

Jerusalem Elementary School
Student/Parent
Handbook



2023-2024

Jerusalem Elementary School
535 S. Yondota Rd.
Curtice, Ohio 43412
419-836-6111

www.oregoncityschools.org

Twitter: [@JerusalemJets](https://twitter.com/JerusalemJets)

Facebook: www.facebook.com/JerusalemElementarySchool

August, 2023

Dear Parents/Guardians and Students,

It is my pleasure to welcome you to our educational family, and to extend the opportunity to join us in the cooperative effort aimed at meeting the needs of our students. Cooperation and teamwork between school and home are essential in meeting the goals of academic achievement and positive social interactions.

We believe that all children can learn. The Jerusalem staff provides a structured environment in which teachers are free to teach and students have the maximum opportunity to learn. Our goal is to reach the highest individual level of academic achievement and social growth for each child.

The purpose of this handbook is to help students and parents become better acquainted with the policies and procedures of Jerusalem Elementary School and Oregon City Schools. We ask that you familiarize yourself with the handbook and should any questions arise, please contact the school office for clarification.

We can all be successful when we work as a team of parents, guardians, students, and staff.

Sincerely,

Jeff Straka, Principal

Vision and Mission Statements of Oregon City Schools

Vision:

Inspire students to: Dream, Discover, Learn, Achieve.

Mission:

Develop and care for the whole student, in partnership with families and community, through rigorous, tailored educational offerings, customized services, and a culture of excellence and growth resulting in prepared, adaptable and engaged citizens.

Oregon City Schools and Jerusalem Elementary Mission Statements

Mission Statement of Jerusalem Elementary

The Jerusalem Elementary staff, parents, and community are committed to promoting academic achievement and positive social interactions through high expectations for students in an environment conducive to learning.

Jerusalem Elementary School Staff 2023-2024

		Phone Ext.
Jeff Straka	Principal	2006
Maryjo Freimark	Secretary	2001
Teaching Staff		
Aubrey Cray	Kindergarten	2108
Nancy Fisher	Kindergarten	2119
Melissa Kidd	Kindergarten	2107
Pam Shanks	Kindergarten	2115
Heidi Adam	1 st grade	2208
Michelle Jaquillard	1 st grade	2201
Susan Harris	1 st grade	2203
Tricia Ostrander	2 nd grade	2214
Hayley Schultze	2 nd grade	2216
Kathleen Singlar	2 nd grade	2219
Morgan Boisselle	3 rd grade	2314
Amy Hart	3 rd grade	2316
Emily Howland-Feller	3 rd grade	2318
Susan Linville	3 rd grade	2319
Andrea Chapman	4 th grade	2303
Megan Cullen	4 th grade	2308
Samantha Overman	4 th grade	2304
Carrie Swangstu	4 th grade	2301
Robin Sneed	3 rd /4 th grade GT	2307
Whitney Wasserman	Intervention Specialist	2305
Lisa Kellar	Intervention Specialist	2215
Angela Reinhart	Music	2104
Gary Allen	Physical Education	2008
Sally Hower	Counselor	2101

Amy Minnick	STEAM Integrator	2102
	Maker Space	2210

Support Staff

Linda Powers	Cafeteria Head Cook	2011
Sandra Aldridge	Cook	2011
Caitlin Menden	Cook	2011
Cynthia Zieroff	Cook	2011

Debra Bodi	Custodian	2100
Andrew Durnwald	Custodian	2100

Karen DeMaria	Attendance/(EMIS)	2003
	Librarian	2110

Linda Chapman	Playground Monitor	2001
Don Brock	Playground Monitor	2001

Jacob Mortensen	Psychologist	2218
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Lindsey Ankney	Cafeteria Monitor	2010
Misty Smith	Cafeteria Monitor	2010
Vivian Stuller	Cafeteria Monitor	2010

Libbi Bacher	School Nurse	2002
Brenda Cubberly	Paraprofessional	2216
Kim Goetz	Paraprofessional	2213

2023-2024 Jerusalem Calendar of Events

(Dates/Times are subject to change)

August

- 10 Staff Retreat
- 15 Staff Meeting/Building Meetings
- 16 Staff Work Day
- 16 JPG Teacher Brunch, 11:00 am
- 17-21 Individual Parent/student conferences
- 21 Kindergarten Bus Safety/Orientation
(am and pm)
- 22 Classes Begin, Grades K-4
- 23 Jet Launch 1-4 (Behavior Matrix)
- 25 Focus 3 Kickoff
- 28 JPG Welcome Meeting, 6:00 p.m. (IP)

September

- 1 Jog-A-Thon JPG Fundraiser Kickoff
- 4 Labor Day, No School
- 6-7 Bus Safety (evacuation drills)
- 8 Family Time, 2:30-3:20 pm
- 12 Fall Pictures
- 15 K- Muffins and Me Event
- 18 Staff PD Day
- 22 Jog-A-Thon
- 29 Jog-A-Thon Awards Assembly
- TBD Jerusalem Car Show

October

- 2 JPG Monthly Meeting, 6:00 p.m. (IP)
- 9-13 Right to Read Week
- 10-11 Fall Book Fair
- 11 Family Night at the Book Fair, 5-6:30 pm
- 11 Fall Family Night, 5:00-7:00 pm
- 13 Family Time, 2:30-3:20 pm
- 17 End of 1st Nine Week Period
- 17 Picture retakes, Group/Class
- 19 1st Quarter Jet Shop
- 20 1st Grade- Muffins and Me
- 24-25 3rd Grade ELA Ohio State Test
- 31 Classroom Halloween Parties &
Parade-2:00
- TBD CHS Band Performance

November

- 1 JPG Monthly Meeting, 7:00 p.m. (IP)
- 6 Staff Work Day: No School K-6
- 7 No Students- Parent/Teacher
Conferences: 8:00 a.m.-7:00 p.m.
- 9 Parent/Teacher Conferences 4:00-7:00
- 10 Veterans Day Program; 10:00 am
- 10 Family Time, 2:30-3:20 pm
- 17 2nd Grade- Muffins and Me Event
- 21 JPG Movie Night, 6:30-9:00 p.m.
- 22 Staff Work Day, No School
- 23-24 Thanksgiving Break

December

- 4 JPG Monthly Meeting, 7:00 p.m. (Zoom)
- 6 JPG Staff Luncheon
- 6 Santa Shop, All Day & 4-7 p.m.
- 6 Toy/Food Drive
- 8 Family Time, 2:30-3:20 pm
- 12 3rd Grade Music Program 6:30 pm
- 14 4th Grade Music Program 6:30 pm
- 21 JPG Winter Art Contest
- 21 End of 2nd Nine Week Period
- 21 Christmas Break Begins at the Close
of Day

January

- 3 Staff Work Day, No School
- 4 Classes Resume from Christmas Break
- 9 JPG Art Contest Due Date
- 11 2nd Quarter Jet Shop
- 12 Staff Training Day, No School
- 15 Martin Luther King Jr. Day, No School
- 16-19 JPG Art Contest Voting
- 19 Family Time, 2:30-3:20 pm
- TBD Kids Heart Challenge Kick off Assembly

February

2 3rd Grade- Muffins and Me
5-9 2nd Grade InView
8 3rd Grade InView (select students)
9 Family Time, 2:30-3:20 pm
12 JPG Monthly Meeting, 7:00 p.m. (Zoom)
14 Classroom Valentine Parties
19 Presidents' Day, No School
20 Spring Conferences, No School
TBD JPG Art Contest Reward

March

4 JPG Monthly Meeting, 6:00 p.m. (IP)
8 Family Time, 2:30-3:20 pm
12 End of 3rd Nine Week Period
14 JPG Spring DanceEvent, 6:30-8 pm
15 Staff PD Day- No Students
21 Jet Shop
26 Spring Pictures
22 4th Grade- Muffins and Me
27 CHS Career Day (4th Grade), 1:30
29 Spring Break, No School

April

1-5 Spring Break, No School
8 Classes Resume from Spring Break
10-11 4th Grade ELA Ohio State Test
12 Family Time, 2:30-3:20 pm
10 JPG Monthly Meeting, 6:00 p.m. (IP)
16-18 Spring Book Fair (BOGO)
18 Family Night at the Book Fair, 5:00-6:30
TBD 4th Grade Jet Picture (Air National Guard)

April continues:

17-18 3rd Grade ELA Ohio State Test
23 2nd Grade Music Program; 6:30
24-25 4th Grade Math Ohio State Test
25 1st Grade Music Program; 6:30
TBD Volunteer Luncheon
TBD 2nd Grade Wax Museum

May

1-2 3rd Grade Math Ohio State Test
1 JPG Monthly Meeting, 6:00 p.m. (IP)
2 Jet Shop
6-10 Teacher Appreciation Week
7 Staff Training Day, No students
7 Teacher Appreciation Day
9 JPG Luncheon
10 Family Time, 2:30-3:20 pm
TBD 4th Grade Mud Hens Game
TBD 4th Grade visit to Ike, 10:00 am
TBD 4th Grade parent mtg at Ike, 6:00 pm
TBD Kindergarten Celebration, 10:00 am
TBD STEAM Day
17 Focus 3 Wrap Up (2:10-3:10)
22 Jet Jamboree/Field Day
22 4th Quarter Grades Final
24 Student Recognition Assembly
(students only)
24 Last Day for Students, 2-Hour Early Release (K-8)

DAILY TIME SCHEDULE

Breakfast Arrival - 8:40 am

Student Arrival Bell - 8:45 am

Classes Begin - 9:05 am

GRADE	LUNCH	RECESS	ICE	SPECIALS
K	11:10-11:35	11:35-12:00	*10:20-11:20*	12:20-1:20
1	11:40-12:05	12:05-12:30	1:20-2:20	2:20-3:20
2	12:10-12:35	12:35-1:00	2:20-3:20	1:20-2:20
3	12:40-1:05	1:05-1:30	11:30-12:30	10:20-11:20
4	1:10-1:35	1:35-2:00	9:20-10:20*	9:20-10:20

Prepare for dismissal 3:25pm

Parent Pick-up Dismissal bell 3:30pm

Bus Dismissal bell 3:35pm

DROP-OFF / PICK-UP POLICIES

No vehicles will be permitted in the rear of the building during drop-off or pick-up.

Morning Drop-Off Routine:

Please see the following important information involving the morning drop-off routine for students.

- Please drive slowly.
- Please drop off your student(s) at or close to the entrance.
- Please stay in the car drop-off line, until your child(ren) exits the vehicle.
- Do not drive around other vehicles, to move ahead in line, or to exit the lot.
- Please have any and all children in your vehicle exit on the building/driver side of the vehicle.
- Only students eating breakfast at school should enter the building at 8:40am. All other students should remain in their vehicles until 8:45am.
- Do not park in the parking line. It is preferred that students are dropped off at the entrance rather than walked into the building. If you need to enter the building for an appointment, you must park your vehicle in a parking space.
- Thank you for following these procedures, as we all work together to make the arrival process safe for students, parents, and staff.

Parent Pick-up Expectations (subject to change):

For your student's safety: Students must be picked up at the main entrance in the lobby. Please remember to have the adult that is picking up your child(ren) have one of your assigned "pick-up cards" (these can be signed out in the office). If they do not have a card, they will be asked to check your child(ren) out through the main office and must show an ID and be on the Emergency list (or on the note your student brings in for pick-up). Thank you for your help in keeping our students safe!

SCHOOL-WIDE MANAGEMENT PLAN

The most important ingredients for success are a positive attitude and appropriate school behavior. Above all students are expected to be **RESPECTFUL, RESPONSIBLE, and READY** in their everyday actions. Students at Jerusalem Elementary are to behave with respect for themselves, respect for others, and respect for their surroundings. Every student deserves a quality educational experience and no student has the right to prevent a teacher from teaching or students from learning. Students are expected to behave at all times in a manner that will bring credit to themselves, their school, family and community. It is important for students to recognize that they are responsible for their behavior on the way to and from school, during school hours, on the bus, and at all school events.

PBIS

Jerusalem Elementary has adopted a school wide discipline system called PBIS (Positive Behavior Interventions and Supports). "PBIS is a way for schools to encourage good behavior. With PBIS, kids learn about behavior, just as they learn other subjects like math or science. The key to PBIS is prevention, not punishment." PBIS is a proactive approach when dealing with student discipline. It focuses on building a positive climate through consistency and communication. The goal of PBIS is to limit classroom disruptions, and increase classroom instruction.

MATRIX (Jerusalem Elementary Flight Plan)

The PBIS "Matrix" is a set of school-wide guidelines detailing expected behaviors in all common areas of the building. The "Matrix" outlines the behaviors and expectations needed for all students to be **RESPECTFUL, RESPONSIBLE, and READY**. The "Matrix" also includes the Voice Level expected in all of the common areas of the building. A "Voice Meter" which is located throughout the building details the Voice Level expected by all of the students.

Minor/Major Offense Chart

Student consequences are determined using an “Offense Chart”. This chart categorizes behaviors into two types (Major and Minor). The classroom teacher typically handles minor offenses, and the Principal or his/her designee will typically handle major offenses. Consequences are detailed in the “Offense Chart”.

POSITIVE SUPPORTS FOR STUDENT SUCCESS

Recognizing students’ positive traits and achievements stimulates them to succeed. To that end the following awards/recognitions are given on a monthly, quarterly, or annual basis.

Fuel/Dojo Points: Students may receive “Fuel/Dojo Points” for going above and beyond the expected behavior. These points can be redeemed at the “Jet Shop” for rewards occasionally throughout the school year.

Citizenship Awards: Students may be eligible to receive additional recognition throughout the year for being Respectful, Responsible, and Ready.

JERUSALEM PARENTS GROUP

The Jerusalem Parents' Group exists for the purpose of promoting the welfare of children attending Jerusalem School. The members sponsor educational opportunities and family activities for the Jerusalem community. The group also provides equipment and support for the staff. All Jerusalem parents and guardians are urged to attend the group's meetings and become active participants.

2022-2023 JERUSALEM PARENTS GROUP OFFICERS:

President:	Ashley Vay
Vice President:	Ross Graham
Treasurer:	Melanie Schmidt
Corresponding Secretary:	Melanie Minnick
Recording Secretary:	Chelsie Donley
Sergeant-at-Arms:	Sarah Ludlow

JPGJETS@GMAIL.COM

