

# Parent/Student Handbook

## Jackson Elementary School

### *Our Mission*

*To educate, inspire, and support all students to achieve high levels of learning in a safe, respectful, and kind environment that builds a foundation for lifelong learning.*



### *The Jaguar Way*

*Be Safe, Be Responsible, Be Respectful, Be Kind*

### *Jackson "PRIDE" Values*

*P*ersistence

*R*elationships

*I*ntegrity

*D*etermination

*E*ngagement

*"Alone we can do so little; together we can do so much."*

*Helen Keller*

Dear Parents and Guardians:

I am very thankful to have the opportunity to work with you on behalf of your son/daughter's success as a learner and member of our school community. I hope that you find this handbook to be informative and helpful. Though the routines, practices, and schedules may differ slightly in our district they are intended for the same purpose: to provide all students with a safe, positive, and effective learning environment.

Our school is a positive and caring place where we want every student to feel welcome, be challenged, and achieve success. While learning foundational skills is our primary objective, we also understand the importance of educating the whole person. In addition to our wonderful classroom teachers we are also fortunate to be able to provide our students with opportunities to learn more about music, art, technology, and what it means to be a positive member of our Jackson community.

Parent and family involvement in this endeavor is critical and I encourage you to attend our parent events, communicate with our staff, and consider becoming involved in our Parent Teacher Organization (PTO). The PTO offers many opportunities for volunteer services, plans events, and provides important support for our school.

Parents are welcome to visit our school at anytime. If you are visiting, please make sure that you check in at the main office to help us ensure that we maintain a safe, secure, and distraction free environment for students.

Please carefully review this handbook and let me know if you have any questions. Thank you so much for working with us as your partner in education. Your support of our school culture and structure are essential to your son/daughter's success.

I look forward to working with you and to a great school year.

Sincerely,  
*Duane Simmons*  
Principal  
920-663-9522

***Please return bottom portion to classroom teacher***

\*\*\*\*\*

**JACKSON ELEMENTARY SCHOOL STUDENT HANDBOOK**

*We have read the student handbook and are aware of the school's expectations for good behavior.*

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

## CONTENTS

Page 3 - ABC Specials Schedule - Art, Music, Physical Education
Page 3 - Attendance
Page 4 - Before and After school Procedures
Page 4 - Behavior Expectations
Page 5 - Bikes, Skateboards, Scooters, and Skates
Page 5 - Birthdays
Page 5 - Bullying
Page 5 - Bus Rider Information
Page 6 - Board of Education Policies
Page 6 - Building Security
Page 6 - Conferences
Page 6 - Cell Phones and Personal Electronic Devices
Page 6 - Dining Services
Page 8 - Family Education and Privacy Act
Page 8 - Field Trips
Page 8 - Friday Folders
Page 8 - Guest Students
Page 9 - Head Lice Procedure
Page 9 - Homework Guidelines
Page 9 - Illness or Emergency
Page 10 - Jaguar Journal - Our School Newsletter
Page 10 - Lost and Found
Page 10 - Medication Distribution
Page 12 - Money and Valuable Items
Page 12 - MPSD Information
Page 12 - Parent Teacher Organization
Page 12 - Pets in School
Page 12 - Physical Education Classes
Page 13 - Questions, Concerns, Conflicts, Comments
Page 13 - Progress Reports
Page 13 - Playground/Recesses
Page 13 - Request to Leave School Early
Page 14 - Safety Patrol
Page 14 - School Closings
Page 14 - School Hours
Page 15 - School Phones
Page 15 - Student Assistance Program
Page 15 - Student Directory Data
Page 15 - Student Immunizations
Page 16 - Student Pick Up and Drop Off
Page 16 - Student Records
Page 16 - Textbook and Library Book Care
Page 16 - Visitors and Guests to the School
Page 17 - Volunteers
Page 17 - Website and Facebook Page

## **ABC “SPECIALS” SCHEDULE - ART, MUSIC, PHYSICAL EDUCATION**

All MPSD Elementary schools have an “ABC schedule” that allows students to have an art, music, or physical education class each day on a rotating basis and provides grade level teachers with an opportunity to plan and collaborate.

## **ATTENDANCE**

One of the best ways to help your child succeed is by ensuring they consistently attend school. Students who attend regularly are better readers, are less likely to fall behind, and are more likely to graduate from high school. Every student is expected to be in attendance each day school is in session.

If your child is going to be absent, please call the Jackson Attendance Line at **663-9519** no later than 9 am on the day of their absence. Office personnel will contact all families of students who are absent if we have not received a prior phone call excusing them. Reasons students may be absent/tardy without being considered truant are:

- Illness
- Family emergency
- Trip with parents provided absence has been pre-arranged in writing and in advance with the school principal. (Parents may excuse a student from school for up to 10 days in an academic year)
- Medical or dental appointment, if it cannot be arranged during non-class hours.
- Recognized religious observance or service (Prearranged in writing.)

**Any absence or tardy for reasons other than those listed above will be documented as unexcused.**

**Truancy:** According to Wisconsin Statute, a student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. Parents will be contacted by the school when their child is unexcused from school.

**Habitual Truancy:** A student becomes habitually truant when he/she is absent without an acceptable excuse for all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c). When a child becomes a habitual truant, notice will be sent by mail informing parents of their legal responsibility to ensure their child attends school regularly. This notification will also include the date and time that an attendance meeting has been scheduled for the parents and the principal to develop an attendance plan designed to address this issue.

## **BEFORE AND AFTER SCHOOL PROCEDURES**

**Before School Procedures:** Students should not arrive to school prior to 8:20 am when supervision is available. Students arriving after 8:20 am, should go to the playground and

will be welcomed into the building by school staff at 8:40 am.

On mornings when it is raining, snowing, or severe cold (feels like temperature of “0” or below), signs are posted by the entrances inviting students to come in (entrances D and G) to the Gym where supervision will be provided until school starts.

If students need to be at school early for a special activity (field trip, K-kids, band, or orchestra) they will be notified what school door to use by their instructor.

**After School Procedures:** After school supervision is only available for students that are bus riders. All other students must leave the school’s grounds. Once they get home and have checked in with a parent/guardian they may return to the playground.

## **BEHAVIOR EXPECTATIONS**

### **“The Jaguar Way” ~Be Safe, Respectful, Responsible, and Kind~**

We strive to support all students by fostering an atmosphere where teaching and learning can thrive. Positive Behavior Intervention and Supports (PBIS) is a school wide system that recognizes students for demonstrating appropriate behaviors. Our goal is to promote a positive learning environment by explicitly teaching expectations in all areas of our school. Our basic expectations for our community members are most easily simplified into the “Jaguar Way” - Be safe, respectful, responsible and kind.

Although our emphasis is on explicit teaching and positive recognition, we also understand the importance of natural consequences and the need to offer reteaching for students who are struggling with behavior. Consequences for infractions vary based on the severity and frequency of behaviors and are determined by school staff and the principal.

- Behavior infractions are divided into two categories:
  - **Minors:** Minor behavior infractions are assigned to students who act in a way that is contrary to our values. These are not considered severe infractions and minor behaviors are addressed by school staff. Consequences for minor infractions may include the development of a behavior chart, making amends, a conference with the student, or loss of a privilege (i.e. recess).
  - **Majors:** Major behavior infractions are serious violations of our core values, and are addressed by the principal in conjunction with the referring staff member. Examples of major behaviors include bullying/harassment, retaliation, fighting, vandalism, overt defiance that disrupts the learning

environment, theft, etc. All major behaviors are documented and parents are notified of the incident. Consequences may include loss of privileges, making amends, in school suspension, out of school suspensions, or other logical outcomes as determined by the principal.

- Jackson Elementary school adheres to all Manitowoc Public School District policies related to the student code of classroom conduct, discipline, behavioral expectations and consequences to maintain a positive environment for all. (a detailed description of associated policies can be found at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org)>District>Board of Education>Board Policies)

### **BIKES, SKATEBOARDS, SCOOTERS, AND SKATES**

To keep students safe: bikes, skateboards, scooters, inline skates, or roller skates are not to be used on school property during school hours without prior approval. Students may ride these items to and from school, provided they stop using them when they reach Jackson school grounds. Students are encouraged to wear helmets and other appropriate protective gear when riding bikes, scooters, skateboards, and inline skates.

### **BIRTHDAYS**

If they wish to, students may bring birthday treats to school. Please notify your son/daughter's teacher in advance regarding the best time to bring the treat for their class.

### **BULLYING**

Intimidation, bullying and harassment are serious violations of our core values as they directly undermine our goal to provide a safe, respectful, responsible and kind environment for teaching and learning. All reported cases of bullying/harassment will be investigated thoroughly by the principal and will include interviews with the victim, witnesses, and the alleged perpetrator. Parents of students involved in the report will be notified when the report is received and again at the conclusion of the investigation. If the investigation determines that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

Intimidation, bullying, and harassment are serious issues and Jackson Elementary School adheres to all Manitowoc Public School District policies in regard to bullying and harassment (a detailed description of associated policies can be found at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org)>District>Board of Education>Board Policies)

### **BUS RIDER INFORMATION**

When bus students arrive at school they should proceed directly to the playground. When leaving in the afternoon, bus students will be directed to an assigned meeting area where a bus supervisor will monitor and escort them to their buses. When students will not be riding the bus home, we ask that parents please notify the school office in advance.

Passengers will not be permitted to board or exit a bus except at home or school unless their parents have made special arrangements that have been submitted in writing.

Students who ride the school bus are expected to conduct themselves in an appropriate manner while waiting for and riding on the bus. Misbehavior on the bus is a serious issue and may result in a suspension of riding privileges.

### **BOARD OF EDUCATION POLICIES**

Jackson Elementary school adheres to all Manitowoc Public School District policies. A detailed description of board policies can be found at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org)>District>Board of Education>Board Policies)

### **BUILDING SECURITY**

For safety and security, school doors are locked throughout the day. Parents with an appointment or volunteering are required to enter the building through our main office. All guests will need to sign in, obtain a visitor badge, and receive permission to enter the building.

### **CONFERENCES**

Parents/guardians of Jackson Elementary students will be invited to attend two scheduled parent/teacher conferences in the fall and in the spring. Parents/guardians will receive an appointment request slip prior to the fall conferences asking for input about their availability. Once an agreed upon time has been selected for fall conferences, this same time will be used for the spring conference. Parent/Teacher conference dates are listed on the MPSD online calendar available at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org).

### **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Students are generally prohibited from having or using cell phones and other electronic communication devices during the school day. Students that bring a cell phone to Jackson must check their device in at the office in the morning and can pick it up at dismissal time or when they leave the building. Any student who is identified by a staff member as using or having a cell phone during the school day will be required to turn the device in at the main office and will be able to pick it up at the end of the day. If a student violates this policy a parent or guardian may be required to pick up the device from school.

### **DINING SERVICES**

The Manitowoc Public School District has contracted Chartwells to manage and carry out our school dining service program. This program will comply with all guidelines for the National School Lunch Program.

- **Breakfast in the Classroom:** *New this year*, we will be offering the option of breakfast to all students. Students in families that qualify for free and reduced priced meals will receive breakfast at no cost. Paid students breakfast meal will

cost \$1.45 and will be deducted from the Family Meal Account when students participate. Breakfast is the most important meal of the day; studies have shown that students who start each day with breakfast have higher academic scores due to improved concentration, better classroom conduct and reduced tardiness. Chartwells is excited to offer breakfast to the students at Jackson Elementary. Menus are posted online at <https://manitowocpublicschools.nutrislice.com>

- **Lunch at Jackson:** Each day our gym is transformed into a cafeteria with lunch tables, microwaves, and several options for a hot lunch. Students will have approximately 20 minutes for lunch and 20 minutes for recess. Extra lunch time is provided for any student who is not able to finish their meal prior to the dismissal for recess. Children who eat lunch at school are not to leave school grounds during the noon hour.  
Scheduled lunch periods:  
11:50 AM-12:30 P.M. - 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Grade  
12:15-12:55 P.M. - 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Grade
- **Microwaves** are available for students who would like to heat up an item from home. To avoid long lines for the microwave, please do not send frozen meals or items that require more than 30 seconds to reheat.
- **Breakfast and Lunch Milk** - Students will receive a milk if they purchase a complete breakfast or lunch. Students who are eligible for free/reduced meals must take a complete breakfast or lunch to be provided the free/reduced cost. All students are eligible to receive milk at lunch or breakfast and the the cost for an individual milk is .35 cents. With the availability of milk at breakfast for all students, we will no longer be offering milk to students during snack time.
- **Free and Reduced Meals:** Families may be eligible for free or reduced price meals. A new application must be completed each year to qualify. An application, instructions, and other general information was mailed to all Jackson families over the summer. If you did not receive one please contact our school office at 663-9520 or Food Service at 686-4773. Only one application needs to be filled out per household. Should you have any questions while completing the application, please call 686-4773.
- **Payment:** Chartwells will use a debit account systems that will allow parents and guardians to deposit money directly into an account established for their family. At lunch/breakfast time, students will use a scan card or student ID to purchase their meal and the cost will automatically be deducted from their family account. Parents and guardians may request printouts detailing their child's purchases by calling 686-4773. A drop box for payment is located outside the Jackson office. The system is not a charge account and payment must be made the day prior to the purchase. Students with insufficient funds in their account will receive a peanut butter sandwich and milk.

### **FAMILY EDUCATION PRIVACY ACT**

According to the Family Education and Privacy Act of 1974, student information and records are made available to custodial parents. The Manitowoc Public School District, in its attempt to promote the best interests of each student enrolled in its school in partnership with both parents of the student, shall maintain strict neutrality between parents who are involved in a divorce, legal separation, or annulment whether pending or completed unless otherwise directed by a court order.

Both parents, upon request, will have access to their child's grade reports, notices of school activities, disciplinary actions, notices of teacher or principal conference,, etc., unless the custodial parent provides the school's principal with written evidence of a court order prohibiting the non custodial parent from such access. If you have any questions contact your child's school principal.

### **FIELD TRIPS**

A single form requesting permission for a student to attend all listed field trips during the year will be sent home in September. When time for the trips come, a reminder will be sent home giving the details of each trip. Additional permission slips will be sent home if field trips are added throughout the year. Parents wishing to be considered to chaperone, as well as parents planning to attend any off-site field trip, must fill out a **background check each year**. *Forms are available in our main office and the background check is completed by the MPSD district office.*

### **FRIDAY FOLDERS**

Each Friday (or on last day of the week) students will bring home a folder that will contain school work and special forms. Be sure to take all the papers out, sign the parent card, and return it the next school day with your child(ren).

To reduce the duplication of some items, certain things will only be sent home with the youngest child in a family. Community fliers will be sent home as they come to the school during the week.

### **GUEST STUDENTS**

Occasionally students may wish to have a guest student attend school with them for the day. This may be permissible, provided the following procedures are followed:

- a) the homeroom teacher approves the visit at least one school day in advance,
- b) a letter of request from the student's parent is on file with the principal at least one school day in advance AND the principal approves, or the principal is called.
- c) the letter of request also has a letter attached from the visitor's parent/guardian granting permission to visit, or the principal is called.
- d) the visit is limited to part of one school day.

- e) the visiting child behaves appropriately. If the visiting child misbehaves, he/she will need to be picked up promptly by either his/her parent/guardian or by the parent/guardian of the Jackson student.

### **HEAD LICE PROCEDURES**

In the event that a child has been diagnosed as having head lice in the Manitowoc Public School district, the following protocol will be followed:

- Parents of students diagnosed with live head lice will be contacted by school and provided information in regard to treatment and control of head lice in the home. Upon the initial discovery of live head lice parents will have the option to pick up their child immediately or at the end of the school day. Students may return to school following acceptable treatment.
- Following return to school, students will be checked to ensure that there are no live lice present. A student will NOT be readmitted to school with live bugs.
- Information will be sent home to alert parents if there are three or more children in a classroom in 30 days that are infested with lice.

### **HOMEWORK GUIDELINES**

Students can expect to receive increasing amounts of homework as they progress in school. Homework is a means of reviewing and reinforcing the lessons taught in school and as a way to help students develop work and study habits that will assist them throughout their lives.

- Help your child set aside 20-60 minutes each evening for homework and reading.
- Ask your child what school work they need to complete and have them briefly explain what they will be working on.
- Although it is important to be available to answer questions, remember that the homework is your child's work and not yours. If your child has trouble with an assignment, write a note to their teacher to let them know about the difficulties they are experiencing. Your communication is essential as we work together to help your son/daughter learn.
- Provide your child with a quiet place to work that allows you to monitor their progress (kitchen tables work great). Limit your child's access to TV, youtube, or social media while studying.

### **ILLNESS OR EMERGENCY**

If your child becomes ill or is injured the school will call you. Therefore, it is **very important** that you provide the school with updated and accurate home, work, and other emergency phone numbers. Please inform the school of any changes to this information (even if the changes are temporary). It is essential that we are able to reach you or someone you designate in case of an emergency.

## **JAGUAR JOURNAL - OUR SCHOOL NEWSLETTER**

A monthly newsletter to parents will be sent home with students. Please look for the newsletter and be sure to read it carefully, and keep it for reference. This is our primary communication with parents and provides lots of information about events, activities, general information, etc. The Jaguar Journal is also available on our website and Facebook page.

## **LOST AND FOUND**

Please mark clothing and personal items with your child's name so they can be returned if they are lost. Unidentified items are turned in to the "Lost and Found" which is located by Room #221. Glasses, jewelry, and keys are kept in the office. At the end of each quarter unclaimed items will be given to charity.

## **MEDICATION DISTRIBUTION**

The Manitowoc Public School District Policy 5330 states:

### **5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any over-the-counter drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the district medication consent form must be completed by parent and physician.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention from the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any staff member authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed DPI training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any district administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will

also provide a periodic review of the written instructions, parent and physician consent forms, the Medications Administration Daily Log(s) and any reported errors in medication administration.

The District Administrator shall prepare administrative guidelines to ensure the proper implementation of the requirements of this policy.

118.29, 118.291, 121.02 Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

Revised 2/10/15

### **MONEY AND VALUABLE ITEMS**

The school is not responsible for money and items of value brought to school by students. There is seldom a valid reason for students to have such things as money, toys, radios, expensive watches, or electronics in school. If money is needed for a school-related item (school pictures, field trips, Book Fairs, etc.) the school office or classroom teacher will notify you. If money is needed, your help providing the exact amount to avoid students being responsible for handling change is greatly appreciated.

### **MPSD INFORMATION**

Timely news concerning school and district activities, schedule changes, deadlines, weather-related closings and special events is available on cable channel 15 and at the Manitowoc Public School District website - [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org).

### **PARENT TEACHER ORGANIZATION**

At Jackson School we are fortunate to have a wealth of parents and teachers willing to work together for the good of our students. Watch for the PTO newsletter for dates of their monthly meetings or click on the PTO link on our Jackson website (<http://jackson.manitowocpublicschools.org/>). The Jackson Parent Teacher Organization is a vibrant, caring group of adults who strive to enhance the educational opportunities for our children.

### **PETS IN SCHOOL**

There is a School Board Policy that allows animals at school only when a series of animal request forms are completed by a classroom teacher. If your child is interested in bringing his/her pet to school, please discuss this with the classroom teacher at least (3) days ahead of time. Out of respect for students who are allergic or afraid of animals, if you bring a pet to school when dropping off or picking up a please remain on the sidewalk off school's grounds with your pet.

### **PHYSICAL EDUCATION CLASS**

Parents are urged to send a pair of tennis shoes to be kept for phy. ed. use only. These shoes will be kept in the student's locker, and used for gymnasium activities throughout

the year. Students may be excused from physical education class only by direction of a healthcare provider. Thank you.

### **PLAYGROUND/RECESSES**

Our playground is a place where students can enjoy themselves, exercise and have fun with their friends. Recess is an important part of a child's school day. It is recommended that all children participate in daily recesses, unless there is a staff request that requires them to stay inside. To keep the playground safe, skateboards, scooters, roller skates, hard frisbees and hardballs are not allowed. Tackle football or other activities that involve tackling are not allowed at any time. In addition, adult supervisors have the discretion to limit any recess activities they feel are unsafe.

During the winter months no snow throwing is permitted. Playing on snow hills is at the discretion of school staff and depends on their height and condition. To play in snow covered areas of the playground students will be required to wear boots and snow pants.

In the event of rain, a “feels like” temperature below zero, or other inclement weather students will be kept inside for recess. If there is a health concern that prevents a child from going outside, please provide a doctor's excuse including the number of days the child is to remain inside.

### **QUESTIONS, CONCERNS, CONFLICTS, COMMENTS**

Whenever you have a question, concern, conflict or comment, please contact first the person closest to the situation. For example, if your child tells you his/her teacher reprimanded him/her, and you do not understand why or disagree with the consequence, contact the teacher first. If by contacting the person closest to the situation you are unable to answer your question or resolve your issue, please contact the next person in charge. Contacting those directly involved with a situation is usually the best way to help our students and develop good working relationships between home and school.

### **PROGRESS REPORTS**

Students' academic progress is reported to parents at least four times during the school year after each nine week period.

### **REQUEST TO LEAVE SCHOOL EARLY**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. This note will permit the teacher to send the student to the office at the requested time. **The parent, or an appointed adult, must sign the student out in the office before the child can leave the building.** When possible, medical and dental appointments should be made outside of school hours. When the student returns to school, they must sign in at the office.

## **SAFETY PATROLS**

Fifth and sixth grade pupils whose parents have returned the Patrol Permission Form will be eligible for patrol duty. Safety patrol is a big responsibility, and it is critical that students are at their assigned location on time, or find a replacement in advance if they know they will not be able to perform their safety patrol duties.

If for any reason the student fails to responsibly carry out their safety patrol duties, that student will lose his eligibility for further patrol duty.

Patrol Guidelines are as follows:

1. The position of student patrol will be offered to all students in fifth and sixth grades in September.
2. Students may be removed from patrol -
  - a. for failure to appear on patrol at assigned times (excluding excused absences)
  - b. for repeated failure or a single serious incident to conduct themselves in the manner discussed at the initial patrol meeting.
  - c. when the absence from the regular classroom interferes with the child's learning.
3. Any student that is removed from patrol can be reinstated as a patrol by mutual agreement of the homeroom teacher and the director of patrols.
4. No child will be removed from patrol for longer than four continuous weeks without the principal being notified.

## **SCHOOL CLOSINGS**

In the event that school is canceled due to inclement weather, the district's automated calling system will call all the home and cell numbers that have been provided. You can also tune in to the following sources to get further details on school closings or delays:

- **Radio Stations** - WOMT-WQTC (1240AM - 102FM), WCUB-WLTU (980AM - 92.1FM), WLKN (98.1FM), WIXX (101.1FM) and WTRW (1590AM)
- **TV Station** - Channels 2, 5, 11, and 26.
- Up to date school closing information can also be found at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org).

## **SCHOOL HOURS**

The school office is open from 8:00 AM - 4:00 PM

8:20 am	Earliest student arrival on the playground
8:40 am	First bell, start of school
11:50am - 12:30 pm	Lunch and Recess (1st - 3rd)
12:15 pm - 12:55 pm	Lunch and Recess (4th - 6th)
3:40 pm	Dismissal

### **SCHOOL PHONES**

Children are allowed to use school phones with a staff member's permission and supervision.

### **STUDENT ASSISTANCE PROGRAM**

Children, as they progress through school, are faced with far more academic and social challenges than ever before. Many children on their own or with family support are able to meet and successfully manage these challenges. Other children, for various reasons, need anywhere from a little to continuous help to manage them. Jackson School has a team of professionals that meet to develop programs for referred students that need additional support and/or options to help them be successful in school.

Our base team includes a psychologist, counselor, nurse, and the principal. Classroom and specialist teachers ranging from special education to gifted and talented are part of the team as their skills are needed. A student could be referred to the Student Assistance Team (SAT) by any school staff member, a parent/guardian, a healthcare provider, or other agencies. A referral means that the SAT will discuss the concerns the referring person has about the student. Based upon that information, recommendations for addressing the concerns will be made. This plan may include new strategies in the classroom, suggestions for helping at home, assistance from a reading specialist, or a request for additional testing to better understand the student's needs.

Contact your child's teacher, the school counselor, or the principal if you have any questions or would like to discuss how our student assistance program can help meet the needs of your son/daughter.

### **STUDENT DIRECTORY DATA**

Any parent/guardian who objects to the routine release or use of his or her child's name and/or photograph in school publications, award and sports publicity, honor rolls and other material available to the public should notify the principal in writing by the end of September. If a student enters the school mid year, this notification should be completed within two (2) weeks.

### **STUDENT DRESS**

Clothes that students wear to school should be neat, clean, and maintain an appearance that does not distract from the learning environment. Jackson School does not have a formal dress code, so we ask parents to use discretion in making judgments about clothes children wear to school. Clothing displaying inappropriate language, pictures, promotions of alcohol or tobacco use are prohibited as well as clothing that is revealing, distracting, or unsafe (i.e. shorts on a cold day.) Students attending school inappropriately dressed will have the option to wear appropriate clothing provided by the school or to call home and have appropriate clothes brought to school.

### **STUDENT IMMUNIZATIONS**

Wisconsin State Law requires immunizations of all students. The law requires that proof of immunizations be submitted or a signed waiver claiming health, religious, or personal

conviction exemption be submitted.

### **STUDENT PICK-UP AND DROP-OFF**

Jackson is located on the corner of two high traffic streets and your child's safety is our primary concern. To promote student safety and avoid parking violations please keep the following in mind:

- By city ordinance parking is prohibited on the school side of the street when school is in session (7:30 am - 4:00 pm) except in areas marked "Dropoff & Pickup Only".
- Parking is permitted across the street from school in designated areas.
- Please escort your son/daughter across the street using the painted crosswalks or direct him/her to use a crosswalk that is supervised by an adult or student crossing guard.
- **Please do not use the staff parking lot during the school day or to pick up students after school.** This area can become congested and is a high traffic area for students and pedestrians after school.



### **STUDENT RECORDS**

Per the Family Educational Rights and Privacy Act, parents and students are hereby notified that parents and guardians of minor children have the right to (1) inspect and review their child's school records, (2) seek amendment to their child's records, (3) that records will not be disclosed to third parties without parental consent, except where allowed by law; and (4) concerns or complaints with student records or requests to view records should first be addressed with the school principal, then with the superintendent's office at 2902 Lindbergh Dr.

### **TEXTBOOK AND LIBRARY BOOK CARE**

Textbooks and library books are available for student use at no cost. Because these books are used year after year, we ask for your assistance to help us keep them looking fresh and clean. Do not mark in them. keep them safe and dry from bad weather and keep them away from pets and other harmful elements.

Fines will be charged for damaged or lost materials. If a currently used book is lost and cannot be found, the full replacement cost will be charged. Fines for damaged materials will depend on the nature of the damage. Failure to pay for damaged or lost materials may result in reduced check-out privileges.

### **VISITORS AND GUESTS TO THE SCHOOL**

All Manitowoc Public Schools are open to parents, school patrons, and the general public. Visitors are welcome to observe the instructional program in operation, **with prior notice to the teacher and school office.**

For the welfare of students and to facilitate orderly operation of schools, all persons except for registered students, faculty and employees of the Manitowoc Public School District, are required to register in the school office for authorization to be in any school building or on the school grounds. Visitors will wear visitor badges, which must be returned to the office when leaving the school.

Loitering in the school buildings or on school grounds by unauthorized personnel is prohibited.

### **VOLUNTEERS**

The help of volunteers at Jackson is appreciated and is critical to our success. To be eligible to volunteer at Jackson or on a school sponsored field trip you first must complete a volunteer application and background check. Applications are available in our school office and must be completed and approved before anyone is able to serve as a volunteer at Jackson. Volunteer applications must be completed on an annual basis.

### **WEBSITE AND FACEBOOK PAGE**

Our school website and facebook page contains a wealth of information and pictures related to the fun activities that are happening in our learning community.

Parents/guardians and relatives are encouraged to visit our website and “like” us on facebook to stay up to date on the latest happenings at Jackson. Names of students will not be associated with any pictures posted on our Jackson website or Facebook page.

Any parent/guardian who prefer not to have their child’s photograph posted on these school publications should notify the principal in writing.