Dar aviso a la sección correspondiente con 24 horas de anticipación.
- Tener la autorización escrita del padre o tutor el día de la salida.
- Presentar la autorización a la dirección de cada sección para la elaboración y autorización del pase de salida.
- El padre o tutor que retira a los menores deberá pasar a la dirección correspondiente por el pase.
- El pase deberá ser entregado en la puerta peatonal de salida y se podrá retirar con los menores.

Rondas.

Las rondas deberán de registrarse en Recepción, llenar el formato, firmarlo por cada uno de los tutores y en su tarjetón especial de ronda deberán poner nombres, grado y grupo. El tarjetón de ronda no tiene privilegios de estacionamiento especial. Favor de no llegar antes del horario del mayor a recoger.

Si no trae a la ronda tendrá que hacer su circuito vial normal en la mañana y en la tarde.

Sanciones

Cualquier infracción al presente reglamento será objeto de una sanción administrativa.

El correo vialidadvr@itjvallereal.edu.mx se activará para informar de la misma a los usuarios del circuito vehicular.

Cuidados del TAG

El TAG no lo deberá estar pegado al tarjetón. El TAG requiere cuidados especiales: Favor de no doblarlo, ni enmicarlo con calor, no mojarlo. Este deberá de estar en forma horizontal. Si ya cuenta con otro TAG (coto y/o fraccionamiento), favor ponerlo del lado contrario. Deberá ir a la velocidad permitida al ingreso y durante su estancia en el instituto y esperar que baje la pluma cuando este activa.

En caso de robo o extravió del tarjetón y TAG favor de avisar lo antes posible a la recepción del Instituto vía telefónica (3611-1366) y vía e- mail (informes@itjvallereal.edu.mx) para cancelarlo y tomar las precauciones necesarias.

.....
WE HAVE READ THE INSTITUTO THOMAS JEFFERSON VALLE REAL ELEMENTARY SCHOOL STUDENT MANUAL 2017-2018 AND ARE IN AGREEMENT TO FOLLOW THE RULES, REGULATIONS AND GUIDELINES IN IT CONTAINED. I AM AWARE THAT THIS HANDBOOK MAY BE SUBJECT TO CHANGE THROUGHOUT THE SCHOOL YEAR, OF WHICH I WILL BE INFORMED IN DUE TIME.

Student's name _____

Student's signature _____ Grade _____ Group _____

Name of father, mother or tutor _____

Signature of father, mother or tutor _____ Date _____

