SY Jackson Jaguars Student Handbook 2024-2025

4720 Cairo Drive NE

505-296-9536

Jack Vermillion, Principal



.

Welcome to SY Jackson Elementary School!!

Our school opened in 1971 and was named after Sherwin Young Jackson, a local business man, school board member, and president. We have a strong teaching and support staff as well as a very active PTA. We all set high expectation for our students. Our school colors are black and gold and our mascot is the Jaguar.

SY SCHOOL MOTTO:

One Team, One Goal: Student Success

SCHOOL SCHEDULE:

9:13 First Bell

9:15 School Begins

10:25-10:40 Morning Recess for all grades

LUNCH SCHEDULE:

12:10-12:40 1ST and 2nd Grade

12:40-1:10 3rd and 5th Grade

1:10-1:40 4th and Kindergarten

2:40-3:00 Afternoon Recess for Kindergarten, 3rd, 4th, and 5th Grades

3:00-3:20 Afternoon Recess for 1st and 2nd Grades

4:00 School Dismissal for all Grades

2024-2025 CALENDAR

August 6 Meet the Teacher

August 7 First Day of School for Grades 1-5

August 9 First day of Kindergarten

September 2 Labor Day

October 9-10 Parent Teacher Conferences

October 11 Fall Break

.

October 14 Indigenous People Day

November 5 Election Day

November 11 Veteran's Day

November 27-29 Thanksgiving Break

December 20-January 3 Winter Break

January 6 Professional Development Day

January 20 Martin Luther King Jr Birthday

February 17 Presidents' Day

March 14 Professional Development Day

March 17-21 Spring Break

April 16-17 Parent Teacher Conferences

April 18 Vernal Holiday

May 26 Memorial Day

May 29 Last Day of School

ATTENDANCE AND ABSENCES:

The school and district are held accountable for ensuring that all students meet high academic standards. Being on time and daily attendance are critical components of this education process. New Mexico State Law says **Students between the ages of 5 and 18 years old are mandated to attend public school, private school, home school, or a state institution.** The Albuquerque Public Schools District reports habitual truants to the Children's Court Liaison Office and to the State of New Mexico.

APS students are allowed no more than 10 unexcused absences per semester. The parent or guardian must notify the school each day the student will be absent. The school phone number is 505-296-9536. You can leave a message on the answering machine at any time.

Absences may be excused for the following reasons, **with appropriate documentation:**

- Doctor's appointment
- Death in the family
- Religious commitment
- Illness
- Family Emergency
- Diagnostic testing

.

Excessive absence will result in a phone call from the school counselor and/or the school administrators to develop a plan to have the attendance improved.

Family vacations are considered unexcused absences. It is expected that the parents will schedule vacations during periods when school is not in session.

Please let the school know by 9:00 if the child is absent and the reason for the absence. As a general rule, make up work will be given to the child when they return to school. If a student is absent for a total of 5 non-consecutive school days, the school counselor will contact the parents to discuss the matter. Absences of more than 10 days will be reported to the Children's Court Liaison.

It is also important for your child to arrive at school on time. Announcements are made at the start of the school day and teachers are providing important information about the day. We understand that emergencies occasionally cause a child to be late. If this happens, we ask parents to bring their child to the office and sign them in with the attendance person. We will issue a pass to admit the child to class.

For your child's safety, students will be released during school hours only to the parent/guardian or to a person designated on the registration card. You must come to the office to sign out your child. The child will then be called to the office. Parents/guardians are not to go to the classroom to pick up the child. The person picking up the child should be prepared to show identification if the office staff does not recognize you. If you have signed out your child and are returning the child to school, please sign in at the office and your child will be given a pass to go back to class.

If your child comes to school and becomes ill, the Health Room will contact the parent/guardian or Emergency Contacts listed on the health card. **It is very important to update the information on the enrollment and health cards so we can contact you if necessary. This could be vital to your child's health in case of an emergency.**

BEFORE AND AFTER SCHOOL CARE:

The Rio Grande Educational Collaborative provides before and after school care in the School Cafeteria. They are an outside provider and are here from 7:00 until 6:00. For information about the program or to register, contact them at 505-873-6035.

CELL PHONES:

Many parents want their children to carry cell phones so they can contact them before and after school. That is permitted, but while they are in school, they are not allowed to be utilized. They are to be turned off and in their back-packs. If a cell phone gets lost or broken, that is the responsibility of the family.

.

CLASS PLACEMENT:

Students are placed in the spring for the following year. Parents are asked for input and information to help with placement, but in keeping with APS policy, parents may not request specific teachers. The current teachers work together as a grade level to place the students for the following year. In addition, the classes are balanced for gender, academic levels, and the number of students per class. Other special circumstances may also be factored in during the placement of a child.

If you are concerned about your child's placement, talk to the teacher first. The value of good communication between the parent and the teacher cannot be overemphasized. If you have done this and your concerns still have not been resolved, make an appointment with the principal and the teacher so we can discuss your concerns. These placements are well thought out and we make every effort to keep the child in the class they were assigned to. Having friends in other classrooms is not a valid reason to move a child. They will get to make new friends and will have time together at lunch and recess. If all of these interventions fail to resolve the concerns, we will look at making a change. Space in a classroom will be the number one factor in where a child gets moved to.

PARENT TEACHER CONFERENCES:

Communication between home and school is an important factor in your child's success at school. If you wish to make an appointment with your child's teacher, please email the teacher or call the office. Student Progress Reports will be issued at the end of each grading period. Your teacher will contact you to schedule the Parent Teacher Conferences. Most teachers provide the option of in-person or virtual conferences. We do ask that you make every effort to attend your child's conference.

DISCIPLINE/RECOGNITION PROGRAMS:

SY Jackson expects students to behave in accordance with the six Character Counts Pillars: respect, responsibility, citizenship, caring, trustworthiness, and fairness. We also have the APS Handbook that has definitions and consequences for different actions a child may exhibit. The school tries hard to make discipline a learning experience. We hope that children will learn from their mistakes and not make bigger mistakes in the future. We also utilize restorative practices to try to repair and rebuild relationships and to keep from further problems happening.

We will continue to utilize the PAWS program. When students are observed exhibiting appropriate or exemplarity behavior, they will be given a PAW Slip. Once a child has accumulated five PAW slips, they can turn them in for plastic paws for their necklace. We will also hold the monthly Character Counts Program throughout the year to recognize the students who are demonstrating the Character Counts Traits.

.

PLAYGROUND RULES:

There are 5 basic playground rules:

- Play safely-no fighting, tackling, or being rough
- Only throwing balls or equipment-no throwing rocks, snowballs, or sand
- Show respect to adults and other students-Everyone needs to be respectful to those around them.
- Use the Equipment Properly-No jumping off of the swings, off of the equipment, or going UP the slides.
- Stay on the Playground-Once the child goes on the playground, they need to stay on the playground. To get a drink or go to the bathroom, the child needs to get a pass from the duty teacher. Students are not allowed to go into the street to get balls. Notify the duty teacher.

INCLEMENT WEATHER:

APS will cancel school if it is necessary for the safety of the staff and the students. An announcement of school cancellation will be made on the local TV stations, on the radio, and you will receive a phone call from the district. Snow days will not longer result in make up days. The students will have some expectations of what they will be doing from home so that it can be counted as an academic day.

An Abbreviated Day will take place when the weather conditions are likely to improve enough to start the school day 2 hours late. School will begin at 11:15 and lunch will be served in the cafeteria. Busses will pick up 2 hours later than normal. School will still be released at 4:00.

LOST AND FOUND:

You are encouraged to write your child's name on all outerwear and on lunch boxes or water bottles. Our lost and found is located by the school cafeteria. It is usually overflowing with items that are not picked up. If your child's name is on the item, we will try our best to get it back to them. In an attempt to eliminate bugs from the lost and found area, lunch boxes may be thrown out within a couple of days. Items are often spread out on the floor and students are encouraged to pick up lost items. Unclaimed items will be donated to the APS Clothing Bank at different times during the year.

MEDICATION:

Students will be given medication at school only with an **APS Authorization to Administer Medication** form from a physician. Medications will be given only in the Health Room. Students may not carry any medication on the school grounds.

.

PTA:

We have a very strong PTA at SY Jackson. We have monthly virtual meetings and everyone is invited to attend. An email will come out a few days before the meetings to provide the link. They have many volunteer opportunities throughout the year and provide various family events. We hope that you will feel welcome and join us for as many events as you can. They also do one fundraiser a year. It is the annual Jog A Thon. The money from this goes to pay for field trips, supplies for the school and children, balls for PE, teacher reimbursements, playground needs, and so many other things. They are a wonderful group and one you will want to be part of.

SAFETY:

Safety is everyone's concern. Please obey the speed limit signs and direction arrows when you are driving on campus and nearby streets. There is adequate parking available on the South Side of the school. In this area, the Fire Zone is marked by red curb paint and signs are posted. The curb along the pick-up and drop-off zones are painted yellow. You can pull up to pick up or drop off, but this is not a parking area and you may not leave your vehicle. Students are only to cautiously enter and leave their cars. Students should not be crossing the parking lot. Crossing Guards are provided along Biscayne on the North side of the building. Students are expected to walk down and use the crosswalk when crossing the street.

There is NO PARKING in the Bus Lane. It is also not to be used to Pick Up or Drop Off students. This is for Busses Only.

Students may ride bikes or scooters to school, but they are to be walked once they enter the campus. There is a bike rack on the South Side of the school. Locking up the bikes is highly recommended.

Staff members are not out on the School Grounds until 9:00. Students are not to be dropped off before that time in the morning. Students who eat breakfast in the cafeteria will be allowed to arrive a few minutes earlier, but are expected to stay in the cafeteria until 9:00.

Teachers will be discussing these playground safety rules with your child. Please talk to them at home as well about the importance of following the rules and keeping everyone safe.

TOYS AT SCHOOL:

Students should not be bringing toys to school. This can cause a disruption in the classroom and we also can not guarantee the safety of the toys at school. These toys and items often get lost at school and students want us to take time looking for them. We can not spend the time doing that. Also, according to the APS Handbook, possession of any weapon, including "Look-Alike" guns or knives is a serious offense and will be dealt with accordingly.

.

TRANSPORTATION:

Elementary students who live more than one mile from their home school will be offered transportation to and from the school. Students who live closer to the school will be required to walk or have the parents drive them to school. Students who do not normally ride the bus are not allowed to ride with a friend to go to their house. Transportation for Special Education students will be discussed at the IEP meeting. Bus drivers will fill out a "School Bus Incident Report" to document unacceptable behavior on the bus. These forms are then given to the principal to determine the proper consequence. Parents will be notified when a student receives a referral form. If the consequences are severe or happen more than 3 times, students may forfeit the privilege of riding the bus for a period of time or permanently.

VISITORS AND HELPING AT SCHOOL:

We encourage you to volunteer and help out at our school. There are many opportunities to help, coordinated either by the teacher, librarian, or PTA. In order to volunteer or go on field trips, there is a required Unsupervised Background Check. This cost about $50 and is good for 2 years. This is a safety measure to make sure that they are safe to be around the children. To apply for the Background Check, email the principal and he will provide the details. Once the background check has been approved, you will receive a badge to wear when you are on campus or on a field trip. The safety of the children is our number one priority. You still will need to check in at the office when you come on campus.

.