

JACKSON ELEMENTARY SCHOOL



2026-2027 PARENT & STUDENT HANDBOOK

A California Distinguished School

2561 Francisco Drive
El Dorado Hills, Ca 95762
Phone: (916) 933-1828 Fax: (916) 933-5569
Extended Day: (916) 941-2762
www.myjacksonelementary.com

August 2026



Dear Jackson Parents and Students,

Welcome to Jackson Elementary School and to the 2026-2027 school year! We are so excited for our new school year to begin. The Jackson staff is working hard to plan and deliver a comprehensive and rigorous educational experience for our students. We believe that a successful education is built on positive relationships between the school, staff, students, and parents. We look forward to working together as a team to best support all students.

As parents, you are encouraged to be actively involved in your student's education by talking to your child about school, volunteering when possible and participating in our Jackson School Parent Teacher Organization (PTO). We encourage communication between parents and teachers should you have any questions or concerns.

The parent and student handbook is written to share important information about Jackson Elementary School regarding school policies and procedures. Please read the information in this handbook carefully and share the information with your child.

We look forward to a successful school year and partnering with you on your child's educational journey this year.

In Partnership,

The Jackson Staff

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Rescue Union School District

2390 Base Lake Road, Rescue, CA 95672

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

www.rescueusd.org

District Office Administration

Jim Shoemake, Superintendent

Lisa Donaldson, Assistant Superintendent of Business Services

Dustin Haley, Assistant Superintendent of Curriculum & Instruction

Laura Webster, Director of Transportation Services

Rene Buenrostro, Director of Information Technology

Jeremiah Patterson, Director of Maintenance and Facilities

Dustin Bailey, Director of Student Support Services

Laura Knight, Director of Food Services

Lyndsie Nestor, Human Resources Coordinator

Board of Trustees

Michael Gordon

Kim White

Michelle Bebout

Michael Flaherty

Jamie Hunter

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

Jackson Elementary School

School Mission:

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

Mascot:

The Jaguar

School Colors:

Purple & Gold

School Moto:

Get JAGY

Molly Griffin, Principal

2026-2027 Teaching Staff

TK	Paige Pompeii-Smith, Kristin Rubow
Kindergarten	Lisa Jones, Ana Mountain, Emma Mullins
1st Grade	Lynette Christensen, Sara Dull, Jennine Lattie
1st/2nd Grade Blend	Donna Bruch
2nd Grade	Megan Alvarado, Kristi Blondino, Michelle Britton
3rd Grade	Kelly Dutton, Amy Hadden, Amber Wagoner
4th Grade	Ryann Langtry, Karen Magallanes, Jen Rossi
5th Grade	Debbie Faleschini, Jennifer Snyder, Beth Weisser
Physical Education	Tonia Nichols
Music	Mila Olsen, Julie Reimer
Learning Center	Jenny Webb
Intervention	Tyler Derler, Danielle Rios
Multiple Abilities (EDCOE)	Myka Menard
Pre-School (EDCOE)	Linda Hafemann

2026-2027 Support Staff

School Secretary	Coco Ladd
Student Services Secretary	Michele Driscoll
School Counselor	Vanessa Nichols
School Psychologist	Anna Mangino
Speech	Katie Read
Library Media Coordinator	Aimee Hepler
District Nurse	Morgan Butler
Health Office Aid	Carina De La Garza
Dance	Christine Mortorana
Art (PTO)	Cheryl Gutierrez
Lead Custodian	Daniel Royer
Night Custodians	Robert Cortez & Josh Crone
Kitchen Staff	Esabel De La Garza
Instructional Aides	Jamie Birkett, Jenelle Niluka, Kim Nystrom, Jodi Patterson, Christina Talbot & Yoncha Watson
Yard Supervisors	Zoe Hanco, Alicia Moore, Jenelle Niluka, Daniela Parra & Yoncha Watson

GENERAL INFORMATION

The Jackson school office is open from 7:30 AM to 4:00 PM daily when school is in session.

School Calendar

[RUSD 2026-2027 School Calendar](#)

Bell Schedule

[Jackson Daily Bell Schedule](#)

Regular School Hours

Kindergarten	8:55 AM - 12:55 PM (8/13/26 – 9/25/26)
Kindergarten	8:55 AM - 3:10 PM (9/28/26 – 5/28/27)
TK	8:55 AM - 12:15 PM
Grades 1-5	8:55 AM - 3:10 PM

Minimum Day/Early Release

TK	8:55 AM - 12:15 PM (no change)
Grades K-5	8:55 AM - 12:55 PM (Minimum Day)
Grades K-5	8:55 AM - 2:10 PM (Early Release Wednesdays)

Minimum Days

Minimum days are scheduled to provide time for teachers to conference with parents, complete report cards, or collaborate with one another regarding curriculum and/or best practices. On minimum days, all classes are dismissed at 12:55 PM. The regular school day has been lengthened to compensate for the time lost on minimum days.

Early Release Wednesdays

School is dismissed at 2:10 pm every Wednesday for staff collaboration. Time spent collaborating as a staff provides valuable opportunities for training and planning. The professional development provided during early release collaboration days supports our efforts toward continually increasing student achievement.

ARRIVAL & DISMISSAL

Supervision for students begins at 8:40 AM each day. For safety reasons, children should not arrive at school before 8:40 AM as teachers and staff are not on campus to supervise students. Upon arrival, students should go to:

- TK: Meet the TK teacher at the door at 8:55 AM
- Kindergarten: Directly to the Kindergarten gate
- 1st Grade: To the sensory pathway outside the 1st grade classrooms
- 2nd - 5th Grade: To the blacktop to line up or students may walk the track

At the end of the school day, students should proceed directly to the bus loop or to the front of the school to wait for parent pick-up. Students walking home should honor crosswalks and follow the guidelines set forth by the crossing guards. Children are not to remain at school after their regular departure times. Supervision is not available unless a student is participating in a scheduled after-school activity. If this causes a difficulty, please consider enrolling your child in the EDCOE Extended Day Program.

Students are not permitted to leave campus at any time, including lunch or recess, without permission from the school and parents. Parents may check a student in or out of school at the office.

ATTENDANCE

Regular school attendance is vital for a child to succeed and thrive in school. The Jackson Elementary School attendance policy makes it necessary for parents to provide a reason for each child's absence on a daily basis. When your child is absent, please phone the school office at (916) 933-1828 on the day of the absence.

If a child is absent and the school has not received notification of the absence, our automated system will call to verify the absence. Parental assistance in notifying the school of an absence will help us account for each child in an efficient and timely manner.

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

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

Extended Absences / Independent Study Contracts

If a student will be absent for three or more days, an Independent Study Contract may be obtained. This contract allows the child to complete work that will be assigned during the absence and allow credit to be given for attendance. An Independent Study Contract must be submitted to the office at least 5 school days prior to the absence to allow the teacher time to prepare make-up work. The contract work must be returned to the student's teacher immediately upon the student's return. If the contract work is not received, we must record all absences as unexcused and your student's work will receive no credit. Independent Study packets are not available the 1st two weeks of school and the last month of school. One independent study contract is allowed per child, per trimester for up to 15 days total for the school year.

Tardies

When a student is late, not only is important instruction missed, but class is disrupted. All students arriving after 8:55 AM should be escorted to the office by a parent or guardian and signed in. Whenever possible, please schedule doctor and dental appointments before or after the school day.

State regulations require students with excessive absences or tardies to be reported to county agencies. When excessive tardies or absences occur, attendance letters will be sent home, and attendance meetings will be scheduled. Tardies that are 30 minutes or longer without a valid excuse are considered truant tardies. Excused tardies are given only for medical and dental appointments. Tardy letters are sent at 5, 10, and 15 tardies and truancy letters for 3 truant tardies or a combination of 3 unexcused absences and truant tardies, even if the absence is reported to school personnel. Excessive unexcused absences and tardies may be referred to the El Dorado County School Attendance Review Board. If attendance concerns continue, more stringent enforcement will take place. We are required to enforce California State Truancy Laws.

Early Release of Students

If you must check your child out, you must sign your child out in our office in order to minimize disruption to the classroom. Teachers are instructed not to release a child unless told to do so by the office. Students may be released only to parents or an authorized representative of the parents/guardians. Authorization must be granted in the Aeries database or in writing to the school. Adults picking up students during the regular school day must do so through the office and may be required to present identification. Office personnel will call the child's classroom and the student will be dismissed to meet the adult in the school office.

FOOD SERVICE PROGRAM

As a result of new legislation and funding from the State, Rescue Union School District (and all schools in the state) will continue to provide free breakfast and lunch to all students for the 2026-2027 school year. Second Chance Breakfast and lunch are provided to ALL students who order their meals with their teacher each morning. Second Chance Breakfast is available during morning recesses. Hot lunch is available during lunch time.

Students may also bring a healthy snack and/or lunch from home. Please write your child's name on their lunch bag and any reusable containers. Due to food allergies and parental dietary preferences, students must not share or trade food. For safety and environmental reasons, we ask that students not bring glass bottles, metal cans, or knives for cutting food to school. A nut free table is available for students with nut allergies to sit safely with a friend, when needed.

Yard supervisors assist students and monitor safety during lunchtime. Lunchtime expectations must be followed by all students. Students will eat outside with overhead shelter when weather permits. Indoor lunch will take place in the multipurpose room during excessive heat, poor air quality days, extreme cold, and rainy/stormy weather.

VISITORS

To ensure each child's safety, all visitors must check in at the office. Please sign in and pick up a visitor/volunteer pass to wear while you are on campus. When you leave, check out through the office.

CHILD CUSTODY

Please provide child custody and/or guardianship documents to the school office to be kept on file. If a child custody dispute arises, please inform your child's teacher and the principal. Please avoid bringing concerning situations or confrontation to school grounds. In the absence of a custody order, equal rights will be afforded to both parents.

BIKES, SCOOTERS & SKATEBOARDS

Any student that chooses to ride their bicycle/scooter/skateboard to school must abide by the following rules:

1. Students shall ride bicycles/scooters/skateboards in a safe and sane manner at all times.
2. Students shall observe all traffic rules and laws.
3. By law, students must wear a helmet.
4. Bicycles/scooters/skateboards are not permitted on campus except for the bike rack area. Locking bikes to the rack is recommended.
5. When leaving, bicycles/scooters/skateboards must be walked across crosswalks and off campus.
6. No shoes with wheels may be worn to school.

Students who violate any of the above rules may be subject to a disciplinary consequence or have the bicycles/scooters/skateboards taken away and returned to parents.

CELL PHONE & ELECTRONIC DEVICES

Rescue USD values parental choice on whether their students possess cell phones, smart watches, smart communication devices, earbuds, smartglasses and other personal electronic devices at school.

Students may bring cell phones, smart watches, smart communication devices, earbuds, smartglasses and other personal electronic devices to school; however, all devices must be turned off and stored away in backpacks upon arrival and remain off until the end of the school day, unless otherwise directed by a staff member. Devices may be turned on and used only after the dismissal bell.

If a parent/guardian needs to contact their student during the school day, please call the school office to avoid disruption to learning. If a student needs to contact a parent/guardian during the school day, communication must go through the school office. The school telephone is for emergency or important use only and may not be used for social arrangements.

Violations of this policy may result in the item confiscated by staff and held in the office until the

end of the day. In some cases, a parent/guardian may be required to pick up the device.

To maintain a safe, respectful, and distraction-free learning environment, students are expected to follow the guidelines below regarding cell phones, smartwatches, and other electronic devices.

1. General Expectation

- Cell phones, smartwatches, earbuds, smartglasses and similar personal electronic and communication devices must be turned OFF and stored AWAY (in backpacks) upon arrival to school and remain off and away throughout the school day, unless otherwise directed by a staff member.
- Devices may be turned on and used only after the final dismissal bell.

2. Communication During the School Day

- Students are not permitted to call, text, or email home during the school day for illness or personal matters.
- If a student feels unwell, they must go to the nurse's office to contact a parent or guardian using the school phone.
- Parents needing to reach their student should contact the school office.

3. Educational Use Exceptions

- Students may use personal devices only for educational purposes and only under direct supervision of a teacher or staff member.

4. After School Use

- Students may turn on and use their devices after dismissal once they have left the classroom area and are safely off campus or under parent supervision.

5. Consequences for Policy Violations

- The school reserves the right to hold electronic devices in the office until the end of the school day.
- Repeated violations may result in the device being held for parent or guardian pick-up and further disciplinary action as appropriate.

Other electronic devices should not be brought to school. Please understand that the school is not responsible for lost and damaged items.

COMMUNICATION

Parents are urged to communicate with the school. When you are pleased with the actions of a staff member, let him or her know. Conversely, if you have a problem regarding your child, every effort should be made to resolve the problem directly with the staff member concerned. If the problem cannot be resolved, the matter should be referred to the principal. (Refer to "Problem Resolution" page 11.)

Parents are kept informed of school activities and events through email blasts and newsletters. The monthly school newsletter is sent home each month by e-mail. Newsletters are available on our school website <https://www.myjacksonelementary.com/>. Parent Week at a Glance e-mails are sent home weekly outlining information for the upcoming weeks.

MESSAGES TO STUDENTS

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

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

DELIVERIES TO STUDENTS

Our staff recognizes the importance of providing students with sustained, uninterrupted instruction. Interruptions and distractions must be limited to ensure that teachers can dedicate classroom time to the instruction of students. If you need to deliver an item to a student, please deliver the item to the office and we will arrange with the teacher to have the student retrieve the item. Please do not call or text your student during school hours. Outside deliveries from delivery service agencies such as Doordash are not permitted.

PROBLEM RESOLUTION

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

1. Contact the staff member. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level.
2. If you feel that your concerns have not been addressed, set up a meeting with the site or department administrator (principal, director, etc.) and the employee if it is a personnel matter.

3. If the matter is still not resolved, obtain a Complaint Form and Procedures for Filing a Complaint from either the school site or the District Office. Fill out the form and return it to the District Office. This must be filed within sixty (60) days of the act or event.
4. Your complaint will be investigated and the Superintendent or designee will contact you to discuss your complaint.
5. Once the Superintendent or designee has rendered a decision, you still have the right to appeal the decision to the Board of Trustees if you do not agree with the decision.
6. The Board will review your appeal and render a decision. The Board's decision is final.

EMERGENCY INFORMATION

Please keep your child's/children's emergency information updated throughout the year with any changes in phone numbers and emergency contacts. In case of accident, injury or any other emergency, children will only be released to persons specified in the emergency contact information of the Aeries database. If this person is identified as an emergency contact but unknown to school personnel, he or she will be asked to show identification.

During an actual emergency, you may not be able to reach the school by phone, as all staff will be involved in caring for the needs of the students. In the event of a local disaster or school emergency, school closure or evacuation, you will be notified by a Jackson or Rescue District staff member, or the Rescue Union School District's School message service as to where to reunite with your child.

In order to prepare the staff and students at Jackson for safety procedures, we hold practice drills monthly (evacuation, lockdown, duck and cover). Should you enter the campus during a drill you may be asked to return to the parking lot or remain in the office. Should you be in the classroom, you are asked to follow the procedures under the direction of the classroom teacher. Emergency plans are important and taken seriously.

EMERGENCY SCHOOL CLOSURE

In the event of school closure, due to weather conditions (i.e., snow, ice), you should expect a telephone message regarding any unexpected closure. If school closure is necessary during school hours, the RUSD will follow these procedures. Please discuss with your children any procedures they should follow once they arrive home if school closure is necessary and children return home early.

- Activate radio/television information network
- Activate site telephone trees and "All-Call" system
- Alert transportation department regarding any necessary transportation modifications

Radio/Television Network Information:

RADIO STATIONS:		TV STATIONS:	
KHYL FM	101.1	Channel 3	KCRA
KSFM FM	102.5	Channel 10	KXTV
KFBK AM	1530	Channel 13	KOVR

MEDICATION

School personnel are not permitted to give medication of any kind without a completed Rescue Union School District Student [Medication Permission Form](#) signed by both a parent/guardian and a physician.

Medication includes prescription and over-the-counter remedies including cough drops, allergy medication and pain relief medication, nutritional supplements, and herbal remedies. All medication must be brought to school in the original container or prescription bottle and immediately taken to the Health Office. We will not make any change in the dosage or time indicated on the form, so accuracy is important. If a change occurs, a new form must be completed. Authorization is good for one year only, and a new form must be completed each year. No medication, prescription or non-prescription, may be transported by a student or be in the student's possession while at school. The only exception is emergency medication that the healthcare provider has authorized the student to carry. Medication will be administered under the supervision of our school nurse, health office aide, or secretary.

EMERGENCY ANAPHYLAXIS TREATMENT

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

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

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

HEAD LICE SCHOOL PROCEDURE

When the school office is aware of a student with head lice the following actions are taken: The student with head lice is sent home until clear of lice and nits (lice eggs). Parents are given a copy of guidelines for control of head lice. The classmates and siblings of the affected student are examined for head lice by the health aide, school nurse and/or office staff. Any student found to have head lice during this check is also sent home until clear. The affected students are not allowed to return to school without first being examined and determined clear of head lice and nits by the office staff. If 2 or more students are found to have head lice in one classroom, a parent notification letter is sent home with all the students in the affected classroom.

LOST & FOUND

The "Lost and Found" bin is located in the Ruppel Center during school hours. Students should check the boxes frequently. Valuables, such as glasses, money, or jewelry are turned in to the office. Please inquire with the office if valuables are lost. Periodically, the "Lost and Found" will be emptied and the items displayed before being boxed for donation. Labeling children's belongings will help keep the items in the "Lost and Found" to a minimum.

TRANSPORTATION

School bus drivers have a tremendous task and responsibility. They must always be conscious of their driving while simultaneously supervising a busload of students. For safety reasons, children are expected to be well-behaved exhibiting respect to both the driver and fellow bus riders. Children who display poor behavior may be denied bus privileges. To ensure the safety of all, please impress upon your child the need to behave while on the bus. School rules apply while riding on the bus. Students must also follow school expectations while waiting at the bus stop and walking home. Please review the [Bus Rules](#) with your child.

PLAY STRUCTURE

Jackson play structures are available for student use during supervised recess times. Since supervision of the playground is not provided before or after school, play structures are off limits during these times. The only exception to this rule would be for students enrolled in the Extended Day program while under the supervision of their personnel.

PARKING

We kindly ask that visitors to the school use the parking spaces on Francisco Drive. There is no parking along yellow curbs in the school loop, bus loop or in front of the office. In addition, please note that the school parking lot is for staff only with the exception of PTO Giving Gala parking winners, handicapped spots and special program transportation. Please allow plenty of time for drop-off/pick up of students. Students and families should avoid walking through the parking lot.

ITEMS FROM HOME

Electronic devices, games, any type of playing or trading cards, sports equipment, toys, jewelry, cell phones, smart watches, and money should not be brought to school. Please understand that the school is not responsible for any lost items.

WELLNESS POLICY

Our goal is to provide the healthiest environment possible to our students. As part of this policy, we ask the following: 1. Regarding class parties, celebrations and rewards: School staff will limit foods and beverages that are not nutritious. 2. Any food brought for a special occasion for club or class activity must be cleared with the classroom teacher, club advisor, or principal. Please do not bring food, other than to your own child, without clearance from one of the above Jackson staff members. We must be certain that any students who are diagnosed with food allergies are safe. Parents must make arrangements with their child's teacher. Food that is brought in must be in a package with ingredients listed. 3. Student sharing of food, including lunch and snacks, is prohibited.

BIRTHDAYS & CELEBRATIONS

Birthdays Celebrations

Your child will be honored on his/her special day. Teachers will have "age appropriate" ways to honor the birthday student. Thus, parents should NOT send in birthday cakes, sweets, foods or "goody bags." We appreciate your support and cooperation in our endeavor to promote healthy eating habits.

Class Celebrations

It has been customary to have approximately three classroom celebrations each year. These parties have typically been held to coincide with Halloween, winter break, and Valentine's Day. Room parents, with input from the classroom teachers and students, organize and conduct the parties. Celebrations average 30-60 minutes.

FOOD AT SCHOOL

Any food brought for a special occasion for the classroom or club activity must be cleared with the classroom teacher, club advisor, or principal.

ANIMALS ON CAMPUS

Animals are not allowed on campus. Please do not bring dogs (or other animals/reptiles) on campus when visiting, dropping off or picking up children. Classroom pets may be allowed, at the discretion of the principal.

APPROPRIATE DRESS

The Governing Board expects that students will represent themselves in a manner which will not disrupt the educational program of the school. Their appearance should be neat, clean, and

acceptable to the general society and in keeping with the activities at the school. The Governing Board considers this to be a judgment area of the site administrator of the school (BP 5132).

The dress standard applies to all school days and all school activities. Clothing should be comfortable, clean, and appropriate. The school administration recognizes that fashion trends may pose challenges for students in finding appropriate clothing; however, it is important to maintain a proper learning environment. Parents/guardians and students are requested to take the proper steps to ensure their clothing meets the standards of the dress code. Whether clothing meets dress code guidelines will be determined by the way the clothes fit as the student participates in the regular activities of the school day (e.g. walking, sitting, standing, playing on playground equipment, or moving about). The appropriateness of clothing in question as per this dress code will be left to the discretion of the school administration (RUSD board policy 5132). The following guidelines are based upon safety and the idea that grooming and clothing should not be distracting to others:

1. Shoes must be worn at all times. Comfortable shoes, snugly fit and secured, covering the entire foot are strongly encouraged. If sandals are worn, they must be securely held in place with an ankle strap. Staff reserves the right to hold students wearing sandals from recess activities and equipment, if concern arises. No flip flops or shoes with wheels are allowed. All students are required to wear appropriate athletic shoes during PE instruction.

2. Clothing, jewelry, and personal items shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or promote the use of drugs, alcohol, tobacco, or violence.

3. Hats, caps, hoods, and other head coverings shall not be worn indoors. Hats may be worn outdoors and must face forward. Exceptions will be made for medical or religious reasons.

4. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. The midriff should be covered and all shirts should have straps or sleeves. Pant/shorts must fit at the waist and not necessitate the use of a belt. Head scarves and bandanas may not be worn (unless for religious purposes). Chains of any kind and clothing or jewelry with protrusions that could be considered dangerous may not be worn.

REPORT CARDS

Elementary schools in Rescue Union use a checklist and narrative reporting system to communicate student progress to parents. Parents can expect report cards three times during the school year. Report cards reflect student progress over an eleven to twelve week period. Please refer to the calendar for dates that report cards are available online. Parents should sit down with their child(ren) and review the report card together. Please celebrate accomplishments while offering words of encouragement for areas that need improvement.

A progress report will be sent home, for children at risk of not meeting grade level standards, mid-way through each marking period. This report provides parents with an update of their child's progress while allowing time for improvement before the report cards are issued. Progress reports for the primary grades are optional and will be sent home should a concern exist.

Parent-teacher conferences are at the conclusion of the first trimester. We encourage parents to attend parent-teacher conferences. It is extremely important that you become involved in your child's education. We want you to be well informed about Jackson Elementary School and what we are doing for your child. Any time you have a concern regarding your child's progress, we encourage you to contact your child's classroom teacher.

CURRICULUM & INSTRUCTION

Rescue Union School District follows the California Common Core Standards for language arts, mathematics, social science, and science instruction. Teachers are expected to teach to these standards while keeping in mind the needs of each individual student. Through varied and enthusiastic instruction, it is our goal to address the standards while offering a challenging and interesting curriculum that captivates students.

HOMEWORK POLICY

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

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

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

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

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

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

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

TEXTBOOKS

Textbooks are the property of the Rescue Union School District and are checked out to each student on a loan basis. A student will be responsible for paying full price for a lost textbook, or for any damage assessed by the teacher for ink marks, torn pages, etc.

LIBRARY

Our Library fosters critical thinking, research skills, and a lifelong love of reading for TK–5th grade students. Jackson Elementary provides a safe and organized library where students feel welcome and are encouraged to develop a love of reading. The library houses a substantial and carefully curated selection of age appropriate material in both fiction and non-fiction for a wide variety of reading levels and interests. Students in grades TK–3 visit the library weekly with their class on a designated day. 4th and 5th graders visit every other week. The students learn differences in literature and location of the books. They meet authors through readings and virtual interviews. They learn to use the catalog and call numbers to find the resources they need. By checking out and taking care of school library books, the students learn about responsibility and a valuable community resource.

Checkouts and renewals:

- TK–1st graders may check out one book at a time.
- 2–3rd graders may check out 2 books at a time and renew up to 2 times so long as no one is waiting to borrow
- 4 & 5 graders may check out up to 3 books, and renew up to 2 times so long as no one is waiting to borrow
- Books may be put on hold, to save them for later check out once it is returned.
- If a book is ever lost or damaged, talk to the librarian about replacing it.

The library is open before and after school for students to return books or pick up holds. Jackson Library is open during certain lunch recesses for 4th and 5th graders, they can play games, create art, read and take AR quizzes. The library is proud to offer and/or support the following programs: Celebration Book Club, Accelerated Reading Rocket awards program, Book Fair, I Love Reading Week, California Young Reader Medal voting, and Librarian for the Day.

Celebration Book Club Fundraiser

The Celebration Book Club is a great way to honor your student's birthday or special occasion and help fill our library with amazing new books! For just \$20.00, your student will choose one new hardcover book to check out for the celebration event. A personalized label is put in the book signifying their birthday donation to the Jackson library. When the book is returned, it is added to the library's collection for others to enjoy. Kids love to find books with their friends and siblings names.

Enrollment forms are sent home at the beginning of the year, and payment is due at least one week prior to the celebration event for example character counts or other academic achievement. Extra forms are available in the office. Please remind your student that the selected book will not be theirs to keep, but will become part of the library collection for everyone to enjoy.

Please contact Aimee Hepler, school librarian, at ahepler@my.rescueusd.org if you have any questions or concerns.

EXTRA CURRICULAR ACTIVITIES

Those students participating in an activity (club, sports, special class, competitions, before or after-school programs or classes involving risk, etc.) must have a completed and signed Activity Participation Form. These forms will be distributed by the instructor or coordinator of the activity. In addition, any student participating in a sport must have an up-to-date physical turned into the office before they may begin practices.

FIELD TRIPS

The surrounding metropolitan area has an abundance of interesting places to assist in educating children. Each classroom is encouraged to take field trips during the year that both reinforce and enrich the content standards. Before a child is allowed to go on a field trip, a signed and completed Rescue Union permission slip from the child's parent or guardian is required. Handwritten notes cannot be accepted. If permission slips are not returned, your child will not be allowed to participate in the field trip. Students participating in off-campus district sponsored field trips are required to travel on school buses or by other district designated methods of transportation.

VOLUNTEERS

We welcome parent volunteers and encourage your involvement. Giving your time and talents to the school is a great way to support your child's education while communicating to your son/daughter the importance of learning. All volunteers are required to have a TB clearance before they are allowed to volunteer in the classrooms. To chaperone a field trip requires additional fingerprinting and clearance. Parent volunteer packets are available in the office. The processing of clearance information and fingerprinting can take up to two weeks so please allow time for processing. Please see the [RUSD Volunteer Quick Reference Guide](#) for more information.

PARENT TEACHER ORGANIZATION (PTO)

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

SCHOOL SITE COUNCIL (SSC)

The School Site Council, a governing body within our school, is composed of parents, school employees (both certified and classified), and members of the community who are elected to office. The main purpose of the SSC is to monitor the progress of the school goals and to modify them if necessary, in order to provide the best possible program for the students. The SSC also has the responsibility of helping to decide how the money for programs will be spent. The SSC meets three times per year at the school. Although only elected members of the council may vote, all interested persons are invited to attend.

EXTENDED DAY PROGRAM

The El Dorado County Office of Education offers an Extended Day Child Care Program at Jackson Elementary. Care is provided Monday through Friday. For more information, please call the El Dorado County Office of Education at 530-295-2298.

TECHNOLOGY USE

Rescue Union School District recognizes that technology is used to support learning and to enhance instruction. It is a general policy that all technology is to be used in a responsible, ethical, and legal manner. Students and parents are required to acknowledge they read the district Technology Agreement in order to use the technology available in each classroom and the library.

SUPPORT SERVICES

There are a variety of support services available to students who demonstrate the need for additional assistance. The process for students to receive support services begins with the classroom teacher or parent. If you have concerns, please discuss these with your child's teacher, who may then make the appropriate referrals.

Academic Intervention: Our academic intervention team, along with the classroom teachers, identify students who may need additional support with various subject areas. Students may be referred to the intervention teacher and receive academic intervention during the school day.

Learning Center: Jackson's Learning Center is designed to help students with special needs. To be eligible, a child must demonstrate learning needs that require services beyond those provided within the general education classrooms and have a current Individualized Education Plan (IEP).

Health Office Aide: Our Health Office Aide works in our Health Office daily and is available to help students who are ill, injured, or need medications.

Nurse: Our District Nurse verifies immunizations, examines sick children, acts as a resource for the staff, helps children with special health related needs, as well as screens students for physical problems. Our District Nurse is on site 1-2 days per week.

School Psychologist: The district psychologist assists the Individual Education Plan Team (IEP) in developing programs for referred students and assesses students for placement in special programs. The psychologist is on site two days each week.

School Counselor: Our School Counselor supports students with academic and social/emotional needs. The School counselor is available for any student in need of someone to talk to, help with conflict resolution skills and may provide guidance curriculum and group counseling opportunities.

Speech and Language Pathologist: This specialist assesses children who may have difficulty with their speech or language. If a student qualifies for a Speech & Language IEP, this specialist will provide therapy on site.

Student Success Team (SST): Students who are experiencing academic, social-emotional, behavioral, or attendance challenges may be referred to Jackson's Tier 2 Intervention Team and a referral for a SST may be made. The student's parents may also request a SST meeting. The SST can consist of teachers, the principal, the nurse, parents, school counselor, and the psychologist (depending on the needs of the student).

JAGY RECOGNITION & REWARD PROGRAM

JAGY is Jackson's Positive Behavior Intervention Support (PBIS) program. JAGY stands for:

J – Just Be Kind
A – Act Responsibly
G – Go Safely
Y – Your Manners Matter

Each year, students and staff are trained on expectations in each common area (or activity) at school, and students are encouraged to implement their JAGY personal standards in each common area/activity. Teachers and staff work to teach students the expectations through lessons and videos. Posters are displayed in classrooms and common areas, describing the expectations, as well. Pawsitive Paw Print tickets are given by all staff to recognize and reward students who are demonstrating JAGY behaviors in all areas of campus. Pawsitive Pawprint Tickets may be turned in to the office and grade level winners will be drawn each week. Winners will visit the JAGY prize cart in the office.

Additionally, students are recognized monthly by teachers and staff members for JAGY of the Month awards. Nominated students are recognized in their classroom during monthly celebrations led by Mrs. Griffin. This often includes a fun celebration, certificate and a prize.

If a student is having difficulty following the rules at school, he/she may be given a behavior referral. This referral is filled out by the staff person observing the misbehavior. The referral gives

information concerning the incident and about the student. The referral is then sent to the office. As soon as possible after the referral is received at the office, the principal or teacher-in-charge will discuss the situation with the student. After discussing the problem with the student, the principal or designees will determine what course of action, including consequences, will assist the student in making a better choice in the future. The parents will typically be contacted on all referrals except for minor problems.

STUDENT BEHAVIOR EXPECTATIONS

We expect children to behave properly while attending school. To this end, we believe children should be taught to be responsible citizens. Students must have a clear understanding of our behavioral expectations and must be responsible for their part in maintaining these regulations (see Behavior Matrix pg. 25). Students should also be aware of the consequences when rules are broken. School personnel will intervene in conflicts as necessary, and will work with students to resolve conflicts constructively. Students exhibiting good citizenship will be rewarded and students displaying poor citizenship will have logical consequences.

Children who repeatedly exhibit inappropriate behavior, or engage in fighting or serious issues, are referred to the principal. When a child is referred to the principal, it is our practice to notify and involve parents when dealing with serious or continuing problems. We have found that by working together, disciplinary situations can become "teachable moments" resulting in a memorable lesson learned. While infractions will be handled by using corrective measures short of suspension whenever possible, there may be times in which a suspension is warranted. In the handling of each offense, every effort shall be made to have the action taken commensurate with the nature of the offense in light of surrounding circumstances. Jackson utilizes student referrals (Behavior Referrals). Behavior Referrals are used to monitor and communicate behavioral concerns to teachers or the principal. Parental support in our disciplinary efforts is encouraged and greatly appreciated. For more information about our decision making process, please see our Behavior Flow Chart on pg. 26

Grounds for Suspension/Expulsion

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

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

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

Ed Code, Section 48900:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.

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

Ed Code Section 48900.2:

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

Ed Code Section 48900.3:

Committed hate violence in grades 4-12.

Ed Code Section 48900.4:

Committed harassment, threats, or intimidation in grades 4-12.

HARASSMENT

Jackson Elementary is committed to providing an educational environment for its students that is respectful of human dignity, including one that is free from harassment. Abuse of the dignity of

any student by means of slurs, obscene, lewd, vulgar, or indecent language, or through other derogatory or objectionable content, including, but not limited to, unwanted or offensive behavior, which will not be tolerated. The school will discipline any individual who retaliates against any person who reports alleged harassment or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

STUDENT SEARCHES

To protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, or other student property under the circumstances outlined below and may seize illegal or unauthorized materials discovered in the search. Student desks are school property and remain at all times under the control of the school district. Illegal items (firearms, weapons, etc.), or other items reasonably determined to be a threat to the safety or security of the student or school personnel, will be seized. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Search of persons or clothing shall be done only with good reason by the school principal or her designee with a witness present. A student's person and/or personal effects (e.g., purse, backpack, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If such a search yields illegal or unauthorized materials, such findings will be turned over to proper legal authorities.

DRUG FREE ZONE

Jackson Elementary has been designated a Drug Free Zone. Law prohibits the possession and use of tobacco, drugs or alcohol. Compliance with these standards is mandatory in accordance with the laws in the State of California.



JACKSON ELEMENTARY:

THE JAGY WAY



	 Just Be KIND	 Act RESPONSIBLY	 Go SAFELY	Your MANNERS Matter
 Classroom	Show Respect to All	Do Your Personal Best Be an Active Participant	Keep Hands to Self Four on the Floor	Kind Words for Everyone Be Mindful of Personal Space
 Restroom	Leave it Clean for the Next Person	Go, Flush, Wash, Trash, & Exit	Water in the Sink Soap in your Hands	Respect Others Privacy Quiet Voice
 Outdoor, Lunch & Pathway Areas	Include Others Kind Words for Everyone	Raise Your Hand for Help Pick Up After Yourself Wait to be Dismissed	Sit While Eating Walk To & From Eat Only Your Food	Kind Words for Everyone Share Space & Equipment
 Ruppel Center on Rainy Day	Include Others Take Turns	Line Up & Wait for Teacher Clean Up After Lunch & Recess	Walk Play in Designated Areas	Sit While Eating Kind Words for Everyone
 Field	Be Kind, Encouraging, & Inclusive	Play Fair & by the Rules	Use Equipment Appropriately Be Safe & Keep It Fun for Everyone	Good Sportsmanship
 Play Structure	Take Turns	Be a Problem Solver Ask an Adult for Help	Walk Use Equipment Appropriately	Be Mindful of Personal Space
 Library	Use a Kind & Quiet Voice	Treat Bookshelves With Care Use Shelf Markers	Calm, Quiet Body	Line Up for Check-Out & Wait Your Turn
 Assemblies	Be An Active Listener	Follow Adult Directions	Calm, Quiet Body	Be Mindful of Personal Space
 Emergency Drills	Be An Active Listener	Take it Seriously Look to an Adult and Wait for Instructions	Remain Quiet Walk Quickly	Be Mindful of Personal Space



BE JAGY!

KIND
RESPONSIBLE
SAFE
YOUR MANNERS MATTER



JACKSON BEHAVIOR FLOW CHART

