

# JEFFERSON SCHOOL DISTRICT

## 2011-2012 STUDENT/PARENT HANDBOOK

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## JEFFERSON SCHOOL DISTRICT GOALS

1. Maintain an atmosphere where children are allowed and encouraged to think, and where there is an emphasis on “teaching for understanding” in all curriculum areas.
2. Establish the highest standards of excellence appropriate for each student.
3. Continue to work on grade level expectancies K-8 with articulation between and within grade levels.
4. Assist students and staff to become lifelong readers of literature.
5. Maintain consistent, firm and fair discipline procedures that encourage respect for all individuals.
6. Promote school spirit and self-esteem.
7. Emphasize open, direct, and positive communication for staff, students, and community members.
8. Provide assistance for all students, staff and community members to reach toward the Jefferson mission of **“WE TOUCH THE FUTURE.”**

## MISSION STATEMENT

**WE CARE**  
about academic achievement,  
high self esteem,  
and good citizenship for every student.

**WE SHARE**  
the responsibility for helping children  
become well-adjusted individuals.

**WE DARE**  
to be the best school community we can be.



JEFFERSON SCHOOL DISTRICT

1219 Whispering Wind Drive  
Tracy, CA 95377  
(209) 836-3388  
www.jeffersonschooldistrict.com



BOARD OF TRUSTEES

Pete Carlson peter.carlson@acgov.org  
Brian Jackman bjackman@responsys.com  
Jacqueline Thomas jathomas@sjcoe.net  
Dan Wells dfwells@winbiz.com  
Debbie Wingo dwingo@sjcoe.net

The Jefferson School District Board of Trustees is the primary policy making body for the district. Board meetings are held on the second Tuesday of each month (some exceptions) with open session scheduled for 6:30 P.M. **Meetings are held at 1219 Whispering Wind Drive** in the district Board Room. Board meetings are open to the public.

**District Staff**

**Dana Eaton, Ed.D.**

Mindy Maxedon  
Carolyn Parker, Ed. D.  
Grace Merritt  
Rhonda Saia  
Judene Violante  
Laura Berrien  
Kim Dunningway  
Jeff Hunter  
Deana Hugen  
Deanne Andrade  
Carol Miller  
Helen Pursell  
Janice Cook  
Ruxandra Manu  
Shaundra Minaudo  
Lani Martin  
Len Cole  
Heather Robertson  
Lezlie Brown  
Debbie Rogers  
Clare Atkins  
Steve Anzo  
Silvia Carranza  
Becky Duncan  
Patti Medina

**Superintendent** deaton@sjcoe.net

Chief Business Official mmaxedon@sjcoe.net  
Director of Human Resources carparker@sjcoe.net  
Administrative Assistant to the Superintendent gmerritt@sjcoe.net  
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Administrative Assistant, H.R. jviolante@sjcoe.net  
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Information Technology Coordinator jhunter@sjcoe.net  
Account Clerk dhugen@sjcoe.net  
Curriculum Coordinator dandrade@sjcoe.net  
Secretary of Curriculum and Instruction cmiller@sjcoe.net  
Director of Special Education hpursell@sjcoe.net  
Secretary-Special Education jecook@sjcoe.net  
Psychologist rmanu@sjcoe.net  
Psychologist sminaudo@sjcoe.net  
Language/Speech/Hearing lmartin@sjcoe.net  
Language/Speech/Hearing lecole@sjcoe.net  
Language/Speech/Hearing hrobertson@sjcoe.net  
Food Service Director lebrown@sjcoe.net  
Food Service Department Clerk drogers@sjcoe.net  
Transportation/Maintenance Supervisor catkins@sjcoe.net  
Mechanic  
Bus Driver  
Bus Driver  
Bus Driver

JEFFERSON SCHOOL

7500 West Linne Road  
Tracy, CA 95304  
(209) 835-3053 phone  
(209)835-4419 fax  
Principal Jim Bridges, Ed.D.

ANTHONY C. TRAINA SCHOOL

4256 Windsong Drive  
Tracy, CA 95377  
(209) 839-2379 phone  
(209) 839-2314 fax  
Principal Susan Moffitt  
Vice Principal Don Patzer

MONTICELLO SCHOOL

1001 Cambridge Place  
Tracy, CA 95377  
(209) 833-9300 phone  
(209) 833-9317 fax  
Principal Leslie Adair

TOM HAWKINS SCHOOL

475 Darlene Lane  
Tracy, CA 95377  
(209) 839-2380 phone  
(209) 839-2384 fax  
Principal Stephanie Gregson  
Vice Principal Mary Evans



**For school staff information, please refer to the school website or contact your school office.**

# JEFFERSON SCHOOL DISTRICT 2011-2012 INSTRUCTIONAL CALENDAR

## August 2011

Monday, 8/15	FIRST DAY OF SCHOOL
Wednesday, 8/17	Back to School Night, Jefferson & Hawkins School
Thursday, 8/18	Back to School Night, Hawkins, Monticello & Traina School
Monday, 8/29	Minimum Day

## September 2011

Monday, 9/5	Labor Day Holiday - NO SCHOOL
Monday, 9/26	Minimum Day



## October 2011

Monday, 10/31	Minimum Day
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## November 2011

Tuesday, 11/1	Minimum Day
Friday, 11/4	End of First Trimester
Thursday & Friday, 11/10 & 11/11	Veterans' Day Holiday - NO SCHOOL
Tuesday - Friday 11/15-11/18	Parent Teacher Conferences - Minimum Days
Monday-Friday, 11/21-11/25	Thanksgiving Holiday-NO SCHOOL

## December 2011

Monday, 12/19 – Friday, 12/30	Winter Break - NO SCHOOL
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## January 2012

Tuesday, 1/3	School Resumes
Monday, 1/16	Martin Luther King, Jr. Holiday - NO SCHOOL
Monday, 1/30	Minimum Day

## February 2012

Monday, 2/13	Lincoln's Birthday Holiday - NO SCHOOL
Monday, 2/20	Presidents' Day Holiday - NO SCHOOL
Friday, 2/24	End of Second Trimester
Monday, 2/27	Minimum Day



## March 2012

Tuesday, 3/6	Writing Test – 4 <sup>th</sup> & 7 <sup>th</sup> Graders
Wednesday, 3/7	Writing Test Make Ups – 4 <sup>th</sup> & 7 <sup>th</sup> Graders
Monday, 3/26	Minimum Day

## April 2012

Friday, 4/6 – Friday, 4/13	Spring Break, NO SCHOOL
Monday, 4/16	School Resumes
Monday 4/23 – Friday 4/27	STAR Testing
Monday 4/30 – Friday 5/4	STAR Testing Make Ups
Monday, 4/30	Minimum Day

## May 2012

Wednesday, 5/9	Traina & Jefferson School Open House
Thursday, 5/10	Hawkins & Monticello School Open House
Monday, 5/28	Memorial Day Holiday – NO SCHOOL
Thursday, 5/31	Last Day of School. Minimum Day
Thursday, 5/31	Traina, Hawkins and Jefferson School Graduations



2011-2012 BELL SCHEDULES

Jefferson School  
Daily Schedule



Grades 5<sup>th</sup> – 8<sup>th</sup>

Minimum Day Grades 5<sup>th</sup> – 8<sup>th</sup>

	5 <sup>th</sup> & 6 <sup>th</sup> Grade	7 <sup>th</sup> & 8 <sup>th</sup> Grade
<b>Class Begins</b>	8:15	8:15
<b>Advisement</b>	8:15 – 8:20	
<b>1<sup>st</sup> Period</b>	8:20 – 9:08	8:15 – 9:05
<b>2<sup>nd</sup> Period</b>	9:08 – 9:56	9:08 – 9:55
<b>Break</b>	9:56 – 10:06	
<b>3<sup>rd</sup> Period</b>	10:09 – 10:57	9:55 – 10:42
<b>Break</b>		10:42 – 10:52
<b>4<sup>th</sup> Period</b>	10:57 – 11:45	10:55 – 11:42
<b>Lunch</b>	11:45 – 12:30	
<b>5<sup>th</sup> Period</b>	12:33 – 1:22	11:45 – 12:32
<b>Lunch</b>		12:32 – 1:19
<b>6<sup>th</sup> Period</b>	1:22 – 2:11	1:22 – 2:10
<b>7<sup>th</sup> Period</b>	2:11 – 3:00	2:13 – 3:00
<b>Dismissal</b>	3:00	3:00

	5 <sup>th</sup> & 6 <sup>th</sup> Grade	7 <sup>th</sup> & 8 <sup>th</sup> Grade
<b>Class Begins</b>	8:15	8:15
<b>Advisement</b>	8:15 – 8:20	
<b>1<sup>st</sup> Period</b>	8:20 – 8:52	8:15 – 8:45
<b>2<sup>nd</sup> Period</b>	8:52 – 9:24	8:48 – 9:18
<b>Break</b>	9:24 – 9:34	
<b>3<sup>rd</sup> Period</b>	9:37 – 10:08	9:21 – 9:51
<b>Break</b>		9:54 – 10:04
<b>4<sup>th</sup> Period</b>	10:08 – 10:39	10:07 – 10:37
<b>5<sup>th</sup> Period</b>	10:39 – 11:10	10:40 – 11:09
<b>Lunch</b>	11:10 – 11:55	
<b>6<sup>th</sup> Period</b>	11:58 – 12:29	11:12 – 11:42
<b>Lunch</b>		11:42 – 12:27
<b>7<sup>th</sup> Period</b>	12:29 – 1:00	12:30 – 1:00
<b>Dismissal</b>	1:00	1:00

Rally Schedule Grades 5<sup>th</sup> – 8<sup>th</sup>

Character Assembly Grades 5<sup>th</sup> – 8<sup>th</sup>

	5 <sup>th</sup> & 6 <sup>th</sup> Grade	7 <sup>th</sup> & 8 <sup>th</sup> Grade
<b>Class Begins</b>	8:15	8:15
<b>Advisement</b>	8:15 – 8:20	
<b>1<sup>st</sup> Period</b>	8:20 – 9:00	8:15 – 8:55
<b>2<sup>nd</sup> Period</b>	9:00 – 9:40	8:58 – 9:36
<b>Break</b>	9:40 – 9:50	
<b>3<sup>rd</sup> Period</b>	9:53 – 10:32	9:39 – 10:18
<b>Break</b>		10:18 – 10:28
<b>4<sup>th</sup> Period</b>	10:32 – 11:12	10:31 – 11:10
<b>Lunch</b>	11:12 – 11:57	
<b>5<sup>th</sup> Period</b>	12:00 – 12:40	11:13 – 11:51
<b>Lunch</b>		11:51 – 12:36
<b>6<sup>th</sup> Period</b>	12:40 – 1:20	12:39 – 1:18
<b>7<sup>th</sup> Period</b>	1:20 – 2:00	1:21 – 2:00
<b>Dismissal</b>	2:00	2:00

	5 <sup>th</sup> & 6 <sup>th</sup> Grade	7 <sup>th</sup> & 8 <sup>th</sup> Grade
<b>Class Begins</b>	Regular Bell Schedule	8:15
<b>Advisement</b>		
<b>1<sup>st</sup> Period</b>		8:15 – 8:57
<b>2<sup>nd</sup> Period</b>		9:00 – 9:41
<b>3<sup>rd</sup> Period</b>		9:44 – 10:25
<b>Break</b>		10:25 – 10:35
<b>4<sup>th</sup> Period</b>		10:38 – 11:19
<b>5<sup>th</sup> Period</b>		11:22 – 12:03
<b>6<sup>th</sup> Period</b>		12:06 – 12:47
<b>Lunch</b>		12:47 – 1:32
<b>7<sup>th</sup> Period</b>	1:35 – 2:15	
<b>Assembly</b>	2:17 – 3:00	
<b>Dismissal</b>	3:00	

2011-2012 BELL SCHEDULES - continued

Monticello School  
Daily Schedule

AM Kindergarten

8:15 Class Begins  
9:40 – 9:55 Recess  
11:00 – 11:45 Lunch  
12:15 Dismissal

PM Kindergarten

11:00 Class Begins  
11:40 – 12:25 Lunch  
2:15 – 2:30 Recess  
3:00 Dismissal

Grades 1<sup>st</sup> – 4<sup>th</sup>

	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade
<b>Warning Bell</b>	8:10	8:10	8:10	8:10
<b>Class Begins</b>	8:15	8:15	8:15	8:15
<b>Recess</b>	9:40 – 9:55	9:40 – 9:55	10:00 – 10:15	10:00 – 10:15
<b>Lunch</b>	11:15 – 12:00	11:30 – 12:15	11:45 – 12:30	12:00 – 12:45
<b>Dismissal</b>	2:00	2:00	2:00	3:00

Minimum Day - AM Kindergarten

8:15 Class Begins  
9:40 – 9:55 Recess  
11:00 – 11:30 Lunch  
11:30 Dismissal

Minimum Day - PM Kindergarten

9:45 Class Begins  
10:45 – 11:00 Recess  
11:40 – 12:25 Lunch  
1:00 Dismissal

Minimum Day - Grades 1<sup>st</sup> – 4<sup>th</sup>

	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade
<b>Warning Bell</b>	8:10	8:10	8:10	8:10
<b>Class Begins</b>	8:15	8:15	8:15	8:15
<b>Recess</b>	9:40 – 9:55	9:40 – 9:55	10:00 – 10:15	10:00 – 10:15
<b>Lunch</b>	11:15 – 12:00	11:30 – 12:15	11:45 – 12:30	12:00 – 12:45
<b>Dismissal</b>	1:00	1:00	1:00	1:00



2011-2012 BELL SCHEDULES - continued



Tom Hawkins School  
Daily Schedule

AM Kindergarten

8:15 Class Begins  
9:35 – 9:50 Recess  
11:00 – 11:30 Lunch  
12:15 Dismissal

PM Kindergarten

11:00 Class Begins  
11:30 – 12:15 Lunch  
1:30 – 1:45 Recess  
3:00 Dismissal

Grades 1<sup>st</sup> – 6<sup>th</sup>

	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
<b>Warning Bell</b>	8:13	8:13	8:13	8:13	8:13	8:13
<b>Class Begins</b>	8:15	8:15	8:15	8:15	8:15	8:15
<b>Recess</b>	9:35 – 9:50	9:35 – 9:50	9:55 – 10:10	9:55 – 10:10	9:55 – 10:10	9:55 – 10:10
<b>Lunch</b>	11:15 – 12:00	11:20 – 12:05	11:35 – 12:20	11:40 – 12:25	11:45 – 12:30	11:50 – 12:35
<b>Dismissal</b>	2:00	2:00	2:00	3:00	3:00	3:00

Grades 7<sup>th</sup> & 8<sup>th</sup>

Warning Bell	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	Break	4 <sup>th</sup> Period	5 <sup>th</sup> Period	Lunch	6 <sup>th</sup> Period	7 <sup>th</sup> Period	Dismissal
8:10	8:15-9:03	9:05 – 9:53	9:55 – 10:43	10:44 – 10:55	10:56 – 11:44	11:46 – 12:34	12:34 – 1:19	1:22 – 2:10	2:12 – 3:00	3:00



Minimum Day - AM Kindergarten

8:15 Class Begins  
9:20 – 9:35 Recess  
10:45 – 11:30 Lunch  
11:30 Dismissal

Minimum Day - PM Kindergarten

9:45 Class Begins  
11:15 – 12:00 Lunch  
1:00 Dismissal

Minimum Day – Grades 1<sup>st</sup> – 6<sup>th</sup>

	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
<b>Warning Bell</b>	8:13	8:13	8:13	8:13	8:13	8:13
<b>Class Begins</b>	8:15	8:15	8:15	8:15	8:15	8:15
<b>Recess</b>	9:20 – 9:35	9:20 – 9:35	9:50 – 10:05	9:50 – 10:05	9:50 – 10:05	9:50 – 10:05
<b>Lunch</b>	11:00 – 11:45	11:05 – 11:50	11:20 – 12:05	11:25 – 12:10	11:35 – 12:20	11:45 – 12:30
<b>Dismissal</b>	1:00	1:00	1:00	1:00	1:00	1:00

Minimum Day - Grades 7<sup>th</sup> & 8<sup>th</sup>

Warning Bell	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	Break	4 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> Period	7 <sup>th</sup> Period	Lunch	Dismissal
8:10	8:15-8:45	8:48 – 9:18	9:21 – 9:51	9:53 – 10:05	10:07 – 10:37	10:39 – 11:09	11:11 – 11:41	11:43 – 12:13	12:15 – 1:00	1:00



2011-2012 BELL SCHEDULES - continued

Anthony Traina School  
Daily Schedule

AM Kindergarten

8:15 Class Begins  
9:40 – 9:55 Recess  
10:20 – 11:05 Lunch  
12:15 Dismissal

PM Kindergarten

11:00 Class Begins  
11:40 – 12:25 Lunch  
1:45 – 2:00 Recess  
3:00 Dismissal

Grades 1<sup>st</sup> – 6<sup>th</sup>

	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>Welcome to School</b>	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00
<b>Warning Bell</b>	8:12	8:12	8:12	8:12	8:12	8:12	8:12	8:12
<b>Class Begins</b>	8:15	8:15	8:15	8:15	8:15	8:15	8:15	8:15
<b>Recess</b>	9:25 – 9:40	9:25 – 9:40	9:45 – 10:00	9:45 – 10:00	10:05 – 10:20	10:05 – 10:20	1:09 – 1:24	1:09 – 1:24
<b>Lunch</b>	11:15 – 12:00	11:20 – 12:05	11:30 – 12:15	11:50 – 12:35	12:00 – 12:45	12:10 – 12:55	10:48 – 11:33	10:48 – 11:33
<b>Dismissal</b>	2:00	2:00	2:00	3:00	3:00	3:00	3:00	3:00

Minimum Day - AM Kindergarten

8:15 Class Begins  
9:18 – 9:33 Recess  
10:30 – 11:15 Lunch  
11:30 Dismissal

Minimum Day - PM Kindergarten

9:45 Class Begins  
10:35 – 10:50 Recess  
11:40 – 12:25 Lunch  
1:00 Dismissal

Minimum Day - Grades 1<sup>st</sup> – 6<sup>th</sup>

	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>Welcome to School</b>	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00
<b>Warning Bell</b>	8:12	8:12	8:12	8:12	8:12	8:12	8:12	8:12
<b>Class Begins</b>	8:15	8:15	8:15	8:15	8:15	8:15	8:15	8:15
<b>Recess</b>	9:00 – 9:15	9:00 – 9:15	9:18 – 9:33	9:18 – 9:33	9:35 – 9:50	9:35 – 9:50	9:54 – 10:09	9:54 – 10:09
<b>Lunch</b>	10:40 – 11:25	10:50 – 11:35	11:00 – 11:45	11:10 – 11:55	11:20 – 12:05	11:30 – 12:15	12:10 – 12:55	12:10 – 12:55
<b>Dismissal</b>	1:00	1:00	1:00	1:00	1:00	1:00	1:00	1:00

## COMMUNITY RESOURCES FOR CHILDREN

### YOUTH CRISIS

ALCOHOL/DRUG ABUSE Alcohol Abuse 24-hour Hotline	1-800-662-HELP
Prevention Services-San Joaquin County	468-2005
Alcoholics Anonymous	835-0255
Alanon/Alateen	524-3907 & 1-800-344-2666
California Youth Crisis Line	1-800-843-5200
Cocaine Hotline	1-800-COCAINE

### PHYSICAL/SEXUAL ABUSE

Child Protective Services-24 Hours	468-1333
Child Abuse Prevention Council	464-4524
Sexual Assault/Rape	465-4997
Domestic Violence Hotline	465-4878
Family Ties – Housing	468-6208

### HEALTH

Eating Disorder Awareness & Prevention	1-800-931-2237
Planned Parenthood	835-8910/477-4103
California HIV/AIDS Hotline	1-800-367-AIDS
Tracy Family Practice, 730 Central Avenue, Tracy	835-9759
Public Health Services, 124 Sycamore, Manteca	800-839-4949 & 823-7104
Mental Health Services	468-8700

### RAPE

Rape Crisis Line	465-4997
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### COUNSELING

San Joaquin County Mental Health Services, Children & Youth System of Care Division	468-2385
Valley Community Counseling Center	835-8583

### RUNAWAYS

National Runaway Hotline	1-800-621-4000
National Center for Missing & Exploited Children	800-843-5678

### SUICIDE PREVENTION

Crisis Line-24 Hour	468-8686
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## VISITORS

Parents are welcome and encouraged to visit our classrooms throughout the year. We do request that you make an appointment through the office two days prior to visiting the classroom. The appointment must be approved by the teacher and site administrator and the administrator reserves the right to reschedule the visitation. District policy and State law require that all visitors report to the school office in order to secure a visitor's pass for each visit. A copy of Board Policy 1250 and the accompanying AR 1250 is available at your school or district office.

Please make arrangements for the care of young children so they will not distract the class. Young children should not be taken into classrooms or out on the playground. If you would like to talk with a teacher, make an appointment for a time when you can both talk more freely.

In order to eliminate unnecessary interruptions, we request that parents and other visitors leave messages, forgotten lunches, books, etc., in the school office for their child. In this way, the teacher is given the article or message at break times, rather than interrupting student's precious learning time. Your cooperation in this matter will be appreciated.

## STUDENT PLACEMENT PROCEDURES

Although we are always willing to listen to input from parents regarding their children's learning needs, we do not honor specific requests for teachers.

Placement in all classes, including Kindergarten, will be made with the best interest of all children in mind. We strive to provide an enriching and successful year for all our students. We have an outstanding teaching staff which is highly trained to meet the education needs of all students. We balance classes by giving consideration to a variety of factors including but not limited to: resource specialist requirements, speech/language needs, limited English proficiency, GATE, Chapter I, behavior characteristics, ethnic balance, and boy/girl ratio.

We cannot make any commitment about regular classes or morning/afternoon Kindergarten placement. We certainly understand the anxiety of parents in wanting to know their child's schedule at the earliest moment, however because of families moving in and out during the summer months, and families enrolling their children just before school begins, we cannot compile balanced class lists until the last moment.

## GRADING POLICY AND GRADUATION STANDARDS

Students in grades K-3 receive report cards which assist parents in understanding how their child is performing in terms of expectations, as well as in terms of specific areas needing further work.

Students in grades 4-8 receive letter grades, A through F, in each subject area. Grades are based upon percentages, attendance, classwork, homework, class participation and effort.

The Board of Trustees shall confer a diploma on students who meet either of the following requirements: 1) The student has earned a 2.0 cumulative grade point average on a 4.0 grade scale in all subjects (including electives) for their 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade years. When a student received an "incomplete" on a report card due to absences, he/she has three weeks after the end of the trimester to complete the grades(s). 2) (a) The student has successfully completed his/her Individual Education Plan (Special Education), Individual Language Plan (English Learner Program), or a general education 504 Plan. 2) (b) The student has passed the approved differential standards described in the Individual Educational Plan, Individual Language Plan, or 504 Plan.

Students who have not earned a 2.0 grade point average or have not successfully completed their Individualized Education Plan, Individual Language Plan, or 504 Plan for their 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade years combined will not receive a Jefferson School District diploma; participate in the annual graduation trips, activities, and ceremony; or the graduation dance.

## EMERGENCY INFORMATION

An Emergency Information Form and an Emergency Pupil Release Card must be completed for every student and be on file in the school office. It requests names/phone numbers of parents' employer(s), and names/phone numbers of people to contact if parents cannot be reached. Also requested are a doctor's name and phone number and medical insurance information. A space for any other information of which you think we should be aware is provided. You, as the parent or legal guardian, are responsible for providing this emergency information to the school, as well as keeping the information updated. In case of an emergency or illness, the school will always try to contact parents first, followed by other contacts listed. However, if none of the contacts are successful, it may be necessary to call 911 or Child Protective Services.

Please complete the emergency forms and return them immediately. Also, please keep this information current by notifying the school secretary of any changes throughout the year. Your cooperation is necessary to make sure the school is able to provide the best possible protection of the health and welfare of your child/children. **The District will not honor any "Do Not Resuscitate" orders.**

## STUDENT ACCIDENT INSURANCE

The Jefferson School District makes available for purchase student accident insurance at a reasonable cost to families. This voluntary program from Student Insurance Company has a variety of plans. Information will be made available at the beginning of school and through out the year.

## ADMINISTRATION OF PRESCRIBED MEDICATION

If your child has been prescribed medication by a physician on a continuing basis or prescribed to take "over the counter" medications while in school, he/she may be assisted by school personnel if the "Parent Request for Administration of Medication" form is filled out and signed by the physician and the parent, and brought to the school office, with the medication, at the beginning of the school day.

NO student may have any form of medication on his or her person or in his or her personal belongings at any time during the school day. Medication found in a student's possession will be confiscated and the situation will be dealt with by the school administration.

Upon written request by the parent/guardian and with the approval of the student's physician, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

Please note that parents may not send bottles of aspirin, Tylenol, decongestants, etc. to the office with a note for the student to use on an "as needed" basis - medication may only be administered with the appropriately completed and signed form discussed above.

## ATTENDANCE and TRUANCY

California Education Code 48200 requires compulsory daily school attendance for students 6-18 years of age. Parents and guardians that choose to enroll their children in Kindergarten are subject to the attendance rules defined in this Education Code Law as well. Our district staff continues the commitment to seeing our school's academic programs improve. Improvement in our children's achievement must begin with punctual daily school attendance and we feel this is everyone's responsibility. Daily school attendance must start at home with the importance and value of education being stressed. It is vital for the Jefferson School District to build on this value, maintaining the essential partnership between school and home to ensure punctual daily school attendance. If your child is absent, California Education Code allows EXCUSED absences for the following reasons:

### Excused Absences

Illness	Quarantine	Medical Appointment
Independent Study	Funeral of Family Member	To Obtain Immunizations (not more than 3 days)

Please call the school in the morning if your child is absent for any reason. The parent/guardian of the student must send a note and/or phone the school to clear any of these excused absences. The answering machines at all schools are activated after school hours for your convenience. Please call and leave a message! No call or note will result in Truancy. Attendance at any school activity is not allowed if a student is not in attendance more than three periods during the same day.

Failure to excuse the absence will result in a recorded truancy on the student's permanent record. District Board Policy AR5113 requires a physician's note to clear any absence upon the 15<sup>th</sup> absence and all subsequent absences from school for the remainder of the school year.

Another way to insure your child's daily attendance is by reviewing the school district's calendar to plan family holidays and vacations to coincide with school holidays and summer recess. Parent notification to the school of a student absence for a family vacation results in lost instructional time for the student and is NOT a reason accepted for an excused absence. Some other examples of reasons for an absence that are NOT EXCUSED are:

### Unexcused Absences

Personal days	Going shopping	Visiting relatives	Student's birthday
Oversleeping	Child care by the student at home	Car trouble	Cutting school
Vacation	Family moving from one home to another		

Truancy is defined as absent from school without valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year. Upon a pupil's initial classification as a truant, the district sends a formal letter to the parents/guardians. This letter will inform the family of a declaration of truancy on the student's school record according to Education Code 48260. A second letter is sent when students accumulate six unexcused absences and or tardies. Parents/guardians are required to attend an attendance conference with the school Principal or

designee to address and correct the student's attendance, as well as to inform parents/guardians of possible legal action if the problem persists.

It is the parents' legal responsibility to ensure that their child attends school. Students who have severe attendance problems will be referred to the Student Attendance Review Board (SARB) for intervention. Families who fail to comply with the SARB agreement will be referred to the District Attorney's office. Financial penalties may be assessed against the parents for failure to send their child to school. A copy of the Jefferson School District SARB Handbook is available upon request at your school or district office. Please review this attendance information with your child.

### **TARDINESS**

Children are encouraged to establish a habit of promptness. When students enter the classroom late it is disruptive to other students as well as a disadvantage to themselves, as they frequently miss directions given by the teacher.

### **INDEPENDENT STUDY**

The program allows your child to do work for credit toward his or her final grade, keep abreast of what is going on in the classroom during the time he or she is gone, as well as preventing the student from being truant. To provide quality assignments that can earn full credit, we need at least three school days to prepare an Independent Study packet. Contact the school office well in advance to request Independent Study for your child if you will be away for a period of five or more school days.

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

Students who must leave school during the day are required to have a note from their parent giving the reason and the time the student should be excused. We urge all parents to pick up students at recess or at lunch to minimize disruptions to the class. If a parent is going to pick up a student, please come by the office and sign him or her out. For your child's protection, it is our policy not to release a student to anyone other than parents or guardians without being personally contacted by the parent. The only people allowed to pick up a student are the parents/guardians or those listed on the emergency form.

### **TRANSFERS TO ANOTHER SCHOOL**

Please advise the school office as early as possible when moving or transferring to another school. Pupils and parents should obtain a transfer form from the school on the last day of attendance. When we know in advance of transfer, we can prepare information that will help the next school in class placement. Cumulative records are sent by mail as soon as the appropriate request is received from the receiving school.

### **HOMEWORK POLICY**

In the Jefferson School District, homework is an integral part of the total educational program. The assignment of homework may vary according to the grade level, teacher and individual student. Each teacher will explain his or her homework policy, in the packets for parents, during Back-to-School Night and at the first trimester conference time. If you have any questions, please contact the teacher for clarification. Parents are encouraged to help students complete homework assignments by:

1. Providing a quiet place to work
2. Showing an interest in the assignment
3. Assisting in acquiring needed books, data, etc.
4. Assisting, as needed, without doing the homework itself
5. Notifying the teacher if homework is creating problems, or contacting the school when questions or concerns arise.

The amount of homework varies from grade to grade, from course to course, and from week to week. Generally, students in grades K-3 are expected to have an average of 30 minutes of homework four nights per week, student in grades 4-5 are expected to have an average of one hour of homework four nights per week, and students in grades 6-8 are expected to have an average of an hour and half of homework four nights per week. Late assignments may be accepted for partial credit, according to teacher guidelines.

### **MAKE-UP WORK FOR CHILDREN OUT ILL**

If your child has to be out of school for more than one day because of illness, you may request work for him or her. Please call the school office as soon as possible and the teacher will have the work ready for you in the office before school on the day after you call.

### **RAINY DAYS**

There is no change in arrival or dismissal times during bad weather. Please try to provide your children with specific instructions as to what procedure they should follow if it is raining at dismissal time. Every phone call from a parent requesting dismissal instructions to be given to their child creates an interruption of the educational program.

### **FOGGY DAYS**

Bus drivers make the determination as to when to leave school in the morning during foggy days. Occasionally buses will run late for safety purposes. Public announcements are also broadcasted by local radio stations. Listen for updates on stations 93.1 FM and KTRB 860 AM in the morning. No radio announcement will be given unless the buses will not run on time. The main concern when operating buses is always the children's safety.

### **FIELD TRIPS**

Educational field trips may be taken during the school day. Parents will be notified prior to the trip regarding the destination, the times of departure and return, and the purpose of the trip. Field trips enhance the learning and understanding of the classroom curriculum. Parents are encouraged to chaperone and attend field trips. All students are expected to ride the bus for field trips. Siblings of students are not permitted to attend field trips.

### **REPORTING TO PARENTS**

We use several methods of reporting to parents about a child's progress. Parents can expect to receive examples of completed student work on a regular basis. The report card is another major method of reporting on a child's academic, social, physical and emotional development. In addition, we will schedule parent-teacher conferences to interpret the first trimester report card and to plan together for each child's optimum development.

All students will receive regular Jefferson School District report cards, sent home each trimester. Progress Reports are sent each trimester. In addition, teachers maintain communication with parents between report card periods by using written and verbal communication. If you have questions about your child's progress, please contact the teacher early in the year or when a concern arises. Each school's Student Success Team (SST) meets regularly to discuss special needs of students.

### **ACADEMIC RECOGNITION**

Students in grades K-3 are recognized each trimester for academics and citizenship. Students in grades 4-8 are recognized for citizenship and outstanding academic achievement: **Principal's Honor Roll** is published each trimester, and lists students receiving a grade point average of 3.75 or better and no current grades below an A-. **Honor Roll** is also published each trimester, and lists those students achieving a grade point average of 3.0 or better and no current grades below a C. CJSF (California Junior Scholarship Federation) is for students in grades 7-8. To qualify for membership, a student must have a minimum of 8 points in the four core curriculum areas (Language Arts, History/Social Science, Math and Science) based upon his/her trimester grades. For JSF & CJSF purposes, an A is worth 3 points and a B is worth 1 point, a C is worth 0 points. D's or F's disqualify membership.

### **NEWSLETTERS**

School newsletters are published by means of each school's website. Newsletters provide important information such as messages from the principal and parents' club and updates on school activities. Monticello, Hawkins, and Traina publish weekly newsletters and Jefferson School posts daily announcements. Access the school websites via the district website: [www.jeffersonschooldistrict.com](http://www.jeffersonschooldistrict.com). Please contact your school office to inquire about receiving a paper copy of the newsletter.

### **PERFORMING ARTS**

Jefferson School District has received special recognition from the California State Department of Education for our outstanding performing arts programs. The band is available to all students in grades 5-8. The music program provides outstanding performances for students, staff, parents and community members.

### **SCIENCE CAMP**

The San Joaquin County Office of Education operates a resident outdoor school which is open to fifth or sixth grade classes in San Joaquin County. The camp is academically-oriented and designed to enrich and reinforce learning that takes place in the regular classroom. The outdoor setting near Jones Gulch in the Santa Cruz Mountains provides for first hand learning through direct observation and experience. Sixth grade students who attend Science Camp experience many kinds of outdoor areas, including: ocean beaches, forests, a unique grove of buckeye, chaparral, wooded mountains and a gorgeous camp setting. Fundraising activities will help offset the cost of attending science camp.

#### **Science Camp Schedule:**

Jefferson School, Oct. 10 – 14, 2011      Traina School, Feb. 6 – 10, 2012      Hawkins School, Mar. 5 – 9, 2012

## STUDENT WELLNESS POLICY

In the 2006-07 school year the district implemented the Student Wellness Policy (Board Policy 5030). The Jefferson School District is committed to providing school environments that provide and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. The program is designed to promote student wellness through nutritional education, physical activity and school activities.

### LUNCH and BREAKFAST PROGRAMS

**Breakfast:** Breakfast is available daily at Jefferson, Monticello, Hawkins, and Traina schools. Breakfast is \$1.50. Reduced price or free is available to those students qualifying. Breakfast is served in the cafeteria beginning at 7:30 a.m. Students can choose from assorted cold cereal or the daily breakfast entree. All breakfasts include a choice of assorted juice or milk (1% and non-fat half-pints).

**Lunch:** Lunch is offered to all students. Students have a choice of eating a cafeteria prepared lunch or bringing a bag lunch. Each class eats as a group in the cafeteria.

K-4th grade lunch \$2.25

Adult lunch \$4.00

4th-8th grade lunch \$2.50

Milk \$.50

Jefferson School District uses the Touch Pad System for tracking student meals and money. There is no limit to the amount of money that can be deposited into a student account. Please send cash, check, or money order to the cafeteria or classroom. **Be sure to include the student's first and last name on the check or envelope.** If you choose not to prepay, your student is required to pay the amount on a daily basis for breakfast or lunch.

**NO CHARGES ARE EXTENDED FOR MEALS.** Do not send your child to school without lunch or lunch money. If a child does not have his or her bag lunch or lunch money, he or she will be served an alternative lunch. Any child that has a zero or negative account balance will be served an alternative lunch such as crackers and cheese, vegetables, fruit and milk. A maximum of five alternative lunches per student will be provided. After that point, we no longer offer a lunch until money is deposited into the child's lunch account. Please make sure your child has money in his/her cafeteria account.

Free and reduced-price meals are available for families that qualify. Information is included in the beginning of school packet. This information is also available in the school offices at any time during the year.

**If your child has a food allergy, a Jefferson School District Medical Statement to Request Special Meals must be filled out and signed by a physician.**

### NUTRITION BREAK

Snack items available daily include: one salty item, one sweet item and one baked item, milk, fruit juices, water, and fresh fruit. Students may purchase a maximum of one snack and one drink each day. Milk, fruit juice, and fresh fruit are \$.50. Other snack items range from \$.75 to \$1.50.

### MESSAGES FOR STUDENTS

To minimize classroom interruptions, please discuss after-school care and plans with your children before they leave for school. Messages are difficult and time-consuming for the office staff, as well as very disruptive to the classroom. We realize there are unavoidable circumstances that may necessitate a student receiving a message during the school day. However, we do appreciate your cooperation in keeping interruptions to an absolute minimum.

### OFFICE TELEPHONE

The office telephone is a business telephone and is available for student use only in an emergency. We have found it necessary to restrict calls regarding forgotten books, homework, instruments, permission to visit a friend's home after school, etc. Students and parents are asked to plan ahead.

### TEXTBOOK PROCEDURES

All textbooks are due at the end of the school year or at the time a student disenrolls and must be cleared to obtain report cards, yearbooks or participate in end-of-year activities.

**Damaged textbooks** – At all campuses, the book will be assessed for damage and charged according to the amount of damage. A list of damage fees is available at each site.

### **MONTICELLO & TRAINA LIBRARY PROCEDURES**

- The library is available once a week for each class
- Kindergarten, 1st and 2nd grade students are allowed to check out two books, 3<sup>rd</sup> - 8<sup>th</sup> graders are allowed to check out three books
- Books are checked out for a two week period
- No book will be allowed to be checked out if a student has not returned their previous book
- LOST BOOKS - students are charged the replacement cost for lost books
- DAMAGED BOOKS - will be charged a fee for the damage or the replacement cost of the book
- All books must be returned by the end of the school year in order for the student to receive his or her report cards and yearbook.

### **HAWKINS LIBRARY PROCEDURES**

- The library is available once a week for each class (with the exception of 7<sup>th</sup> & 8<sup>th</sup> grade. They rotate each week).
- Kindergarten is allowed to check out one book each week. 1<sup>st</sup> - 8<sup>th</sup> are allowed to check out two books for pleasure reading, a third if it is for a class project or report.
- Books are due back the following class visit.
- Students may renew books if they would like to keep them past their due dates.
- If a student has checked out two books and only returns one during their next class visit, the student may check out only one book and must return the previous book as soon as possible.
- If a book is two weeks overdue, the student will not be allowed to check out books until the overdue book is returned.
- LOST BOOKS- students are charged the replacement cost of the book.
- DAMAGED BOOKS- students are charged the replacement cost of the book if it is irreparable.
- All books must be returned by the end of the school year in order for the student to receive his or her report card and yearbook.
- 8<sup>th</sup> grade students with fines or unreturned books will not be allowed to participate in any graduation activities until their account is cleared.

### **JEFFERSON LIBRARY PROCEDURES**

- Each student is allowed to take out THREE books at a time
- Books are checked out for a two week period
- No books will be allowed to be checked out if a student has not returned their previous book
- LOST BOOKS - students are charged for lost books or asked to replace it with an identical book
- DAMAGED BOOKS - will be charged a fee for the damage
- All books must be returned by the end of the school year for the student to receive his or her report card and yearbook.
- The library is available to students during morning and lunch recess for the purpose of reading, studying, or research

DAMAGED BOOKS - AT ALL CAMPUSES, THE BOOK IS ASSESSED FOR DAMAGE AND CHARGED ACCORDING TO THE AMOUNT OF DAMAGE.

### **CLASS SOCIALS**

Class socials, under the direction of the classroom teachers and room parents, are held at Halloween, winter holiday time, Valentine's Day and at the end of the year. No birthday parties are held at school and no party invitations shall be passed out on school grounds. PLEASE NOTE THAT NO HOME MADE FOOD ITEMS ARE TO BE BROUGHT TO SCHOOL TO SHARE WITH YOUR CHILD'S CLASS - when food is brought to class socials, it must be store-bought.

### **ANIMALS AT SCHOOL**

Pets are not allowed on school grounds. Your cooperation in keeping pets at home will aide in maintaining a safe school environment. If a student wishes to bring a small animal to school for study or observation, they must have prior approval from his/her teacher and must be supervised by an adult. Pets are to be taken home after sharing; they cannot remain at school. All animals, with the exception of service animals, are prohibited on school busses.

### **LOST AND FOUND**

Lost or unclaimed clothing and other articles are placed in the "Lost and Found" which is kept in each school site office. The "Lost and Found" is generally emptied of unclaimed items three times per year – once during winter break, once during spring break, and in June shortly after the school year is over. Children should have their belongings labeled.

## SCHOOL SITE COUNCILS

Section 52852 of the Education Code requires that each school maintain a separate School Site Council. Each Site Council is composed of an equal number of parents and staff members, and is dedicated to the improvement of instruction. School plans developed by Site Councils are reviewed and evaluated by the Board of Trustees.

## PARENTS' CLUBS

The Jefferson School District has three parent clubs. Hawkins and Traina schools each have their own club and one club serves Monticello and Jefferson. Our parent clubs are extremely active groups dedicated to serving the students of Jefferson School District. Once known as "The Mothers' Club", one parent club served the district from 1933 until 2004, when a reorganization took place and three clubs were formed. Many worthwhile projects and activities benefitting students and staff are funded or organized by the parent clubs including science camp, playground equipment, assemblies, band and sport uniforms, library books, and Artist-in-Residence.

This year's officers for Monticello/Jefferson are Jennifer Couch, president; Jessica Molina, vice-president Monticello; Stephanie Waddoups, vice-president Jefferson; Shawntai Robertson, treasurer; Stephanie Dunn, secretary; and Lauren Beith, auditor. To be added to the Jefferson/Monticello Parents' Club data base, please e-mail your information to [jeffersonmonticellopfa@gmail.com](mailto:jeffersonmonticellopfa@gmail.com). You will be contacted with meeting notices and other important details for the club.

Traina's officers are Raul Salazar, president; Tammy Pereira and Sue Bosch, vice-presidents; Noelle Magill, secretary; and Barbara Leval, treasurer. Visit [www.trainaparentsclub.com](http://www.trainaparentsclub.com) for more information.

Officers for Hawkins are Ceci O'Sullivan, president; Shanon Landrum, vice-president; Sherri Sarsfield, treasurer; Jennifer Easthouse, secretary; and Danielle Quinn, vice-president marketing. Visit Hawkins' website at [www.hawkinspfc.com](http://www.hawkinspfc.com).

Meetings are about more than fundraising. Educational issues are discussed; site principals, site council representatives, and district superintendent present reports, as well. The clubs meet monthly during the school year. Please watch for meeting announcements in your school newsletter. Parents are encouraged to participate, attend meetings and stay updated on what is going on at each school and within the district.

## BICYCLES/SCOOTERS/ROLLERBLADES/SKATEBOARDS

If your child rides a bicycle or scooter to school, all bicycle rules must be followed:

- a. Bicycles or scooters are to be placed in a rack immediately upon arrival at school and locked
- b. Riding bicycles or scooters on school grounds is prohibited at all times
- c. Bicycles or scooters are to be walked across the street in front of school
- d. All riders must wear helmets

Rollerblades, heel skate shoes, and skateboards are prohibited on all campuses AT ALL TIMES.

## WALKING TO AND FROM SCHOOL

Students are encouraged to observe safety rules when walking to and from school. Because of the heavy truck traffic and the hazardous nature of rural Chrisman and Linne Roads, students walking to and from Jefferson must have written permission on file in the school office.

## DROP-OFF AND PICK-UP AT SCHOOL

Parents should park their cars in a designated parking spot and walk to the parent pick-up area to get their children. Jefferson School parents are asked to not pick up children on Chrisman Road - come into the school parking lot on Linne Road. Parents are not to park or leave cars unattended in the yellow loading zones in the parking lots. Do not park in any red zone; a bus may stop there at various times on any day for field trips, etc. We want to keep the area in front of the bus garages at Jefferson School open and clear at all times. **PLEASE DO NOT TO PARK ALONG OR PAST THE YELLOW BUS ZONE LINE** that runs from the shop toward the baseball fields.

## DISASTER PROCEDURES

**FIRE DRILL** - Fire drills are held monthly throughout the year and a record is kept of dates held and the time it takes to evacuate the buildings. Routes children are to take are discussed with the students during the first few days of school and are posted in every room.

### RULES FOR FIRE DRILLS:

1. Be quiet so you can hear your teacher.
2. Walk quickly, but do not run to the designated area.
3. Stay together so the teacher can take roll at the designated area.
4. Walk quickly to your room after the "all clear" is announced.

**EARTHQUAKE DRILLS** - Earthquake drills will be held periodically throughout the year, and a record kept of dates held.

### RULES FOR EARTHQUAKE DRILLS:

1. Inside School Buildings

- a. Teachers will give the "DROP" command (beginning of tremor). Students shall assume the "Triangle of Life" position (fetal position and cover face) next to outer wall of classroom, with backs to the window.
  - b. At given signal (end of tremor), teachers shall direct the evacuation of students to the grass area.
  - c. Teachers will take roll at the grass area.
2. Outside School Buildings
- a. Students should go to the area assigned for fire drills, if possible, otherwise lie flat on the ground. **STUDENTS SHOULD NOT RUN!** The safest place is an open area. Students should stay there until tremor is over and the teacher in charge gives the appropriate directions.
  - b. Teacher will take roll at designated area.

**LOCKDOWN PROCEDURES:**

If a situation occurs in which a weapon wielding individual comes on campus, a shooting or other extreme act of violence occurs, the school will go on emergency alert and the Lockdown Procedure will be immediately initiated. When a lockdown occurs it may involve releasing students from school or relocating them from one site to a secondary site. All possible attempts to notify parents of the situation will be made as soon as possible, pending evaluation of the extent and nature of the emergency/cause for evacuation. Procedures on Student Reunification can be found in the Jefferson School District Comprehensive Safety Plan, which is available on the district website or by contacting the district office at 836-3388.

A complete "Emergency Procedures" guide is posted in each classroom, office, and staff room describing procedures for emergency situations.

**THE BIG YELLOW BUSES**

SCHOOL BUS RESPONSIBILITIES ARE EQUALLY SHARED BY PARENTS, STUDENTS, AND DRIVERS, COMBINED WITH CONTINUAL CLASSROOM TEACHER REVIEW, DISCUSSION AND MONITORING.

In order to develop the teamwork necessary for a safe transportation program (one which is dedicated to ALL bus passengers having a safe, pleasant trip) it is important to review the following rules, consequences, and rewards with students. Please discuss with your child/children the importance of managing their behavior on the bus while under the supervision of the bus driver. **Parents, please note that a student may not be taken off the bus or put on the bus at any place other than his/her designated bus stop with very few exceptions.** Additionally, due to our increasing enrollment the school buses are filled to capacity this year on almost all runs. Because of the crowding, any changes in a child's plans after school that would necessitate a bus change will not be permitted. Any students making after school plans that would necessitate a bus change will have to arrange for their own transportation. The school bus is considered an extension of the school campus. All rules of conduct which apply to the school campuses also apply to the bus. Any action of a student which distracts the driver from the safe operation of the bus will be cause for the student to lose the privilege of riding the bus. Parents and students must realize that our bus drivers are responsible for safely delivering their precious "cargo".

**BUS RULES**

1. Complete silence at all railroad crossings. At red light crossings, noise level must be kept to a minimum.
2. Always follow directions of the driver the first time given.
3. No fighting, pushing or horseplay while riding, waiting for, entering or exiting the bus.
4. While on the bus, remain seated keeping hands, feet and objects to one's self.
5. No eating or drinking is allowed on the bus.
6. No obscenities, screaming, loud voices or disrespect to another person are allowed. Any action which distracts the bus driver endangers all persons on the bus.
7. No unauthorized objects, pets, glass containers, etc., are allowed. Large projects need to have special arrangements made ahead of time for transporting and should be transported by car.
8. All students must show his or her bus pass to the driver when entering the bus.

**CONSEQUENCES**

In most cases, before writing the child's first discipline citation and calling the parent, the driver will have spoken to the child about following the rules, and will have assigned the child to a seat near the front of the bus and/or changed their seat partner.

**FIRST CITATION: (Written)**

This may include seat assignment changes and will include notification to the parents/guardians. Parents will be requested to sign and return the bus citation. Copies will be filed with the transportation office.

**SECOND CITATION: (Written)**

Call to parents, and written bus citation signed by the parent and filed with the transportation office. A three-day riding privilege suspension will be imposed.

**THIRD CITATION: (Written)**

Call to the parent(s), and written citation signed by the parent and filed with the transportation department. A ten-day riding privilege suspension will be imposed. A parent conference may be held with the Principal before a reinstatement of riding privilege is permitted.

**FOURTH CITATION:**

Student riding privileges may be suspended for the remainder of the school year with written notification to parents.

**PLEASE NOTE:**

In the event of a severe disruption or violation of the rules, the driver and the administrator may omit Consequences 1, 2, and 3 and go directly to Consequence 4, taking whatever action is necessary to insure that the bus is operated in a safe manner. This immediate action may include:

1. Stopping the bus until the disruption ends.
2. Calling a dispatcher or law enforcement official to remove disruptive students.
3. Returning to school and placing the offending student in detention until a parent picks up the student.
4. Returning to school for administrative assistance.
5. Suspension from school.

The distraction of the bus driver endangers all student riders and the driver. Since safe transportation is a commitment to be shared equally by the home and school, parents are urged to continually assist the school by reviewing good bus behavior with their child/children. School districts are not required to provide bus transportation. Riding a school bus in Jefferson School District is a privilege, not a right.

In 2002 Jefferson School District began charging families a fee for student transportation. Bus passes must be purchased prior to the use of the transportation system. To obtain a bus pass for your child, please complete a Bus Pass Application that is included in the beginning of the year packet or is available in each school office. Details of current rates and payments options are included.

**KINDERGARTEN BUS PROCEDURES**

We ask that the parent be at the bus stop before the bus arrives to receive the child. The times may vary due to trains, weather, etc. If someone other than yourself will be at the stop to receive your child, the office must have a note signed by you as early as possible to give us permission to leave your child with that person. If no one is at your child's bus stop to receive them, they will be returned to the school at the end of the kindergarten route and will be waiting for you to pick them up at school. If this happens, the child will be given a bus citation and the above citation rules will apply. The student may lose their bus riding privilege!

**BUS LOADING/STUDENT PICK UP PROCEDURES**

ALL students will be escorted or supervised by teachers while walking to the bus loading and pick up areas at the end of the school day. Teachers will divide their classes accordingly so students can be dropped off quickly to the appropriate holding area. Parents are reminded that students must get on and off at their designated stops only.

**JEFFERSON DISTRICT DISCIPLINE PHILOSOPHY**

Trustees and staff believe:

- It is important to expect children to follow the rules and regulations established for classroom and play ground
- It is important that children respect authority, with the goal of mutual respect and understanding, rather than fear
- Children should recognize and respect the dignity, safety and worth of others and their property
- Our ultimate objective should be to develop a strong sense of personal worth, responsibility, and self-discipline and a respect for the rights, feelings and safety of others
- The enforcement of discipline should be fair, firm and consistent

**DISCIPLINE PRINCIPLES**

Our expectations for each student are that he/she will:

- Be respectful
- Be responsible and prepared for class
- Develop positive self-esteem
- Develop self-discipline
- Develop problem-solving and decision making skills

- Develop a willingness to learn and cooperate with others in the classroom and on the playground

### **BASIC SCHOOL RULES**

School rules exist for the purpose of preserving the learning atmosphere and protecting the rights and safety of all individuals. Any staff member may issue citations for students who violate school rules after being warned. These rules apply to all school activities whether they occur before, during or after school hours.

These rules are:

- **STUDENTS WILL BE COURTEOUS AND RESPECTFUL TO THOSE IN CHARGE AT ALL TIMES.**
- All students have the right to learn, therefore students are to be courteous to each other and may not disturb the learning activities of others (Examples: No disturbing classes, interfering in games, taking “cuts” in line, shouting in the cafeteria and hallways.)
- Students will use only appropriate language and gestures at all times. Obscene and profane words or gestures are unacceptable
- At all times students are to act in ways that are safe for themselves and others. Fighting, harassing, chasing, intimidating, bullying/cyberbullying or threatening of others is not allowed
- Students are to respect the rights and property of others (Examples: students are not allowed to take or damage property of others, to go off campus during school hours, or to play near the bicycle racks.)
- Students are encouraged to walk in the hallways, on ramps, on the blacktop and on sidewalks at all times.
- Only playground balls will be thrown. No rocks or other hard objects may be thrown. Kickballs or footballs are not allowed on the blacktop area.
- Students are to respect school property. (Examples: Walls and desks are not to be written on; books are to be cared for and covered at all times; supplies are not to be wasted; school bus seats are to be respected.)
- Students are to maintain proper etiquette and table manners in the cafeteria. Enter orderly and quietly. Eat in assigned areas. Loud talking or the throwing of food is not allowed.
- Respect the privilege of using the library. Running or excessively loud talking is not permitted. Books are to be cared for properly. Lost or damaged books will result in a replacement fee.
- Students are to play on the playground where there is supervision. Students are not to play in the restrooms, in the hallways, in the front of the school, or in the classrooms.
- Students are not allowed to bring candy, gum, soft drinks, energy drinks, and toys to school.
- All personal electronics except for a calculator are not allowed at school. Including, but not limited to: radios, CD players, iPods, MP3 players, portable TV/DVD players, digital cameras, hand held video game systems, and any new or emerging technologies.
- Jefferson School District Board Policy 5131.71, Electronic Signaling Devices, defines rules related to student possession of cellular phones and other personal electronic signaling devices. A copy of Board Policy 5131.71 has been included in the appendix of this handbook.
- Students walking to/from Jefferson School must have parental permission in writing on file in the school office. This permission can only be granted if walking to school involves crossing NO streets. (Exception for crossing streets when student walking is in grades six-eight. However, parental permission is still required.) No students are to leave campus before, during or after school to go to Reich's or Four Corners unless accompanied by a parent/guardian.
- Students are to comply with all gym rules:
  - a. No student is to be in the gym or classroom without a staff member present.
  - b. No glass bottles are allowed on campus.
  - c. Standards of courtesy are expected during assemblies.
  - d. Stage use is restricted to specific class activities.
- **Fighting is not tolerated at school.** In the event of a dispute, the principal /designee will investigate the incident and assign the appropriate disciplinary action which may include suspension.
- Equipment or personal toys, such as radios, electronic games, rollerblades, and skate boards should not be brought to school. Jacks, marbles, jump ropes, tennis balls, nerf balls and mitts with the students' names labeled on them, are acceptable items to be brought from home. The student assumes responsibility for these items if they are lost or stolen.
- Weapons or replicas of weapons are not allowed. These include, but are not limited to guns, knives, water pistols, or any object fashioned into a weapon. Knife possession will result in recommendation for expulsion.
- The use of any Jefferson School District computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes but is not limited to:
  - a. Damage, vandalism or theft of equipment
  - b. Theft, piracy, or altering of software
  - c. Use of the systems to transmit computer viruses

- d. Accessing, communicating or printing information which is deemed inappropriate in nature by school personnel
- e. Plagiarism
- f. Cyberbullying
- g. Any conduct in violation of school rules

The Jefferson School District staff members will determine what the appropriate/inappropriate use of computer equipment is. Any student involved in inappropriate use of computer equipment will be referred to the principal for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any Jefferson School District computer equipment incurred during the course of inappropriate action by a student.

### **DRESS CODE GUIDELINES**

Jefferson District schools are noted for the outstanding appearance of their students. In keeping with this philosophy of good style and taste, the following rules apply to all regular school activities:

1. Wearing extreme fashions is not conducive to a quality educational atmosphere and has no place in Jefferson School District.
2. Clothing should be in good repair and reflect modest taste.
3. All shorts, skirts, dresses, shirts and pants need to be an appropriate length and size so as not expose a student's posterior or undergarments. As a general measure, shorts, skirts or dresses should not be shorter than a student extending her fingertips down the side of the leg. Shirts shall be no longer than the fingertips extended down the side of the leg.
4. Combing hair in class is not allowed. Baseball caps, hats, knit caps, visors, and hoods should not be worn indoors. They are not to be worn or altered in such a manner so as to suggest affiliation with any gang-type organizations. "Do-rags" and "wave caps" are not allowed.
5. Any bandanas which are folded or worn in a gang fashion or are determined to be representative of a gang affiliation by the site administration will not be allowed on campus.
6. Any clothing which displays a slogan or picture portraying any tobacco, alcohol or drug product or any slogan which may be disruptive to the school environment or deemed offensive by school personnel is prohibited.
7. Clothing which advertises substance use, contains foul language, promotes negative moral or ethical values, or espouses racism, sexism or gang affiliation is not allowed.
8. Belts must not be worn long or hanging. Wallets may not have chains hanging from them.
9. Students must wear a regular shirt or a quality T-shirt with sleeves. No tank tops allowed. Shirts shall be no longer than the fold of the wrist with a student extending his/her fingertips down the side of the leg.
10. Clothing, jewelry, backpacks, and other personal items shall be free of writing, pictures and/or other insignia which are crude, vulgar, profane, sexually suggestive, or gang related. In addition, personal items and shirts may not bear drug, alcohol or tobacco company advertising, or advocate racial, ethnic or religious prejudice.
11. Pants must fit at the waist and should not be more than one size too large. Sagging is not permitted. Students may not wear one pant leg rolled up. No pajama pants allowed.
12. Students need to wear shoes that will allow them to run and play. No flip flops, sandals, or shoes without straps on the back.

#### Specific Guidelines for Grades 5-8

1. No tank tops of any kind are allowed. All t-shirts must have sleeves. This rule applies regardless of changing weather throughout the warmer months.
2. Clothing can not be sexually suggestive. No low-cut shirts, strapless tops, off the shoulder tops, halter tops or backless tops are permitted. Pants, shorts, skirts and dresses can not be tight fitting. Students are to come to school dressed for learning and for playing.
3. All shirts must be long enough (without having to be pulled into place) so that they could be tucked in (and would realistically remain tucked in) if necessary.
4. Sundresses or spaghetti straps are not to be worn to school.
5. Seventh and eighth grade girls may, with parental approval, wear light make-up if it is in good taste. (The emphasis is on light.)
6. Seventh and eighth grade students may wear backless and open-toe shoes. Flip-flops and sandals are not allowed. Students who are considered to be in violation of the Jefferson School District Dress Code shall be referred to the principal or the designee.
  - a. First offense: The student's parent/guardian shall be contacted and may be asked to meet with school staff. The student may be sent home to change clothes if necessary.

- b. Second offense: The student's parent/guardian shall be contacted and may be asked to meet with school staff. The student may be sent home to change clothes if necessary. The student shall be assigned after school detention as determined appropriate by the principal or the designee.
- c. Third offense: The student's parent/guardian shall be contacted and may be asked to meet with school staff. The student will be sent home to change clothes. The principal or the designee shall assign the student ten hours of community service to be performed within thirty calendar days.
- d. Fourth and subsequent offenses: The student shall be suspended for a period of 1-5 days as determined by the principal or the designee. Coaches and teachers may impose appropriate dress requirements to accommodate the special needs of certain sports and/or classes.

**In order to discourage the influence of gangs and gang related apparel, Unauthorized Group Apparel is prohibited and the following rules shall apply:**

- 1. Jewelry, accessory, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or any other attribute denotes membership in an unauthorized group or group is prohibited.
- 2. Clothing or articles of clothing (including but not limited to gloves, bandanas, shoestrings, wristbands, hats, lanyards, belts, jewelry) related to unauthorized groups that may provoke others to acts of violence are prohibited.
- 3. Belt buckles with initials or red, blue, or brown web belts, belts hanging out of pants are prohibited.
- 4. Bandanas of any type of color, either worn in hair or displayed in clothing are prohibited.
- 5. Gloves, towels, suspenders or other items hanging from rear pants pockets or from belt are prohibited.
- 6. Excessive clothing items (2 or more) of predominately one color that symbolize unauthorized group apparel are prohibited.

Because symbols are constantly changing, definitions of unauthorized group apparel may be reviewed and updated whenever related information is received by administrators and/or school safety committee. If a student is determined to have violated the dress code by wearing unauthorized group colors, he/she will be banned from wearing specific colors or any unauthorized group related apparel.

The following consequences will be implemented for a violation of any one of the above:

- a. First Offense: Parent/guardian contact. Student sent home to change clothes or provided with alternative clothing, Confiscation of unauthorized group-related jewelry accessory, notebook etc. Possible 1-5 day suspension.
- b. Second Offense: Parent/guardian conference and 1-5 day suspension.
- c. Third Offense: Parent/guardian contact. Minimum of five (5) day suspension Report to law enforcement agency.
- d. Fourth and subsequent offenses: Parent/guardian contact. Minimum of five (5) day suspension and recommendation for expulsion. Report to law enforcement agency.

**GANG PREVENTION AND INTERVENTION MEASURES  
Jefferson School District Administrative Regulation 5136**

In order to keep district schools free from the harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior, school staff shall take the following measures:

- 1. The site principals shall incorporate the following regulations into their school discipline procedures, which shall be outlined in the student/parent handbook. The principal or his/her designee shall be responsible for the interpretation and enforcement of these provisions. Furthermore, the site principal or his/her designee shall, as a part of the implementation process, evaluate and determine the degree of gang affiliation of any student involved in activities that fall under these regulations and shall use that determination when deciding the appropriate disciplinary action.
  - A. Gang-related Initiations, Hazing, Intimidations or Related Activities  
Individual or group activity which causes, conspires to cause, or threatens to cause bodily danger, physical harm, intimidation, personal degradation or disgrace is prohibited.
    - \* First offense *Minimum:* 3-5 day suspension. *Maximum:* expulsion.  
Determination of degree of gang affiliation shall be made. If identified as gang member, recommendation for expulsion may be made. Parent conference required.
    - \* Second offense *Minimum:* 5-day suspension. *Maximum:* expulsion.  
If identified as gang member, recommendation for expulsion may be made. Parent conference required.
    - \* Third offense *Minimum:* 5-day suspension and mandatory recommendation for expulsion. Parent conference required. Site administration may consider recommendation for transfer to alternative program.
  - B. Gang Related paraphernalia, Graffiti or Gestures  
Wearing, carrying, writing gang graffiti on school district property, or displaying gang paraphernalia or any objects bearing gang-related graffiti, or making gestures that symbolize gang membership or affiliation are prohibited.
    - \* First offense *Minimum:* 1-5 day suspension. *Maximum:* expulsion.  
Determination of degree of gang affiliation shall be made. If identified as gang member, recommendation for expulsion may be made. Confiscation of articles involved. Parent conference required.
    - \* Second offense *Minimum:* 3-5 day suspension. *Maximum:* expulsion.

If identified as gang member, recommendation for expulsion may be made. Confiscation of articles involved. Parent conference required.

\* Third offense *Minimum:* 5-day suspension and mandatory recommendation for expulsion. Confiscation of articles involved. Parent conference required.

## **RIGHTS AND RESPONSIBILITIES**

### ***Responsibilities of Parents***

- To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children. In grades 4-8, check student's progress on AERIES weekly. Volunteer in child's school and classroom if time or schedule permits.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school. Ensure that their child has a well-lit place and sufficient time each day to complete homework.
- To maintain consistent and adequate supervision over their children and to approve and support reasonable consequences as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations and ensure that students follow rules and regulations of the school.
- Communicate positive information regarding teachers, principals, coaches, and other campus personnel when discussing school with students.

### ***Rights of Teachers***

- To expect and receive the attention, effort and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.
- To expect students to behave responsibly in class, allowing others to work in an environment which is conducive to learning.

### ***Responsibilities of Teachers***

- To consider the personal worth of each individual student as a unique and important human being.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely and periodic reports, including all pertinent data related to the student's academic and behavioral experiences.
- To initiate and enforce individual classroom rules consistent with school and District Policy.

### ***Rights of Administrators***

- To initiate such discipline measures as needed to establish and maintain an environment in which optimum learning, safety and effective teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus safety.

### ***Responsibilities of Administrators***

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitates effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from community support services and resources in cases where students and families are determined to be at risk.
- To make a determined effort to stay attuned to expressions of students/staff/parents/community concerns and to react with sensitivity toward them.

### ***Responsibilities of Schools***

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet local, state, and national student academic standards.
- Provide parents with assistance in understanding academic achievement standards and assessments and how to monitor student's progress
- Provide opportunities for ongoing communication between parents and teachers through semi-annual parent/teacher conferences; frequent reports regarding student's progress; and opportunities to talk with members of the staff, volunteer in class, and observe classroom activities;
- Work cooperatively with parents in the best interest of the child.
- Treat all students with respect.
- Provide a safe and secure learning environment.

### ***Responsibilities of Students***

- Attend school regularly.
- Complete and turn in all classroom and homework assignments on time.

- Use effective study skills to prepare for all tests and quizzes.
- Accept responsibility for his/her own actions.
- Show respect for himself/herself, other people, and property.
- Make the effort to do his/her best to learn every day.
- Follow rules and regulations of the school.

### **SUSPENSION FROM SCHOOL**

**SUSPENSION:** A student is removed by disciplinary reasons from the classroom by administrative or teacher action. A principal may suspend for up to five days, a teacher may suspend for the remainder of the day in which the misbehavior occurred and the day after. As soon as possible the teacher shall ask the parent/guardian of the pupil to attend a parent/teacher conference regarding the suspension. If an in-person conference cannot be arranged, a telephone conference may be substituted. A school administrator shall attend the conference if the teacher or parent/guardian so requests. The pupil shall not be returned to the class during the period of suspension without the concurrence of the teacher and the principal. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. A suspension may be extended under certain conditions, such as when an expulsion hearing is pending. (E.C. 48925; E.C. 48911)

**NOTE:** Consequences for Special Education students must take into account the student's IEP (Individual Education Plan).

- (EC 48900) No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:
  - A. While on school grounds;
  - B. While going to or coming from school;
  - C. During the lunch period, whether on or off the campus;
  - D. During or while going to or coming from a school-sponsored activity.

- Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in the district's basic school rules.

**GROUND FORS SUSPENSION AND EXPULSION** from the California Education Code Section 48900,

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - (2) Willfully used force or violence upon another person, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearms, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
- (d) Unlawfully offered arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material represented as a controlled substance, alcoholic beverage or intoxicant of any kind.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h). Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Codes.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- (l). Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 A pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.

48900.3 A pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4 A pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48903(a) Except as provided in subsection (g) of Section 48911 and in Section 48912, the total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed days in any school year. A student may be recommended for expulsion by the principal or superintendent of schools if the number of days suspended exceeds 20 days. A decision to expel shall be based on a finding of one or both of the following: (1) other means of correction are not feasible or have repeatedly failed to bring about proper conduct, (2) due to the nature of the act the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

## **EXPULSION FROM SCHOOL**

The governing board has the authority to expel a student for serious and/or repeated offenses. Both the student and the student's parents or guardians receive notices and are informed of their rights. Expulsion hearings are formal and legal in nature. In certain cases where the school principal or superintendent finds that expulsion is inappropriate, due to the particular circumstances, a report in writing must be submitted to the governing board. This report shall identify the incident and the reasons why expulsion is not being recommended. (EC 48925 and EC 48915)

### **CAUSES FOR MANDATORY RECOMMENDATION FOR EXPULSION**

Unless the principal or Superintendent find that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts:

- A. TO CAUSE SERIOUS PHYSICAL INJURY to another person, except in self-defense. (EC 48900, sub section 1 (a))  
CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.
- B. TO POSSESS, SELL OR OTHERWISE FURNISH ANY FIREARM, KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT, unless in the case of possession of any such object the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the principal's designee. (EC 48900, sub section (b))  
CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.
- C. TO FURNISH OR SELL A CONTROLLED SUBSTANCE (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage or an intoxicant of any kind. (EC 48900, sub section (c))  
CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.
- D. TO OFFER, ARRANGE, OR NEGOTIATE TO SELL ANY CONTROLLED SUBSTANCE (as defined in Section 11053 of the Health and Safety Code), alcoholic beverage or intoxicant, and then sell, deliver or furnish look-a-likes or in-lieu substances. (EC 48900, sub section (d))  
CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.
- E. TO COMMIT ROBBERY OR EXTORTION. (EC 48915 and EC 48900, sub section e)  
CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.
- F. ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Section 240, 24210; EC 48900, a sub section)  
CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.
- G. A student may be recommended for expulsion by the principal or superintendent of schools if the number of days suspended exceeds 20 days. A decision to expel shall be based on a finding of one or both of the following: (1) other means of correction are not feasible or have repeatedly failed to bring about proper conduct (2) due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

### **CAUSES FOR MANDATORY RECOMMENDATION AND MANDATORY EXPULSION**

The principal, Superintendent, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915 (c))

1. Possessing, as verified by a district employee, sells or otherwise furnishes a firearm at school or at a school event, that student shall be expelled for one calendar year from the date the expulsion occurred and upon ordering the expulsion, the Governing Board may set an earlier date on a case-by-case basis.
2. Brandishing a knife as defined in Education Code 48915 (g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n) under "Grounds for Suspension and Expulsion" above.
5. Possessing an explosive as defined in 18 USC 921.

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

### **RIGHT OF APPEAL AND DUE PROCESS**

#### **SUSPENSION**

1. Suspension by the principal/designee or the superintendent shall be preceded by an informal conference which is conducted by the principal or his/her designee between the pupil and whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal. At the conference the pupil shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her defense. (EC 48911, sub-section b)
2. A principal/designee or the superintendent can suspend a pupil without affording the pupil an opportunity for a conference only if the principal or his/her designee determines that an "emergency situation" exists. If a pupil is suspended without a conference prior to the suspension, both the parent and the pupil shall be notified of the pupil's right to such a conference, and the pupil's right to return to school for such purpose. The conference shall be held within two (2) school days unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference. (EC 48911, sub-section c)

3. At the time of suspension, a school employee shall make a reasonable effort to contact the parent or guardian of the pupil in person or by telephone, (EC 48911, sub-section d)
4. Whenever a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension. The notice shall be, insofar as is practicable, in the primary language of the pupil's parent or guardian. Included in this notice is a request that the parent or guardian attend a conference with school officials regarding the pupil's behavior including notice that state law requires parents or guardian to respond to such a request without delay. (EC 48911, sub-section d)
5. If suspension is ordered by a principal/designee, the pupil or pupil's parent or guardian shall have the right to request a meeting with the superintendent's designee. The meeting shall be held within three (3) school days of time such request is received by the designee. (EC 48914, sub-section a)
6. If a meeting is requested and held according to EC Section 48914, sub-section a, superintendent's designee shall render a decision within two (2) school days. (EC 48914, sub-section d)

### **EXPULSION**

1. In a case where expulsion is being processed by the governing board, the superintendent's designee may extend the suspension until such time as the governing board has rendered a decision, provided that the superintendent/designee has determined that the presence of the pupil at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process. (EC 48911, sub-section g)
2. The pupil and the pupil's parent or guardian shall be entitled to a hearing to determine whether the pupil should be expelled. An expulsion hearing shall be held within thirty (30) school days of the date the principal or superintendent determines that the pupil committed any of the acts enumerated in Section 48900 unless the pupil requests in writing that the hearing be postponed. The pupil shall be entitled to a least one postponement of an expulsion hearing for a period for not more than thirty (30) calendar days. In the event that compliance by the governing board with the above time requirements is impracticable, the expulsion hearing may be delayed for good cause up to five (5) additional days. Reasons for the extension shall be part of the record at the time of the hearing. (EC 48918, sub-section a)
3. Written notice of the hearing shall be forwarded to the pupil at least ten (10) calendar days prior to the date of the hearing. (EC 48918, sub-section b)
4. The Governing Board shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public unless the pupil or the pupil's parent or guardian request, in writing, at least five (5) days prior to the date of the hearing, that the hearing be a public meeting. (EC 48918, sub-section c, d)
5. The expulsion order and the causes therefore shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school which the pupil subsequently enrolls upon request from the admitting school for the pupil's school records. (EC 48918, sub-section j)
6. A decision of the governing board whether to expel a pupil shall be made within ten (10) school days following the conclusion of the hearing, unless the pupil requests in writing that the decision be postponed. If the hearing is held by an administrative panel, or if the district governing board does not meet on a weekly basis, the governing board shall make its decision about a pupil's expulsion within 40 school days after the date of the pupil's removal from his/her school of attendance for the incident for which the recommendation for expulsion is made by the principal or the superintendent, unless the pupil requested in writing that the decision be postponed.
7. Written notice of any decision of the governing board to expel or to suspend the enforcement of the expulsion order during a period of probation shall be sent by mail, using "proof of service" method, to the student or parent or guardian. The notice shall include notification of the right to appeal the expulsion to the county board of education. (EC 48918, sub-section j)

### **PARENTS NOTICE OF RIGHTS AND RESPONSIBILITIES**

State law requires that parents be notified of their right and responsibilities in certain matters pertaining to their children's education.

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. ( Ed. Code § 46014)
2. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** Parents may request in writing that their child not receive comprehensive sexual health education or HIV/AIDS prevention education. Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of Education Code section 51938. Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the

named of the organization of each guest speaker will be identified. Parents have the right to request that the District provide you with a copy of Education Code sections 51933 and 59134.

**3. Excuse From Instruction in Health:** Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code. § 51240)

**4. Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary. (Ed. Code. §§ 49423, 49423.1, 49423.5)

**5. Students on Medication:** Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. [Ed. Code § 49480].

**6. Immunization:** The District shall exclude from school any pupil who has not been immunized properly. Pursuant to Health & Safety Code section 120325, a parent may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. [Ed. Code. §§ 48216, 48980(a), 49403, Health & Safety Code, §§ 120325, 120335]

**7. Physical Exams and Testing:** The District is required to conduct certain physical examinations of vision, hearing, and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease. [Ed. Code. §49451, 49452, 49452.5 and 49455, Health & Safety Code. §12408.5]

**8. Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. [Ed. Code § 46010.1]

**9. Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent, or if the pupil is a minor, without the consent of a parent or guardian. [Ed. Code. § 49472]

**10. Medical and Hospital Services Not Provided:** The district does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code. §§ 32221.5, 49471)

**11. Services for Students with Exceptional Needs or a Disability:** State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. [Ed. Code §56040, et seq.] In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The site principal is responsible for handling requests for services under Section 504.

**12. No Academic Penalty for Excused Absence:** No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time Ed. Code. §§ 48205, 48940(j). A pupil shall be excused from school when the absence is: 1) Due to his or her illness. 2) Due to quarantine under the direction of a county or city health officer. 3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered. 4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. 5) For the purpose of jury duty in the manner provided for by the law. 6) Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent. 7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. 8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Election Code.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonable provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For the purposes of this section, attendance at religion retreats shall not exceed four hours per semester. "Immediate family" as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil. (Ed. Code. 48205)

**13. Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. [Title IX of the Education Amendments of 1972.] Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the Superintendent or Human Resources Manager, at the following address and telephone: Jefferson School District, 1219 Whispering Wind Drive, Tracy, CA 95377, 209-836-3388.

**14. Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations and file with the Superintendent. Cal. Codes Regs. tit. 5. § 4630.

**15. Release of Student Information:** The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information: Name, address, telephone, date and place of birth, major field of study, class schedule, class roster, photographs, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institutions attended. (Ed. Code §§ 489060 et seq., 49073, 20 U.S.C. § 1232g, 34 C.F.R. § 99.7)

**16. Inspection of Student Records:** State law requires that the District notify parents of the following rights which pertain to student records. [Ed. Code §§49063, 49069, 34 C.F.R. §99.7]

a. A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.

b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school site is ultimately responsible for maintenance of student records.

c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

The parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be: 1) Inaccurate. 2) An unsubstantiated personal conclusion or inference. 3) A conclusion or inference outside of the observer's area of competence. 4) Not based on the personal observation of a named person with the time and place of the observation. 5) Misleading. 6) In violation of privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegation, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code. 49070) If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code Sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

d. A Student Records Log is maintained for each student. A Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Record Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code. §49064)

e. School officers or employees having a legitimate educational interest may access student records without first obtaining parental consent. "School officers and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health, medical staff and District employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A "legitimate educational interest" is one held by a school officer or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code. § 49063(d), 49076)

f. Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

g. Parents and guardians will be charged 20¢ per page for the reproduction of student records.

h. Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g)

i. Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

**17. Family Educational Rights Privacy Act:** In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.

**18. Student Discipline:** District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. [Ed. Code. § 35291]

**19. Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternative education project or test for the purpose of providing the pupil an alternate avenue of obtaining the knowledge, information or experience required by the course of study. [Ed. Code. §§ 32255-32255.6]

**20. Temporary Disability:** The temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. [Ed. Code. §§ 48206.3, 48207, 48208, 48980(b)]

**21. Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code. § 48200); (2) the student is placed in a regularly established children's institution, licensed foster home, or family home; (3) he or she is an emancipated student who lives within the District; (4) the student lives in the home of an adult who has submitted a caregiver affidavit; or (5) the student resides in a state hospital within the District. (Ed. Code. § 48204). The law allows, but does not require, a district to accept a student for enrollment where one or both of the student's parents or legal guardian is physically employed within the district's boundaries (Ed. Code, § 48204).

**22. Attendance Options:** All districts must inform parents at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by district are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980 (h)) Attached is a copy of the District's Policy of Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should contact the Superintendent's office. The general requirements and limitation of each process are described as follows:

a. Choosing a School Within the District in Which Parent Lives: Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

b. Choosing a School Outside District in Which Parent Lives: Parents have three different options for choosing a school outside the district in which they live. The three options are:

i. District of Choice (Ed. Code. § § 48300 - 48315): The law allows, but does not require, each school district to become a "district of choice" - that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a "district of choice" must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a "random, unbiased process," which prohibits student enrollment and district communications about enrollment from being based upon actual or perceived academic or athletic performance, or and other personal characteristic. If the number of transfer applications exceeds the number of students the school board is willing to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. If the district chooses not to become a "district of choice", a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

- Either the district to or from which a student would transfer may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Siblings of students already attending school in the "district of choice" must be given transfer priority.
- A parent may request transportation assistance within the boundaries of the "district of choice". The district is required to provide transportation only to the extent it already does so.

ii. **Other Interdistrict Transfers** (Ed. Code. §§46600 - 46611): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following: • Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which he or she is enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts, however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year. • If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. Approved Jefferson School District transfers are valid for the current school year only, as permitted in education code.

iii. **“Allen Bill” Transfers** (EC §48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which his/her parents (or legal guardian (s)) physically work if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204 (b) include: • Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan. • The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student. • There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers. • There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

**23. Sexual Harassment Policy:** Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District’s policy on sexual harassment is attached. (Ed. Code §§ 231.5 48980(g))

**24. Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b. Recognize that the best learning takes place when the student learns because of the student’s desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student’s teachers of choice of learning projects.
- d. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
- e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

**25. Nutrition Program:** The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code §§ 48980 (b) 49510 et seq.)

**26. U.S. Department of Education Programs:** The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No students shall be required, as part of any applicable U.S. Department of Education funded program, to submit to the survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations
- b. mental and psychological problems potentially embarrassing to the student or his family
- c. sex behavior and attitudes;
- d. illegal, anti-social, self-incriminating and demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships.
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- g. religious practices, affiliations, or beliefs of the student or student’s parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parents. (20 U.S.C. § 123h)

27. **Fingerprint Programs:** With the written consent of the parent or guardian, kindergarten or newly enrolled student may be fingerprinted. The fingerprint document may not be retained by the District but must be delivered to the parent or guardian. A fee shall be charged to the parent or guardian to reimburse the District for its actual cost. (Ed. Code § 32390 48980(f))

**28. Uniform Complaint Procedures:**

**Complaints Alleging Discrimination:** State and federal law prohibit discrimination in education programs and activities. State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of disability (mental and physical), gender identity and gender related appearance and behavior whether or not associated with the person's assigned sex at birth), nationality (includes citizenship, country of origin and national origin), race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background) religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality, or bisexuality), or the perception of one or more of such characteristics. (Ed. Code, §§ 210-214, 220 et seq, 66260-66269, Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq, 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. §12101 et. seq., 34 C.F.R. § 106.9). The District has a written complaint procedure which may be used in cases where individuals have suffered discrimination on the basis of actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color, or physical or mental disability. (Cal.Code Regs., tit.5.§§ 4610, 4630, 4650)

a. Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal.Code Regs., tit.5. § 4630 (b) (1))

b. Complaints must usually be filed with the district superintendent. In the following cases however, complaints may be filed directly with the State Superintendent of Public Instruction: (Cal.Code Regs., tit.5. §§ 4630 (a), 4650)

(1) Complaints alleging that the District failed to comply with the complaint procedures described herein; (2) Complaints alleging facts which indicate that complainant will suffer an immediate loss of some benefit such as employment or education. (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at the District level; (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.; (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District. (6) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

c. Complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the State Superintendent of Public Instruction for an extension of up to ninety (90) days. Extensions will not be automatically granted, but may be granted for good cause. (Cal.Code Regs., tit.5.,§ 4630 (b) )

**Complaints Other Than Discrimination:** The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination.

a. Written complaints may be made in the following areas:

1) Adult Basic Education; 2) Consolidated Categorical Aid Programs; 3) Migrant Education; 4) Vocational Education; 5) Child Care and Development; 6) Child Nutrition; 7) Special Education. (Cal. Code Regs., tit. 5, §§ 4610(b), 4630)

b. Complaints must usually be filed with superintendent of the LEA (Local Education Agency)). However, complaints may be filed directly with the State Superintendent of Public Instruction. In the following cases: (1) Complaints alleging that the District failed to comply with the complaint procedures described herein; (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.; (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level; (4) Complaints alleging that the District failed or refused to implement a final decision regarding complaint originally filed with the District.; (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.; (6) Complaints relating to Special Education, but only if: a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or b) District refuses to comply with due process procedures or fails to implement due process hearing order; or c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or e) The complaint involves a violation of federal law. (7) The District refuses to respond to the State Superintendent's request for information regarding complaint originally filed with the District. (Cal.Code Regs., tit.5. §§ 4630, 4650)

c. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code. § 35186) (1) Insufficient textbooks and instructional materials; (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; (3) Teacher vacancy or misassignment, (4) The provision of intensive instruction and services for pupils who have not passed the high school exit exam by the end of grade 12. A complaint not satisfied with the resolution of a Williams Complaint has further rights under Education Code Section 35186. **Responsible Official:** The District official responsible for processing complaints is: Office of the Superintendent, 1219 Whispering Wind Drive, Tracy, 95377.

### Appeals:

a. Except for Williams Complaints, if a complaint is denied, in full or in part, by the District, the complainant may appeal to the California Department of Education. (Ed. Code. § 262.3 (a), Cal.Code Regs., tit.5. §4632)

(1) Appeals must be filed within fifteen (15) days of receiving the District decision. Complainant may, within the fifteen (15) day period, file a written request for an extension. Extensions will not be automatically granted, but may be granted for good cause.

(2) Appeals must be in writing.

(3) Appeals must specify the reason(s) for appealing the District decision.

(4) Appeals must include a copy of the original complaint and a copy of the District decision.

b. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal.Code Regs., tit.5. §4665)

1) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.

2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

### Civil Law Remedies:

In addition to the above described complaint procedures, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney.

(Ed. Code. §262.3 (b), Cal.Code Regs., tit.5., §4622)

**29. Pupil-Free Staff Development Day and Minimum Day Schedule:** See the District Calendar on page 7 for a list of these days. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual day. (Ed. Code. §48980(c))

**30. Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.(Ed. Code. §§ 49063,49091.14 )

**31. High School Exit Examination:** Each pupil completing 12th grade is required as a condition of graduation to successfully pass the high school exit examination mandated by State law. Pupils may take the exit examination prior to reaching the 12th grade. In order to pass the exit examination, a pupil will be required to demonstrate mastery of statewide academically rigorous content standards in language arts and mathematics. A pupil who fails to pass all parts of the examination by the completion of 12th grade shall not receive a diploma. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 must be provided with the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12. (Ed. Code, §§ 37254(d)(4)-(5), 48980(e), 60850)

**32. Child Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code Section § 56300 et seq. (Ed.. Code. § 56301; 34 C.F.R. § 104.32 (b))

**33. School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. ( Ed.. Code § 35256)

**34. Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)

**35. No Child Left Behind Act of 2001:** Under the NCLB, parents have the following rights:

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Information Regarding Individual Student Reports on Statewide Assessments: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Limited English Proficient Students: The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the

recommended program will meet the student’s needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.

**Program Improvement Schools:** Parents shall be notified when their child’s school is identified a “program improvement” school and the opportunities for school choice and supplemental instruction.

The information provided above is available upon request from each child’s school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately. (20 U.S.C. §§ 6301 et seq.)

**36. Children In Homeless Situations:** Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (42 U.S.C. § 11432(g)(1)(J)(ii), (g)(6))

**37. Sex Equity In Career Planning:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code. §221.5(d))

**38. Pesticide Products:** All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The following list provides the name of each pesticide product and the active ingredient (s). Parents or guardians may request prior notice of individual pesticide applications at the school. Parents/guardians of the Jefferson School District can register with the District’s designee, Clare Atkins, to receive notification of individual pesticide applications by calling 835-3968. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application. If you wish to access information on pesticides and pesticide reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agriculture Code section 13184, you can do so by accessing the Department’s website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

### HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Jefferson School District:

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code sections 17608 et seq. which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Jefferson School District expects to use the following pesticides at its campuses during the upcoming year:

<u>Pesticide Name</u>	<u>E.P.A. Reg. Number</u>	<u>Active Ingredient (s)</u>
TALSTAR	#279-3206	BIEFENTHRIN 7.9%
MAXFORCE	#64248-2	Hydramethyionon (tetrahydro-5,5-dimethyl-2 (1H)-
	#64248-6	pyrimidinone (3-(4(trifluoromethyl)
		phenyl)-1-(2-(4-(triflouromethyl)
		phenyl)ethenyl)-2-propenylidene
		hydrazone)-1.00%
MAXFORCE	#64248-14	Fipronil 0.01%
NiBAN	#64405-2	Ortoboric acid - 5%
TALSTAR	#279-3168	Bifrenthrin - 0.2%
Round Up Pro	#524-475	Glyphosate, N-(phosphonomethyl)glycine
Crawling Insect Killer	#498-133	d-trans Allethrin - 0.050%
		n-Octyl b.cycloheptene dicarboximide 0.900%
		Chlorphrifos (0,0, diethy10-3,5,6-trichloro-2-pyridy)
		phosphorothioate) 0.500%
Fumitoxin	#5857-1	Aluminum phosphide 55%
Diphacinone	#12455-5003-AA	2-diphenylacetyl-1, 3-indandione .01%

## **Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of --

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Jefferson School District will/has develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Jefferson School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Jefferson School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Jefferson School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**SCHOOL ATTENDANCE AREAS/INTRADISTRICT AGREEMENTS**

The Board of Trustees has established neighborhood school attendance areas taking into consideration, among other factors, the number of students to be served, capacity of local school plant, and geographic features affecting safety of students.

Students shall attend the school within the attendance area in which they legally reside. Exceptions shall be considered on an individual basis.

Requests for attendance outside of designated school attendance areas shall be submitted on the Intradistrict Attendance Request form to the appropriate school principal.

Criteria for determining approval of requests:

1. Substantiating Escrow Statement or Building Permit that home is under construction or being purchased in the area requested or rent receipt
2. When residency is established by legal action or court order. (e.g. emancipation, custody, foster care placement)
3. When a special need for the well-being of the student is determined and transfer is mutually agreed upon by the respective principals.

Decisions by the principals may be appealed to the Board by the parents/guardians.

Administrative procedures for processing requests and appeals shall be developed by the administration.

The district may at its discretion place students in any school within the district for the purpose of maintaining class balance, maintaining acceptable teacher/student ratio, or improving educational opportunities, even though said school is not within the student's established attendance area.

*Legal Reference:*

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

COURT DECISIONS

Crawford v. Board of Education (1976) 17 Cal.3d 280

Policy  
adopted: November 9, 1999

**JEFFERSON SCHOOL DISTRICT**  
Tracy, California

**INTERDISTRICT ATTENDANCE**

The Board of Trustees recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available.

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117.1 - Interdistrict Attendance Agreements)*

*(cf. 5117.2 - Alternative Interdistrict Attendance Program)*

*(cf. 5145.6 - Parental Notifications)*

Because of overcrowding within district schools and limited district resources, the Board discourages transfers into the district and will consider approving such transfers only on a case-by-case basis through an interdistrict attendance agreement.

*Legal Reference:*

EDUCATION CODE

*46600-46611 Interdistrict attendance agreements*

*48204 Residency requirements for school attendance*

*48209-48209.17 Student attendance alternatives*

*48915 Expulsion; particular circumstances*

*48915.1 Expelled individuals: enrollment in another district*

*48918 Rules governing expulsion procedures*

*48980 Notice at beginning of term*

*52317 Admission of persons including nonresidents to attendance area; workers' compensation for pupils*

Policy  
adopted: April 17, 2001

**JEFFERSON SCHOOL DISTRICT**  
Tracy, California

**ELECTRONIC SIGNALING DEVICES**

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. On school ground and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

**Possession of Cellular Phone and Other Personal Electronic Signaling Devices**

No student shall be prohibited from possessing or using an electronic device that is determined by a licensed physician or surgeon to be essential for the student's health, the use of which is for health related purposes (Education Code 48901.5)

Students may possess personal electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones provided that

1. The device is turned off at all times on school grounds or at school activities from the hours of 45 minutes prior to the beginning of the school day and 45 minutes after the school day concludes.
2. The device is turned off and concealed while the student is riding the school bus.
3. The device is concealed in a location where it is not visible to others (Ex. Backpack, purse).
4. The device may not be placed or stored in a student desk.
5. The student assumes responsibility for these items if they are lost or stolen.

**First Offense:** The student's parents will be notified. The device will be confiscated from the student and kept in the school office. It can be retrieved by the student at the end of the day after school is dismissed. If the device is not picked up on the day of the offense, it can be picked up the following day or subsequent day after school is dismissed until the end of the school year at which time the phone will be discarded if it is not claimed.

**Second Offense:** The student's parents will be notified. The device will be confiscated from the student and remain in the school office until it is retrieved by a parent or guardian of that student.

**Third Offense:** The student's parents will be notified. The device will be confiscated from the student and remain in the school office until it is retrieved by a parent or guardian of that student. The student will be suspended for one day for a repeated violation of a district policy.

**Subsequent Offenses:** The student's parents will be notified. The device will be confiscated from the student and remain in the school office until it is retrieved by a parent or guardian of that student. The student will be suspended for two days each time they violate this district policy.

*Legal Reference:*

*Education Code  
48901.5 Cell Phones*

Policy

Approved: January 10, 2006

**JEFFERSON SCHOOL DISTRICT**

Tracy, California

**SEXUAL HARASSMENT**

The Board of Trustees is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of student by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

**Complaint Process**

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

**SEXUAL HARASSMENT** (continued)

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

**Disciplinary Actions**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

*(cf. 5131 - Conduct)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

**Confidentiality and Record-Keeping**

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Policy

Adopted: December 8, 2009

**Jefferson School District**

Tracy, California



**Jefferson School District**  
**Photography/Videotape Release**  
**2011/2012 School Year**

I hereby grant permission for Jefferson School District to record the participation and appearance of my child, by photography and/or videotape in connection with daily school activities for the purpose of news releases, reporting, and assessing the progress of children and school-related programs. Jefferson School District is authorized to exhibit or distribute such photograph(s) and/or videotape in whole or in part without restrictions or limitations for any educational or promotional purpose that Jefferson School District deems appropriate. Such photograph(s) and/or videotape may appear in printed or visual materials for Jefferson School District.

The undersigned hereby jointly and severally releases, acquits, forgives, and discharges Jefferson School District from any actions, agreements, claims, controversies, demands, judgments, liabilities, proceedings, and suits, whether arising in equity or in law regarding such participation and appearance by said child.

This release shall remain binding upon all successors in interest and personal representatives of the parties, to the extent permitted by law.

## **JEFFERSON SCHOOL DISTRICT TECHNOLOGY USE AGREEMENT 2011/2012 School Year**

The use of any Jefferson School District (JSD) computer equipment is a privilege for which all users accept responsibility.

- Damage, vandalism or theft of equipment
- Theft, piracy or altering of software
- Use of the system to transmit computer viruses
- Accessing, communicating or printing information which is deemed inappropriate in nature by school personnel
- Plagiarism
- Use of chat rooms for non-academic purposes
- Any conduct in violation of school rules

The JSD staff members will determine what the appropriate/inappropriate use of computer equipment is and their decision is final. Any student involved with inappropriate use of any computer equipment will be referred to the principal or vice principal for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any JSD computer equipment incurred during the course of inappropriate action by a student.

The Jefferson School District recognizes that a valuable learning tool is available to all of our students through access to the Internet. The Jefferson School District is committed to maintaining such access in the most appropriate fashion. However, it is impossible for the school or the district to completely restrict access to all controversial materials.

As the parent or guardian of this student, I have read and understand this contract. I understand that the Jefferson School District and staff will use every means possible to restrict my student's access to all controversial materials. Also, I will not hold the county, the district, the school or any school employees responsible for materials acquired on the San Joaquin County Office of Education (SJCOE) Net.

I accept full responsibility for my student(s)' use of the SJCOE Net and the JSD computers and equipment. I hereby give permission for my student to have access to the technology available at Jefferson School.

## Type 2 Diabetes Information

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

### Description

Type 2 diabetes is the most common form of diabetes in adults.

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.

Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.

Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

### Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease. Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

**Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

**Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

**Inactivity.** Being inactive further reduces the body's ability to respond to insulin.

**Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

**Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

**Increased hunger, even after eating**

**Unexplained weight loss**

**Increased thirst, dry mouth, and frequent urination**

**Feeling very tired**

**Blurred vision**

**Slow healing of sores or cuts**

**Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms**

**Irregular periods, no periods, and/or excess facial and body hair growth in girls**

**High blood pressure or abnormal blood fats levels**

## Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

**Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.

**Get more physical activity.** Increase physical activity to at least 60 minutes every day.

**Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

## Types of Diabetes Screening Tests That Are Available

**Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

**Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

**Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

**Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

### **References**

[American Diabetes Association Clinical Journal](#) (Outside Source)

[Helping Children with Diabetes Succeed: A Guide for School Personnel](#) (PDF; Outside Source)

[KidsHealth](#) (Outside Source)

[Mayo Clinic](#) (Outside Source)

[National Library of Medicine \(NLM\) and National Institutes of Health's \(NIH\) MedLine](#) (Outside Source)

[US Centers for Disease Control and Prevention](#) (Outside Source)