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JACKSBORO ELEMENTARY SCHOOL SONG

(Tune: Verse: Little Rabbit in the Wood

Chorus: Jazzy Version of same)

written by Karen Mask

Verse: I am a student at JES,
Jacksboro Elementary is the Best.
I'm here to learn and for nothing less -
My heart's at JES - Oh, yes!

Chorus: Boom, boom, boom, boom -

Home is where it all starts, Boom, boom, boom, boom -
Elementary provides opportunity, Boom, boom, boom, boom -
Academics, we love to learn,
My heart's at JES - Oh, yes! Boom, boom, boom, boom -

Respect for others and ourselves we learn,
Team is parents, teachers, students and me.
We can do it, together, we can -

My heart's at JES - Oh, yes!!!

JACKSBORO ELEMENTARY SCHOOL

ENROLLMENT AND ATTENDANCE

- 1. ENROLLMENT** – To be officially enrolled at JES, all students must complete the regular enrollment forms, be a resident/approved transfer of the Jacksboro ISD, and have forms signed by a parent or legal guardian.
 - a. Students coming from another school district will need to provide a report card or withdrawal notice, an up-to-date immunization record, certified birth certificate, and a social security card.
 - b. Any changes in residence, telephone number, or mailing address should be reported to the school as soon as possible.
 - c. Students enrolling in kindergarten must be 5 years old on or before September 1. The student must have a certified birth certificate, a social security number, and an up-to-date immunization record to attend classes.
 - d. Pre-kindergarten students qualify if the household meets free or reduced lunch guidelines or the student has a qualifying language deficiency.
 - e. The school must have the parents/guardians drivers license number.
 - f. All students enrolled in Pre-K through 5th grade must meet the attendance requirements as specified in the Texas Education code for compulsory attendance.

- 2. DAILY SCHEDULE** – Students should attend school each day, arriving before the 8:10 a.m. tardy bell.
 - a. The regular school day begins at 8:10 a.m. and ends at 3:30 p.m. The tardy bell rings at 8:10 a.m. Students arriving late need to pick up a tardy slip prior to going to class.
 1. Pre-Kindergarten classes meet for half-day sessions.
(The morning classes meet from 7:50 - 10:50 a.m.)
(The afternoon classes meet from 12:30 - 3:30 p.m.)
 3. Early childhood classes will be established based on individual needs.
 - b. The building will open at 7:30 a.m. each morning. Students should plan to arrive no earlier than this time and enter the building through the front doors.

- 3. ABSENCES AND TARDIES** – Records of student attendance and tardies will be kept on a daily basis.
 - a. Parents or guardians should notify the office when a student will be absent from classes. Please send a parent's and/or doctor's note when your child returns to class. Only original doctor's notes, or a faxed note directly from the doctor's office, will be considered an official record for attendance purposes. Students with excessive absences may be required to make up time in summer school, be retained at grade level, or be excused by committee recommendation.
 - b. Students who are absent will be allowed to make up work. They will be given one day for each day of absence, plus one additional day. Call the office by 10:00 a.m. to request daily work to be picked up at the end of the school day.

- c. Students who are not in class when the 8:10 a.m. tardy bell rings will be counted tardy. After three (3) tardies, the student will be required to attend one (1) day of detention. Detention Hall will be held on Monday through Thursday from 7:30 a.m. – 8:00 a.m., during lunch period, and/or 3:30 p.m. – 4:00 p.m. Parents will be responsible for picking up students from Detention Hall at 4:00 p.m.
 - d. Students with tardies are not eligible for six week perfect attendance. A student with no more than 2 tardies is eligible for end of year perfect attendance.
 - e. Official attendance is taken at 9:15 a.m. Any student arriving after 9:15 a.m. without a doctor's note verifying an office visit will be counted absent for the day.
 - f. A student must be in attendance for at least ½ day to be eligible to participate/attend class parties, field trips, or UIL events.
- 4. LEAVING SCHOOL DURING THE DAY** – Students may leave during the day by checking out through the office. Parents should come to the office and sign out a student. Students **should not** be picked up directly from the classroom. During school hours, if someone other than the parent is picking up a student, a note must be sent by the parent naming the designated person. Elementary students will not be released for Middle School pep rallies.
- 5. SUMMER SCHOOL** – Summer school is offered to elementary students who need additional instruction. Summer school may be required for attendance and/or academic reasons. Summer school will be required for any students not passing any portion of the TAKS.
- 6. OPTIONAL EXTENDED YEAR PROGRAM (OEYP)** – A tutorial program (OEYP) will be available for students needing additional instruction.

STUDENT INFORMATION

- 1. ARRIVALS AND DISMISSALS** – To make arrivals and dismissals easier, parents and/or guardians must obey the parking and movement rules around the building.
- a. **ARRIVAL**
 - 1. Students will be delivered at the front entrance. Vehicles should enter through the front entrance from Hwy 281. Only staff members will be allowed to enter the parking lot from 6th Street in the mornings.
 - 2. Staff members will assist children from the vehicles at curbside. Any parent wishing to enter the building must park in a designated parking spot.
 - 3. Prior to 7:50 a.m., all students will wait in the cafeteria. Staff will supervise the students until they are dismissed for class at 7:50 a.m. Parents are asked to refrain from escorting their child to the classroom.
 - b. **DISMISSAL** - Students may not leave school grounds at any time during the school day without permission from the principal's office. Parents/guardians picking up a student early from school will need to come to the office and sign out the student. The office needs to be notified of any change in a child's after-school routine. This allows us to better serve your child.
 - 1. Kindergarten and 1st Grade students are picked up at the back of the building by

the K-1 wing. Parents and/or guardians should enter the parking lot from 6th Street.

2. Pre-Kindergarten, 2nd Grade, 3rd, and 4th Grade students are picked up at the front of the building. Parents and/or guardians should enter the parking lot from Hwy. 281.
3. 5th Grade and bus students are picked up on the northwest side of building. Parents and/or guardians should enter the parking lot from 6th Street and proceed around the K-1 parents.
4. Siblings will be dismissed from the youngest student's location. Parents should remain in their vehicle and staff will assist children into the vehicle.

2. OFF-LIMITS AREAS – For the safety of our students, certain areas of the campus are off-limits. These areas include: mechanical areas and closets, storage areas, teachers' lounge and work room, any construction area, and the trash collection compound.

3. CELL PHONES – Students are not allowed to use, display, or have in operational mode a cellular phone at school during the school day. Violation of this policy will result in:

- 1st Offense – the cell phone will be taken to the principal's office and the student's parent/legal guardian must come to school to pick up the phone.
- 2nd Offense – the cell phone will be taken to the principal's office, the student's parent/legal guardian must come to school to pick up the phone and a \$15 fine will assessed before the phone is released to the parent/guardian.
- 3rd Offense – the cell phone will be taken to the principal's office where it will be held until the end of the current school year.

4. EQUIPMENT AND SUPPLIES –

- a. Supply lists are available for each grade level and students are expected to have these supplies. Students are asked not to borrow or depend on others for supplies. We also expect students to refrain from borrowing or taking property which belongs to other students.
- b. Personal property of students such as hats, coats, bookbags, etc. should be marked with the student's name. A lost and found collection is kept in the school. Please check with the office if your child has lost an item. Coats, bookbags, and purses will be kept in lockers in the hallway. Please keep valuables at home. Lock are not allowed on the lockers.

5. STUDENT AWARDS – Awards provide JES an opportunity to recognize the effort and achievements of our students. JES likes to stress a well-rounded educational program providing all students with opportunities to be successful.

- a. Attendance for being present and on-time during the school year.
- b. President's Award for Educational Excellence – Established in 1985 to recognize students who demonstrate outstanding academic performance. Guidelines set by the Department of Education determine which students are eligible for this recognition.

- c. President's Award for Educational Improvement – Recognizes outstanding academic performance or improvement of our fifth grade students.
- d. Presidential Fitness Award

STUDENT SERVICES

1. HEALTH SERVICES – JES has a nurse located in our building to help with first aid for minor injuries. Parents will be notified quickly in case of a serious accident or injury.

- a. All medications will be kept in the nurse's office. Students are not allowed to keep medicines with them at school.
- b. Students will be conditionally admitted if they have begun the required immunizations. Students who do not receive immunizations on schedule will not be allowed to attend or continue classes. Transfer students will be given 30 days to provide immunization records.

2. FOOD SERVICE

- a. Students in K-1 will only be allowed to eat in the regular food line or bring their lunch.
- b. Students in 2-5 may purchase additional snack items. Students must have enough money to pay for these items.
- c. Students are encouraged to eat in the cafeteria; however, if parents bring meals at lunch it must be for their child only.
- d. All students are provided with free breakfast.

GRADING AND HOMEWORK POLICIES

In grade Kindergarten, the student will be assessed by a checklist of skills to be obtained. In grades 1-5, a traditional report card will be in place. Parents are encouraged to set up a conference with the teacher to discuss their concerns or child's progress. Grading guidelines for each grade level will be given to the parents at the beginning of the year.

1. HOMEWORK – Students will be expected to do some meaningful work at home. Efforts will be made by all of our teachers to limit the amount of work done at home.

- a. Homework may be any preparation, work, or activity that a pupil does on non-school time, as requested by the teacher or with teacher consent.
- c. Homework will not be used as a means of punishment and will be useful and meaningful to the student.
- d. Students choosing not to use time wisely may be required to complete classwork at home.

2. PROMOTION AND RETENTION – In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. The principal shall be responsible, with the teacher and counselor,

for the grade placement of the children within the school. The primary purpose to be achieved in promoting or retaining a child is to place the student in the best possible learning situation. In the process of determining who should be promoted, and who should be retained, the teacher should consider all available pertinent information regarding the child.

- 3. ELEMENTARY CREDIT BY EXAMINATION** – Tests are available for grades 1-6 in language arts, mathematics, social studies, and science. Contact the school for available test dates and information from the Region 9 service center.

MISCELLANEOUS

- 1. LIBRARY** – Students will have access to our library, and will be given an opportunity to learn how to better use the library.
Students will be charged fines for late books and will have to pay to replace lost or damaged books.
- 2. PHYSICAL ACTIVITY** – In accordance with Texas Education Code §28.002, all students enrolled in full-day kindergarten or Grades 1-5 in an elementary school setting are required to participate in physical activity for a minimum of either 30 minutes daily or 135 minutes weekly. If a student is unable to participate in PE, they **must** have a parent or doctor's note. If length of time is more than 3 days, a doctor's note *is required*. If a student is unable to participate in PE, he or she will not be allowed to participate in recess or special activities involving physical activity.
- 2. PARTIES** – We will be having classroom parties at different times during the school year. The parties will be under the direction of the classroom teacher.
 - Money for class dues and for class tee-shirts will not exceed \$8.50.
 - Fifth (5th) Grade will be allowed one (1) off campus party per year. All other grade levels will have all parties on campus or within walking distance with prior approval from the office. All parties will not exceed 1 hour and will be conducted at the end of the day. Activities at all parties, whether at school or another location, must follow all school rules and regulations.
 - Parties are for JES students only. No guests or outside visitors are allowed.
 - Parents can not provide outside food or drink items for classroom birthday celebrations. Ice cream can be purchased through the office for any celebrations. Appropriate nonfood items may be brought for any celebrations.
 - No parties may be held in the cafeteria during the lunch hour. Also, no invitations can be distributed at school unless all students in the class are included.
- 3. FIELD & GROUP TRIPS** – During the school year, classes take part in field trips to various locations to add to the educational experiences of our students. These activities will be scheduled by the classroom teacher or group sponsor. Notes will be sent home to inform parents of times, locations, costs, etc.
 - Children taking part in these activities must have a signed travel form from the

parent or guardian.

- b. All students will travel to, remain with, and travel from all events with their group.
- c. A note requesting the child to return with the parents must be given to the teacher, and approved by the principal, before the scheduled event.
- d. Field trips will be limited to one (1) out-of-town and one (1) in-town trip per year for Grades 1-5.
- e. One adult for 6 students per classroom for grades 2-5 will be utilized to provide assistance while on the educational, grade-level field trip. All volunteers need to ride the bus, assist with supervision of the children, and meet district volunteer requirements.

4. DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES – From time to time, students, teachers, and either district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teacher or others in charge quickly, quietly, and in an orderly manner.

<p style="text-align: center;"><u>Fire Drill</u> Repetitive siren tone with flashing emergency lighting</p>	Leave the building and proceed to assigned destination until instructed to return to the building
<p style="text-align: center;"><u>Tornado Drill</u> Single tone with announcement to follow</p>	Proceed to designated area within halls

5. DELIVERIES – No deliveries (balloons, flowers, etc.) will be delivered to a student’s classroom for birthdays, Valentine’s Day, or other special occasions.

A Note to Parents Concerning Teacher Selection Process

It is the intent of Jacksboro Elementary School to assure that all students receive a quality education while meeting the needs of individual children. It is becoming increasingly more difficult to honor the requests of parents concerning the placement of students. The school will take into account the strengths, weaknesses and personality of each child, as well as the strengths and personality of each teacher. The policy will be as follows:

If a parent feels there might be a potential conflict between a child and a particular teacher, the parent will be given the opportunity to complete a form notifying the school of one (1) teacher. The forms will be kept in the elementary office. Using this information, the administration will then place students in classrooms. This form must be filled out and returned to the school before the end of the school year. No forms will be available during the summer.