



JEFFERSON ELEMENTARY SCHOOL FAMILY & STUDENT



HANDBOOK

HOME OF THE JAGUARS!



TABLE OF CONTENTS

Jefferson Elementary Staff.....	4
School Arrival & Departure.....	5
Arrival at School	5
Departure from School	5
Walking Students	5
Bicycle, Scooter, and Skateboard Riders	5
School Bus and Daycare Drop-Off & Pick-Up Location.....	6
Family Drop-Off & Pick-Up Location.....	6
Parking Locations.....	6
Bus Riders.....	7
Jefferson Positive Behavior Intervention & Support.....	7
Daily Schedule for 2025-2026.....	8
Positive Behavior Intervention & Support.....	Error! Bookmark not defined.
Parent Involvement.....	9
Teacher/Student/Parent Learning Compact: 2025-2026 School Year.....	9
Student Discipline	10
Implementing Student Discipline Policies and Procedures: Research-Based Principles for School Districts.....	10
Communication	11
Food/Celebrations at School.....	12
Personal Items	12
Safe Walking Routes to School.....	13

These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites:

www.pullmanschools.org/families/helpful_resources



JEFFERSON ELEMENTARY SCHOOL

1150 NW BRYANT STREET PULLMAN, WA 99163 (509) 334-5641

Welcome to the 2025-2026 school year at Jefferson Elementary!

Welcome to Jefferson Elementary School. Our highly dedicated and professional staff is looking forward to partnering with you and your child during the 2025-2026 school year.

Jefferson Elementary School is proud to be a “Kids at Hope” school. As a “Kids at Hope” school...

- **WE BELIEVE:** Children succeed when they are surrounded by adults who believe they can succeed. We believe that ALL children are capable of success, NO EXCEPTIONS!
- **WE CONNECT:** Children succeed when they have meaningful, sustainable relationships with caring adults. We connect with ALL children in a meaningful, sustainable way.
- **WE TIME TRAVEL:** Children succeed when they can articulate their future. We teach children to mentally time travel to their future in four destinations (Home & Family; Hobbies & Recreation; Community & Service; and Education & Career).

Jefferson Elementary School Vision Statement

- To achieve our mission, Jefferson Elementary School staff will...
- Intentionally foster positive student relationships
- Celebrate academic growth, personal growth and cultural diversity
- Collaborate with district staff, students, families, and community members
- Consistently monitor student performance to inform all instruction
- Commit to ongoing growth in our professional learning and practice
- Believe all Jaguars are capable of success, NO EXCEPTIONS!

The Jefferson Elementary School Family Handbook is an addendum to the Pullman School District Elementary Family Handbook (Pullman School District Elementary Family Handbook). If the answer to your question cannot be answered in the Jefferson addendum please visit the above link. Thank you for allowing AND trusting us to be a part of your child's life and education.

Sincerely,

Kelsey Winningham

kwinningham@psd267.org

1150 NW Bryant Street

Pullman, WA 99163

(509) 332-2617

JEFFERSON ELEMENTARY STAFF

POSITION	STAFF			
Administration	Kelsey Winningham, Principal	Cheyenne Webber, Assistant Principal		
Office/Building Support	Kelly Crossno	TBD		
Counseling/Social Emotional Support	Nikki Dehle, Counselor	Stephanie Rudd, SEL Support		
Kindergarten	Penny Zimmerman	Debbie Stone	TBD	
First Grade	Marie Wallace	Sandra Casanova	Diane Hathaway	
Second Grade	Veronica Elseroad	Jill Patera	TBD	
Third Grade	Sara King	Marlin Mangels	Mary Tumbleson	
Fourth Grade	Trisha Doumit	Colby West	Tatym Medina- Cole	TBD
Fifth Grade	Anthony Haynes	Emily VanNess	TBD	
Special Education	Erin Rodriguez	Robin Olson	Bailey Read	Keri Dockstader
Special Education Support	Martha Aguila Santana	Katie Dailey	Nathan Hascall	Lacey Robbins
Library	Kristen Coke-Sutton	Jodi Winchell		
Specialist	Heather Lohrmeyer, Art/STEM	TBD, Music	Thad Wheatley, P.E.	
ELD	TBD	Rosana Magoia		
Core+	Robin Hendrickson	Niki Wolf		
Core+ Support	Kayla Thomas	TBD	TBD	
OT/Speech/School Psychologist	Katelyn Claassen, OT	Aydan Marsh, Speech	Linda Baldeck, School Psych.	
Nurse	Janel Wright	Sheri Wadsworth		
Nutrition Services	Esther Hart	Trina Warner		
Custodial	Adam McPherson	Daniel Barbosa	Eric Robins	

SCHOOL ARRIVAL & DEPARTURE

School begins at 8:20 AM and student dismissal is 2:50 PM.

ARRIVAL AT SCHOOL

Monday (Late Start 8:50 am)	Tuesday-Friday (Start 8:20 am)
Students that eat school served breakfast may arrive at 8:30 AM	Students that eat school served breakfast may arrive at 8:00 AM.
If your child does not eat breakfast at school, please do not have them arrive at school until 8:40 AM.	If your child does not eat breakfast at school, please do not have them arrive at school until 8:10 AM.
If your child arrives before 8:30 AM, please have them go to the school café. Students will be dismissed from the café at 8:45 AM to go to their classrooms.	If your child arrives before 8:00 AM, please have them go to the school café. Students will be dismissed from the café at 8:15 AM to go to their classrooms.

DEPARTURE FROM SCHOOL

School dismissal is at 2:50 PM.

- All students and siblings are expected to leave the school grounds immediately after being dismissed from school.
- The school grounds are unavailable for public use between the hours of 7:45 AM-3:20 PM.
- Students are to meet their parents, siblings or friends after school at a designated area on the play-ground. Please develop a plan where to meet your child after school.
- Please escort your child to your car. For safety reasons please do not allow your child to walk through the parking lot unescorted by an adult.

Supervision of students ends at 3:05 PM.

WALKING STUDENTS

Many of our students walk to and from school each day. All students must abide by general safety rules when walking to and from school. We ask all Jefferson students and families to respect our adult or student safety patrol members and follow their directions when walking home.

BICYCLE, SCOOTER, AND SKATEBOARD RIDERS

For the safety of all, bikes, scooters, or skateboards must always be walked when on school grounds. The school assumes no responsibility for stolen or damaged bikes, scooters or skateboards. However, provisions have been made to safeguard bikes and scooters by requiring them to be properly parked and locked in the school bike/scooter rack located at the front of the school. We ask that kindergarten students not ride a bicycle, scooter or skateboard to school. Rollerblades and/or roller skates are not to be worn on school grounds.

SCHOOL BUS AND DAYCARE DROP-OFF & PICK-UP LOCATION

The school bus and daycare van drop-off and pick-up location is at the front of the school.

This area will be closed to drive-thru traffic and parking between 7:45 AM-8:20 AM and 2:30 PM-3:10 PM.

This area will be open for visitor parking from 8:20 AM-2:30 PM.

Any **red curbing** means “No Stopping or Parking.”

Individuals with a disabled parking permit will be permitted to enter and park in this area during the above times.



FAMILY DROP-OFF & PICK-UP LOCATION



When dropping off or picking-up your child at this location please follow these guidelines:

- Do not double park or stop in the left (red curb) OR middle lane.
- Stop at the curb to the right-side of the loop.
- To keep cars moving pull ahead as the car(s) in front of you exit. Please use the “Stop, Drop-off/Pick-up and Go” method to keep cars moving.
- Have your child enter and exit the car on the right side against the yellow curb.
- Drive slowly and cautiously.
- If you need to enter the building or meet your child, please park in the upper parking lot.

PARKING LOCATIONS

Upper Parking Lot

- Feel free to park in the upper parking lot anytime as there are available parking spaces.
- Parking or entrance in the service lane leading to the back of the school is not permitted.
- State Street & Plum Path
- Please consider parking on State Street and either have your child walk on Plum Path to State Street to meet you OR you can walk on Plum Path to the school, meet your child and walk back to your car. Plum Path is a paved and designated path that leads from the back of the school and comes out on State Street (see right). Plum Path is approximately 200 yards in length. We have an adult crossing guard where Plum Path comes out onto State Street. There is a tremendous amount of curbed parking, with sidewalks, on both sides of State Street. Several of our student walk on Plum Path on a daily basis.

BUS RIDERS

These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

When on the bus, students must follow these safety guidelines...

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).
- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students who walk an extended distance on a highway must walk on the left-hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc.).
- Each student must see that their books and personal belongings are kept out of the aisles.
- If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911

JEFFERSON POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Jefferson Elementary School encourages and teaches appropriate behavior through a proactive approach called "Positive Behavioral Interventions and Supports" (PBIS). PBIS is a school-wide approach to make our school safe and to promote positive student behavior. It's also a way for us to decide how to respond to a child who misbehaves.

Following are a few important PBIS principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child's behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

Keep in mind that PBIS is not a treatment or therapy. It is more like a framework for teachers, administrators and parents. It's used with all students in our school, whether or not they receive special education services. According to several studies, PBIS leads to better student behavior. In schools with PBIS, students receive fewer detentions and suspension. There is less bullying. Students also have better grades.

The Focus of PBIS: Prevention, Not Punishment

In a school with a traditional approach to discipline, teachers/staff may try to correct behavior through punishment.

By contrast, in a school using PBIS, the focus is on preventing problems. From the start, students learn about what behavior is appropriate, just like they learn math or science. Students are taught social skills, including how to act in different settings, such as the classroom, on the bus or with friends. This is done through instruction in or in our “common” areas on what appropriate behaviors should look like throughout our school community.

Your child’s teacher will be teaching their classroom behavior expectations during the first week of school and re-teaching/reviewing them during the year. Please contact your child’s teacher to find out the expected classroom behaviors.

In addition, your child’s classroom teacher will be teaching the “common area” behavior expectations during the first few weeks of school and re-teaching/reviewing them during the year.

PBIS has an emphasis on interaction and modeling by all staff members and focuses on both a child’s behavior and the child as a human being. PBIS is a pro-active approach rather than a re-active approach to discipline.

Our staff wants your child to feel safe and secure at our school. Please consult the Pullman School District School Board Policy 3241 and 3241 (F1, F2, & P) for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives.

For more information regarding the Washington state student discipline laws please visit the following link: [Washington State Student Discipline](#)

DAILY SCHEDULE FOR 2025-2026

Breakfast/Morning Schedule			
8:00 am		Students that eat school breakfast may arrive	
8:10 am		Students that do not eat breakfast may arrive	
Morning Recess			
9:55 am-10:10 am		Grades K, 1, 3	
10:10 am-10:25 am		Grades 2, 4, 5	
Lunch Schedule			
Grade	Recess	Lunch	End of Lunch
Kindergarten	11:20 am	11:40 am	12:00 pm
First Grade	11:20 am	11:40 am	12:00 pm
Second Grade	11:20 am	11:40 am	12:00 pm
Third Grade	11:50 am	12:10 pm	12:30 pm
Fourth Grade	11:50 am	12:10 pm	12:30 pm
Fifth Grade	11:50 am	12:10 pm	12:30 pm
Afternoon Recess			
1:55 pm-2:10 pm		Grades K, 1, 2	
1:40 pm-1:55 pm		Grades 3, 4, 5	
Afternoon Departure			
2:50 pm		Closing Bell	
3:00 pm		Supervision ends – students need to leave school grounds	

PARENT INVOLVEMENT

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2025-2026 SCHOOL YEAR

JEFFERSON ELEMENTARY TITLE I PARENT INVOLVEMENT POLICY

Jefferson Elementary School is committed to ensuring each child makes academic progress. For those students who are having difficulties learning in reading and math we have additional interventions and support through the Title I Program. Their progress is monitored frequently and instruction is based on scientifically validated strategies, with a goal of getting the students to their grade level performance levels as quickly as possible.

HIGHLY QUALIFIED TEACHERS & PARAEDUCATORS

As a Title I school, we must meet federal rules related to teacher qualifications as defined in Every Student Succeeds Act (ESSA). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- You may also ask whether your child receives assistance from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

You may also ask whether your child receives assistance from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the school office by calling (509) 332-2617.

INFORMATION REVIEW

Title I, Part A Parent Involvement Policy requirements and the School/Student/Parent Compact are explained to parents and reviewed during our Title I Parent Meeting and Grade Level Curriculum Night. Feedback from our Title I Parent Meeting will be considered for incorporation into the Jefferson Elementary School Title I Compact.

The commitments below represent our 2024-2025 School/Student/Parent Compact:

Title One Annual Parent Notifications and Core + (Title I & LAP) Academic Support Services can be found on our website: www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services

TEACHER COMMITMENT

I will....

- Teach the necessary math and reading concepts to your child while striving to meet their individual needs
- Provide a positive learning and social/emotional environment
- Communicate class expectations to students and families
- Communicate with parents and guardians in regard to child's academic and/or social-emotional growth
- Provide challenges or resources to help your child grow academically and/or social-emotionally
- Encourage your child to read daily (*20 minutes is the recommended amount of time for daily reading)

STUDENT COMMITMENT

I will...

- Attend school regularly
- Come to class prepared and on time
- Pay attention and ask parents or teachers for help when needed
- Complete and submit assignments on time
- Be responsible for my own behavior and be a cooperative learner with a positive attitude
- Be responsible for assignments after an absence
- Communicate with teachers and parents regarding my progress in class
- Read daily

PARENT COMMITMENT

I will...

- See that my child is punctual and attends school regularly
- Encourage my child's efforts and be available for questions and support
- Establish a place and time for homework when it is given
- Support the school in its effort to maintain proper discipline
- Review all school communications
- Communicate with staff regarding my child's academic and/or social-emotional growth
- Read to and with my child daily; support my child's progress toward becoming an independent reader

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION

IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS

In response to significant changes to OSPI discipline rules under [Chapter 392-400 WAC](#), school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

Engage Families, Students, and Staff in Discipline Decisions

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

Eliminate Zero-Tolerance Discipline Policies and Practices

- Research finds punitive practices produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

Adopt Positive and Instructional Approaches to Behavior

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

Disrupt Inequitable Discipline Decision-Making Processes

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

Focus on the Classroom Context and Data-Informed Decision-Making

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

Resources and Contact Information

The following resources are available on OSPI's [Student Discipline](#) website:

- [Student Discipline Rules Q&A: A Technical Guide](#)
- [Behavior Menu of Best Practices and Strategies](#)
- Discipline training content on [Classroom Procedures](#) and [Administrative Procedures](#)

For technical assistance and training contact:

Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

COMMUNICATION

Parents are encouraged to contact their child's teacher with any issues needing attention. Parents may also contact the school CORE+ teachers, Niki Wolf or Robin Hendrickson by calling (509) 332-2617.

Parents also have the option of requesting a meeting with the teacher, principal, or counselor. Jefferson has a Student Intervention Team (SIT) that meets regularly to discuss students of concern. Any staff or parent may request a SIT team meeting and the team will address those concerns.

FOOD/CELEBRATIONS AT SCHOOL

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We no longer serve food on individual student birthdays. We will allow for activities that involve food up to once a month in each classroom, at the discretion of the teacher. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we need your help.

A list of approved snacks will be available in the school office and on our school district website (Food and Snack Policy 6700P). Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

PERSONAL ITEMS

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We expect students not to bring extra money or other valuables to school. Personal toys or any other items that may be disruptive to the students, teachers, and/or the educational process at Jefferson Elementary School are not allowed. Neither the school nor any of its staff will be held responsible for damage to or loss of personal items brought to school.

SAFE WALKING ROUTES TO SCHOOL

