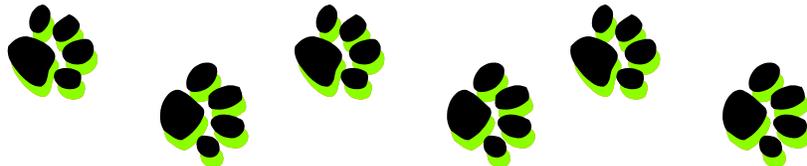


2023-2024 Parent/Student Handbook
JACKSON ELEMENTARY SCHOOL



HOME OF THE JAGUARS

A California Distinguished School

Michele Williamson, Principal

2561 Francisco Drive

El Dorado Hills, Ca 95762

Phone: (916) 933-1828 Fax: (916) 933-5569

Extended Day: (916) 941-2762

Our Mission Statement:

The Jackson Elementary School staff, working in partnership with parents and our community, will strive to provide excellence in academics and the thinking and interpersonal skills necessary for all students to reach their maximum potential.

RESCUE UNION SCHOOL DISTRICT “Educating for the Future”

Jim Shoemake, Superintendent

2390 Bass Lake Road, Rescue, Ca 95672

District Office: (530) 677-4461 Fax: (530) 677-0719

Transportation: (530) 672-4310

Food Services: (530) 672-4444

Website: **www.myjacksonelementary.com**

The school board meets regularly on the first and third Tuesdays of the month. Special meetings or workshops may be called on other dates. All meetings are open to the public.

Agendas are posted at every school.

WELCOME TO JACKSON ELEMENTARY SCHOOL!

This student/parent handbook has been designed to provide you with information regarding programs, practices, and policies at our school and invite you to actively participate at Jackson Elementary School



JACKSON ELEMENTARY SCHOOL 2023-2024 Bell Schedule

Transitional Kindergarten	Regular Day	Early Release Wednesday	Minimum Day
Start of School	8:55	8:55	8:55
Dismissal	12:15	12:15	12:15
Lunch	12:15 – 12:35	12:15 – 12:35	12:15 – 12:35

Kindergarten	First Six Weeks	Regular Day	Early Release Wednesday	Minimum Day
Start of School	8:55	8:55	8:55	8:55
AM Recess (A)	10:30-10:45	10:30-10:45	10:30-10:45	10:30-10:45
AM Recess (B)	10:45-11:00	10:45-11:00	10:45-11:00	10:45-11:00
Lunch	11:50-12:10	11:50-12:10	11:50-12:10	11:50-12:10
Lunch Recess	12:10-12:30	12:10-12:35	12:10-12:35	12:10-12:30
PM Recess (A)		1:45-2:00	1:30-1:45	
PM Recess (B)				
Dismissal	12:55	3:10	2:10	12:55

Grades 1-3	Regular Day	Early Release Wednesday	Minimum Day
Start of School	8:55	8:55	8:55
1 st Grade AM Recess	10:30-10:45	10:20-10:35	
2 nd -3 rd AM Recess	10:50-11:05	10:40-10:55	
1 st – 3 rd Lunch	12:10-12:30	11:25-11:45	10:30-10:50
1 st - 3 rd Lunch Recess	12:30-12:55	11:45-12:10	10:50-11:10
1 st - 3 rd PM Recess	2:00-2:15	1:15-1:30	
Dismissal	3:10	2:10	12:55

Grades 4-5	Regular Day	Early Release Wednesday	Minimum Day
Start of School	8:55	8:55	8:55
AM Recess (A)	11:10-11:25	11:00-11:15	
Lunch	1:00-1:20	12:15-12:35	11:15-11:35
Lunch Recess	1:20-1:40	12:35-12:55	11:35-11:55
Dismissal	3:10	2:10	12:55

OFFICE HOURS

7:30 a.m. – 4:00 p.m. Monday through Friday

SCHOOL YEAR

August 9 – May 24, 2022

Traditional Calendar

Michele Miller, Principal

Coco Ladd, School Secretary

Michele Driscoll, Student Services Secretary

ARRIVAL AND DEPARTURE TIMES

Children should **not arrive at school more than 15 minutes before their classes begin as there is no supervision until 8:40 a.m.** Children are not to remain at school after their regular departure times. Supervision is not available unless a student is participating in a scheduled after-school activity. If this causes a difficulty, please consider enrolling your child in the Extended Day Program. Students are not permitted to leave campus at any time, including lunch or recess, without permission from the school and parents. Parents may check a student in or out of school at the office.

ABSENCES/INDEPENDENT STUDY CONTRACT

For safety and attendance purposes, it is imperative that you call the school office at (916) 933-1828 if your child is going to be absent for **any** reason.

If your child is absent, California Education Code allows excused absences for the following reasons only:

- Illness
- Medical/dental/optometric/chiropractic appointments
- Quarantine (under the direction of the county)
- Funeral services for immediate family (one day in state, 3 days out of state)
- Observance of a religious holiday or ceremony

If your family is planning a vacation of more than 5 days during school time, please pick up an Independent Study Contract from the office **one week in advance** for your child to work on during their time away from school. We ask parents to give the teachers one week notice when requesting make-up work or Independent Study Contracts. The contract work **must be returned to the school office immediately upon returning.** If the contract work is not returned within one week, all absences will remain unexcused and your student's work will receive no credit.

TARDIES/DOCTOR APPOINTMENTS

When a student is late, not only is important instruction missed, but class is disrupted. **All students arriving late must check in the office before going to class. Whenever possible, please schedule doctor and dental appointments before or after the school day.** If you must check your child out, you must sign your child out in our office in order to minimize disruption to the classroom. Your child will be called to come to the office to meet you.

Tardies that are 30 minutes or longer without a valid excuse are considered truant tardies.

Excused tardies are given only for medical and dental appointments. Tardy letters are sent at 5, 10, and 15 tardies and truancy letters for 3 truant tardies or a combination of 3 unexcused absences and truant tardies, even if the absence is reported to school personnel. Excessive unexcused absences and tardies may be referred to the El Dorado County School Attendance Review Board.

PARENTS COMMUNICATING WITH THE SCHOOL

Parents are urged to communicate with the school. When you are pleased with the actions of a staff member, let him or her know. Conversely, if you have a problem regarding your child, every effort should be made to resolve the problem directly with the staff member concerned. If the problem cannot be resolved, the matter should be referred to the principal. (Refer to "Problem Resolution" page 3.)

SCHOOL COMMUNICATIONS WITH PARENTS

Parents are kept informed of school activities and events through bulletins and newsletters delivered by your children. Newsletters will be sent home regularly to preview coming events and highlight current activities. Please encourage your child to accept the responsibility to bring all bulletins and notices home and give them directly to you.

MESSAGES FOR STUDENTS DURING SCHOOL

Parents are encouraged to send notes to school with their children rather than calling the office to leave messages. The following procedures will be observed for the delivery of messages to students:

1. Only messages of **extreme emergency** will be delivered to students during instructional time!
2. Messages received before lunch times will be placed in teachers' mailboxes. Please note that not all teachers check their boxes at lunch.
3. ***We cannot guarantee that messages called in during the last hour of the school day will reach a child. Please have a contingency plan in place with your child should pick-up arrangements change. It places an undue hardship on the office staff to field messages and try to track down students. Please plan ahead. When urgent situations arise, please rely on your emergency contacts to meet and communicate with your child after school.***

STUDENT MESSAGES TO HOME

When it is absolutely necessary for a student to make a phone call, the phones may be used in the office.

PROBLEM RESOLUTION

The following information outlines the process you should use to resolve any problems you or your child may have related to school personnel, your child's grades or academic concerns, curricula or instructional materials. If you follow this process, it should assist you in resolving concerns more quickly and efficiently. It is important to work through problems together for the benefit of your child.

1. Contact the staff member. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level.
2. If you feel that your concerns have not been addressed, set up a meeting with the site or department administrator (principal, director, etc.) and the employee if it is a personnel matter.
3. If the matter is still not resolved, obtain a Complaint Form and Procedures for Filing a Complaint from either the school site or the District Office. Fill out the form and return it to the District Office. This must be filed within sixty (60) days of the act or event.
4. Your complaint will be investigated and the Superintendent or designee will be contacting you to discuss your complaint.
5. Once the Superintendent or designee has rendered a decision, you still have the right to appeal the decision to the Board of Trustees if you do not agree with the decision.
6. The Board will review your appeal and render a decision. The Board's decision is final.

ALL VISITORS/VOLUNTEERS MUST CHECK IN AT THE OFFICE

There are many opportunities for parents to volunteer at school. Volunteers are needed and welcomed in the classroom at Jackson. Please contact your child's teacher if you would like to help. To ensure each child's safety, all visitors must check in at the office. Please sign in and pick up a visitor/volunteer pass to wear while you are on campus. When you leave, check out through the office. **All volunteers are required to be fingerprinted and have a TB clearance before they are allowed to volunteer in the classrooms. Please see the secretary in the office for the necessary forms.**

ACADEMIC PROGRAM

The academic goal of Jackson School is to challenge each student through involvement in problem solving, computing, observation, critical thinking, oral and written expression and reading for understanding. Instruction includes possible applications of these skills to situations occurring in everyday life.

HOMWORK

The Jackson School staff considers homework to be an important part of the total instructional program. The purpose of homework is to strengthen learning activities, reinforce skills, prepare for tests and to develop good study habits. When appropriately implemented, students will develop self-directed study habits, expand knowledge, and increase the ability to explore projects with greater creativity. Students will also learn to budget their time more effectively.

Additional types of work that can be assigned as homework include: 1)make-up work; 2)materials to challenge and raise scholastic standing; 3)reading for the purpose of reporting as well as enjoyment; 4)class projects for additional enrichment.

Parent cooperation is very much appreciated as this will help bring home and school together to support learning. Each student should have a specific time and place for evening/afternoon homework. Parents are encouraged to help their children develop good study habits. Occasional assignments which involve parents can greatly help develop a strong sense of support for the student's learning efforts.

Grade levels will generally assign homework that will take, on the average, the following amounts of time:

Grades 1-3: Should not exceed one-half hour per day

Grades 4-5: Should not exceed one hour per day

ASSESSMENT

A variety of strategies are used to assess student learning, including performance-based assessments, teacher observation quizzes, homework, and tests. The SBAC, a state mandated standardized test, is given to grade 3-5 students in the spring.

STUDENT PROGRESS

Report cards will be distributed each trimester. A parent/teacher conference will be scheduled by your child's teacher a minimum of once a year. The parent, teacher or principal may also request additional conferences at any time. Fall conferences will be held in November, and you will receive a letter notifying you of the time and date.

STUDENT BEHAVIOR

We believe that children should be taught to be responsible citizens at school. They should realize that freedom and responsibility go hand in hand and that they have a responsibility to others in their school relationships. Students exhibiting good citizenship will be rewarded and students displaying poor citizenship will have logical consequences.

Students must know the rules and regulations of school, be responsible for following them and be aware of consequences when they are broken. Children will receive positive reinforcement when they are conforming to the highest standards of good citizenship. We believe that good citizenship is the responsibility of all adults and children at school and that citizenship and good academic performance are intrinsically related.

Should your child have a conflict with another student please talk to your child's teacher or the school administrator. Do not approach the other child or their parents, let school personnel know about the situation right away. Please see the office regarding procedures for filling out a complaint should your child experience a situation regarding discrimination, harassment, intimidation, or bullying.

A JACKSON STUDENT SHALL:

General Rules:

- be on time
- follow classroom and bus rules
- keep hands, feet and objects to self
- be polite, friendly, respectful and considerate of schoolmates and adults
- follow directions the first time they are given
- solve disputes constructively (no fighting)
- help keep the school clean
- remain in supervised areas
- follow the dress code
- be in a classroom only when an adult is present
- use appropriate language; no swearing
- cell phones must be kept in backpacks during school hours.

Playground Rules:

- walk on pavement; okay to run on blacktop play area
- observe game or posted rules
- line up quietly at the given signal
- use bathrooms quickly and return to playground
- play in assigned areas

Food Service Program:

As a result of new legislation and funding from the State, Rescue Union School District (and all schools in the state) will continue to provide free breakfast and lunch to all students for the 2023-2024 school year.

Cafeteria Rules:

- remain seated until dismissed by a Yard Supervisor
- be silent and freeze when the whistle blows (outside)
- talk quietly
- keep lunch table area clean
- do not share food or throw food
- use forks, spoons, milk cartons and straws as intended
- raise a hand to be recognized by a Yard Supervisor

BEHAVIOR REINFORCEMENT

A program of positive reinforcement is used to encourage, reward and recognize good citizenship. It must be remembered that the vast majority of students obey all school rules all the time. It is important that these students understand the connection between demonstrating self-discipline and the positive results for following the rules. Examples of positive reinforcement activities in place on a school-wide or individual classroom basis are listed below.

It is important for students to realize that negative consequences result when rules are broken. These consequences are listed below. Children who continue to exhibit inappropriate behavior are referred to the principal.

POSITIVE REINFORCEMENT

Class Parties
Extra Recess
Recognition
Citizenship Awards
Gift Certificates
Phone Call or Note to Parent

NEGATIVE CONSEQUENCES

Time Out
Loss of Recess
Telephone Call to Parent
Suspension
School Clean-up
Payment for damages

DISCIPLINE PROCEDURE

Levels represent a general guideline only. Individual circumstances may require modifications in sequence. The staff member involved with the behavior intervention will maintain a written record of habitual misbehaviors and consequences.

Classroom	Level 1	Review rule or desired behavior (warning)
	Level 2	Implement consequence (within classroom or study hall)
	Level 3	Parent contact
	Level 4	Refer to Administrative Level
Administrative	Level 1	Review rule/clarify future consequences/ contact parent (serious infractions)
	Level 2	Contact parent/implement consequences
	Level 3	Contact parent/implement consequences/schedule conference/Behavior Modification Plan
	Level 4	Suspension (teachers and administration may recommend alternatives)
Playground	Level 1	Review rule/clarify consequences
	Level 2	Implement consequence
	Level 3	Refer to teacher and/or administrator
	Level 4	Refer to administrator

DRESS CODE

DRESS CODE

The Dress Code applies to all school days and all school activities. Clothing should be comfortable, clean and appropriate.

- Shirts with inappropriate language, logos or words that promote alcohol, drugs, gangs, violence, bigotry, tobacco, or contain sexual connotations are not permitted.
- The midsection and underclothing must remain covered. Pants must be worn at the waist.
- No students shall wear articles of clothing, jewelry or accessories, which, in the opinion of the administration, could pose a threat to the physical well-being and safety of the student or others.
- Wearing apparel or personal appearance which disrupts the classroom is prohibited; no sunglasses indoors.
- Hats may be worn out-of-doors; the hat is to face forward.
- No head scarves/bandanas are to be worn on campus during the school day.
- No make-up may be worn or brought to school.
- Unnatural hair color and aerosol hair color containers are prohibited.

Here are some examples of **inappropriate attire**:

- See-through, fishnet blouse/shirt or bare midriff, off the shoulder tops.
- Skirts or shorts shorter than mid-thigh, fingertip length, (the point where a student's fingertip rests when extended beside the leg).
- Flip-flops or backless shoes.
- Swim/beach wear, exercise wear, spandex-type shorts.
- Chains of any kind (such as wallet chains).

BUS RULES

BUS RULES:

Basic Rules

1. Follow the driver's directions the first time they are given.
2. No loud talking, rude gestures or putdowns.
3. Keep your hand, feet and objects to yourself.
4. Stay seated with feet on the floor.
5. No animals, glass or large objects are to be brought on the bus (including balloons).

Consequences

1. Verbal warning (first check)
2. Be moved to another seat and call to parents (second check)
3. Citation and student is off the bus (third check)

NOTE: If multiple infractions occur on a single ride, this can result in three checks in one day.

Severe Misbehavior

The following behaviors will be cause for immediate suspension of bus privileges.

1. Commits or threatens to commit physical harm on another student or adult
2. Damages or destroys student or bus property
3. Blatantly refuses to follow directions
4. Engages in behavior that keeps bus from functioning safely

Administrative Regulation

In those rare situations where, in the opinion of the driver, the behavior of several students endangers the safety of all those on the bus, the driver is to stop the bus in a safe location and call for assistance. That not being feasible, the driver is to return to the school and ask school employees for assistance. The parents of the misbehaving students are to be notified. Staff will make every reasonable effort to notify all parents when there are excessive delays in delivering students to their bus stops.

GROUNDS FOR SUSPENSION & EXPULSION

The teacher may suspend a student from the classroom or the principal may suspend a student from school if the student commits any of the acts listed below. The school's authority to suspend extends to the following circumstances:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Students may be suspended or recommended for expulsion when the superintendent, principal or principal's designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

Ed Code, Section 48900:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee, with the concurrence of the principal or principal's designee.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11063 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Committed an obscene act or engaged in habitual profanity or vulgarity.
- (i) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (j) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (k) Knowingly received stolen school property or private property.
- (l) Possession of imitation firearms.

Ed Code Section 48900.2 Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive education environment. (Grades 4-12)

Ed Code Section 48900.3 Committed hate violence in grades 4-12.

Ed Code Section 48900.4 Committed harassment, threats, or intimidation in grades 4-12.

TOBACCO USE:

Section 48901

- a. No school shall permit the smoking or use of a tobacco product by pupils of the school while the pupils are on campus, or while attending school sponsored activities or while under the supervision and control of school district employees.
- b. The Governing board of any school district maintaining a high school shall take all steps it deems practical to discourage high school students from smoking.
- c. For purposes of this section, smoking has the same meaning as in subdivision (c) Sections 22950.5 of the Business and Professions Code.
- d. For the purpose of this section, "tobacco product" means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code.

Here are the definitions from the B&P code for sections c and d:

(C) "**Smoking**" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe of any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoking" includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

(D) (1) "**Tobacco product**" means any of the following:

(A) A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.

(B) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

(C) Any component, part, or accessory of a tobacco product, whether or not sold separately.

(2) "**Tobacco product**" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

SBX2-9

Section 104559

- (a) The use of tobacco and nicotine products is prohibited at any time in a county office of education, charter school or school districted-owned or leased buildings, on school or district property, and in school or district vehicles. This includes, but is not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes.
- (b) School districts, charter schools and county offices of education shall prominently display signs at all entrances to school property stating "Tobacco use is prohibited."

SUPPORT SERVICES

HEALTH OFFICE NURSE

The health office nurse works in the nurse's office daily from 10:30 am until 2:15 pm. She is available to help students who are ill, injured, or need medications.

NURSE

The nurse verifies immunizations, examines sick children, acts as a resource for the teachers and the Individual Education Plan Team (Special Education), and helps children with special needs. The nurse, at school one day a week, also screens students for physical problems. She serves as our health expert and takes an active role in teaching children about nutrition, good health habits and hygiene.

Emergency Anaphylaxis Treatment Annual Notification to Parents

California Education Code 49414 authorizes Rescue Union School District to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to ensure the student's health and safety at school. Therefore, the Rescue Union School District has adopted a policy for standing orders or to provide life-saving epinephrine to students who are in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff under the direct or indirect supervision of the credential school nurse (or supervisor of health), may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

SCHOOL PSYCHOLOGIST

The district school psychologist provides assistance to teachers in pupil evaluations, diagnosis of student needs, and referrals to special programs. The psychologist is at school one day a week.

RESOURCE SPECIALIST PROGRAM (RSP)

This program is designed to help students with exceptional needs. To be eligible, a child must demonstrate learning needs which require services beyond those provided by modification of the regular school program. The procedure for placing students in a special program begins with the classroom teacher or parent. If you have concerns, please discuss these with your child's teacher, who will then fill out a referral. You will be contacted to sign a permission-to-assess form.

SPEECH & LANGUAGE SPECIALIST

The Speech and Language Therapist assesses children who may be communicatively handicapped. The speech and language therapist provides therapy for the students identified as having speech and/or language problems.

STUDENT SUCCESS TEAM (SST)

Students having any kind of difficulty (learning, making friends, etc.) may be referred to Jackson School's Student Success Team by teachers or parents. The SST meets regularly to develop an assistance plan for those children who have been referred. The SST consists of several teachers, the principal, the nurse, parents and psychologist. Parents wishing to refer their child should contact their child's teacher.

SPECIAL PROGRAMS

PARENT TEACHER ORGANIZATION (PTO)

The Jackson School Parent Teacher Organization is an organization which seeks ways to strengthen parent/teacher relationships; promote the welfare of our children in the home, school, and community; actively raise funds to benefit our school and children; and organize social events for our school. If you would like to become involved, please contact the office.

SCHOOL SITE COUNCIL

The School Site Council, a governing body within our school, is composed of parents, school employees (both certified and classified), and members of the community who are elected to office.

The main purpose of the SSC is to monitor the progress of the school goals and to modify them if necessary, in order to provide the best possible program for the students. The SSC also has the responsibility of helping to decide how the money for programs will be spent. The SSC meets three times per year at the school. Although only elected members of the council may vote, all interested persons are invited to attend.

STUDENT RECOGNITION

ACADEMIC HONOR ROLL

Students in grades 4-5 are recognized in an assembly and receive a certificate and token gift.

Honor Roll	4.0 GPA at trimester
Honor Roll	3.5-3.9 GPA at trimester

CITIZENSHIP

Teachers have a variety of reward systems for students based on many reasons including:

- regular completion of homework
- music or athletic achievement
- scholastic improvement
- positive attitude
- helping others
- good grades