



Jackson Elementary
Student-Parent Handbook
2025-2026



JACKSON
Elementary



Moving Forward as One

Jackson Elementary

Information



Principal: Kara Dutton

Assistant Principals: Karen Dougherty, Genna McCurley, Tennille McDaniel, Terrence Stover

Mascot: Lions

Colors: Royal Blue, White, and Red

School Address: 1970 Sever Road Lawrenceville, GA 30043

Important Phone Numbers:

School Office: 770-682-4200

Cafeteria: 770-682-4203

Clinic: 770-682-4210

Media Center: 770-682-4204

Parent Center: 678-377-3898

Parent Center: 770-277-8107 (Español)

Jackson Elementary School Website Address: <https://www.gcpsk12.org/JacksonES>

School Hours

Our school hours are 7:45-2:45 PM. Students may enter the building between 7:45 and 8:15 AM. To optimize instructional time, our bell system will be as follows:

| | |
|-----------|--|
| 7:45 AM | Students may enter the building. |
| 7:45-8:15 | Breakfast and Morning Classroom Activities |
| 8:10 AM | Warning Bell rings & Lion News Morning Announcements |
| 8:15 AM | Tardy bell rings & School begins. |
| 2:40 PM | Car Riders, Walkers, Day Care Dismissal |
| 2:45 PM | Bus Dismissal |

Greetings Parents/Guardians and Students:

The purpose of this parent/student handbook is to provide the Jackson Elementary School community with our school expectations and procedures. Please refer to this throughout the school year to use as a quick reference.

The Gwinnett County Board of Education and the Jackson staff recognize that a child's education is a responsibility shared by the family and the school. To effectively educate students, parents and staff members must work as partners.

In addition to this local school handbook, you will also have access to a Gwinnett County Public School (GCPS) [Student/Parent Handbook](#) which contains additional information.

I look forward to an exciting year of learning!

Warm Regards,

Kara Dutton
Principal

Gwinnett County Public Schools - Mission, Vision, Goals and Core Beliefs

Jackson Elementary School supports the Vision, Mission, and Core Beliefs of Gwinnett County Public Schools.

GCPS Mission Statement

The mission of the Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

GCPS Vision Statement

Gwinnett County Public Schools will be a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the postsecondary and/or enter the workforce.

GCPS Board Goals

- Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.
- Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.
- Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
- Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.
- Gwinnett County Public Schools will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.
- Gwinnett County Public Schools will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
- Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.

GCPS Core Beliefs

- Our core business is teaching and learning.
- All children can learn at or above grade level.
- All children should reach their learning potential.
- The school effect is important and has a profound impact on every child's life.
- A quality instructional program requires a rigorous curriculum, effective teaching, and ongoing assessment.
- All children should be taught in a safe and secure learning environment.

Arrival

Students are expected to arrive at school on time. Buses arrive on campus by 7:55 daily. The morning news show (LNN) begins at 8:10 AM. Attendance is taken at 8:15 AM. Students will be marked tardy if they arrive in their classrooms after 8:15 AM. Best practice is to drop off your child by 8:10 to ensure they get to class before the 8:15 tardy bell rings. This also allows them time to prepare for the day.

Car riders should not arrive before 7:45 AM. This is for student safety. There is no one on duty to supervise students prior to this time. Staff members are involved in planning, conferencing, and meetings prior to 7:45 AM.

Walkers are required to enter and exit the building through the side doors and must be met by an approved adult. Bus riders enter through the front and/or side doors based on the location of their bus in the bus lane.

Attendance

Attendance at school is an important part of student success and achievement. A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skills (AKS) for his/her grade level. Certain absences are excused according to state guidelines.

Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others
- A serious illness or death in the student's immediate family requiring absence from school
- A court order or an order by a governmental agency mandating absence from school
- Observation of religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to the students' health or safety
- A student, whose parent or legal guardian is in military service of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per year, for the day or days missed from school to visit with his or her parent or legal guardian prior to deployment or while on leave

Please remember that you **must** send a note or email to the teacher stating the reason for your child's absences when he/she returns to school. Should the reason be one noted above, your child's absence will be marked "excused." Please include a doctor's note for personal illness. The absence will be marked unexcused until the homeroom teacher receives notification regarding the absence(s) within three days of returning to school. For unexcused absences, teachers are not required to send home make-up work.

Vacations are **NOT** excused absences. Students who are away from school for ten consecutive days (unexcused) will be withdrawn from school. Upon return, parents may re-enroll students; however, placement in the previous classroom cannot be guaranteed.

To be counted present for the whole school day, students who have doctor/dental appointments or emergencies that necessitate their absence for a portion of the school day, must be present for at least the equivalent of half the school day, which is 8:15-11:30 or 11:30-2:45.

Bus Riders

Parents may obtain information regarding bus routes, drop off, and pick up times from the Transportation Department during registration or in ParentVue. New students enrolling later in the year will receive bus information from the front office. Please call the front office (770-682-4200) if you have any questions throughout the year regarding transportation.

Bus tags are issued to all elementary students. They are required by Transportation to ensure student safety while picking up and dropping off at designated bus stops. Please help keep your child's bus tag attached to their bookbag. If they switch bookbags, send the tag to be reattached. If their bus tag gets lost or damaged, the student needs to bring their bookbag to the front desk for assistance.

GCPS Transportation create bus stops and routes, including pick-up and drop-off times. If you have concerns that go beyond what our front office can assist you with, please contact GCPS Transportation at 770-338-4800.

Car Riders

Jackson Elementary is committed to teaching students in a safe environment. We are asking that parents follow our car rider procedures to keep our students and staff members safe during morning arrival and afternoon dismissal.

- For the safety concerns, car riders should not arrive on campus before 7:40 AM or 2:30 PM.
- When arriving in the car rider lane, pull forward as much as possible so we can accommodate more cars in our parking lot at one time and keep traffic moving on Sever Road.
- Do not pass other cars while in the car rider lane.
- On rainy days, our car riders increase in number, especially in the morning. Plan to arrive earlier than your usual time.
- The car rider lane is a No Idle Zone as part of the Clean Air Campaign. Please turn off your engines while waiting for the first bell to ring in the morning and afternoon.
- While cars are in motion, cell phones should not be in use (calls, texts, apps).
- **The front driveway is reserved for bus traffic only.** Please do not use the bus lanes for parent drop off or pick up purposes until after 8:15 (exception, morning clubs) or at 3:10 for late pick-ups. Parking is not allowed at any time in the fire lane in front of the school.

Morning Arrival

- The first bell rings at 7:45. Students may not enter the building before that time.
- Pay close attention to the staff members on car rider duty and follow their directions so that students enter the building safely and traffic flows.
- Students should get out of the car the first time it stops in the car rider lane (along the yellow curb/sidewalk). This keeps the traffic flowing in the parking lot and on Sever Road. Do not drop off in any other areas of the parking lot or along Sever Road.
- Students should be ready to exit the car (shoes on & tied, book bag on backs, hugs/kisses received).
- Students should open and close the door on their own. **Parents should stay in the car.** If needed, staff will help students exit the car.
- For safety reasons, they should exit the car on the passenger side, closest to the sidewalk.
- Students will enter through the door closest to their drop off spot as directed by a staff member on duty. Staff are stationed inside the building to help direct students to their classrooms.

- If your child plans on eating breakfast from school, they need to arrive by 8:00 AM.
- For students to begin instruction at 8:15 AM, a warning bell will ring at 8:10. Students will not be considered tardy until 8:15 AM when the tardy bell rings.
- The car rider lane will be closed at 8:15 AM. If you arrive after 8:15 AM, you must go to the front doors and an adult must walk their child inside the front lobby to check-in and get a tardy slip.

NOTE: There are a finite number of cars that can make it through the line during the thirty minutes. Students who ride the school bus will not be counted tardy if the bus arrives late; however, those who come as car riders (regardless of weather or traffic) are considered tardy after 8:15 am. Please plan to be in the car rider line no later than 8:00 to ensure your child will not be late.

Afternoon Dismissal

- For safety reasons, car riders should not arrive on campus before 2:30 PM.
- Car rider numbers should be displayed on your dashboard or window the entire time your vehicle is on campus.
- Car riders begins dismissing at 2:45 PM.
- Car riders will be silent during dismissal in the cafeteria. If students want to talk, they should ride the bus.
- Students should open and close the door on their own. **Parents should stay in the car.** If needed, staff will help students enter the car.
- For safety reasons, they should enter the car on the passenger side, closest to the sidewalk.
- Car riders ends at 3:10. After this time, students are brought to the front office to call parents. Parents must come into the building with ID to check students out on the computer. If parents are late for pick up more than three times, social workers, School Resource Officers (SRO), and/or DFACS may be contacted to offer support.

The best suggestion to avoid tardiness is to allow students to ride the school bus.

Important Car Rider Times

| | |
|---------------------|---|
| Arrival 7:45-8:15 | After 8:15, go to the front office to check-in with parent. |
| Dismissal 2:45-3:10 | After 3:15, go to the front office to check-out your child (with ID). |

Changes to Transportation

If transportation arrangements for students need to change on any given day, you must send a written note or email to your child's teacher and Katelyn Phillips (Katelyn.Phillips@gcpsk12.org) **prior to 1:30 PM**. In this note or email, you need to include the following information: your child's name, your name, his/her usual transportation home, the new arrangements home (includes dates) and your signature. **For any requests over email, parents should expect a call from the front desk to confirm changes.** A transportation change form must be issued from the school office for a student to ride a different bus. Students will not be permitted to board another bus unless they have a bus pass which will be issued only for an emergency. Clear communication is key to ensure student safety. For additional questions about transportation changes, call the front desk at 770-682-4200. You can also email Katelyn.Phillips@gcpsk12.org for more information on the process.

Birthdays

School birthday celebrations should be limited to a birthday snack and should be eaten in the cafeteria at lunch time, or another designated time determined by the classroom teacher. Snack is defined as one food item per student. No juice or juice boxes. Popular snack items include cupcakes, individual cookies, donuts or donut holes, or snack cakes. **Balloons, flowers, and goodie bags are not allowed.** Decorative rings or decorative picks are not allowed on cupcakes. We ask that all treats are store bought and not homemade.

Students are also featured on the morning announcements for their birthday. Be sure to be at school by 8:00 to make the announcements. Birthdays that fall on the weekend or holiday will be featured before/after. Summer birthdays are featured different weeks in May. Birthday ribbons are also given to students to wear for the day to celebrate.

Cafeteria

A student lunch costs \$2.50, additional sides are \$0.40 and bottled water is \$1.50.

Students must select a minimum of three of the five components during lunch. The five food components are fruits, vegetables, grains, meat/meat alternative, and milk.

A la carte items are available for purchase. Items vary day to day. No charges can be made for these items. You must have money on your account. We encourage you to talk to your children about when it's appropriate to purchase these items.

| Drinks | Snacks |
|-----------------------------|----------------------------|
| Dasani Water \$1.50 | Baked Chips \$1.00 |
| Envy Sparkling Juice \$1.50 | Cookie \$0.50 |
| | Doritos \$1.00 |
| | Fruit Snacks \$1.00 |
| | Popcorn \$1.00 |
| | Rice Krispie Treats \$1.00 |

Breakfast is available daily until 8:25. Lunch times are listed below.

| Lunch Schedule | | | | | | | | | | | | | | | | | |
|----------------|-------------|---------|--------------|-------------|---------|-------------|-------------|---------|--------------|-------------|---------|--------------|-------------|---------|-------------|-----------|---------|
| Fifth grade | | | Kindergarten | | | Third Grade | | | Second Grade | | | Fourth Grade | | | First Grade | | |
| Teacher | Lunch | Table # | Teacher | Lunch | Table # | Teacher | Lunch | Table # | Teacher | Lunch | Table # | Teacher | Lunch | Table # | Teacher | Lunch | Table # |
| Ruehle | 10:45-11:10 | 1 | Hinds | 11:15-11:40 | 14 | Bonilla | 11:45-12:10 | 11 | ASD | 12:05-12:30 | 9 | Fairchild | 12:30-12:55 | 8 | Pendalwar | 1:00-1:25 | 6 |
| Hudnell | 10:47-11:12 | 2 | Henry | 11:17-11:42 | 15 | B. Brown | 11:47-12:12 | 12 | Anderson | 12:07-12:32 | 10 | Skiver | 12:32-12:57 | 9 | Dunning | 1:02-1:27 | 7 |
| K. Bell | 10:49-11:14 | 3 | Folds | 11:19-11:44 | 1 | Davidson | 11:49-12:14 | 14 | Wilson | 12:09-12:34 | 11 | Cruz | 12:34-12:59 | 10 | Perry | 1:04-1:29 | 8 |
| Teasley | 10:51-11:16 | 4 | Griffin | 11:21-11:46 | 2 | Horton | 11:51-12:16 | 15 | Ladouceur | 12:11-12:36 | 12 | Segraves | 12:36-1:01 | 11 | J. Bell | 1:06-1:31 | 9 |
| Scruggs | 10:53-11:18 | 6 | Alexander | 11:23-11:48 | 3 | Thompson | 11:53-12:18 | 1 | Eidson | 12:13-12:38 | 13 | Bunn | 12:38-1:03 | 12 | O'Neal | 1:08-1:33 | 10 |
| Davis | 10:55-11:20 | 7 | Julian | 11:25-11:50 | 4 | Phillips | 11:55-12:20 | 2 | Free | 12:15-12:40 | 1 | Pham | 12:40-1:05 | 13 | Witherspoon | 1:10-1:35 | 11 |
| Hollum | 10:57-11:22 | 8 | Carr | 11:27-11:52 | 5 | Lyons | 11:57-12:22 | 3 | Ramic | 12:17-12:42 | 2 | Ashmeade | 12:42-1:07 | 1 | Delgado | 1:12-1:37 | 12 |
| Dennis | 10:59-11:24 | 9 | Kolbusz | 11:29-11:54 | 6 | Stansberry | 11:59-12:24 | 4 | Lague | 12:19-12:44 | 3 | Leyva | 12:44-1:09 | 2 | K. Brown | 1:14-1:39 | 13 |
| Toussaint | 11:01-11:26 | 11 | Berger | 11:31-11:56 | 7 | Stape | 12:01-12:26 | 6 | Pickard | 12:21-12:46 | 4 | P. Tyler | 12:46-1:11 | 3 | B. Brown | 1:16-1:41 | 1 |
| Richardson | 11:03-11:28 | 12 | Blackman | 11:33-11:58 | 8 | Vitale | 12:03-12:28 | 7 | Israels | 12:23-12:48 | 6 | Rogers | 12:48-1:13 | 4 | Rivers | 1:18-1:43 | 2 |
| | | | Le | 11:35-12:00 | 9 | | | | Dierdorf | 12:25-12:50 | 7 | | | | | | |

Starting after Labor Day, parents may visit the school and eat lunch with their student(s) in the cafeteria in the designated parent area. After checking in at the front desk, visitors should plan to meet the student outside the cafeteria entrance as the class enters. As the class exits the cafeteria, students should return to the line and parents/visitors should return to the front desk right before leaving. Parents are not allowed to walk the student back to the classroom.

To meet health standards, students may not accompany visitors to the adult serving line. Parent tables are often crowded; therefore, we must limit the table to the visitor and their child. Students may not bring classmates or older/younger siblings who are Jackson students to the guest table.

Sign up for a MyPaymentsPlus account to manage your child's account online. [Click here to access their website](#). For customer service & support, please call 1-877-237-0946.

Be sure to call the cafeteria manager, Pam Stone at 770-682-4203 if you have any questions about your child's account. [Click here to apply for free or reduced lunch](#).

Cell Phones and Electronic Devices

Cell phones and other electronic devices such as tablets, smart watches, or air pods, should be turned off and kept in bookbags during the school day. We cannot be responsible for lost or stolen items. We encourage you to leave these devices at home.

If the phone/device becomes a distraction (i.e., goes off during the instructional day, taken from bookbag), the phone/device will be kept with an administrator or counselor until the end of the day. The phone will be returned to the student with a note for the parents. If the phone/device continues to be a problem, the phone/device will be kept with an administrator until parents can pick up the device from school. If it continues to be an issue, an individualized procedure will be created by admin.

Change of Address, Phone or Email

To keep our student records current, please update in ParentVue or notify the front office immediately of any changes to the following: address, home/cell/work phone number of each parent, home/cell phone number of person to call in an emergency or when the parent cannot be reached, and parent email. Ms. Brenda Badillo-Mejia is our student data manager and can be reached at 678-225-7640.

Check-Out

If early checkout is necessary, the parent should plan to do so **prior to 2:15 PM**. This is necessary to provide a safe and timely dismissal for all students. A parent or guardian must present a valid ID when checking out students.

A parent wishing to check out his or her child should send a note or email to the teacher that morning explaining the reason. The parent should then come to the front office with a valid ID to sign out the student. It usually takes 5-10 minutes for a student to arrive after they are called for checkout. If the student is on the playground or in a "special", it may take longer. Please plan accordingly. It would be best to avoid these times, if possible.

For safety reasons, we release students **only** to those persons listed on the student's information card. You must show a picture ID to check-out your student. If anyone not listed attempts to check out a student, the office staff and/or an administrator will contact the enrolling parent. Please do not go to the classroom to check out a student. Teachers are instructed not to release a student to anyone unless the office staff has notified them to do so.

Class Visits

We encourage parents to visit the school. All parents and visitors must present a photo ID and check in at the front lobby to receive a visitor's sticker. We require an appointment to be made prior to any visit or conference. Visits/conferences must never interfere with instruction and should be limited to 30 minutes. Walk-in conferences will not be honored during instructional time.

Parents may not bring items to the classroom. All items brought to school must be dropped off in the front lobby with the child's name, grade, and teacher.

Clinic

A clinic worker is always on duty during school hours. When a child becomes ill at school, the clinic worker determines if the parent should be contacted. Since some parents do not have access to phones during work, we must have the name and phone number of a friend or relative who can be reached if you are not available.

Clinic procedures at Jackson state that a child should be fever and symptom free for 24 hours before returning to school.

The parent/guardian must bring medication to school, give it to the clinic worker, and complete the required paperwork. Medications (prescribed or over the counter) brought to school for your child must be in the original container, properly labeled with the student's name, teacher, and instructions for time and dosage. Providing medical care to students is the responsibility of the parent and should not be assumed by the school. All medications must be picked up at the end of each school year or they will be destroyed.

For additional questions about medications, health management plans, or the clinic in general, contact our clinic worker, Ms. Sandy Parmanand, at 770-682-4210.

Communication

Communication is essential to build a partnership between school and home. Important information regarding school events will be in teacher newsletters and the weekly Principal's Message. If you need to reach your child's teacher, email the teacher, or call the front desk to leave a message. Please allow 24 hours to return phone calls and emails.

Digital Learning Days

The 2024-2025 calendar includes four Digital Learning Days. Those dates are **September 19, 2025, November 4, 2025, February 6, 2026, and March 13, 2026.**

Digital Learning Days were very successful last year and have been built into the GCPS school calendar for SY2025-2026. Digital Learning Days allow administrators and staff the opportunity to attend professional development and allow teachers to plan instruction. If your child will need a hotspot to participate in Digital Learning Days, please contact your child's teacher prior to Digital Learning Days.

Dress Code

The dress code is designed to reduce the likelihood of distraction or school disruption and to maintain an academic focus in the classroom and on campus.

SHIRTS/TOPS

- Shirts/tops that expose any portion of the waist, hips, midriff, ribs, cleavage, or undergarments are inappropriate for school. If you raise your arms at or above your head, and your midriff is showing, you should not wear the shirt to school.

SHORTS/SKIRTS/PANTS/BOTTOMS

- Shorts/skirts/pants/bottoms must be worn so that no underwear is shown and should be always worn at the waist (no sagging).
- There should be no rips or holes that reveal inappropriate areas of the body above the knee.
- No see-through garments.

ADDITIONAL ITEMS

- All students must wear tennis shoes or sneakers in P.E.
- Headwear is prohibited and must be kept out of sight in the building. This includes, but is not limited to hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. Exceptions for religious or medical reasons may be granted by the principal.
- Pajamas, sleepwear, or blankets are not allowed. On designated Pajama Days use good judgement on the make and material so students can still participate in recess and/or PE.
- Coats must be worn properly.
- Proper footwear must be worn. Slippers/house shoes are not allowed.
- No shoes with wheels should be worn to school.
- Clothing, masks, jewelry, body art, or tattoos that display words or symbols that promote or depict profanity, violence, drugs, alcohol, sex, illegal gang affiliation, or other illegal activity expressed or implied are not allowed.

PROCEDURES FOR NOT FOLLOWING DRESS CODE:

- Dress code violations may result in a phone call to the parent/guardian. The parent/guardian may be required to bring appropriate clothing. Clothing may also be provided from the clinic.
- Repeated dress code violations may result in disciplinary action.

Family Engagement Center:

Jackson Elementary is here to support families as partners in their child's education. The Family Engagement Center offers resources and support for parents. Ms. Mari Beth Cameron and Ms. Marlen Bustamante are available to answer questions, demonstrate skills or lessons, explain content, and listen to your needs. Resources are available for check-out to support learning and making connections at home.

The Family Engagement Center is also where parent and grandparent volunteers can come and work on special projects for teachers and our school. Projects range from cutting, assembling, sorting, stamping, and more! Reach out to Ms. Cameron at 678-377-3898 and/or Ms. Bustamante at 770-277-8017 to see how you can help.

Food & Water

Students are encouraged to bring a healthy snack to eat during the day. Teachers will determine snack times based on classroom schedules.

Students are also encouraged to bring a reusable water bottle. Water bottle filling stations are available in the cafeteria and designated hallways throughout the building. Water bottles should

only contain water. Other beverages such as sports drinks, juice, or soda are not allowed (unless determined by a medical plan on file in the clinic).

If your child has a specific food allergy, please contact the clinic and cafeteria to make sure it's properly documented.

Free & Reduced-Price Meal Program

GCPS offers both printed and online options for completion. Please remember a new application must be submitted each school year since the previous year's application will not work. Each new school year brings thousands of applications for the Free and Reduced-Price Meal program. Due to the number of applications received an online application turnaround time is faster. The online application is available in English and Spanish. [Click here for SY24 online applications](#)

Ice Cream

Ice Cream is available for purchase every Tuesday and Thursday, beginning in September. If students wish to purchase ice cream, they should bring \$1.00 (cash or coins). Please send **exact** change. Students give the money to the classroom teacher who completes the form. Orders must be placed by 8:20 AM. Selection may vary based on inventory. If you are interested in purchasing ice cream for the whole class as part of the birthday celebration, please contact your teacher in advance ensure there is enough inventory to fulfill the order.

Inclement Weather

If weather conditions make it necessary to cancel school, the announcement will be made by 6:00 AM on local TV and radio stations, GCPS TV, or on the county's website and social media. GCPS also notifies families with a phone call and optional text message via Parent Square (formerly School Messenger).

Sometimes severe weather moves in during the day. GCPS will notify families via Parent Square, social media, and local news. An announcement will always be made before any schools are dismissed early. [Please do not call the school as we need to keep phone lines open.](#)

Lost and Found

Items found in common areas, like the cafeteria, playground, hallways, and specials are sent to lost and found located outside the cafeteria by the music rooms. Students can check for lost items throughout the day with teacher permission. Parents visiting the school can also check for lost items. **You can help by putting your child's name on their items, especially lunch boxes, water bottles, sweatshirts, jackets, and coats.** Items not claimed are donated to charity at the end of each semester.

Media Center

The media center is open from 7:45 AM-2:45 PM each school day. Check out ends at 2:30 PM. Students will begin to check out books as soon as their class attends orientation at the beginning of the year. All students may check out two books at a time. Books are due 2 weeks from the date of checkout. Students are encouraged to keep their books in their book bags when they are not using them at home to prevent loss or damage. If a book is lost, a payment is requested to replace the book. Contact Ms. Cassidy Hobby in the Media Center at 770-682-4204 for more information.

MyPaymentsPlus

Jackson Elementary uses MyPaymentsPlus for online purchases throughout the year, including field day shirts, extracurricular club registration, and other fees. It's important that you set up an account for your family. In some instances, the only way to purchase or make payment is through MyPaymentsPlus. If you need help setting up or accessing your account, visit the Parent Center or call the front desk.

New Student Registration

Parents of elementary age students residing in the attendance zone of Jackson may enroll their child when the following documents are presented or are present in their child's permanent record:

1. Birth certificate
2. Immunization certificate signed by physician (on GA Form 3231)
3. Vision, Hearing, and Dental certificate on GA Form 3300
4. Two proofs of residence: lease/purchase agreement and a utility bill (gas, water, or electric)

It is necessary that out of state immunization certificate and vision, hearing and dental records be transferred to a Georgia State form.

Parents must complete Online Registration at: <https://www.gcpsk12.org/Page/26139>

If you have any questions, contact Ms. Lori Tippett at 770-682-4208.

One Ridge

For the past several years, the Peachtree Ridge Cluster has used the phrase "One Ridge" to promote school pride within our community. See chart below for the schools in the Peachtree Ridge Cluster.

| | | | |
|-----------------------------|------------------|--------------------|--------------------------|
| Peachtree Ridge High School | | | |
| Hull Middle School | | | Northbrook Middle School |
| Burnette Elementary | Mason Elementary | Parsons Elementary | Jackson Elementary |

Parent Involvement

We are very fortunate to have many parents willing to help at Jackson. The role of a Jackson parent is vital to your child and to Jackson Elementary School. Students excel when you, the parent, are supportive in your child's education at home and in the school. Please reach out to PTA (pta4jackson@gmail.com) or your child's teacher to find out ways you can volunteer and support your child's school.

Parties

There is a limit of two parties per year in the classroom. Our first class party will be held before Winter Break. The other will be at the end of the year. Our PTA Room Representatives will work closely with the teachers and administrators to plan wisely and reasonably for these special events. The parties will not exceed one hour in length including setup and cleanup. Food allergies must be considered when planning food for all parties. Only clear beverages will be allowed.

Play 2 Learn

Play 2 Learn is a program for children ages birth to 5 and their parents or caregivers that encourages learning through play. Watch the video where Play 2 Learn prepares children ages birth to 5, as well as their parents, for kindergarten and beyond. Visit the Play 2 Learn@home website filled with exciting read-alouds, easy ideas for activities at home, and important early learning resources. Remember, YOU are your child's FIRST and BEST teacher! Also, if you want to learn more about Play 2 Learn at Jackson, contact Ms. Mari Beth Cameron at 678-377-3898.

Positive Behavior Interventions & Supports – PBIS

Our school-wide expectations with PBIS (Positive Behavior Intervention & Supports) is known Jackson has PRIDE. Teachers begin the school year teaching students what it means to show Jackson PRIDE in the classroom, hallways, playground, buses, cafeteria, restrooms, and more. PRIDE stands for Positive Respectful Involved Determined Excellent. PRIDE expectations are taught and retaught throughout the school year. You can support PBIS at home by asking your child how they showed PRIDE at school. Students earn PRIDE tickets from Jackson staff. Tickets can be redeemed to go to the PRIDE Pad/Lions Den.

The consequences of minor violations include a hierarchy of steps. They begin with providing the student the opportunity to discuss his/her own actions and to develop a plan to solve his/her own problem. The hierarchy of steps may lead to intervention by an administrator, depending on the frequency and severity of violations. Major violations, which include fighting with malice, destroying school or private property, and defying authority, receive immediate attention by the administration. More information is available in the Elementary Student/Parent Discipline Handbook sent home with every student. Each teacher will share the rules for the classroom with the student and parents.

Other ways we recognize students through PBIS:

Class of the Week – Classes work as a team to earn class PRIDE tickets throughout the week. Totals are submitted each Friday afternoon. On Monday, we announce the Class of the Week for each grade level on the announcements. The class carries a trophy to show others they are the Class of the Week.

Best on Bus (BOB) – Students earn Best on Bus or BOB stickers from their bus driver for showing PRIDE on the bus to and from school. We encourage students to wear their sticker for the day so others can recognize their achievement and ask what they did to earn Best on Bus.

Pizza with the Principals – Students who earn a Best on Bus sticker adds their name to a drawing for Pizza with the Principals. At the end of each month, 20-25 names are selected to enjoy pizza with the principals (Ms. Dutton and the APs).

PRIDE Pad & Lions Den – These two spaces are designated for PBIS celebrations. The PRIDE Pad is geared for students in grades K-2, while the Lions Den is designed for students in grades 3-5. Both locations have games, Legos, art supplies, and more that students can enjoy when they earn 25 PRIDE tickets. Parents, if you would like to donate new or gently used games, Legos, or art supplies, contact the front desk at 770-682-4200.

JACKSON HAS PRIDE!

| Expectations | Cafeteria | Hall | Playground | Restroom | Bus Area |
|---|--|---------------------------------|--|-------------------------|---|
|  Positive | Use positive language Use good manners | Walk quietly | Use positive language Share Take turns | Quick Quiet Clean | Use positive language at all times |
|  Respectful | Keep hands and feet to yourself Use inside voices | Keep hands and feet to yourself | Keep hands and feet to yourself | Flush Personal space | Keep hands, feet, and objects to yourself Keep your area clean |
|  Involved | Look Listen Clean up after yourself | Look Listen | Look Listen Line up quickly | Wash hands | Follow directions Help younger students |
|  Determined | Stay in place | Hallway position | Play safely Have fun | Leave quietly | Be at bus stop five minutes early Load in single file Book bag in front |
|  Excellent | Help others Walk carefully | Get there safely | Include others Find help | Find help | Bus time is quiet time Back to back Bottom to bottom |

Progress Reports & Report Cards

Parents have access to grades in the Parent Portal through ParentVue. Parents will receive formal report cards on student progress at the end of each semester. Report cards are mailed home in early January & late May. In addition, detailed Progress Reports will be emailed every other week from the classroom teacher. Parent conferences are held in October and March. Additional conferences can be held at parent or teacher request. Promotion, retention, and acceleration will be determined based on AKS progress and passing designated promotion tests based on state and county guidelines.

Retaking Grades

Students may have the opportunity to retest given the following guidelines: (a) the test to be retaken is a summative assessment, including unit tests, common assessments, summative projects. Final exams and interim exams are excluded; (b) students have completed requisite tutorial and/or help session, (c) all missing work is complete, and/or (d) the retest takes place within 10 days of the date that the test was returned.

School Council

The role of the School Council is to “provide advice, recommendations, and assistance and represent the community of parents and businesses.” As the law states, the intent “is to bring communities and schools closer together in a spirit of cooperation ... and bring parents into the school-based decision-making process.” The school council is composed of seven or more members. The members of the council consist of two or more teachers elected by the faculty, two or more parents elected by the community, two businesspersons, and the principal. If you are interested in serving on School Council, please contact Principal Kara Dutton or Zulema Trocano at 770-682-4209.

School Safety

Jackson Elementary staff is committed to keeping our school safe so students can learn. We work with our School Resource Officers (SRO), as well as the GCPS Safe and Secure Schools Team to establish routines and procedures to maintain a safe school environment.

All exterior doors are locked during the school day. Visitors must use the Visitor Management System to ring the main office to be let in the building. Once in the building, visitors will be required to check in and provide photo identification. All visitors must wear an identification sticker while on school property. Visitors must also sign-out at the front desk through the computer. Staff members will ask to see visitor sticker and/or direct anyone who is on school property during school hours to follow these procedures.

School security requires that all persons who are not students or faculty members of Jackson Elementary have the permission of the administration to be on the campus or in the school buildings. Anyone wishing to tour Jackson Elementary must do so by appointment only.

Safety drills are conducted following guidance from the state and county, including monthly fire drills, seasonal severe weather drills, and yearly lock down drills (both hard and soft lockdowns). Ms. Dutton communicates with parents when hard lock down drills are scheduled.

For additional questions about school safety at Jackson, contact Dr. Genna McCurley at 770-682-4200.

Spirit Days

Jackson school spirit day is Friday. On these days, students and staff members are encouraged to wear their Jackson or Peachtree Ridge spirit wear (e.g. school t-shirts). Our mascot is the lion. Our school colors are royal blue and white with an accent of red.

Throughout the year, we will have special dress up days for special activities like Red Ribbon Week, Boosterthon incentives, December Challenge, Kindness Week, and PTA events. Some events from PTA or Student Council fundraisers may require a donation to participate. Although participation in these events are optional, we strongly encourage students show their Lion PRIDE by getting Involved in our school.

Tardy

Students arriving to school late can have a negative impact on school performance. Students are unable to get settled before starting their academic day. Classroom routines are often rushed or skipped as result. Arrival time is when teachers get to know and connect with their students. During

arrival time teachers can work with students one on one or in a small group to offer additional academic support. When your child is tardy, they miss out on these opportunities. If you child

Student Health & School Safety

To ensure the safety of community, all students and staff will follow the below safety guidelines:

- Students and staff are expected to **stay home if they feel ill or have a fever.**
- Anyone feeling ill should report to the clinic worker for guidance on possible quarantine.
- Use good hygiene. Students and staff are expected to wash their hands or use hand sanitizer frequently throughout the day, avoid sharing objects with others, and sanitize classroom items often.

Testing

Testing occurs throughout the school year. These include state, district, and classroom assessments. Please refer to the weekly Principal's Message and the classroom teacher's newsletter to see when upcoming tests are scheduled and plan ahead so that your child will be present during testing days.

Title IX

If you believe you are being mistreated by school employees on the basis of race, color, religion, gender, national origin or handicap, please contact Tennille McDaniel (770-682-4200), the Title IX coordinator for Jackson ES, and inform her that you have a complaint about the manner in which you or your child were treated and why.

Volunteers

We welcome all volunteers to our school. Most volunteer projects are set up through our Family Engagement Center. Teachers can also set up specific times for volunteer opportunities in the classroom. PTA is another way to get involved and volunteer. Email pta4jackson@gmail.com to learn how you can get involved.

Withdrawal Procedure

It is helpful to have at least two days' notice before a student withdraws from school. Contact the front office to initiate the withdrawal procedure. This gives the teacher time to average grades and determine the status of all textbooks, library books, school issued devices, and fees. If such notice is not provided, we may be unable to give the parent the withdrawal information necessary for entrance into another school.