

PRINCIPAL'S MESSAGE

Welcome to Andrew Jackson Elementary School, home of the Dragons! This handbook is designed to acquaint you with our school's expectations, procedures, policies, and practices. We hope you find this information useful and will keep this handbook as a quick reference to use throughout the school year.

Please review this handbook with your child(ren); talk about what it means and how it can be helpful; if you have any questions, please feel free to contact the school office or your child's teacher.

Students are encouraged to participate fully in their learning tasks as well as in other activities within our school. Our Parent/Teacher Organization (PTO) and staff welcome your time and talents, which will enrich our program.

We need each of you, your ideas, and your support to build upon the excellence within each of us in the Jackson community. Let's work together! We ask for your support in working together to make Jackson a school we can all be proud of. As the principal of Jackson Elementary, I look forward to working with you and your child(ren). I'm sure we will have a great year!

If you have any questions or concerns regarding our program, policies, or procedures, please feel free to call me at (760) 775-3830 or e-mail me at jose.montano@desertsands.us

Respectfully,
José Montaña, Ed.D.



Jackson School Vision and Mission Statement

Vision: Jackson nurtures success!

Mission:

Jackson Elementary nurtures the whole child and develops a solid academic foundation to ensure lifelong success by:

- Inspiring and motivating a growth mindset
- Promoting cultural awareness and inclusivity
- Fostering creativity
- Providing a safe and respectful community

DAILY SCHEDULE FOR STUDENTS

- ✓ TK (Transitional Kindergarten) 8:00am – 2:10pm
- ✓ Kindergarten 8:00am – 2:10pm

- ✓ Grades 1 – 3 8:00am – 2:20pm
- ✓ Grades 4 – 5 8:00am – 2:26pm

Wednesdays & Minimum Days Schedule:

- ✓ TK & Kinder 8:00am – 1:05pm
- ✓ Grades 1 – 3 8:00am – 1:15pm
- ✓ Grades 4 – 5 8:00am – 1:30pm

ASES PROGRAM

The After School Education & Safety (ASES) program operates each school day, beginning immediately after dismissal until 6 pm. The program consists of two main components. The educational component provides students with academic tutoring/enrichment and homework assistance. The enrichment component includes, but is not limited to: the fine arts, recreation, physical fitness, and prevention activities. We continue to contract with the Desert Recreation Department to oversee the operation of the program.

ASES applications are located on our school website. **The applications are valid for one school year and must be filled out on an annual basis.** The program is provided at no charge, and participating students are expected to attend daily to keep their spot. Students will receive a daily snack.

ATTENDANCE

Regular school attendance is very important and your child is expected to be here unless he/she is sick or there is an unforeseen emergency. As parents, you control your child's attendance. Every effort should be made to schedule doctor/dentist appointments before/after school and family outings when school is not in session. Parents/guardians will receive written notifications when their child has accrued excessive absences/tardies.

ABSENCES

Illness and doctor/dental appointments and the death of an immediate member of the family are considered excusable absences. Other absences are recorded as personal or unexcused. Following an absence, your child is required to bring a written note from the parent/guardian explaining the absence. Or you may prefer to call the school to **CLEAR** your child's absence. Our 24-hour attendance line number is (760) 238-9923. *Parents/guardians have only 10 school days to clear an absence or it remains unexcused.*

Arrival and Dismissal Time

- ✓ **ARRIVAL:** TK/Kindergarten and 1st-5th grade students are to arrive between 7:30-7:45 am. **Students are not to be on campus prior to 7:30 am.** If students are coming for breakfast, they may enter the cafeteria starting at 7:30 am.

- ✓ **DISMISSAL:** All students must be picked up promptly (within 15 minutes) following their dismissal unless they are involved in an after-school activity. Walkers are to head directly home and not play on the

playground or "hang out." We DO NOT provide supervision in the cafeteria area.

SAFE ROUTE TO SCHOOL

Parents of children who walk or ride their bikes to school are asked to go over a safe route to and from school with their children. Walkers may not take shortcuts through private property and should always use the crosswalks with signals. All students are expected to follow good citizenship standards on the way to and from school. Students are also expected to follow the instructions of our crossing guards.

Tardiness

Children in TK/Kindergarten and 1st - 5th grade need to be at school **no later than 7:50 am** each day. A tardy warning bell rings 2 minutes before the starting time to alert children of the time. **Frequent tardiness without a valid excuse is considered truancy under the law.**

Please help your child establish excellent school attendance habits!

AVID

This year, we are implementing AVID (Advancement Via Individual Determination) schoolwide. All students will receive an AVID Agenda to help with planning and organization. Please check your child's AVID Agenda daily.

BACK TO SCHOOL NIGHT

Back-to-School Night is held in August. It is an opportunity to meet your child's teacher and learn about grade level State Standards & curriculum, classroom expectations, and ways to help your child be successful in his/her new grade level. Teachers will present their grade level curriculum, schedules, grading and homework policies, and state/district content standards for instruction. It is very important that all parents/guardians attend this important event! The school will send out more information about Back to School Night.

BICYCLES

Students may ride bicycles to school ONLY if they follow safety rules and display courtesy toward other riders and pedestrians. Bicycle locks are required and helmets must be worn when riding bicycles. Bikes are to be **walked** when using the crosswalk. Bikes must be **walked** while on the school grounds. **State law mandates that all bicycle riders wear helmets.**

Scooters, skateboards, rollerblades, and shoes with wheels are NOT allowed on school property. If students bring these items to school, they will be confiscated and sent to the office. Parents will need to pick them up at their convenience.

BREAKFAST PROGRAM

Breakfast is available in the cafeteria before school starting at 7:30 am. The doors will close at 7:50 am so that students have time to eat before the bell rings at 7:58 am.

BULLYING PREVENTION

The goal at Jackson Elementary is to create a school culture that is based on compassion, empathy, and respect. Students will receive training on recognizing bullying behavior, reporting bullying behavior, and being active bystanders (safely standing up to bullies). Students exhibiting bullying behavior will receive consequences for their actions. More importantly, they will also receive specific help to change their behavior habits.

Peer Conflict, Mean Behavior, & Bullying: What's the Difference?

When a child is having a problem with his/her peers, it can be hard for parents to know what is really happening – is it bullying? Or is it peer conflict or mean behavior? Each type of behavior must be handled differently in order to keep children safe and help them learn how to get along with others.

Peer Conflict

Conflict between and among peers is a natural and healthy part of growing up. Children will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things or act out physically by hitting, kicking, or trying to hurt. If it's peer conflict, you will be aware that these children:

- Usually choose to play or hang out together
- Have equal power (similar age, size, social status)
- Are both equally upset
- Are both interested in the outcome
- Will be able to work things out with adult help (after calming down)

Adults can respond by helping the children talk it out and see each other's perspectives. This is often referred to as "Conflict Resolution."

Mean Behavior

Children may try out behaviors to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name(s), taking something without permission, leaving a child out, or "cutting" in line. If it is mean behavior, usually:

- It is not planned and seems to happen spontaneously or by chance
- It may be aimed at any child nearby
- The child being mean may feel bad when an adult points out the harm they've caused.

When adults see mean behavior, they should not ignore it. Adults should respond quickly, firmly, and respectfully to stop the behavior, let kids know their actions are hurtful and redirect them to positive behavior. This quick response stops children from developing a pattern of mean behavior as their way of interacting with peers and prevents mean behavior from escalating into bullying. It is a lot easier to correct a child for one nasty comment than to change a pattern of cruelty that has been allowed to grow over time.

Bullying Behavior

Bullying is serious behavior that has three key features – ALL THREE must be present for the situation to be considered bullying behavior:

- Power imbalance – one child clearly has power over the other(s), which may be due to age, size, social status, and so on
- Intention to harm – the purpose of the bullying behavior is to harm or hurt others – it's intended to be mean and is clearly not accidental.
- Repeated over time – bullying behavior continues over time and gets worse with repetition. There is a real or implied threat that the behavior will not stop, and in fact, will become even more serious.

The effect on the child who is being bullied is increased fear, apprehension, and distress.

Often, by the time adults find out about what is happening, the child has tried many ways to stop the bullying but cannot do so on their own.

Adults must address the bullying behavior and ensure the safety of the student(s) who have been targeted. They also need to reassure the children who may have witnessed the behavior that the adults are taking care of it.

When schools respond to bullying, staff will also help the child who has been bullying others to take responsibility for their actions and change their behavior. They will monitor the situation to ensure that the bullying stops and will support the child who has been bullied to regain confidence and a sense of safety. Staff may follow up with the students who observed the behavior to help them learn what to do when they see bullying happening.

Jackson Elementary recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

Definition

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or where the behavior directly impacts the school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Reporting & Discipline

Students who have been bullied or are witnesses of bullying or cyberbullying should promptly report such incidents through the district's PSST anonymous reporting or anonymous bullying or harassment website. They may also report to their teacher, a site monitor located on the playground, the principal, his/her designee, or the counselor.

Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Reprisals or retaliation that occur as a result of good faith reports of bullying will not be tolerated.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but not be limited to:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom, or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

CLASS CELEBRATIONS

Class celebrations are at the discretion of the teacher. Please contact your child's teacher several days in advance if you wish to send a healthy snack (not homemade) for your child's birthday. In order to protect our instructional time, teachers will make plans to distribute birthday treats at recess or just before dismissal time. Please **DO NOT** send balloons or flowers to school as they will not be delivered to the classroom. Please respect the teacher's wishes regarding food items (see "Wellness" section) and the quantity of food.

Birthday Messages

Parents wishing to recognize their child's birthday may do so by putting their name and "Happy Birthday" message on our electronic marquee for \$10. Forms are available in the office. We need at least 24 hours notice in order to complete the request. Birthday messages will run from 6:00 am to 10:00 pm on your requested day.

COMMUNICATION

Communication is a two-way process between you and the school. In general, you'll be most successful taking care of any matter if you contact the most directly involved person.

Contact the **teacher** concerning:

- Lessons taught in the classroom
- Behavior
- Situations happening at home that may affect your child (divorce, death of a family member, etc.)
- Organization or techniques used in the classroom
- Grade or evaluation of your child's academic performance
- Assignments you feel are too hard or too easy
- Homework
- Something your child reported that occurred in the classroom or on the playground

- How your child is doing in class
- Volunteering

Contact the **Administration** concerning:

- The curriculum used throughout the school
- Expectations, policies, and procedures which apply to the entire school
- Inability to communicate with your child's teacher
- Questions regarding school-wide activities
- The degree of discipline/consequences assigned to your child (i.e., referrals)
- Questions regarding school facilities

Website/Marquee/Flyers/ Newsletters/Facebook/Twitter

We work hard to keep our parents/guardians informed about what's happening at Jackson!

We have a website and a Twitter and Facebook page, which is updated on a regular basis. To access our website, go to www.dsusd.us Click on **Schools**; then click on **Andrew Jackson** (on the left-hand side of the screen). When you get to the site, click on the Home **Page**. Please check out the other sections of our website as well!

Our electronic marquee is updated regularly with important dates and information.

SchoolMessenger

Periodically, phone call messages will be done through the SchoolMessenger automatic messaging system. Our system is set up to call all of the numbers on file for each student. In order to receive just 1 call per child, please read the following information from the district office:

The Telephone Consumer Protection Act (TCPA) prohibits calls made using automatic telephone dialing equipment or a prerecorded message to any telephone numbers (mobiles included) without prior consent unless the call

is for emergency purposes as defined by the TCPA. Therefore, DSUSD adapted our introductory message to families receiving our automatic telephone calls. The first thing you will now hear is, ***“This is an important message from Desert Sands Unified School District. Press 1 to play this message immediately. Press # to place this call on hold. If you would like to hear options to unsubscribe this phone from future voice messages from our school, press 5 at any time during the message.”***

The pressing of 5 will opt out the phone number from future messages. If a family has multiple phone numbers on file and receives messages to all of the numbers, opting out using the 5 key would work only on that particular number. The other numbers would still receive the message unless they opted out.

Please choose 1 or 2 phone numbers to take the SchoolMessenger voice messages so that we can maintain contact with you regarding reminders of upcoming Jackson Elementary events and other important information.

Please keep in mind that a message sent out from the school or district via GENERAL BROADCAST will work in the manner described above (the majority of our messages). Any message sent out via EMERGENCY BROADCAST will still be sent to all numbers on file.

COMPUTERS & OTHER DEVICES

Every K-5 grade student has access to a Chromebook (1-1 device). Students use Chromebooks for curriculum support. Students work with the teachers to determine the appropriate software programs and websites to be used on the devices.

Jackson Elementary promotes technology ethics as well as compliance with laws. No misuse of computers, Chromebooks, or tablets

is allowed, including program disks from home, no illegal copying of software, no opening of unauthorized files, no access to system folder or control panel, and no food/drink around computers or other devices. Students who misuse any of the devices will lose their privileges, and parents will be required to pay for damaged equipment and/or software.

Damaged Device: \$20

Lost or Damaged Beyond Repair Device: \$100

Lost or Damaged Charger:\$25

Internet Access

DSUSD School Board policy permits independent student access to the district computer network to use the Internet. To gain access, all students must obtain parental permission by completing The Responsible Use Policy in ParentVUE. You can also find a copy of it: [Connect: One-to-World Device Initiative - Responsible Use Policy](#).

(This form is now online) This will be included in the parent packet. Each student must have a signed (by student and parent) form on file before he/she will be allowed to use computers or other devices at school. The agreement forms are valid for **one school year** and must be filled out on an annual basis.

COUNSELOR

Jackson Elementary has a full-time counselor who assists with an intervention that positively impacts student achievement as well as personal and social development. Our Counselor oversees the Student Success Team (SST), offers small group social skills lessons, and facilitates other support groups. He/she is available for consultation with parents and students. He/she also serves as a liaison to community resources and the district Student Assistance Program (SAP). The counselor can best be reached by email at jury.arroyo@desertsands.us or by phone at

760-775-3830. Resources can also be found at <https://bit.ly/3E0xYxF>

DAMAGED/LOST MATERIALS

Parents/students are held financially responsible for the cost of replacing any school or personal material or property which is lost, stolen, or damaged through negligence.

Please remind your child to keep all personal belongings at home unless they are needed in the classroom.

DRESS CODE / SCHOOL UNIFORMS

Jackson has a school uniform policy

Uniform Guidelines

Tops: Solid white, solid green, or solid navy blue. No designs or logos, with the exception of the Jackson Dragon logo.

Bottoms: Solid khaki or solid navy blue. Bottoms include pants, shorts, skirts, skorts, capris, and jumpers. Basketball shorts (nylon shorts) and sweatpants are not permitted.

Jeans/denim material, including stretch denim and “Jeggings” (of any color), are not permitted at any time, with the exception of “free dress/school spirit” days. Wednesday is College T-Shirt Day. Students may wear a college shirt with **uniform bottoms** on Wednesday only. If your child decides not to participate, a uniform is required. **On Fridays, students may wear their “School Spirit” T-shirt and jeans (solid blue or black- no ripped jeans).** The PTO will be selling School Spirit T-shirts throughout the year.

In order to preserve the “uniform look,” socks, tights, & leggings should be solid white or navy blue. The shirt should be white if wearing another shirt under the uniform top (layered look).

All clothing must meet the approved guidelines:

- Shorts must have a 4” or longer inseam.

- Shorts & pants must fit around the waist and not “sag.”
- Skirts & jumpers are to be mid-thigh or longer in length.
- Shirts & tops must conceal undergarments. See-through, halter tops, and spaghetti straps are not appropriate.
- Shoes must be worn at all times and must be close-toed and close-heeled (sandals, Crocs, and flip-flops are not permitted). Shoes with wheels or cleats are not permitted.
- Hats are not to be worn inside of the buildings but are very appropriate for recess.
- Makeup is not appropriate for school. Face paint and hair coloring are not appropriate for school.

Students failing to comply with the dress code policy will be given suitable “loaners” to wear or will have their parents called to bring appropriate clothing. Students who chronically violate the uniform policy will participate in a parent/student/principal conference to problem solve.

Exemptions: If a parent/guardian desires to exempt his/her child from the uniform policy, the parent/guardian must observe the following procedure according to Board Policy 5132.1 (b):

- Request a meeting with the principal to discuss the uniform policy and the nature of the parent’s/guardian’s objectives to the policy, complete an exemption form, and define the alternative dress code.

Exemptions must be done annually before September 1st or within 10 days after enrolling their child at Jackson (if enrolling after the start of the school year).

DROPPING OFF/PICKING UP PROCEDURE

If you are dropping your child off at school in the morning, please make plans to arrive between 7:30 am and 7:45 am (no supervision prior to 7:30). All students being dropped off are to be brought to the drop-off/pick-up area located on the east side of the school. School personnel will be out front to direct traffic to ensure safety. Please be sure to pull to the curb and move as far forward as possible in the “Yellow Zone.” Please do **NOT** let your child out while in the “Red Zone” or if you are not pulled up to the curb. **Please do not leave your vehicle unattended.**

As you are exiting the Drop-Off Zone, please turn RIGHT only.

When picking students up in the afternoon, please follow the same procedure – pull up to the curb and as far forward as possible in the “Yellow Zone.” In the same manner, done at an airport, if your child is not present, we will need you to exit this zone and return later. If you need to come onto campus, please park your vehicle in one of the parking stalls at the front of the school.

Please use the crosswalk at the school entrance to come and go from the parking stalls. We ask that you use the crosswalk to keep from walking through moving traffic.

Please do not use the staff parking lot at the back of the campus or the bus lane at the east end of the campus to drop off or pick up students. Also, please do not have your child run across the street to/from your vehicle. All students (and adults) are expected to use the crosswalks.

Please help us to maintain a safe and orderly environment in the drop-off/pick-up area by respecting and following our procedures. We are counting on you to help us by being a good role model for our impressionable students. They will do what you do in terms of using the

crosswalks, respecting the crossing guards, and following the procedures.

Remember, students are not to arrive at school before 7:30 am and need to be picked up within 15 minutes of their dismissal time.

DUAL IMMERSION PROGRAM

Our school offers a Dual Immersion Program that starts in Kindergarten and continues through 5th grade. This program focuses on the development of Bilingualism/Biliteracy, high academic achievement in English and Spanish, and Sociocultural Competence. This program puts students on the path toward a Seal of Biliteracy upon High School graduation. For more information about this awesome program, please contact diane.tijerina@desertsands.us.

EARLY RELEASE/MINIMUM DAYS

Jackson students have an early dismissal every Wednesday (TK/Kinder @ 1:05; 1st-3rd @ 1:15; and 4th-5th @ 1:30). Staff uses this time for staff development meetings, developing lesson plans with their grade level colleagues, and analyzing assessment data. Students in grades TK/K-5 will also be dismissed early during Teacher/Parent Conferences in the Fall and Spring.

Parents need to make arrangements to have their children picked up on time on Wednesdays.

Extended Learning Opportunities Program (ELOP)

Students will have the opportunity to participate in afterschool tutoring, clubs and field trips through ELOP. Teachers will send home interest forms and applications with students to fill out. There are limited spots available, so it is important to return the forms promptly. If a tutoring group or a club is full, a waitlist will be created. Students that have poor

attendance will be dropped from the tutoring group or club in order to make space for a student on the waiting list.

EMERGENCY CARDS (OLR)

Emergency cards ('C' Cards) are on the OLR (online registration) and are to be filled out or updated by the parents/guardians. Local persons to call should be listed on the card. You will be called promptly if your child becomes ill or injured at school. Therefore, it is extremely important that these cards are kept up-to-date. A minimum of two emergency phone numbers must be provided per DSUSD School Board policy. Please note that a current utility bill will be required to make address changes.

EMERGENCY DRILLS

Fire drills and/or emergency evacuation drills are held once a month. In the case of a real emergency or disaster, all children will be retained at school and released only to a parent or guardian identified on the emergency card. Children will be released from the south gate on Kenner Avenue near the playground gate.

ENGLISH LANGUAGE DEVELOPMENT

Special instruction is provided for students whose native language is not English. Students develop their English skills through Structured English Immersion classes and daily English Language Development (ELD) instruction. Information on these types of instruction is available from the classroom teacher, the school office, or the State & Federal Projects Office at the district office.

FIELD TRIPS

Field trips are an exciting part of the educational program provided for your children at Jackson Elementary. When such trips are planned, information and permission slips will

be sent home for parental signature. Students must have a signed permission form turned in to his/her teacher prior to the field trip. To ensure your child's safety, we discourage verbal permission from being given via the telephone. Due to insurance guidelines, siblings may not accompany chaperone volunteers on the bus.

Chaperones/Drivers

According to law AB346, all volunteers that accompany students on field trips must be fingerprinted. If you are planning to chaperone on any field trips, please check in the office for information regarding the Live Scan process. The good news is... once you have the Live Scan done, you don't have to do it again as long as you fill out the Volunteer Application each school year! Thanks for your support in making sure our students are safe!

Some field trips may involve parents serving as drivers. Parents willing to serve as drivers must have a current Volunteer Application form on file and must fill out a Vehicle Verification form. These forms must be turned in to the office at least 4 weeks prior to the date of the field trip. Both forms are valid for one school year and must be filled out on an annual basis. Forms are available in the office.

GUM

Gum is not allowed on school property at any time. Sticky gum and wrappers make a mess and create an additional burden on the custodians. Additionally, the gum may become a safety issue during recess or PE should your child accidentally choke on it. Students who choose to chew gum at school will be assigned a community service task during recess.

HOMEWORK POLICY

When study becomes a habit – learning becomes a habit! The faculty of Jackson Elementary believes that homework is an integral part of education. Homework

strengthens and enriches what is taught during regular class time. In addition, homework will:

- ✓ Set a pattern for lifelong learning.
- ✓ Provide opportunities to use out-of-school learning resources.
- ✓ Provide opportunities to build independent study skills.
- ✓ Encourage parent, student, and teacher interaction.

Reading every night is highly encouraged (minimum of 20 minutes). If your child is still learning to read you can read to them. Developing a love of reading is very important. Mastery of basic facts in math and extra practice in literacy fundamentals/reading comprehension is also recommended. Please speak with your child's teacher regarding the best way you can support your child at home.

At Back-to-School Night, teachers will share specific details related to the homework standards and expectations for your child.

INSURANCE

The District does not provide medical insurance. Information regarding voluntary school accident insurance is sent home at the beginning of the school year in the "First Day Packet." Parents may purchase this insurance if they wish.

LEAVING SCHOOL DURING THE DAY

No child is to leave school during the day without permission from the office. If parents are taking their child out of school early, they must go to the office to have their child released and sign them out. If your child leaves school early for a doctor/dentist appointment, please be sure to ask for a note from their office and have your child bring it to his/her teacher the next school day. We encourage parents **NOT** to pick up students from school early or

close to dismissal time (1:45 and on). So please plan appointments accordingly. We encourage parents to schedule appointments on minimum days. (Wednesdays). A reverse tardy will be given if a student is picked up early.

The office must be notified in advance if someone other than a person on the emergency card is to pick up your child. **For your child's safety, picture identification will be required.**

LICE

Children can easily get head lice when 1) their hair touches another child's hair or infested article of clothing, 2) in movie theaters, 3) using each other's hats, hair ribbons, etc., 4) at slumber parties, 5) other places where their heads are close together, and 6) sharing sports uniforms and helmets. Parents/guardians should check their children for lice on a regular basis. **If your child gets lice, please check all family members so everyone can be treated at the same time.** Please examine your child's hair every few days. Lice move fast (they do not fly or jump), and you may not see them. Their eggs (nits) are usually found close to the scalp on the hair shaft behind the ears and the back of the neck (they like wet, warm areas). Nits are tiny, hard, clear, or white, and tear-drop shaped. Wetting the hair before combing has been shown to be a helpful method of diagnosing an active lice infestation. The school nurse or office staff can show you how to examine your child's hair.

Wash lice-infested hair with special shampoo.

The drug stores have several over-the-counter shampoos to choose from. You do not need a doctor's prescription. Ask the pharmacist for his/her help. The American Academy of Pediatrics recommends that you not use K-well for children. Be sure to follow the directions for whichever shampoo you purchase.

Remove all nits. The lice shampoos do not kill all of the nits. All nits **MUST BE REMOVED BY HAND**. This takes a long time. Sit outside or under a bright light. The best way to remove the nits after shampooing is to pick them off the hair shaft using your thumb and first finger. Special combs that come with the shampoo may help but do not always work.

Other things to do: 1) Vacuum all rugs/carpets, upholstery, and mattresses, 2) wash sheets, pillowcases, clothing, and towels in hot water and dry at a hot temperature, 3) put toys that cannot be washed in a plastic bag and tie shut for 14-21 days, 4) dry clean outer clothing such as jackets, sweaters, and hats that cannot be washed, 5) soak all combs, brushes, barrettes, etc. in hot soapy water for 10-15 minutes, 6) routinely check all members of your family for lice/nits, 7) continue to educate your children about the spread of lice (teach them not to share hats, clothing, barrettes, etc.). **Mark your calendar to check for nits again on the 10th and 20th day after the first shampoo.** **DO NOT SHARE combs, brushes, hats, coats, towels, etc.**

Returning to school: Your child may return to school the morning after the effective treatment with the special shampoo. **The parent/guardian and child must** come to the office to be checked by office personnel for the “lice-free” condition before re-entry to the classroom. **DSUSD has a “no lice” policy.** This means your child’s hair **MUST** be rid of all live lice. If lice are found, your child will not be admitted to class. The office has a brochure, “A Parent’s Guide to Head Lice” available for parents who wish to have more information. Please feel free to pick one up.

LOST AND FOUND

Please be sure that all jackets, sweatshirts, and personal belongings have your child’s name on them. Items left on the playground will be placed in the Lost and Found, which is located

by the office. Small items such as glasses and jewelry can be claimed in the office. Unclaimed items are donated to local charities during Winter Break, Spring Break, and after school closes in June.

LIBRARY

Students are encouraged to use the school library. The library is available for research and checking out books. Charges will be made for books that are damaged or lost. Each student must have a signed permission slip on file (found in OLR on Parent Vue). Please contact our librarian, Minerva Ochoa at minerva.ochoa@desertsands.us if you have any questions.

LOST BOOKS

Children are expected to take good care of all school materials. Should a book become damaged or lost, the child and family will be expected to pay for the replacement cost of the lost/damaged book.

LUNCH PROGRAM

Students may bring lunch to school or participate in the school lunch program. This year Andrew Jackson Elementary School will be participating in the **Community Eligibility Program (CEP)**, where all of our students will be eligible to obtain a school lunch or breakfast if desired. Parents must complete the Local Control Funding Formula Data Collection 2023-2024 form provided at the beginning of the school year in OLR (Online Registration). If you have questions about OLR or CEP Form, please contact the Main Office. Printed menus are available in the office and can also be found online. **Please note that food from fast-food restaurants will not be allowed on campus.**

Second Chance Breakfast: Students who did NOT eat breakfast at school (before school) can have breakfast during their morning recess.

Snacks

In an effort to promote healthy eating habits as well as be in compliance with state law and DSUSD Board Policy (see “Wellness” section), students may only bring healthy snacks (to be eaten during morning recess or after school) to school. **The following are examples of approved healthy snacks:**

String cheese
Fruit/Vegetables
Yogurt
Trail Mix
100% fruit juice
Pretzels
Graham Crackers/Whole-Grain Crackers
Baked Chips.

Soda, energy drinks, coffee drinks, Takis, and Hot Cheetos, are not allowed at Jackson.

We encourage students to drink milk, 100% fruit juice, and water.

MEDICATION

When your child needs to take medication during school hours, whether medication is prescribed by a physician or purchased over-the-counter, State law REQUIRES that the physician write the dosage and related information on the appropriate District form (available in the school office).

No medication of any kind can be given to a student without a physician’s prescription. Prescriptions for medication must be on file in the office. Please do not place medications of any kind in your child’s lunch box or backpack.

PARENT/TEACHER ORGANIZATION

(PTO)

Jackson’s PTO serves the children of the Jackson community. Members of the organization are entitled to a voice and a vote and to serve in any of its elected or volunteer positions. Parents, grandparents, aunts, uncles, and community members volunteer their time

to provide students with innovative and exciting opportunities that may not be available in the regular classroom setting. Getting involved in the PTO is a great way to make a difference in the lives of the students attending Jackson Elementary!

PERSONAL ITEMS FROM HOME

Please mark and identify personal items such as clothing, lunchboxes, supplies, etc. The following items are to be left at home: valuable or sentimental pieces of jewelry, laser pointers, aerosol cans, perfume, makeup, fireworks, poppers, electronic games or tech equipment (not issued by the school), toys, sports equipment, and money (unless needed to pay for something). Items to be shared in class as designated by the teacher must be brought in a bag for sharing purposes only and should have names on them. Leaving personal items at home will help prevent loss or damage of an item that may be of great financial or personal value.

The school is not responsible for lost, broken, or stolen items (including cell phones and smart watches).

PETS

Animals are **not allowed** on campus (including before/after school). In special cases, pets may be brought only with the prior permission of the teacher and should be in a cage or under some form of restraint. Pets may never be brought on the school bus.

REGISTRATION REQUIREMENTS

Parents of children registering for school must provide a record of the dates the child received Polio, DPT, MMR, Varicella (measles, mumps, and rubella, chicken pox) immunizations. Kindergarten students must have two MMRs, Hepatitis B series, and a dental and physical exam before entering school. Additionally,

verification of birth and proof of address is required for first-time registration.

Please Note:

The new law, SB 1381, requires that students being registered for Kindergarten must be 5 years old on or before September 1. Children whose 5th birthday occurs between September 2 and February 2, will be allowed to register; however, he/she will be placed into our Transitional Kindergarten (TK) program.

REPORT CARDS, PARENT/TEACHER CONFERENCES

In December, parents, teachers, and students will meet to review the progress from the first trimester. A second conference will be held in March to discuss progress made during the second trimester. The final report card will be available in June. We encourage ongoing communication between the home and school. Parents are welcome to request a conference anytime during the school year.

SCHOOL BUS

Riding the school bus is a **privilege**. Children using this service should be reminded that misbehavior at the bus stop or on the bus will result in the loss of this privilege.

SCHOOL SITE COUNCIL / ENGLISH LEARNER ADVISORY COUNCIL (SSC/ELAC)

The CA Legislature believes that individuals most affected by the school's operation should have a major role in the decisions regarding how a school functions. At Jackson Elementary, our SSC/ELAC is composed of parents, teachers, other staff members, and the administration. It serves as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources (monies). Some of the related responsibilities include but are not limited to:

- Analyzing and evaluating the academic achievement of all students in the school. (SSC)
- Developing and approving the *School Plan for Student Achievement* (SPSA) - (SSC).
- Provide ongoing monitoring of the implementation of the site plan and budgets/expenditures (SSC).
- Advise the principal and staff on programs and services for English Learners (ELAC).
- Advise the SSC on the development of the Single Plan for Student Achievement (SPSA)- (ELAC).

SSC/ELAC meetings are typically held once a month in the MPR. We welcome you to attend these informational meetings and encourage you to become a member of the council. Please watch for information via flyers, the newsletter, or the electronic marquee advertising the date/time of the SSC/ELAC meetings.

SMOKING BAN

The use of tobacco products is prohibited at all times on any Desert Sands Unified School District property in accordance with Education Code 48900.

TELEPHONE/CELL PHONES

Children may use the school telephone in **emergency situations only**. Please plan ahead with your child if he/she is to follow different procedures than usual after school. Any changes should be conveyed to the teacher in writing. **Students are not allowed to carry or use cell phones at any time during school hours. This includes any device that functions like a cell phone, such as smart watches.** If you require your child to have a cell phone for safety reasons, please be sure that they keep it in their backpack or they give it to their teacher (for safekeeping) during school hours. Cell phones or other such devices being used during school hours can be confiscated and sent to the office. Parents will

be required to pick them up (in the office) at their convenience.

TESTING

Students in grades K-5 participate in several site, district, and state assessments throughout their elementary career. The information derived from these assessments:

- Assists teachers in designing lessons/activities to meet individual student needs
- Assists school personnel in determining which students are in need of intervention
- Assists school personnel in determining students' level of English proficiency and related English Language Development (ELD) support
- Provides feedback to students and parents; highlights areas of strength and areas needing improvement
- Provides a snapshot of how Jackson students are progressing
- Provides a snapshot of how DSUSD students are progressing compared to other students in California and/or across the nation

TRANSFERS/WITHDRAWALS

When a child is moving from the school, please let the office know 7 days ahead of time and specify the last day of attendance. Please be sure your child's library books and Chromebooks are returned (or paid for if they are lost or damaged). The office will prepare a student printout to be taken to the next school of enrollment.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is against the law. If a student accidentally causes damage, he/she should report it to the teacher immediately so that the

damage is not misconstrued as vandalism. If you see someone vandalizing Jackson Elementary property or school equipment, we ask that you report it immediately. We ask that families bordering Jackson Elementary property keep a watchful eye at night and during the weekends/holiday breaks and report cases of vandalism to the Indio Police Department. This is our community's school; let's take good care of it!

VISITORS

For the safety and convenience of all persons, we ask that you contact the teacher and office before any visit to schedule an appointment. School District policy requires that all visitors and volunteers report to the office to sign in via our RAPTOR system (valid ID or passport will be scanned) when arriving on campus. However, we cannot permit visits by children who are friends or relatives of our students. Legal responsibility and liability prevent this.

VOLUNTEERS

Volunteers are a vital part of the educational program at Jackson Elementary! Our school has a number of parents, grandparents, guardians, and community members who volunteer. These volunteers perform valuable services and are much appreciated. We do ask that all volunteers dress professionally at all times – looking their best for our students.

A Volunteer Application form needs to be completed and approved by DSUSD. The form must be filled out on an annual basis and can be found on our District website. We encourage you to fill out the Volunteer Application at the very beginning of the school year so that you're ready for the year! All volunteers must enter through the school office and be scanned in our RAPTOR system. A valid ID or passport is required for clearance in the RAPTOR System. Common activities handled by classroom volunteers include but are not limited to:

- Listening to students read
- Preparing learning materials
- Assisting with art projects
- Assisting with classroom clerical tasks
- Assisting with math activities

Please reach out to your child’s teacher if you are interested in volunteering.

Please refer to the Field Trip section for more details regarding volunteers & chaperoning.

WEAPONS POLICY

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school property, school-provided transportation, or other facilities used for school activities. Any student who violates this policy will be suspended or expelled from school. The possession of a firearm replica (a toy gun, knife, etc.) or dangerous object (fireworks, poppers, shocking devices, etc.) is also a violation of district policy.

WELLNESS POLICY

DSUSD has a Wellness Policy (BP 5030) that recognizes the link between student health and academic achievement. The policy supports and reinforces health literacy through health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

PARENT WORKSHOPS

We will offer parent workshops designed to provide parents/guardians with the tools to help you and your child succeed both now and in the future. We will announce these classes through our Morning Assemblies. General Parent meetings, Principal’s Coffee Chats, the school newsletter, the school website, Facebook, Twitter, and flyers. Keep an eye out for these great opportunities.

PHYSICAL EDUCATION (PE)

The staff at Jackson Elementary believes that physical education is an important part of the educational experience. Developing and maintaining a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality. State Law (Education Code) requires 200 minutes of PE every 10 school days for students in grades 1-5. Please make sure your child is wearing appropriate shoes on the day(s) he/she has PE.

RESOURCE SPECIALIST PROGRAM (RSP)

This special education program provides instruction for those K-5 students who have identified learning challenges. Students receive specialized instruction in Reading, Language Arts, Writing, and/or Math based on their needs. Individual educational goals are developed through collaboration with the RSP teacher, parent, school psychologist, and site principal via the IEP process.

SPECIAL DAY CLASS PROGRAM (SDC)

Jackson Elementary has a K-2 and a 3-5 SDC program. These special education classes are for students who have identified learning challenges and require more specialized academic instructional time. Individual educational goals are developed through collaboration with the SDC teacher, parent, school psychologist, and site principal via the IEP (Individualized Education Program) process.

TITLE 1

The Title 1 program is offered at Jackson School and is a federally funded program. This program provides for intervention,

supplemental materials for instruction, staff development, and workshops for parents, as well as additional materials and programs as needed and identified in our school plan. Our School Site Council members collaborate with the staff and adopt the School Site plan annually.

PARENT/STUDENT/SCHOOL COMPACT:

This form is available on our school website. Paper copies will also be available in the office if needed. Teachers will review the compact during parent conferences.

PARENT INVOLVEMENT POLICY:

This form is available on our website. Paper copies will also be available in the office.

Behavior Expectations/Discipline

We view school as a place for all students to experience academic and social success. Success contributes to positive self-esteem, which in turn translates into positive student behavior. By providing opportunities for students to learn concepts, practice skills, and experience academic success, we create an environment that promotes academic and social excellence.

Our Positive Behavior Intervention and Support (PBIS) program focuses on developing each student as a competent, self-disciplined learner. Students at Jackson Elementary learn self-respect, respect for one another, and respect for the learning environment. Procedures are designed to provide boundaries within which individuals form security yet freedom to develop self-discipline. Emphasis is placed on positive behavior, personal growth, and behavior-related consequences. Positive reinforcement may include:

- ✓ Individual classroom incentives
- ✓ Phone call home/note to parent

- ✓ PBIS Rewards Program
 - ✓ Incentives for having excellent attendance
- General procedures and possible consequences for inappropriate behavior include:
- ✓ Student awareness of expectations/warning
 - ✓ Loss of activity or privileges
 - ✓ Phone call to parent
 - ✓ Restorative Justice Session/Conflict Resolution
 - ✓ Counseling
 - ✓ PBIS Teacher/Admin managed referral
 - ✓ Teacher/Parent/Student conference
 - ✓ Community Service/Campus Beautification
 - ✓ Detention (lunch, recess, after school)
 - ✓ Removal from classroom
 - ✓ On-campus Suspension (OCS)
 - ✓ Principal/Parent/Student conference
 - ✓ Suspension from school (to include a re-entry conference with parent, student, and principal before the student returns to school)
 - ✓ Student behavior contract

To promote the development of students' good citizenship and the smooth operation of Jackson Elementary, the following are our expectations for student behavior. All of these expectations are based on:

Jackson Dragons are:

- **Safe**
- **Kind**
- **Respectful**
- **Responsible**

More specifically, we expect that students will:

- Observe safety regulations for walkers, bicycles, busses, and vehicles
- Obey adult directions
- Wear school uniforms
- Arrive at school and leave school on time
- Use restrooms in a sanitary and socially acceptable manner
- Leave home all potentially dangerous, distracting, or valuable items
- Respect the authority of teachers and staff members, and follow their directions politely

- Refrain from chewing gum
- Wear hats outside only
- Refrain from wearing makeup

On the playground, we expect that students will participate in PLAYWORKS.

- Participate in Playworks games
- Follow the rules of the games.
- Stop what they are doing when the bell rings and line up quickly/quietly.
- **WALK** at all times on all school sidewalks and blacktop areas
- Refrain from real or pretend fighting; refrain from tackle games
- Use equipment safely and appropriately
- Kick only footballs and soccer balls (on grass areas only)
- Refrain from throwing objects of any kind other than balls
- Play in designated playground areas; stay away from classroom buildings
- Use only school equipment; toys/equipment from home are not allowed. Items will be confiscated and parents will have to come to school to pick them up.
- Stay out of planters and flower beds; refrain from climbing poles and trees
- Refrain from eating food/candy; refrain from chewing gum
- **Respect the Recess Team/Jr. Coaches**

SUSPENSION

Students who violate the following California laws or DSUSD regulations will face suspension and/or possible expulsion:

1. Possession or use of tobacco within school boundaries.
2. Possession or use of narcotics, narcotic look-alikes, or alcohol on school grounds or at any authorized school function.
3. Selling or arranging to sell any controlled substance on school grounds or at any authorized school function.
4. Fighting
5. Stealing

6. Possession of any type of dangerous weapon – including fireworks & “poppers.”
7. Continuous lack of courtesy and respect towards teachers/staff and/or fellow students.
8. Defacing or destroying school property.
9. Continuous defiance of school rules and regulations.
10. Profane language and/or possession of pornographic material.

These standards include, but are not limited to:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch periods and recess.
4. During or while going to or coming from a school-sponsored activity.

STUDENT SEXUAL HARASSMENT POLICY:

“It is the policy of the Desert Sands Unified School District Governing Board that sexual harassment of or by any student shall not be tolerated at school or in connection with any school program or activity. Individuals who commit acts of sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school district, dismissal from school district employment, filing criminal charges with the proper authorities, and liability through civil litigation.” Ed. Code 48900 and 212.6

Definition of Sexual Harassment:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Reporting of Sexual Harassment:

A student who believes that she or he has been the victim of sexual harassment should immediately report the problem to their teacher or other school personnel to take appropriate action.

Confidentiality:

All information reported by the student will be held in confidence.

DSUSD NON-DISCRIMINATION-POLICY

It is the policy of the Desert Sands Unified School District not to discriminate on the basis of color, race, creed, religion, sex, national origin, sexual orientation, lack of English skills, handicapping condition, age, or language in its admission of students to school programs, educational programs, and activities, or the recruitment and employment of personnel. Students, parents, employees, and community members who feel that they have a grievance concerning discrimination should contact the principal or school district office.

Thank you for taking the time to familiarize yourself with our school's expectations, procedures, policies, and practices. We hope you find this information useful and will keep this handbook as a quick reference to use throughout the school year.

This handbook is subject to change as new policies are implemented by the school and DSUSD.

