



WELCOME TO JACKSON ELEMENTARY SCHOOL

Principal: Sara G. Miller

Address: 4340 Edwinstowe Ave.

Phone: (719)328-5800

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Website: <https://www.d11.org/Domain/37>

All of us are dedicated to providing your child with a quality academic program in a nurturing and safe learning environment. Jackson is a Certified AVID Elementary School and we are very proud to be the first in District 11. Students are taught the necessary skills to be successful throughout their educational career. With a focus on Writing, Inquiry, Collaboration, Organization, and Reading, students interact with their learning in a way to create successful educational habits. We are looking forward to an outstanding year at Jackson, filled with many exciting educational opportunities.

We encourage each and every one of you to become involved in your school. Become a member of our PTO and volunteer to help at school. By making your presence known and by helping in the decision-making process, you are making an invaluable investment in your child's future, as well as your child's school.

We welcome your involvement and hope that you will contact your child's teacher or the office staff should you have any questions, concerns or compliments. Jackson Elementary takes pride in the warm and personal relationships we have with our students and their parents/guardians. This is truly your school and we want you to be a part of it.

This handbook is designed to familiarize parents/guardians with some of the programs, policies and procedures at Jackson Elementary School. You are encouraged to read the information, discuss it with your children, and **SAVE IT FOR FUTURE REFERENCE**. Please remember that the Principal has the final say on decision making.

Best wishes from the staff at Jackson Elementary School for a successful and productive school year!

**Jackson Elementary Mission:
We prepare successful students for a better tomorrow.**

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GENERAL INFORMATION

ABSENCE AND TARDINESS. School hours (K-5) are 7:50 a.m. to 2:50 p.m. The first bell rings at 7:45 a.m. Regular attendance is expected of all of our pupils and is necessary for success in school. If your child has been (or will be) absent or tardy, please call the school attendance recorder at 328-5813. Tardiness has the same impact as does an absence.



It is defined as loss of instruction time. When a child arrives at school at any point after 7:50 a.m., he/she is considered tardy and is missing instruction and disrupting the whole class. **Please talk to your children about the importance of coming to school on time every day.**

ACCOUNTABILITY COMMITTEE. Jackson has an active parent/staff/community group called the Accountability Committee. This group advises the principal on school improvement issues. Look for information in the newsletter regarding meeting dates and times. We hope you will be a part of this organization.

ADDRESS, PHONE, AND OTHER EMERGENCY INFORMATION. It is vital that every child has on file *current* emergency phone numbers where parents/guardians can be reached. Contact the school office if your address or home or work phone number changes. Also keep us informed if the name or phone number of the person you want contacted in an emergency changes during the school year.

ARRIVAL AND DEPARTURE. Students should NOT arrive at school prior to 7:30 a.m. Students will be met by their teachers at 7:45 in their designated area and escorted to their classrooms. On extremely cold or wet days, **green flags** will be hung outside the school. This means students may go directly to their designated area inside the building. Students arriving after the bell rings must have a parent/guardian sign them into the office upon arrival. **Parents/Guardians must check students out or in through the office when leaving early, arriving late, or returning from appointments.** Students will be called down to the office for early dismissal when parents arrive to sign them out, unless prior arrangements have been made. Bus students will not be detained without prior approval of the parent.

AVID (Advancement via Individual Determination). Jackson Elementary is proud to be a Certified AVID school. This means that we strive for preparing students for their future through Writing, Inquiry, Collaboration, Organization, and Reading. We teach students how to take ownership of their learning and help them develop study skills that prepare them to be scholars.

BATHROOM POLICY. Only one boy and/or one girl may be in the restroom at a time and for no more than 2-3 minutes per visit.

When more than one student needs to use the restroom: In the case where many students need to go to the restroom at the same time (i.e. before a field trip, before a performance, etc.), a staff member must remain outside of the restrooms while multiple students are in the restroom. The staff member must maintain knowledge of all their students' whereabouts during this time.

Recess/Before School/After School/Cafeteria: Students wanting to use the restroom must obtain a red (for girls) or blue (for boys) clothespin from the staff member on duty. Once the student returns the clothespin to the staff member on duty, the next child is permitted to use the restroom with the same procedure.

BICYCLES, SKATEBOARDS, AND IN-LINE SKATES. If your student rides a bicycle to school, it should be parked immediately upon arrival at the bike rack, with a bike lock. Riding on the school grounds is prohibited for safety reasons. If a student rides a bicycle in an unsafe manner, it will be held for parent pick-up. The school does not assume responsibility for damaged or stolen bicycles or skateboards. **Skateboards, scooters, and in-line skates are to be brought to the office upon arrival and picked up after school.**

BREAKFAST IN THE CLASSROOM. Free breakfast is served *daily* starting at 7:50 a.m. in the classroom. If your child arrives after 8:05, they will not be served breakfast. As we never want a student to go hungry, please make arrangements for students to be at school before the 1st bell rings at 7:45 a.m.

BUS RULES AND REGULATIONS. Bus Rules and Regulations are sent home each year by the Transportation Department. Parents are required to read and sign off on this each year. If you have any concerns throughout the year, please contact Transportation at 520-2940.

CELL PHONES. If you decide to send a cell phone to school with your child for emergency purposes, the phone must be turned off during the school day and kept in their backpack or turned in to the office. The school does not assume responsibility for lost or stolen phones.

COMMUNICATION BETWEEN SCHOOL AND PARENTS/GUARDIANS. It is vital that we keep the lines of communication open at all times between parents/guardians and the school. Parents/Guardians are encouraged to visit the school and to contact teachers using D11 Loop (Blackboard), Class Dojo, email, phone calls, and are always welcome to set up an in-person meeting.

Report cards can be accessed online, quarterly. Parent-Teacher Conferences are also scheduled during the school year. If you have questions about your child's progress at any time, please contact your child's teacher. Teachers at Jackson also keep parents/guardians informed about school progress through phone calls to parent/guardians, and notes in the Jackson planner, ClassDojo, communication folder, or by email.

CONCERT/PROGRAM ETIQUETTE. We hope you will be able to attend the various programs we offer during the school year. Please remember that audience members are participants in every concert. In order to make the program enjoyable for everyone, please remain seated and quiet. If young children become restless and disrupt others' ability to listen, please take them from the gym until they are quiet, or you may be asked to leave. Do not leave as soon as your child's portion of the concert is over. All of the students deserve a full audience for their performances.

DEADLINES. At Jackson Elementary, we expect students and staff to reach all deadlines. This means that while we know that life can sometimes get in the way, we do not accept any late permission slips, forms, etc. If you have a special circumstance, please contact your child's teacher or the Principal.

DISCIPLINE. It is the policy at Jackson Elementary that all students are to be courteous and to respect the rights and property of others, whether on school property or engaged in a school-sponsored activity. Students are to conduct themselves at all times in an appropriate manner. All schools in District 11 enforce the **STUDENT CONDUCT AND DISCIPLINE CODE** designed to meet the needs of our students. We ask that every parent/guardian review in detail the **STUDENT CONDUCT AND DISCIPLINE CODE**, which is available on the D11 website. The objectives are as follows:

1. To ensure that every student in the district follows accepted rules of conduct and shows respect for and obeys persons in authority;
2. To foster sound educational practice and productive learning;
3. To develop in every student in the district a positive attitude toward self-discipline and socially acceptable behavior;
4. To help every school in the district maintain a learning atmosphere which is safe, conducive to the learning process, and free from unnecessary disruption;
5. To communicate to parents and the community that unacceptable behavior by students will not be tolerated; and
6. To allow for reasonable and appropriate physical intervention or force in dealing with disruptive students.

All students at Jackson School and in District 11 are expected to follow the following rules of conduct:

1. Students shall accept responsibility for their own behavior.
2. Students shall develop and use problem-solving skills to resolve conflicts.

a continuing or flagrant manner may also be recommended for suspension and/or expulsion. (See File: JK and JK-R) Parents/guardians may receive a phone call for this to be corrected before a student may return to class.

The administration of each school reserves the right to pass judgment on the interpretation of this policy and is granted the authority to establish a higher standard of dress than is required by this policy that is commensurate with the values and expectations of their community.

EMERGENCY / EVACUATION PROCEDURES. It is necessary that parents/guardians are informed of the procedures developed to minimize danger to students and staff should an emergency occur at school. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely.

In most emergencies your child/children will remain and be cared for at Jackson. In the rare event of an emergency affecting Jackson that prohibits re-entry to the building (such as a broken gas or water main, a fire, or a sudden loss of utilities in bad weather) students and staff will be removed immediately to our alternate site, Jackson Park. If there is a need for an indoor facility, students and staff will walk to Springs Journey Church, 1250 Vondelpark Dr. Parents may check out and pick up students at either location, after presenting a current ID. Our superintendent will monitor the situation and keep schools informed of actions to take, and inform the radio and television stations.

We ask you to follow these procedures if you hear rumors of any school emergency.

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media accurately informed of any emergency.
2. **PLEASE DO NOT CALL THE SCHOOL.** We have limited telephone lines. These must be used to respond to the emergency.
3. In the event of an attack or crisis event at a distant location, or in the event of military action, a sense of normalcy will be attempted at school. This is in the best interests of the children and the learning environment. If parents/guardians choose to pick up their child/children at school, they must sign them out at the office. Please have your ID ready.
4. In the event of a local emergency, students will be sheltered at school whenever possible until parents/guardians can safely arrive to pick up their child/children.
5. It is our procedure to lock all of the doors of Jackson.. In the event of a lock-down, the front doors will be monitored and no one will be granted entrance.
6. In the event of a security or emergency situation, students may have outdoor activities cancelled, be restricted to classroom areas, or moved to a shelter location in building.

Evacuation Site: Springs Journey Church, 1250 Vondelpark Dr.

EXPECTED ADULT BEHAVIOR. Inappropriate language and comments will not be tolerated while on school grounds. Adults guests should refrain from speaking to a student not a member of their own family. Please contact school personnel for support with other students. Please remember that ALL adults are role models for Jackson students and should act as such.

FIELD TRIPS. Written permission from the parent is required in order for a child to be allowed to go on school-sponsored field trips. Please have your child return permission slips promptly to the teacher. **A phone call from a parent granting permission cannot be accepted.** If parent transportation is needed, parent drivers should come to the office prior to the day of the field trip to sign the necessary forms and to supply the office with a copy of a valid driver's license and proof of liability insurance. Every student in a private vehicle must use a seat belt. If a parent is asked to chaperone, they will assume responsibility for a group of students chosen by the teacher. Siblings are not permitted to attend Jackson Elementary field trips.

HEALTH AND WELLNESS. Please help us minimize communicable diseases in our school setting. These guidelines should be used to help parents/guardians determine whether or not your student should come to school.

- Please do not send a child to school with a temperature over 100° F. A child with a temperature needs to stay home for at least 24 hours. Remember, if you reduce your child's fever with medication like Tylenol, your child is still ill. Please do not medicate your child and then bring them to school. Children spread their sickness most during the time they have a fever.
- Don't send a child to school that has been vomiting within the last 12 hours.
- Don't send a child to school that has had episodes of diarrhea within the last 12 hours.
- Please treat your child for lice BEFORE they return to school.

The Jackson Elementary staff reserves the right to decide to send a child home from school should they vomit, present with a temperature above 100°, or show other flu-like symptoms.

HOMEWORK GUIDELINES. The staff at Jackson School recognizes the importance of studying at home as part of the learning process and helpful in the development of good study habits. However, not all staff members assign nightly homework. Please check with your child's teacher regarding their classroom homework policy.

Parents are encouraged to help students study at home by:

1. Cooperating with the school in encouraging a positive attitude toward home study and academic achievement.
2. Providing your children with suitable study conditions and supervision.
3. Consistently reserving time for home study by not allowing telephone calls, television or visitors during study time.
4. Developing an understanding of what your child's teachers expect home study to accomplish.
5. Checking your child's planner every day and understanding your child's classroom teacher's expectations for its use.

INCLEMENT WEATHER PROCEDURE. All inclement weather decisions are based on concerns for student, parent and staff safety. Parents are expected to decide whether to send students to school on threatening, stormy days. Parents are expected to provide the school office updated information about emergency telephone numbers and alternative arrangements for the safe custody of students during inclement weather. The Superintendent or designee may make exceptions to this procedure, where Colorado High School activities competition or rental to outside agencies could be adversely affected. **If the temperature is below 18°, the Jackson Elementary students will remain inside for recess.**



IN THE EVENT SCHOOL IS CLOSED FOR THE DAY District Eleven will:

- Collect data at the earliest appropriate time. The district will check with Springs Transit, the National Weather Service, the Colorado Springs Police Department and three geographically located staff members.
- Make the decision as to whether schools will be closed and announce the decision no later than 5:30 a.m., unless there are extenuating circumstances, by calling the local media.

Parents/guardians are expected to:

- Be responsible for custody of their children.
- Listen to the news broadcasts on stormy mornings. (*We are in Colo. Springs School District 11.*)

IN THE EVENT A DELAYED/SAFETY START OCCURS District Eleven will:

- Make the decision to delay school by 2 hours and announce that decision no later than 5:30 a.m., unless there are extenuating circumstances.
- Make the decision to cancel community education classes, rental activities and co-curriculum activities by 1:00 p.m., unless there are extenuating circumstances.
- Begin school for all students 2 hours later than each school's normal arrival time.
- Cancel all a.m. pre-school activities.
- Cancel breakfast and before-school enrichment programs.

- Contribute to the safety of students and of the entire community by reducing the amount of pedestrian and vehicle traffic during peak hours and under poor driving/walking conditions.

Parents/guardians are expected to:

- Be responsible for custody of their children until school begins.
- Listen to the news broadcasts on stormy mornings.
- Decide whether to send their children to school on threatening, stormy days.
- Send their children to school at the delayed start time rather than the normal time.

IN THE EVENT A DECISION HAS BEEN MADE TO OPEN SCHOOLS AND THE STORM WORSENS UNEXPECTEDLY District Eleven will:

- Inform the media no later than 11 a.m. that schools will dismiss students early.
- Dismiss students 2 hours earlier than normal, unless otherwise directed by the Superintendent or designee. School will make every effort to complete lunch service before dismissal.
- Keep buildings open as long as necessary to evacuate all students safely.
- Cancel all p.m. preschool

Parents are expected to:

- Listen for an early dismissal announcement no later than 11 a.m.
- Make sure their children know what to do and where to go if dismissed early.
- Know that students will be dismissed two hours earlier than normal.
- Not rely on the telephone to make last-minute arrangements for their children. (Lines tend to malfunction during storms.)

LIBRARY BOOKS: At Jackson, we check out primary (K-2) books for one week, and intermediate (3-5) books for two weeks. Students in kindergarten usually check out one book a week, students in grades 1-2 can check out up to two books at a time, and students in grades 3-5 can check out up to 3 items. If your child has not finished a book before it is due to be returned, we will be glad to renew the checkout if the book is brought in. We do not charge daily for overdue items, but students cannot check out any more until the overdue item is taken care of. If a child needs a book for a school assignment, we will check out one book at a time, and request that he/she leave it at school. Our library has a policy of flexible access, so as soon as a child finishes a book and returns it, he/she will be able to check out another.



If a library item is lost or damaged, we will request payment (cash or checks written to Jackson Elementary School) for a replacement. If the item is found by the end of the year, the payment will be refunded, or the student can keep the lost item.

It will help your children learn to be responsible for their library books if you can help them find a “special place” to put the items where they cannot be damaged by pets, food, rain, or babies who like to draw on paper! It also helps to keep Jackson books separate from any other books, so that they are easy to check for due dates. Please help your children take good care of their books and return them on time.

LOST AND FOUND. Please mark all articles of clothing and supplies with your child’s name. All lunch boxes or sacks should be clearly labeled. The lost and found bin is located in the southeast hall of by the gym. Small items such as glasses, keys, jewelry, etc., are kept in the school office. **Unclaimed items are donated to a charitable organization at the end of each semester.**

MEAL PROGRAMS. Jackson has a breakfast and lunch program. Free breakfast begins in the classroom at 7:50 a.m. Applications for Free or Reduced-price meals are available online at:



<https://www.myschoolapps.com/>. Money for meals will be collected by the lunchroom

manager each morning and should be sent in an envelope with the child's name, grade and teacher listed on the front. Parents are encouraged to send checks for more than one lunch at a time, if possible. Payment may also be made online through the D11 website at: <https://www.myschoolbucks.com> or by phone at 1-866-896-7594. Payments will be conveniently applied to your student's account within two working days of the transaction. A small 5% service fee is added to the total transaction for processing. Children who do not eat a hot lunch may bring a sack lunch. Milk may be purchased at school. **NO LUNCH CHARGES WILL BE ALLOWED.**

MEDICATION. If your child must take medication of any kind (including any over-the-counter drugs, cough drops, etc.) during school hours, the school must have on file a medication form filled out and signed by the doctor. This form is available in the office. The parent/guardian must also sign this form, giving approval for medication to be administered at school. Medication must be in the original pharmacy bottle and will be kept in a locked cabinet in the office. You may also come to school and give the medication to your child at the appropriate time or discuss with your doctor an alternative schedule so the medication can be given outside of school hours. **Students may NOT have any prescription or over-the-counter medication in their possession, including cough drops and medicated ointments.**

NEWSLETTERS AND OTHER NOTICES. Our newsletter is sent out to all families every month and is posted on the Jackson website. Other special notices will be sent home as needed by the office. Please make sure you are signed up on the D11 Loop (or Blackboard) as well as Class Dojo to receive all communication.

NONDISCRIMINATION POLICY. School District 11 is committed to a policy of nondiscrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas will not be tolerated and must be brought to the immediate attention of the school principal or D11 nondiscrimination compliance coordinator: Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903, Phone: 520-2271, FAX: 520-2442.

PARENT/TEACHER Organization (PTO). Jackson has an active parent group called Jackson PTO. We hope you will be a part of this organization! We support the school with fundraiser activities, as well as recruiting volunteers to help in the school. Look for more information in the Jackson newsletter. Please join us as often as you can!

PARKING LOT. Please **ONLY** use designated parking spots. The front (yellow) curb is a fire lane and should only be used for drop-off/pick-up. The back parking lot is for staff and buses **ONLY**!

RECESS. Recess is scheduled as a part of the regular school day. This time serves as a break for students and teachers. As a general rule, if your child is too ill to participate in recess he/she should be kept at home. A signed note from the parent is required for students to stay inside. A doctor's certificate will be required for a child to stay in for an extended period of time. In case of cold weather (usually below 15°), our policy is to have students stay in their classroom with supervision.

SCHOOL HOURS.

- **K-5 Student hours** **7:50 – 2:50**
- **Office hours** **7:30 - 3:30**

Supervision for students begins each day at 7:30 a.m. Students must leave the playground promptly upon dismissal each afternoon.

SCHOOL SUPPLIES. A list of recommended school supplies for students is available in the school office and on our website. These supplies are listed by grade level. If you need help with school supplies, please call the office.

SEXUAL & RACIAL HARASSMENT/DISCRIMINATION. The following district policy, as well as all other policies related to this topic may be reviewed in the STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK on the D11 website at <http://www.d11.org/boe/policies/dctoc.htm>.

SMOKING, ALCOHOL, and DRUG USE. The use of alcohol, tobacco, vaping, and marijuana is illegal on school grounds AT ALL TIMES. If a guest is suspected of being under the influence of drugs or alcohol, seen smoking or vaping, or using drugs of any kind while on school grounds, they will be asked to leave the premise immediately and law enforcement *could* be notified. **This includes in the parking lot during drop off/pick up.**



TELEPHONE USE. Students may use school telephones to contact parents/guardians **in case of emergency only**. Please help by seeing that your child has homework, books, supplies, and made after school plans before leaving for school. Arrangements for visits to friends, announcing club activities, or asking for rides home are not considered to be emergencies.

TOYS AND PERSONAL ITEMS. Students are not to bring toys or other personal items to school. Toys and other items often cause a problem and/or distract students from their educational program will be taken from students at school. The teacher or principal will hold these items until the parents pick them up. Also, parents/guardians are urged to see that children do not wear valuable jewelry, bring large amounts of cash, or other costly items to school. **School personnel are not responsible for loss or damage to items of this nature.**

VISITORS. Parents are encouraged to visit school at any time. **All visitors to the school must sign in at the office and obtain a guest pass before going to the classroom area.** If you would like to see a specific activity, the principal or other staff members will be happy to assist you. However, classroom teachers are unable to discuss your child's progress during instructional time. If you'd like to meet with the teacher, please make an appointment during non-instructional time. Children not enrolled at Jackson may not visit the school unless accompanied by an adult.

WALKING TO AND FROM SCHOOL. Parents should teach their children an agreed upon, safe route. Children are encouraged to respect other peoples' property and should be warned about accepting rides from or talking to strangers.

WEAPONS AND WEAPON LOOK-ALIKES AT SCHOOL. Our school district is dedicated to providing a safe learning environment for all children. In District 11, that means zero tolerance for weapons and items that mimic weapons in all our schools. We need your assistance in helping every child understand our expectations and consequences for bringing weapons or objects that mimic real weapons to school. The following policy is from the **STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK**. "In School District 11, any student with a weapon in school, on or off school property and at all school-sponsored and related activities, whether or not the student uses or intends to use the weapon to cause bodily harm, will be immediately suspended and referred to the Office of Student Discipline for consideration of expulsion." This includes lighters, mace, pepper spray, and other dangerous chemicals or substances. Students will also be referred to the Office of Student Discipline Services for consideration of expulsion for having in their possession objects that substantially mimic real weapons, including such objects as pocketknives, toy guns, and water pistols. This also includes laser pointers. Please review with your children the consequences of bringing such objects to school. Times have changed, and we must do everything possible to protect our children.

WEBSITE. Please make a “bookmark” or favorite on your computer for the Jackson website (<https://www.d11.org/Domain/37>). We have all kinds of resources for you and your child, and you can even email teachers at school!

WITHDRAWING FROM SCHOOL. If you must withdraw your child from Jackson, please notify the school office a few days in advance of your move. If you are moving to another District 11 school, all records will be transferred when you enroll your child in the new school. If you are moving out of the school district, the new school will need to send a request for records.



IMPORTANT PHONE NUMBERS

Jackson Main Office (719) 328-5800

Jackson Attendance Line (719) 328-5813

District 11 Transportation (719) 520-2940

Teacher _____

Jackson Adventure Club (719) 548-9248
