

Jackson Elementary School

Hillsboro School District

2016-2017 Student & Parent Handbook

We are a family community which embraces a tradition of excellence that fosters emotional, social, and academic growth in a culture where everyone is happy, welcomed, included, and challenged.



16-17 Staff

We encourage you to contact your child's teacher via email or voicemail. Please give them time to respond as they are typically busy teaching. Typical email format: lastnamefirstinitial@hsd.k12.or.us. Email links are also available on the Jackson school website: <http://schools.hsd.k12.or.us/jackson>

Office Staff

Principal Sarah Crane
Office Manager Gayle Grossen
Health Room Regina McLoud
Counselor Sarah Day

Specials Team

Marsha Kelly
Amy Danielson
Sun Shuang

Kinder Team

Patty Zielke
Chris Taube
Audrey Davis

1st Grade Team

Tammie Buck
Rachelle Hawks
Angel Magdaleno

2nd Grade Team

Rachel Lam
Julie McClain
Azusa Rice

3rd / 4th Grade Team

Paula Cutburth
Tammy Danley
Christine Goldmann
Mary Hall
Amy O'Brien

5th/6th Grade Team

Brent Buchanan
Kasia Gutierrez
Christa Pruss
Jeanine Sevenau
Deb Ward

Special Education Team

Elizabeth Larson
Lili Pill-Kahan
Rachel Prevost
Tamara Shotts
Aprille Taylor
Nancy Thoma

Classified Team

Cindy Baller
Marisol Bazan
Debra Ceccanti
Yvette Chapman
Erin Clayton
Priscilla Denning
Cathi Groves
Nina Hanson
Fernando Hernandez
Nicole Hines
Stephanie Hinsvark
Julie Hollenbach
Muna Koborsi
Mary Lilja
Misti Parsons
Kim Parrett
Sarah Rossmann
Trina Wilkinson

Jackson Elementary School

Student Handbook

Mission Statement

We are a family community which embraces a tradition of excellence that fosters emotional, social, and academic growth in a culture where everyone is happy, welcomed, included, and challenged.

Jackson School Rules

- *Be Safe
- *Be Respectful
- *Be Responsible

Positive Behavior Interventions and Supports (PBIS)

The school wide positive behavior interventions and supports are designed to promote respectful, safe, and responsible behaviors in all members of the school community by providing a safe, positive, and nurturing environment where all students can learn and all staff can teach.

Goals of PBIS:

- *To outline the rights and responsibility of all members of the school community (students, parents, staff)
- *To define expected behaviors and possible consequences
- *To describe school wide positive recognition components
- *To teach positive alternative behaviors for problem solving and conflict management

Rights and Responsibilities of School Staff Members

It is the right of all citizens of Jackson School to be respected and to be able to teach and learn in a safe and nurturing environment.

Staff Expectations

All members of the school staff have the responsibility of teaching and reviewing school and classroom rules and procedures related to expected behaviors, misbehaviors and disciplinary action. Each staff member has developed a cooperative, age appropriate classroom behavior management system that

teaches, models and reinforces responsible, positive, self-managed school-wide behaviors to include the following:

1. Teach school wide behavior expectations and review these as needed throughout the year
2. Reinforce safe, caring, and respectful behavior choices
3. Use problem solving skills
4. Provide fair and consistent discipline

Parent/Guardian Expectations

We ask community members to support the development and use of positive behaviors in the school environment which reinforce learning, safety and respectful behaviors across all school settings. We ask parents and/or guardians to review the handbook with their child(ren) to discuss rules and expected behaviors and to encourage their child(ren) to comply with the school-wide positive behavior interventions and supports.

Student Expectations

Students will learn and use respectful, positive, and caring behaviors across all school settings, which include classroom, playground, halls, bus and community (to and from school). Students will be expected to participate in classroom lessons related to classroom and school rules. They will be asked to maintain appropriate behaviors and participate in any necessary school disciplinary actions.

Jackson Jaguar Recognitions

School wide recognition programs are in place to reinforce pride and growth of positive behavior within the school community. These programs are individualized in the classroom as well as through public assemblies, newsletters, and/or special school awards.

School Wide Recognitions

Throughout the year, students are recognized for positive behavior in a variety of ways, as determined by the Jackson PBIS team.

Classroom Recognitions

Each teacher or team will develop and implement a classroom and/or individualized student recognition program for positive school/classroom behavior. Students could be recognized for their accomplishments in a variety of ways.

Behaviors and Disciplinary Action

Disciplinary action taken for any violation of school conduct expectations may vary depending on the student's age, grade, and number of conduct problems or severity of the problem. Teacher or administrator actions may include, but are not limited to: time out, student conference, parent contact,

loss of privileges, in school suspension, or out of school suspension. Weapons, drugs, or alcohol will result in notification of appropriate authorities and possible expulsion, as per district policy.

Jackson Attendance Policy

At Jackson School, we believe that a child's success in school starts with their consistent. It is imperative that all students be given the opportunity to succeed without the stress of attendance concerns.

Jackson school opens for students at 7:30 AM and classrooms open at 7:50 AM. Instruction starts at 8:00 AM in all grades. If your child is going to be absent or have a late start, please contact our attendance line at 503-844-1673. You may leave a message on this line 24 hours a day.

Homework/school work will be provided at the discretion of the teacher with advanced notice.

Please plan activities and vacations during winter break, spring break and summer break.

Compulsory Attendance

Except when exempt by Oregon law, all students ages 7-18 who have not completed the 12th grade are required to attend school full time on a regular basis at the designated school within their attendance area. Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. Under the Superintendent's direction and supervision, Principals shall monitor and report any violation of the compulsory attendance law to the Superintendent or designee. Violation is a Class B infraction which can result in a citation by the Hillsboro Police Department. In addition, if a parent or other person lawfully charged with care or custody of a child under 15 years of age fails to require their child to attend school, they may be subject to an additional fine.

Attendance school wide will be reviewed by the Principal and staff monthly. If an attendance concern occurs the following steps may happen:

1. Parent contact by Teacher
2. Letter from Principal
3. Parent contact by Counselor
4. Letter from Principal
5. Possible action by Hillsboro Police Department

Dress and Grooming

It has been established that the attire of students has an important influence on attitude toward learning within any school. Although matters of taste should appropriately be left up to the students and their parents, we feel a strong responsibility as a school to provide recommended guidelines for parents and students to use in determining what is and is not appropriate in the school setting. The key guidelines are that dress and grooming should never interfere with anyone's right to learn or teach, or endanger health and safety.

The following general guidelines are designed broadly enough to allow individual expression:

- *Shoes must be worn at all times. Loose fitting shoes, such as flip-flops and sandals are not suggested for safety reasons.
- *An adequate coverage of the body is required. Halter tops, midriff, spaghetti straps, or otherwise revealing tops and very short skirts or shorts are not acceptable and parents will be called to provide a change of clothing.
- *Clothing decorated or marked with illustrations, words or phrases which are vulgar, obscene, racially derogatory and/or which promote violence, drugs, sex, alcohol, or tobacco usage; or which promote behavior violating school conduct standards will not be permitted.
- *Shorts and skirts are allowed as school attire provided they are an appropriate length for classroom attire. If shorts or skirts meet fingertips when arms are straight down then they will be considered appropriate.
- *Hats may be worn to and from school. The only time they may be worn during instructional day is during special events and/or at recess for both boys and girls.

Birthday Celebrations/Class Parties

At Jackson School we believe that eating healthy is a critical part of student success at school. Treats in the classroom/cafeteria can be disruptive and can negatively affect students with allergies. Therefore:

- *Please do not bring invitations to birthday parties
- *Please do not bring balloons, flowers or food treats to school (including during lunch)
- *Students may bring an individual healthy snack to eat during class or the first recess
- *Treats other than food items for the class may include pencils, stickers or a book donation to the class library in the name of the student.

Whole class exceptions may be made at teacher discretion with prior administrator approval.

Messages to Students

There may be times when messages need to be given to students. Teachers are unavailable to take phone calls during classroom instruction time. Notes called in to the Jackson office can be taken to a student. HOWEVER, messages **NOT** called in prior to 1:45pm will not be able to be given to a student due to a high volume of parent, student, and office traffic unless it is an **extreme emergency**.

Cell Phone Use - Visitors

We ask that all visitors to Jackson School refrain from using cell phones and texting while on campus. We would ask that all visitors use their cell phones prior to coming in or step out into the covered area in front of the school to make and receive phone calls.

Volunteering and Visiting Jackson

If you are planning on volunteering in your child's classroom, attending a field trip, or participating as a volunteer for a PTA sponsored event, you will need to go through the Volunteer Background Check and Application **PRIOR** to the start of your volunteer time. You may find the volunteer application information on the Hillsboro School District Website or at the front office.

In order to ensure the best use of your time and talents, please check in with the classroom teacher before choosing a time for volunteering or visiting. All visitors and volunteers need to check in at the school office while visiting. Each visitor or volunteer will need to wear a visitor/volunteer badge.

Student Pick Up/Going Home Plan

At the beginning of the school year you will be asked to fill out a Going Home Plan for your student. This plan will let the office and teacher know how your child will go home daily. If the plan changes during the school year we would ask that you fill out a new plan so we can update the information as necessary.

If your child is going to be picked up by someone not on the Going Home Plan or there is not note of phone call prior to pick up, it will be the policy of Jackson School to not release the student until confirmation with the student's parent/custodian has been established. Persons listed as an Emergency Contact will still need a note or phone call from a parent/guardian to pick up a student unless it is an emergency and we have not been able to contact a parent/guardian.

Other

No gum or candy is to be eaten at school.

Toys are not allowed at school. A toy may be brought to school with the teacher's permission when it is to be used for sharing or a special student assignment. When a toy is brought to school for the previous reason, it should be in the student's backpack while on the bus and in the classroom. Toys are not to be played with during instructional time or recess. Student store and student prizes must stay in backpacks until the end of the day.

Skate boards and Heelies are not to be brought to school.

Student cell phones are allowed AT THE DISCRETION OF THE PARENTS. However, if a student brings a cell phone or other electronic device to school, it must remain in the backpack and TURNED OFF until and unless the teacher gives permission for use. If the teacher does not give permission, the device must remain in the backpack until after student dismissal time or the student is off school grounds. Cell

phones or other devices used during the school day without explicit teacher permission will be confiscated and returned ONLY to the parents after parent contact by the Principal. Jackson will not be responsible for any lost cell phones or other electronics.

Make-up, perfume, body sprays and hair spray are not to be brought to school or used on the school bus. These items pose a safety concern for students with allergies or asthma.

Students who ride bikes to school MUST wear a helmet per Oregon State law.

Getting Information

Twitter: @JKESprincipal
Announcements and pictures

Remind texts or emails: text @jelem to 81010
Brief announcements and reminders (*try to limit to once per week*)

Jackson Website: <http://schools.hsd.k12.or.us/jackson/Home>
Everything is here! Announcements, monthly newsletters, pictures, & general info

Email: those addresses listed in Synergy at the beginning of the year
Monthly newsletters

Big Tent: Jackson PTA
Announcements, general information

Coffee Chats: First Friday of each month, 8 AM
Meet with the principal to discuss a variety of topics

Parentvue: website / app
Get your password from the office; see your child's real time grades

2016-2017 PTA & School Events:

Please plan on attending with your child(ren) and volunteering to help if you can!

September 1 – Ice Cream Social 6:30

September 22 - Back to School Night 6:00

Come to learn about your child's classroom and teacher

September 30 – Fun Run (during school)

Students get pledges and count laps to earn money and have a fun day of exercise!

October 21 – Fall Fest 6:00

Games, food, costumes, and fun!

November 9 – 10 Parent Conferences

January 11 – Parents & Pastries (last names A-M) 7:15 AM

Families eat a provided morning snack together in classrooms

February 8 – Parents & Pastries (last names N – Z) 7:15 AM

Families eat a provided morning snack together in classrooms

March 10 – Jackson School Auction 5:30

The event of the year! Food, prizes, and more!

April 21 – Bingo Night 6:00

Bingo and pizza in the cafeteria!

May 5 – Open House & Science Night 6:00

See what your child is working on while he/she enjoys science fun!

May 19 – Spring Fling

An outdoor event to play, eat, and dance!

Weekdays with No School:

October 13-14

November 4

November 9 – 11

November 24-25

December 19 – January 2

January 16

February 2 – 3

February 20

March 27 – 31

April 14

May 29

June 16 *Early Release*

All families are given a student handbook annually.

It is the responsibility of parents & guardians to read the handbook and contact the school if there are questions or concerns about the content.

We can also provide a translated copy if desired.