



Jackson Magnet
STEM Dual Language Academy

School Policies and Procedures

Cell Phone Policy ~ Strictly Enforced!

Cell phones are not necessary at school and distract students from instruction. **If in the possession of students, they should be used for emergency purposes only and should be turned off, kept in their backpacks out of sight, and inoperable during school hours, including recesses.** In addition, students should not share their cell phones with other students or take pictures or videos of their schoolmates with them. The school is not responsible for the loss or theft of cell phones belonging to students.

Failure of a student to adhere to these guidelines will result in the cell phone being taken away and a phone call home informing parents of their need to retrieve it. **This policy regarding the use of cellphones is a safety precaution meant to eliminate cyber-bullying and unmonitored Internet use while at school. It will be strictly enforced by all members of staff!**

Attendance Policy

Jackson STEM Dual Language Magnet Academy follows state and school district guidelines regarding attendance. The importance of regular school attendance cannot be overemphasized. It affects both individual student progress at school and the status of our school funding which is based on average daily attendance. When a student misses school, the absence is marked on his or her record as either unexcused (considered a truancy) or excused. An explanation for the absence is required by the state of California for its verification report, and excused absences include illness, injury, medical or dental appointments, or bereavement.

Please provide a handwritten note or email or call the school office before 9:00 on the day of the absence to let us know that your child will not be in attendance (email is best), and please provide a valid reason. Excessive absences and tardiness will be referred to the School Attendance and Review Team (SART) for further action. If calling the school, it is advisable to talk to a member of our office staff instead of leaving a message.

If your child is out of school for an extended time (a minimum of 5 days) due to an emergency, please notify his/her teacher as well as the front office so arrangements can be made in advance for possible independent study. Please note that independent study can only be used for a student once a semester.

Being on time to school every day is also very important. Your child needs to be in his/her seat in class by 7:50 every morning. Keep in mind that unexcused tardies of over 30 minutes are legally considered truanancies and can negatively affect your child's attendance record.

Punctuality for your child ensures that he or she is not missing any part of the instructional day. In addition, when all students are on time in the morning, classroom interruptions are minimized, thereby allowing all students to take full advantage of the instructional time.

Please allow for prompt arrival by planning your early morning routines with school attendance in mind. Arrive with plenty of time to allow your child to optimize his or her access to important learning opportunities each day. Using the drop-off zone will help in this regard, as well. Each instructional minute counts!

Morning Drop-Off Procedures

Our morning drop-off zone will be located through the gates next to the field off of Casitas. Please use this convenient drive-through option, making it possible to increase the safety of your children in the morning. Traffic will travel north, enter the driveway through the southern gate (right turn only) and continue north to where a staff member will be on duty beginning at 7:15 a.m.



Do not make a left turn from Casitas to enter the drop-off zone! The children will be able to quickly and safely exit their parents' cars and walk onto the playground. Afterwards, parents will be able to drive out the northern gate serving as the exit onto Casitas. Either a left or right turn is acceptable when exiting.

Please do not drop off or pick-up students on Woodbury Road. The early morning and afternoon traffic makes Woodbury an unsafe area for students to exit (or enter) the family car. If you would like to escort your children on campus, you are welcome to park on Casitas, Spaulding, Crosby, or on any of the residential streets nearby. I know that the ability to accompany students in the morning will be particularly important for families with kindergarten children as some of our youngest students adjust to school.

The gate off of Spaulding between the school garden and the C Building is intended for pedestrians. Please remember that the parking lots are reserved for Jackson staff members only. Neither lot is a drop-off zone, and parents should not drive into the parking lot before school hours or at dismissal times. It is also not safe to walk into the parking lot with students (please remember to use the pedestrian gate).

Please make sure that you do not block our neighbors' driveways on any of the adjacent streets. It is important, as a school, that we respect the families whose homes surround our campus. I ask for your continued cooperation in regard to these procedures. They are designed to ensure the wellbeing of our students and their families.

After-School Pick-Up Procedures

As parents drive their cars through the southern gate of the turnaround zone (right turn only from Casitas to the entrance), they will be greeted by a staff member who will ask for the name of their children. The students will be supervised until 2:45 p.m. as they wait for you to arrive, and they will be expected to sit by the trees between the basketball courts and the field or wait by the exit gate. Keep in mind that if parents are carpooling, the office staff needs to know this information ahead of time, including the names of the people with permission to pick up your children.

If your child is not waiting in the appropriate place for any reason, you will be asked to either park your car on the street and walk onto the school grounds or exit and rejoin the line of cars waiting in line while staff members attempt to locate your children. Please communicate with your children each morning regarding school dismissal expectations for your family so that they will be ready at the end of the day to meet you at the "car line."

Please note that students will not be allowed to cross the street to get in their parents' cars, nor will any be escorted to a car that is double-parked. The afternoon pick-up option will be available from 2:15 until 2:45 p.m.

Parents are welcome to park their cars and walk directly onto campus to pick up their children. This applies especially to kindergarten parents. Please arrive early enough to ensure prompt dismissal, but do not pull your children from their classes before 2:15 p.m.

Students will not be allowed to wait for parents on Woodbury due to supervisory issues. Please be prepared to use the pick-up/drop-off zone on Casitas if you do not intend to leave your car when picking up your children after school!

After-School Programs

Families in need of after-school child care can choose from two options, Pasadena LEARNs and "After School Adventures" (Pasadena Parks and Recreation), both housed at Jackson until 6:00 p.m.



LEARNs students who qualify for free or reduced lunch will be enrolled in the grant-funded program. Students in the grant program are expected to attend Monday-Friday until 5:45 p.m. The fee-based program option, with less stringent attendance policies, will be offered to families who do not qualify for free/reduced lunch once the grant program is full. For more information, contact the LEARNs office via telephone at (626) 396-3614 or email at: pasadenalearns@pusd.us. You may download fall applications at: <http://www.pusd.us/Domain/95>. **Click on “Information and Forms” on the left side of the webpage to access the application.**

Registration is currently available in person for the Pasadena Parks and Recreation After-School Adventures Program held at Jackson. Please apply between the hours of 9:00am-5:00pm at the Central Park Center located at: 37 East Del Mar Boulevard, 91106. The phone number is (626) 744-6500. To apply online, go to: www.cityofpasadena.net/reserve.

Health Precautions

Please keep in mind that Jackson Magnet has many peanut-free classrooms. Do not send snacks with peanuts to school for your child if he or she is in a peanut-free class. We have an increasing number of students with peanut allergies, and we must ensure their safety. Keep in mind that the popular “Lunchables” assortments often include candy with chocolate and peanuts. It is in the best interest of all of our students to make wise food choices and to be sensitive to those with food allergies. Thank you for your cooperation.

Procedures Involving Celebrations and Food

Please remember that we are committed to following the PUSD Student Wellness Policy. A limit of two class parties involving food will be allowable within the school year. Celebrations involving games and other activities will be held at the discretion of the classroom teachers. In order to ensure smooth operations at school and foster an environment of focused learning, birthday celebrations are not allowed. Students can bring non-food items to give to their classmates in honor of their birthdays with prior permission only. Teachers will recognize students’ birthdays according to their individual class procedures.

Lunch

Be sure that your child brings his or her lunch in the morning if not eating from our school menu. The office staff cannot hold food or call students to pick up lunches from the front office as it is a disruption to instruction and impedes smooth operations at school.

