



2013-2014 Jackson Parent Handbook

3700 Federal Avenue, Everett, WA 98201 (425) 385-5600

Jackson Elementary: Home of the Silvers!



VISITORS/VOLUNTEERS

In order to ensure our students' safety and to maintain learning as our top priority, we ask that visitors and volunteers sign-in at the office. Since staff provide our office with lists of expected guests, office staff are able to help our guests sign-in, understand how to get where they are going and to locate proper identification badges.

Since unannounced visits can disrupt students' learning, we ask that you make arrangements in advance when you would like to visit a classroom. If you need help, have a concern, or need to speak with your child, the office staff is always happy to assist you.

STUDENT DRESS CODE

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property or which creates a disruption of educational process is not allowed.

NO BULLY ZONE!

We focus on teaching our students to:

- Recognize
- Refuse
- Report

We will continue our anti-bullying and harassment training for all students and staff. If you become aware of a problem, please contact us immediately!

PERSONAL BELONGINGS

All special items should be left at home to avoid theft and ensure that students remain focused on learning. This includes things that are a distraction to learning such as silly bands, trading cards, gaming systems and electronics, etc.

BREAKFAST/LUNCH

Applications for free and reduced meals are available in the office. These forms must be completed every year and whenever a student changes school districts. Meals may be prepaid or paid for at the time of purchase.

CELL PHONE POLICY

Students are responsible for the PEDs they bring to school. Everett Public Schools shall not be responsible for loss, theft, damage or destruction of devices brought onto school property or to school-sponsored activities or events off school property.

Use of cameras, including those in cell phones or other ECDs, is prohibited in restrooms, locker rooms, or any other location where there is a reasonable expectation of personal privacy.

Inside this issue:

- Visitors/Volunteers
 - No Bullying!
 - Personal Belongings
 - Cell Phone Policy
 - Student Dress Code
 - Breakfast/Lunch
 - Student Safety
 - Student Attendance
 - Health Room Procedures
 - Policies in Action at Jackson
 - *Title 1
 - * FERPA
 - * HIB
 - How to Reach Us
-

Students' Safe Arrival & Dismissal

SAFE STUDENT ARRIVAL

For the personal safety of your child, we will call your home if your child is not at school. Please help us! Call 425-385-5605 before 9 a.m. if your child will be absent or tardy.

MORNING EXPECTATIONS

Breakfast students should line-up at the breakfast door (at the back of Building A) no earlier than 8:50 a.m. Our morning lines are outside unless it's 30 degrees or less, so students should wear warm jackets/hats and arrive no earlier than 9:00 a.m. when adult supervision is provided.

LATE ARRIVAL

Students arriving after the 9:15 a.m. tardy bell need to take a parent note to the office for an admit slip.

BIKE RIDERS (grades 3 – 5) & WALKERS (grades K – 5)

- Listen to patrols.
- Walk with a buddy.
- Come/Go straight to school.
- Walk bikes (on sidewalks, crosswalks, and school grounds).
- Lock up your bike!
- No scooters or skateboards.
-

BUS EXPECTATIONS

- Listen to the driver.
- Report to your stop no more than 5 minutes early.
- Ride the bus both ways.
- Bring a signed parent note when plans change.
- Be safe (face front, with hands/feet to self).
- Be respectful (talk quietly).

STUDENT DISMISSAL

So classes may exit smoothly, parents are asked to wait for children outside the building. Also, please pick-up your child on time and send the teacher a note if your child's after-school routine changes.



Student Attendance

It is very important that your child attends school on time, each day!

Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Life-long attendance behaviors begin with entry into school at the pre-school or kindergarten level, and continue through middle school and into high school until the student graduates. When students arrive in the classroom, it is expected that they will immediately begin to prepare for the start of the day or the period, and be ready to engage in the learning process when the school day or period officially begins.

Students are expected to attend all assigned classes each day on time. It is recognized that there are rare occasions that necessitate a late arrival, early departure or legitimate excused student absence. Teachers will keep a record of student absences and tardiness.

Determination as to whether an absence is a tardy, excused or unexcused absence is made by the school in accordance with law and policy. The role of the parent or guardian is to ensure that his/her children attend school and to verify that the



student's absence was for an excusable reason.

It shall be the responsibility of principals and certificated staff to enforce the district's attendance policies and procedures. The attendance policy and procedure will annually be distributed and made available to parents/guardians.

Reporting an absence:

While a note or telephone call does not automatically excuse an absence, please call our 24 hour information line by 9 a.m. to report your child's absence. It helps assure student safety.

Doctor's Appointments: Please schedule appointments for after school hours. If an early pick-up cannot be avoided, please return your child to school as soon as possible.

Health Room Procedures

ACCIDENTS/ILLNESS AT SCHOOL

If your child becomes ill or is injured at school, emergency first aid will be administered by a trained staff member. You will be notified immediately in all cases of serious injury.

If your information is not current, we may have no way to contact you or get your child emergency help. Please call 425-385-5600 to update information.

MEDICATION AT SCHOOL

Students are not allowed to have medication in their possession at any time. When it is absolutely necessary to take medication during school hours, a physician and parents signatures are required on a district medication form. You can pick this from up from the school front office. The medication must be properly labeled in the original container. This includes all prescription and over the counter medications. By state law, medications for life threatening conditions must be at school before the child's first day.

If your child has health concerns, please call our office and ask for the school nurse to contact you.

IMMUNIZATIONS

Under Washington state law, all students must present, or have on file, documentation of their immunization status on or before the first day of attendance. Immunization forms are available at all schools or from the Snohomish Health District, 425-339-5220. The certificate of immunization status must show the month, day, and year the student received all vaccines required. Students may be exempted for medical, religious, philosophical or personal reasons. A licensed health care provider's signature must accompany an exemption for medical purposes. A parent's or guardian's signature is necessary to exempt a student for religious, philosophical or personal reasons.

Prior to kindergarten, please check the Washington State Department of Health website at www.doh.wa.gov/cfh/Immunize/ for required vaccines.

Policies in Action at Jackson

TITLE 1

Jackson is a school-wide Title I school. Our Title I funds are used to help all students in the basic skill areas and to provide additional support for students not meeting standard in target areas. Our school receives federal funds for title 1 programs that are part of the No Child Left Behind Act of 2001. We will provide you with important information about this law and your child's education throughout the school year.

FAMILY EDUCATIONAL

RIGHTS AND PRIVACY ACT (FERPA) 1974

According to FERPA, parents and students have rights to their school records. It is the parent's right to inspect all dependent's school records by arrangement with the principal and no school records are released without a parent's permission.



HARASSMENT/INTIMIDATION & BULLYING/HIB (HIB BILL 1209)

It is our policy to maintain a safe, respectful and secure learning environment for all students that is HIB free. Please contact your student's teacher or the office with concerns.



We are committed to academic excellence and ensuring that each student acquires the skills and knowledge needed to thrive as a lifelong learner and responsible citizen in a changing world.



HOW TO REACH US

CLASSROOM VOICEMAILS

IMPORTANT NUMBERS

School Office: 425-385-5600
 Health Room: 425-385-5606
 School Kitchen: 425-385-5607
 Fax: 425-385-5602
 Report Absence: 425-385-5605
 Transportation: 425-385-4144

24-hr. INFORMATION:

425-385-5611
 1 – Report an absence
 2 – Lunch menu
 3 – School activities
 4 – Directions to Jackson
 5 – School closure information

DISTRICT INFORMATION

425-385-4636

CALENDAR/SCHEDULES

Daily Schedule:

Grades K – 5
 9:15 a.m – 3:35 p.m.

Learning Improvement Fridays

Grades K – 5
 9:15 a.m. – 2:10 p.m.

Conferences

9:15 a.m. – 12:55 p.m.

ALL DAY KINDERGARTEN

Ms. Lindsey 425-385-5630
 Mrs. Struss 425-385-5631
 Ms. Vo 425-385-5620
 Mrs. Nodus 425-385-5640

1st Grade

Mrs. Lusier 425-385-5621
 Mrs. Yardley 425-385-5622

1st/2nd Grade Split

Mr. Case 425-385-5652

2nd Grade

Ms. Milles 425-385-5651
 Mrs. Wornick 425-385-5650

3rd Grade

Mrs. Paisley 425-385-5663

3rd/4th Grade Split

Ms. Harvey 425-385-5660

4th Grade

Mrs. Erickson 425-385-5
 Mrs. Overstreet 425-385-5

5th Grade

Ms. Baker 425-385-5668
 Ms. Crosby 425-385-5667

K-2

Ms. McDonald 425-385-5680

(3-5)

Mrs. Cochran 425-385-5671

PE

Mr. McNeal 425-385-5678

Music

Mrs. Blakesley 425-385-5665

Library

Mrs. Riedeman 425-385-5608



We are committed to academic excellence and ensuring that each student acquires the skills and knowledge needed to thrive as a lifelong learner and responsible citizen in a changing world.