

JACKSON AVENUE ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK

2026-2027 School Year

Office Hours and Contact Information

Office Hours:

Monday-Friday: 8:00AM-4:00PM
*2nd and 4th Wednesdays the office closes at 2:45PM

Office Phone Number

(925)606-4717

Attendance Hotline

Whenever your child is absent, please call the attendance line prior to 9:00 AM (925-606-4717, then press 2).
This line is available 24 hours a day, 7 days a week.

Principal: Anna Ellerson aellerson@lvjusd.org

Executive Assistant to the Principal: Lindsay Sena; lsena@lvjusd.org
Administrative Secretary: Andrea Peterson; apeterson@lvjusd.org

Jackson Avenue Elementary School
Bell Schedule 2025-2026

Monday, Tuesday, Thursday, Friday

GRADE	START TIME	RECESS	LUNCH	END TIME
TK	8:30	9:30-9:50	11:25-12:05	1:30
K	8:30	9:50-10:10	11:30-12:10	1:30
1	8:30	9:55-10:10	11:30-12:10	2:50
2-3	8:30	10:15-10:30	11:55-12:35	2:50
4-5	8:30	10:35-10:50	12:20-1:00	2:50

Wednesday

GRADE	START TIME	RECESS	LUNCH	END TIME
TK	8:30	9:30-9:50	11:25-12:05	1:30
K	8:30	9:50-10:10	11:30-12:10	1:30
1	8:30	9:55-10:10	11:30-12:10	1:30
2-3	8:30	10:15-10:30	11:55-12:35	1:30
4-5	8:30	10:35-10:50	12:20-1:00	1:30

Conference Week

GRADE	START TIME	RECESS	LUNCH	END TIME
TK	8:30	9:30-9:50	11:25-12:05	1:10
K	8:30	9:50-10:10	11:30-12:10	1:10
1	8:30	9:55-10:10	11:30-12:10	1:30
2-3	8:30	10:15-10:30	11:55-12:35	1:30
4-5	8:30	10:35-10:50	12:20-1:00	1:30

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

2026-2027 School Calendar

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Non-student days — Teacher Work Days + 1 flex — Prof. Development + 1 flex

Begin/End of Year — End of Semester — End of Trimester — Legal Holidays

HS Semester 1: August 12 - December 18 (85 days)

HS Semester 2: January 5 - May 27 (95 days)

Elem./MS Trimester 1: August 12 - November 6 (61 days)

Elem./MS Trimester 2: November 9 - February 26 (61 days)

Elem./MS Trimester 3: March 2 - May 27 (58 days)

Fall Conference Days TK-5: Oct 5 - Oct 16 (Collaboration: Oct. 7 & Oct. 14)

Spring Conference Days TK-5: March 8 - March 12 (Collaboration: March 10)

Back to School Night: Elem: Aug. 20, Middle: Aug. 27 , HS: Aug. 26

Open House: Elem: May 13, Middle: May 5, HS: TBD

Workdays TK-12: Aug. 11, May 28

Prof Develop TK-12: Aug 10 & Oct 23

Additional Early Release Days TK-5: Aug. 12-14, Dec. 18

Additional Early Release Days 6-12: Aug. 12, Dec. 18

Additional Early Release Days TK-8: May 24-25

Minimum Day TK-8: May 27

Board Approved 2/10/26

Attendance

Good attendance is critical to academic success. Whenever your child is absent, please remember to call the attendance line prior to 9:00 a.m. by calling 925-606-4717, then press 2. This line is available 24 hours a day, 7 days a week. A notification of absence call should be made on the first morning of the absence , as well as subsequent days, if applicable. While notifying the classroom teacher is appreciated, it does not replace this important step to ensure absences are accurately documented by our office specialist.

The Livermore Valley Joint Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. Our District also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn. Our school calendar is designed to minimize problems for families that plan vacations around traditional holiday periods, and thereby minimize student absences.

Truancy notices are generated and mailed to parents to keep families informed of absences in alignment with the legal requirements of California law. Should you receive a truancy letter and have questions, please reach out to our school office at 925-606-4717 to speak with our office assistant, Lindsay Sena.

Checking In/Checking out of School

When it is necessary to check a student into school late or to check a student out for an early release, please sign your child in/out at the office. Please do not pick up your child directly from the classroom, lunchroom, or playground. Students leaving campus during the school day must have an adult sign the student out in the office. All adults picking up students must be listed as an emergency contact.

Independent Study

An Independent Study program is available for planned absences for travel, etc., for 3 to 15 days. Please contact your child's teacher and front office staff 10 instructional days in advance of the planned absence so the Independent Study may be approved and developed. Work is to be completed during the planned absence and is due back the morning the student returns to school.

Tardies

Students must be in their classrooms no later than 8:35. After 8:35, our gates are closed and students will enter through our front office where they will be greeted and their tardy documented for our records.

Behavior

The LVJUSD Elementary School Discipline Policy was sent to all parents electronically through the Info-snap Portal. Hard copies are available in the school office for those who do not have computer/internet access.

Jackson Avenue Elementary School has adopted a program called Positive Behavioral Interventions and Supports (PBIS). In school, if a child cannot read, we *teach* them. If they cannot add, we *teach* them. We approach behavior from a teaching standpoint, based on decades of research in behavioral science. We explicitly teach, model, rehearse, reinforce, and review expected behaviors in all areas of our school that align with our four expectations:

- Be Scholarly
- Be Trustworthy
- Be Accepting
- Be Responsible

Behavior Referral

Behavior referrals are used by staff to document student behaviors not in alignment with school-wide expectations. Minor behaviors are addressed at the classroom level while major behaviors are addressed by our principal. We use instructional discipline as part of our overall PBIS approach to teaching students our expectations. Additionally, we use ThinkSheets, which allow students to reflect on their behavioral choices as part of instructional discipline. Our partnership with families to support our students' overall development is important to us.

Stingray STARbucks

Stingray STARbucks are given to whole classes by staff members other than their own teacher during lunch, walking down the hallways, library, and instructional time. Once classes have received five Stingray STARbucks during lunch time, classes are announced during our Wednesday Morning Meeting and given a stuffed taco; our students love this tradition!

Stingray STARs

Stingray STARs are given to individual students who are being Scholarly,Trustworthy, Accepting, and/or Responsible. These can be given out by any staff member during instructional time, recess, lunch, and before and after school. Students who receive a Stingray STAR will get a sticker to show off to their peers and take home. One student per class will then be announced during our weekly Wednesday Morning Meetings beginning at 8:40 am. Parents are invited to join us as part of our school community and to celebrate our students.

Be a Stingray STAR



Be Scholarly

I think about the choices I am making,
and I always try my best.

Be Trustworthy

I make the same choice when an adult
is looking, and when they are not.

Be Accepting

I am kind to the people around me.

Be Responsible

I follow the school rules and
I take care of the things around me.

Stingray Star Matrix

Jackson Avenue Elementary ★★★

	CLASSROOM	OFFICE	PLAYGROUND	CAFETERIA	BATHROOMS	HALLWAY
S Scholarly	• Start tasks immediately • Give your best effort • Ask questions • Answer questions	• Get what you need and return to class right away • Let others work independently	• Solve problems together • Eat snack under the overhand by building A and B	• Use conversation voices (level 2) • Follow posted directions • Pick up and sort trash into correct bins	• Floors and walls clean and dry • Only use the bathroom when needed • Report issues that you notice	• Use whisper voices (level 1) • Respect other students' work and materials • Work quietly
T Trustworthy	• Do your own work • Be a good digital citizen • Give the speaker your full attention	• Wait patiently for your turn behind the counter • Tell the truth	• Walk to the playground • Follow posted game rules	• Raise your hand to ask for help • Clean up after yourself • Eat only your food	• Use facilites as intended silently • Flush • Leave after using the bathroom	• Keep hands and your body to yourself • Stay on task while working
A Accepting	• Help others if they have a question • Encourage classmates to do their best work	• Use a conversation voice (level2) • Say please and thank you	• Invite other to join your activities • Cheer others while wating your turn for the activity	• Invite a variety of classmates to sit next to you • Greet the lunchroom workers	• Be patient if you have to wait to use the bathroom • Give your peers privacy and personal space	• Greet everyone you see while walking • Respect others privacy and personal belongings
R Responsible	• Participate in classroom discussions • Do your part in group assignments • Complete homework	• Ask permission before using materials • Respect office supplies and furniture	• Use equiment from school appropriately • Stay in supervised areas • Keep your body to yourself	• Let an adult know right away if there is a spill • Take off hats, beanies, hoods • Walk to and stay seated at your correct lunch table	• Wash your hands when you are done • Use paper towels for drying hands • Turn off water when you're done	• Quietly pass other students who are working • Push in chairs • Put belongins away • Go to your destination quietly

Bicycles & Skateboards

Students in grades TK-5 may ride bikes, skateboards, or scooters to school. We provide bike racks, but the school is not responsible for theft or damage. Bikes should be locked at our bike racks located by the parking lot. Riding bikes, skateboards, or scooters is not permitted anywhere on campus, including school sidewalks. All children are required to wear helmets.

Birthdays

If your child wants to share a snack on his/her birthday, they must be purchased and sent to school for either lunch or a snack; please arrange with the teacher regarding delivery or pick up by the teacher in the office. If you have questions regarding snacks, ask your child's teacher.

Having flowers and balloons delivered to the school is disruptive to the learning environment, so please plan for those items to be given at home, as they will not be permitted in the classroom.

Parties Away From School

If your child is planning a party at home, we ask that you or your child contact those children invited by phone or mail. Distribution of party invitations at school frequently leads to hurt feelings on the part of our children. Thank you for considering the feelings of all our students and your cooperation on this issue.

Classroom Visitors and Volunteers

Classroom volunteers are welcome in our classrooms. All volunteers must register with the district at *https://apps.raptortech.com/Apply/NjgzMzplbi1VUw==* To minimize potential interruptions to learning, we ask that the following guidelines be followed:

- Schedule volunteer hours ahead of time with the teacher
- The time and length of stay will be at the discretion of the teacher
- Check in and out of the office and wear a volunteer sticker.
- Leave siblings at home.

Parents are encouraged to share their time and talents with students as classroom volunteers. Our volunteers are role models for our students and should dress and act accordingly. Please remember all volunteers must comply with the observance of confidentiality when working with children.

Field Trips

Parent chaperones are always needed on field trips. If a parent would like to assist in this activity, please notify the teacher. **Our school does not allow chaperones to bring siblings on field trips.**

For most field trips, we rely on parents to drive students to the destination. Drivers are to drive directly to the destination and school only, with no additional stops. Chaperones are required to stay for the entire trip and not leave, until the teacher has excused them. Those who arrive back at school before the teacher must stay with the students from their group until the teacher arrives.

If a parents uses his/her own vehicle to transport Jackson Avenue students, the following documentation is required prior to driving on the field trip:

- **Insurance policy documenting $100,000/$300,000 bodily injury, $50,000 property damage, and $5,000 medical.**
- **Valid driver's license**
- **Shoulder restraints for all students in the car**

If you wish to be a field trip driver chaperone, you will need to register with the district *https://apps.raptortech.com/Apply/NjgzMzplbi1VUw==*.

All chaperones must be fingerprinted.

Complaint Procedures

It is the primary goal of Jackson staff to work with you in resolving any questions or concerns you may have about your child's educational program. The first step in any concern is to have open communication with your child's teacher. It is in these personal, informal, conversations that we can best work together to address issues.

If, after meeting with the staff member directly involved, you still feel that you need support in resolution, we encourage you to arrange for an appointment with the principal and the involved staff member. We are here to work with you to make your child's educational experience a positive one.

District Nurse

Health and wellness have a tremendous impact on student learning. Additionally, it is a District and site goal to promote a life-long healthy lifestyle with a focus on health, physical education, and nutrition. School nurses are uniquely qualified in preventative health, health assessments, and referral procedures for students. District nurses and health care technicians support our sites on health-related matters.

You can support the success of your child by communicating with the nurse regarding any health related barriers or concerns which may affect your child's ability to learn.

Contagious or Infectious Disease

A child may be sent home if he/she is vomiting, has diarrhea, has a fever, or is believed to be suffering from a recognized contagious or infectious disease. Students may return to school once symptoms have resolved.

Medication at School

Medicine can be administered in school only if the following requirements are met:

- ➢ Students who require the administration of any medication during the school day, pursuant to a physician's prescriptions, must have both a parent/guardian and physician signed *Permission to assist with Medication During School Hours Form* on file at the school site.
- ➢ The *Medication Administration Consent Form* must be completely filled out annually or whenever the

prescription changes and must be signed by both the parent/guardian and the child's physician before the child can be assisted by school personnel.

- ➢ It is the parent/guardian's responsibility to provide the school site with all necessary information and special instructions in writing related to the administration of medication to his/her child.
- ➢ Parents/guardians are to provide the prescribed medication(s) and supplies and are to replace the expired medications when notified. The parent/guardian must immediately notify the school in writing of any changes.
- ➢ Medication must be in its original pharmacy labeled container or over-the-counter container and brought to the school office by the parent/guardian. At the end of the school year parents/guardians must pick up all medications. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be safely discarded.

Dress Code For School

The tone and learning environment of a school are greatly improved when students maintain a standard of appearance. Students should wear clothing that is conducive to schoolwork.

The Board of Education believe that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

Clothing, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious, or ethnic values, that advocate racial, ethnic or religious prejudice or discrimination or that promote sex, the use of tobacco, drugs, or alcohol, or any unlawful acts are prohibited.

To avoid foot injuries and torn toenails from playing on the playground and at P.E., sandals are discouraged; if worn, they must have a back strap. Flip flops are not permitted. For the safety of your child, PLEASE send him/her to school wearing athletic shoes on his/her P.E. day. Dress shoes, sandals, boots, and shoes with heels are not conducive to P.E. class.

Electronics

Chromebooks

Chromebooks are assigned to students beginning in 3rd grade. The same Chromebook will remain assigned to students until 7th grade when a new Chromebook will be assigned for the rest of the student's schooling through high school. Chromebooks remain at school for our 3rd graders while 4th and 5th graders take their Chromebooks home daily. As such, 4th and 5th grade students are responsible for charging them each afternoon/evening for use the next school day. Students will be provided a loaner Chromebook checked out through our librarian if he or she comes to school without a Chromebook or without a charged Chromebook. Our librarian maintains record of the number of checkouts so we can partner should a pattern develop. Our 1st and 2nd graders have access to Chromebooks shared across the grade levels as part of our District's focus on decreasing screen time for our youngest students.

Care of School Property/Equipment/Supplies

Students are responsible for the care of textbooks, classroom books, library books, classroom P.E equipment, chromebooks/chargers, and other school property. These materials must be returned at the end of the school year in the same condition they were received.

Cell Phones & Electronic Devices

Student cell phones must remain turned off and smart watches placed in School Mode during school hours. Cell phones must be kept in a backpack or other safe location during the day. Smart watches may be worn on the wrist and used solely to tell time. Student use of cell phones/smart watches before and after school while on campus is limited to outside school gates. Cell phones and devices used for instructional support will be the responsibility of the student and requires permission from their classroom teacher. Students who access or use cell phones/electronic devices, including smart watches, during school hours or in locations other than outside school gates will be assigned the following consequences:

Warning: Talk ticket given and parent contact by email or phone.
1st offense: Device taken by staff and safely stored until end of day when it is returned to the student. Parent/Guardian contacted via phone or email.
2nd offense: Device taken by staff and safely stored until end of day when it is returned to the student. Parent/Guardian contacted via phone or email; if device is a smart watch, it will no longer be allowed to be worn by student. If brought to school, smart watch may be stored in backpack or by teacher in a designated pouch within the classroom for safe keeping. Principal notified.

Emergency Procedures

In the event of an earthquake or other emergency, we follow specific procedures in caring for or releasing children. In the event that it would be necessary to put our Disaster Plan into action, children will be taken to the playground and kept there until the building is certified safe or until parents or guardians pick up their children.

Food and Drinks From Home

Students have the opportunity to enjoy their snack under the overhang during their morning recess. Drinks in the classroom are limited to water; we encourage you to send your child with a water bottle, daily. Gum is not allowed at school.

Homework Policy

The LVJUSD has established guidelines for homework in grades K-12. The stated purpose of homework is to reinforce learning through practice and application. Additionally, homework encourages independent learning and develops study skills, work habits, and a sense of personal responsibility. At the elementary level, all students are expected to spend 20 minutes on reading and 20 minutes on math.

Parent/Teacher Communication

Prompt, open communication between home and school is essential. In order to give parents adequate time in

meeting with staff, we ask that parents schedule a specific time with teachers to discuss student progress etc. When phoning a teacher, please note that teachers are responsible for providing instruction during the school day and their phones go to voicemail during that period. As a result, they may not be able to get back to you before the end of the day.

Teachers can be reached by email: FirstNameInitialLastName@lvjusd.org (For example, esmith@lvjusd.org). You may also find their email links on our school website under staff.

To limit interruptions to classroom instruction and learning, we will call classrooms for snacks, lunch, or if a student is being signed out of school. All other items will be placed in the teacher's mailbox. Our front office staff will only deliver messages to students in cases of emergency.

Please do not go directly to the classroom to give your child a message. All parents must go to the office.

Report Cards

The purpose of our standards based report card is to inform students and parents about a student's performance on the grade level standards. Progress reports measure progress against a uniform standard rather than subjective assessment. Information related to growth and overall strengths and needs is captured in the comment section. Report cards indicate whether students have met the expectations set by State Standards and indicate whether the student has mastered the necessary skills and concepts to be successful in the next trimester or at the next grade level. The performance level is determined by trimester benchmark data.

Toys from Home

Toys, fidgets, trading cards, etc should be kept at home. Items brought to school may be kept by staff members at their discretion.

Thank you for taking the time to review Jackson Avenue's Parent/Student Handbook.