

**J. GARFIELD JACKSON SR.
ACADEMY**

**PARENT-STUDENT
HANDBOOK**



2024-2025

DR. CRYSTAL D. DAVIS, PRINCIPAL

September 5, 2024

Dear Students and Parents,

We offer a hearty welcome to our new Jackson families and a welcome back to our familiar Jackson families. As we embark on this new year, we will maintain our steady focus on ensuring that each day enriches the lives of all those within our community and provides learning experiences that will empower students to be positive difference-makers in the years to come. The beginning of the school year is one of my favorite times of the year – the smiling faces of students as they enter the building remind me of why I went into the education field.

This year, we anticipate challenges and successes! We are eager to embrace new challenges as opportunities to build upon recent successes and lessons learned together. As a collaborative team, I am positive that we will meet the challenges by working toward our common purpose of ensuring our students attain high academic achievement.

Jackson Academy continues to strive to meet the needs of our students in collaboration with parents and the community at large. It is our sincere belief that it is only through positive relationships among all stakeholders that we can and will continue to achieve success.

Again, I cannot thank everyone enough for their understanding and support. Should you have any questions or concerns, I can be reached by email at crystal.davis@eastorange.k12.nj.us. We will have a successful and exciting school year!

With Jackson Jaguar Pride,

Dr. Crystal D. Davis, *Principal*

VISION

The J. Garfield Jackson Sr. Academy endeavors to prepare our students to become well-rounded, empathetic, college and career ready leaders, equipped to compete in our digital and global society.

MISSION

The J. Garfield Jackson Sr. Academy family provides a safe, academically rigorous, nurturing digital environment where students achieve their full potential. We provide focused, differentiated instruction to ensure that each student is afforded the opportunity to become critical thinkers, utilizing the New Jersey Student Learning Standards.

**J. GARFIELD JACKSON SR. ACADEMY
EMAIL DIRECTORY
2024-2025**

ADMINISTRATION	EMAIL
<u>Principal</u> Dr. Crystal Davis	crystal.davis@eastorange.k12.nj.us
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GRADE 3-5

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SPECIALS

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Ms. E. Subbie (Spanish)
Ms. D. Pasterczyk (Music)

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SUPPORT STAFF

Mr. D. Drinnan (Counselor)
Ms. S. Thompson (Math Coach)
Ms. A. Economidis (Literacy Coach)
Ms. S. Walcott (Nurse)
Ms. R. Pye (Social Worker)
Ms. M. Dextra (Psychologist)

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J. GARFIELD JACKSON SR. ACADEMY POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parents/guardians or persons authorized by the parent to pick the child up from school and to assume responsibility for the child in an emergency if the parent/guardian cannot be reached.

If a non-custodial parent had been denied access, or granted limited access, to a child by court order, the school shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parents/guardians or persons authorized by the parent fail to pick up the child at the time of the schools closing, the school shall ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent/guardian or persons authorized by the parent.
3. If after more than two hours, the parent or authorized person has failed to pick up and/or the staff members cannot continue to supervise a child at the school, the staff member shall call the 24-hour child abuse hotline 1-877-NJ-ABUS (1-877-652-2873) to seek assistance in caring for the child until the parents or persons authorized by the child's parent is able to pick up the child.

If the parents/guardians or persons authorized by the parents/guardians, appear to be physically and/or emotionally impaired to the extent, in the judgment of the principal and/or staff member and feel that the child would be placed at risk or harm if released to such an individual, the school shall ensure that:

1. The child may not be released to such an impaired individual.
2. A staff member will attempt to contact the child's other parent/guardian or an alternative person authorized by the parents.
3. If the school is unable to make alternative arrangements a staff member shall call the 24-hour child abuse hotline at 1-877-NJ-ABUSE to seek assistance in caring for the child.

NO CHILD SHALL BE RELEASED FROM THE SCHOOL UNSUPERVISED EXCEPT UPON WRITTEN INSTRUCTION FROM THE CHILD'S PARENTS OR GUARDIAN

UNIFORM POLICY

Please be reminded that Jackson Academy is a UNIFORM SCHOOL. All students (PK-5) are required to be in uniform each day.

GIRLS

**Navy Blue and/or Blue Plaid Jumpers, Skirts, Skorts, and Pants
Light Blue or White Long or Short Sleeve Blouse
Light Blue or White Long or Short Sleeve Polo Shirt
Navy Blue Sweaters & Vests**

BOYS

**Navy Blue Pants or Shorts
Light Blue or White Long or Short Sleeve Dress Shirt
Light Blue or White Long or Short Sleeve Polo Shirt
Navy Blue Sweaters & Vests**

BOYS AND GIRLS

**(Physical Education Class)
Navy sweatpants and sweatshirt
White or light Blue T-Shirt**

STUDENT ABSENCES

In accordance with the New Jersey State Law, the East Orange School District supports the concept that increased pupil time on academic tasks will improve academic achievement and have a positive effect on college and career readiness. New Jersey requires regular attendance of all students. Excessive absences from regular classroom instruction disrupt the continuity of student learning. Poor attendance limits accomplishments and reinforces poor habits that affect students in future education and employment.

- **Students are required to attend school every day (including virtually) that school is open during the school year with the following exceptions:**
 - **Personal illness or injury**
 - **Death of a member of the immediate family or household**
 - **Absence due to court intervention**
 - **Religious holidays as prescribed by N.J.S.A.18A:36-16**
 - **Quarantine**
- **Students are not to miss more than 10% of our school days. They must be in school at least 162 of 180 total school days. The school attendance officer will be in contact with any student's family demonstrating a pattern of poor attendance.**
- **Students are responsible for completing all work assignments missed during their absence.**
- **When students are absent from school, parents are to call the school office and report their child's absence. A written excuse must also accompany the child upon his/her return to school.**

- Any student who missed 10 (ten) consecutive days from school will be automatically withdrawn from the East Orange School District. Return to school would require that the student be reregistered through the Enrollment Center. There is no guarantee that the student will be reassigned to Jackson.

STUDENT ILLNESS

If a child becomes ill at school (fever, vomiting, injuries) the school nurse will call parents or emergency contact persons listed on the emergency contact form. Be sure that the school has accurate emergency numbers and updates as needed. It is important that you notify identified persons that they are listed as emergency contacts. Also, please advise them that they will be required to present picture identification upon arriving at school. Upon your child's return to school, please send a note explaining the medical treatment administered. Students who are seen by a doctor must also present a medical note to return to school.

STUDENT MEDICATION

Parents of students who are required to take medications during the school day must bring the child's medication to the school nurse. The school nurse must dispense all medication from the original bottle with written instructions from the prescribing physician. Please inform the school nurse of allergies and ongoing medical concerns.

STUDENTS LEAVING EARLY

Children should remain in school for the entire school day. It is imperative that parents schedule physician visits after school hours or on days school is not in session. However, in emergency

situations, parents are asked to please report to the main office to sign their child out of school and sign their child out for the day. Leaving school prior to the end of the day is strongly discouraged. The office staff will call your child to the office once the parent picking up has arrived.

ACADEMIC EXPECTATIONS

HOMEWORK

Homework will be given Monday - Thursday. It is optional for teachers to give homework over the weekend. Parents are encouraged to help their children with homework by establishing homework time and monitoring their progress daily. Should there be no assigned homework, it is encouraged that the designated homework time be used to read.

TEXTBOOKS

Every student will be issued textbooks and/or workbooks for required courses/programs. Damaged textbooks have to be paid for. If a student leaves school before the end of the school year, he/she is to return the books to the teacher.

REPORT CARDS

Report cards are **ONLY** available on FOCUS at the end of each marking period.

HIGH HONOR ROLL & HONOR ROLL

High Honor Roll and Honor Roll are special recognitions for academic achievement. Students must meet the following criteria:

- High Honor Roll
 - All A's in Content Areas and in related arts
 - All 1's in Effort and Conduct
- Honor Roll
 - All A's and B's in Content Areas and related arts
 - All 1's and/or 2's for Effort and Conduct

WARNING NOTICES/IN DANGER OF FAILING

Midway through each marking period, mid-quarter grades will be available to all parents via the Parent Portal and email. Teacher conferences should be arranged immediately upon receipt of such notice if your child is failing one or two subjects. If a student is in danger of failing after the second marking period, a letter will be sent home to the parent.

STUDENT BIRTHDAY PARTIES

Birthday parties are **NOT** allowed at the school. If you would like to send a simple treat to your child's class on his/her birthday (e.g. cookies, cupcakes, fruit snacks, pretzels, or individual snacks) please leave them at the front office. A staff member will deliver the treat to your child's classroom. Your child's teacher will distribute the treat at an appropriate time during the day. **Please do not send anything more elaborate than what is listed above, as it would be disruptive to the learning environment.**

Due to students having different health concerns, e.g. food allergies, etc., please adhere to the information below:

- All food given to students during normal school hours must come from an identifiable source and be presented in a sealed, original container with the manufacturer and all ingredients clearly identified.
- Food prepared in homes may only be given by the parent/guardian to their own son, daughter, or dependent and not shared with other students.



J. Garfield Jackson Sr. Academy
School Wide Discipline Plan

Minor Infractions: Behaviors are handled by the classroom teacher OR supervising adult. Include but are not limited to the following:

- Unprepared for class
- Incomplete homework
- Talking in class
- Teasing and/or derogatory remarks
- Inappropriate hallway, playground, and cafeteria behavior
- Disrespect to other students
- Talking out of turn
- Wandering hallways during class time
- Use of electronic devices in school
- Assembly/Drill misbehavior
- Littering (inside and outside of school)
- Non-compliance

Middle Infractions: Behaviors are handled initially by the supervising adult, but are referred to the school counselor if they become chronic.

- Lateness
- Attendance
- Defacing school property
- Disrespecting teachers
- Use of cell phones
- Cheating on assignments, tests, quizzes
- Lying (at the detriment to others)
- Out of uniform
- Non-compliance

- Disrespecting teacher's personal space/desk
- Inappropriate touching

Major Infractions: Behaviors are immediately referred to the principal.

- Fighting
- Physical aggression
- Defiance
- Left school grounds without permission
- Vandalism
- Matches/Lighter
- Smoking
- Present in school but not showing up for class (specials etc)
- Drugs and/or alcohol
- Harassment, Intimidation, & Bullying (HIB)
- Theft (serious)
- Pulling Fire Alarm in a non-emergency fire alarm
- Deliberate inappropriate internet sites and/or print material
- Sexual harassment
- Sexual behavior
- Weapons

ACTIONS

ACTIONS: Please follow the steps accordingly (Minor/Middle Infractions)

Step 1

- A verbal reminder to students of expectations

Step 2

- A verbal reminder to students of expectations
- Consequence applied by the teacher

Step 3

- A verbal reminder to students of expectations
- Home contact via phone, class dojo, note, conference, etc. made by the teacher

Step 4 (Middle Infractions)

- Refer to Administration

SCHOOL POLICIES AND PUPIL CONDUCT

Discipline represents the hallmark for educating our student population. These rules have been revised. They are established to ensure that Jackson Academy continues to be accident-free and a safe environment for each student.

SCHOOL-WIDE

1. Respect the rights, feelings, and property of others and the school. No vandalism.
2. Keep hands, feet, and other objects to yourself. No fighting or bullying.
3. Use appropriate language at all times.
4. Wear a uniform each day, including physical education days.
5. Do not bring items that are inappropriate for school or detract from the learning process including toys, electronics (cells), valuables, trading cards, and glass bottles. The school is not responsible for these items if they are lost or stolen.
6. Be prepared for school each day.
7. Report to school before 8:15 a.m.
8. Fighting, threatening and abusive language are not permitted at school or to and from school.
9. ALL VISITORS MUST REPORT TO THE OFFICE. We need your cooperation in order to ensure the safety of your son/daughter.
10. Chewing gum is not allowed at any time.
11. Students must respect and obey every adult in the school.
12. Remain silent in all quiet zones (hall, serving area, staircases).

CAFETERIA

1. All students must eat lunch in school during their lunch period. Students may bring their lunch or eat the school lunch at a cost paid to Sodexo food services.
2. Students may not leave the lunchroom without permission.

3. After eating, students are to place their trash in the trash cans.
4. Throwing food and spilling milk on purpose is not permitted.
5. Use quiet voices in the cafeteria.
6. Use table manners at all times.
7. Clean your area before leaving the cafeteria.
8. Ask permission before getting out of your seats.

HALLWAYS & STAIRWAYS

1. Walk on the right side of halls and stairways.
2. Remain silent. Halls and stairways are quiet zones.
3. Keep your hands off the walls, displays, and bulletin boards.
4. Respect the personal space of others. Look straight ahead when walking.
5. Walk. Do not run and jump in the building.

BATHROOM

1. No playing. Use appropriate behavior.
2. Keep the restroom neat and clean.
3. Flush the toilet, wash your hands and turn off the water.

PLAYGROUND

1. Students line up outside a designated area beginning at 8:00 a.m. each morning unless the weather is inclement. Students are NOT permitted in the building until the bell rings. The teacher will meet their class at the designated area.
2. Students are not permitted to leave the playground at any time.
3. No food or beverages on the playground.
4. Use equipment in a safe and appropriate manner.
5. No play fighting.
6. Listen to the directions of staff.
7. When snow is on the ground, students are not allowed to throw snowballs while on school grounds nor on their way to and from school.

CONSEQUENCES

If a student is removed from class due to poor behavior, a referral will be completed and one of the following may occur:

- Letter home requiring parent/guardian signature

- Mandatory Parent Conference
- Suspension

Note: Students demonstrating a pattern of poor behavior and/or academic achievement will meet with the school counselor weekly or biweekly. Parents/guardians will be informed.

FOCUS CATEGORIES AND PERCENTAGES

K-5 CLASSROOMS

WEIGHTING FOR READING, MATHEMATICS, SOCIAL STUDIES, AND SCIENCE:

- | | |
|---------------------------|------------|
| ● Classwork/Participation | 20% |
| ● Homework | 15% |
| ● Weekly Tests/Quizzes | 35% |
| ● Unit/Benchmark Tests | 30% |

WEIGHTING FOR WRITING:

- | | |
|-----------------------------------|------------|
| ● Classwork/Participation | 20% |
| ● Weekly Tests (Spelling/Grammar) | 30% |
| ● Writing Prompts | 30% |
| ● Unit Tests/Benchmarks | 20% |

RUBRIC CONVERSION SCORE:

- 5 = 90 – 100
- 4 = 80 - 89
- 3 = 70 - 79
- 2 = 60 - 69
- 1 = 59 and Below

SPECIAL TEACHERS

Weighting for Physical Education/Health, Art, World Language, Music, Technology, Literacy, and Career Readiness:

- | | |
|----------------------------------|-----|
| • Classwork/Participation | 35% |
| • Project/Performance Assessment | 35% |
| • Tests/Quizzes | 30% |

PARENT INFORMATION

Parents and Guardians can stay informed by reviewing the following:

- Parent Portal is accessible through the district website or the downloading the FOCUS app.
- Monthly School Calendars
- Google Classroom
- Jackson Website
(<https://nj02207379.schoolwires.net/Domain/814>)
- PTO Meetings
- Jackson Academy Facebook
- Instagram page (jacksonacademyeo) Please like our page
- School Messenger phone calls
- Event Flyers
- Classroom Dojo

To contact the principal or your child's teacher directly, please refer to the "Email Directory". You may also contact the main office to make an appointment if you would prefer a conference.

In cases of inclement weather, parents and guardians can be informed of school closings and delays through:

- Radio / TV Stations
- School Messenger phone calls
- East Orange School District Facebook & Instagram Page
- East Orange School District Website

Please ensure that your contact information remains current throughout the school year.