

**2016 - 2017**  
**Student Parent Handbook**  
**Jefferson School District**



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## VISION

The Jefferson School District will deliver a quality education, providing the academic foundation for students to become lifelong learners as well as moral, ethical and compassionate people. A partnership of staff, students, parents and the community will prepare students to be engaged, responsible citizens and productive members of our global community.

## MISSION STATEMENT

The mission of the Jefferson School District is to provide a safe, equitable, engaging and rewarding environment where students, teachers and parents partner in student programs that emphasize academics, physical fitness and the arts. The result of this effort is to challenge students to be lifelong learners that are positive and productive citizens, prepared for life beyond Jefferson School District who themselves care about education.

## CORE VALUES

- We believe our impact on today's student affects tomorrow's society.
- We believe the best interest of students should come first in our decision making as a district.
- We believe in setting and supporting high expectations for learning and challenging students to achieve their ultimate success.
- We believe in personal accountability.
- We believe we should provide an education that is well rounded in both academics and extra-curricular options for students, parents and teachers to engage.
- We believe in planning for the future without forgetting the past.
- We believe the best education is provided with a fully participating community.
- We believe in creating a desirable work place where people are valued, respected and challenged.
- We believe we are responsible to ensure a safe environment for our students, staff and families.



Board adopted – April 3, 2012

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@yahoo.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**

James Bridges, Ed.D.	Superintendent jbridges@sjcoe.net
Mindy Maxedon	Chief Business Official mmaxedon@sjcoe.net
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Sam Hagler	Director of Maintenance Operations & Transportation shagler@sjcoe.net
Steve Anzo	Mechanic
Silvia Carranza	Bus Driver
Becky Duncan	Bus Driver
Angela Galen	Bus Driver

JEFFERSON SCHOOL

7500 West Linne Road  
Tracy, CA 95304  
(209) 835-3053 phone  
(209) 835-4419 fax  
Principal Alyssa Wooten

ANTHONY C. TRAINA SCHOOL

4256 Windsong Drive  
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(209) 839-2379 phone  
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Principal David Olson  
Vice Principal Ken Silman

MONTICELLO SCHOOL

1001 Cambridge Place  
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Principal Leslie Adair

TOM HAWKINS SCHOOL

475 Darlene Lane  
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(209) 839-2380 phone  
(209) 839-2384 fax  
Principal Christina Orsi  
Vice Principal Emily Stroup

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

# JEFFERSON SCHOOL DISTRICT 2016-2017 INSTRUCTIONAL CALENDAR

## August 2016

Tuesday, 8/9  
 Wednesday, 8/10  
 Thursday, 8/11  
 Monday, 8/15, 8/22, 8/29

FIRST DAY OF SCHOOL, *Minimum Day – 1:30 PM Release*  
 Monticello Back to School Nights  
 Jefferson, Traina and Hawkins Back to School Nights  
*Minimum Days – 1:30 PM Release*

## September 2016

Monday, 9/5  
 Monday, 9/12, 9/19, 9/26

Labor Day Holiday – NO SCHOOL  
*Minimum Days – 1:30 PM Release*

## October 2016

Monday, 10/17  
 Tuesday-Friday, 10/18 – 10/21  
 Monday, 10/3, 10/10, 10/24, 10/31

Parent Teacher Conferences – NO SCHOOL  
*Minimum Days – 2:00 PM Release*  
*Minimum Days – 1:30 PM Release*

## November 2016

Friday, 11/4  
 Friday, 11/11  
 Monday-Friday, 11/21-11/25  
 Monday, 11/7, 11/14, 11/28

End of First Trimester  
 Veterans' Day Holiday - NO SCHOOL  
 Thanksgiving Holiday - NO SCHOOL  
*Minimum Days – 1:30 PM Release*

## December 2016

Wed, 12/7 & Thurs, 12/8  
 Tues, 12/13  
 Wed, 12/14  
 Thursday 12/15  
 Monday, 12/19 – Monday, 1/2  
 Monday, 12/5, 12/12

Hawkins Winter Program  
 Jefferson & Traina Winter Programs  
 Monticello & Traina Winter Programs  
 Monticello Winter Program  
 Winter Break - NO SCHOOL  
*Minimum Days – 1:30 PM Release*

## January 2017

Tuesday, 1/3  
 Monday, 1/16  
 Monday, 1/9, 1/23, 1/30

School Resumes  
 Martin Luther King, Jr. Holiday - NO SCHOOL  
*Minimum Days – 1:30 PM Release*

## February 2017

Monday, 2/13  
 Monday, 2/20  
 Friday, 2/24  
 Monday, 2/6, 2/27

Lincoln's Birthday Holiday - NO SCHOOL  
 Presidents' Day Holiday - NO SCHOOL  
 End of Second Trimester  
*Minimum Days – 1:30 PM Release*

## March 2017

Wednesday, 3/29  
 Thursday, 3/30  
 Monday, 3/6, 3/13, 3/20, 3/27

Jefferson, Hawkins and Traina Open House  
 Monticello Open House  
*Minimum Days – 1:30 PM Release*

## April 2017

Friday, 4/14 – Friday, 4/21  
 Monday, 4/24  
 Monday, 4/3, 4/10, 4/24

Spring Break – NO SCHOOL  
 School Resumes  
*Minimum Days – 1:30 PM Release*

## May 2017

Thursday, 5/25  
 Thursday, 5/25  
 Monday, 5/1, 5/8, 5/15, 5/22

Last Day of School. *Minimum Day – 1:30 PM Release*  
 Traina, Hawkins and Jefferson School Graduation Ceremonies  
*Minimum Days – 1:30 PM Release*



2016 - 2017 BELL SCHEDULES



Jefferson School  
Daily Schedule  
5<sup>th</sup> & 6<sup>th</sup> Grade

Regular Days		
Period	Begin	End
1	8:15 AM	9:05 AM
passing	9:05 AM	9:08 AM
2	9:08 AM	9:55 AM
break	9:55 AM	10:05 AM
3	10:05 AM	10:52 AM
passing	10:52 AM	10:55 AM
4	10:55 AM	11:42 AM
passing	11:42 AM	11:45 AM
lunch	11:45 AM	12:30 PM
passing	12:30 PM	12:33 PM
5	12:33 PM	1:20 PM
passing	1:20 PM	1:23 PM
6	1:23 PM	2:10 PM
passing	2:10 PM	2:13 PM
7	2:13 PM	3:00 PM

Minimum Day		
Period	Begin	End
1	8:15 AM	8:51 AM
passing	8:51 AM	8:54 AM
2	8:54 AM	9:28 AM
passing	9:28 AM	9:31 AM
3	9:31 AM	10:06 AM
passing	10:06 AM	10:09 AM
4	10:09 AM	10:43 AM
break	10:43 AM	10:53 AM
passing	10:53 AM	10:56 AM
5	10:56 AM	11:30 AM
passing	11:30 AM	11:33 AM
6	11:33 AM	12:08 PM
lunch	12:08 PM	12:53 PM
passing	12:53 PM	12:56 PM
7	12:56 PM	1:30 PM

Conference Schedule		
Period	Begin	End
1	8:15 AM	8:54 AM
passing	8:54 AM	8:57 AM
2	8:57 AM	9:35 AM
break	9:35 AM	9:45 AM
passing	9:45 AM	9:48 AM
3	9:48 AM	10:27 AM
passing	10:27 AM	10:30 AM
4	10:30 AM	11:09 AM
passing	11:09 AM	11:12 AM
5	11:12 AM	11:51 AM
lunch	11:51 AM	12:36 PM
passing	12:36 PM	12:39 PM
6	12:39 PM	1:18 PM
passing	1:18 PM	1:21 PM
7	1:21 PM	2:00 PM

Rally Schedule		
Period	Begin	End
1	8:15 AM	8:54 AM
passing	8:54 AM	8:57 AM
2	8:57 AM	9:35 AM
break	9:35 AM	9:45 AM
passing	9:45 AM	9:48 AM
3	9:48 AM	10:26 AM
passing	10:26 AM	10:29 AM
4	10:29 AM	11:07 AM
passing	11:07 AM	11:10 AM
5	11:10 AM	11:48 AM
lunch	11:48 AM	12:33 PM
passing	12:33 PM	12:36 PM
6	12:36 PM	1:14 PM
passing	1:14 PM	1:17 PM
7	1:17 PM	1:55 PM
passing	1:55 PM	2:00 PM
rally	2:00 PM	3:00 PM

## 2016 - 2017 BELL SCHEDULES



### Jefferson School Daily Schedule 7<sup>th</sup> & 8<sup>th</sup> Grade

Regular Days		
Period	Begin	End
1	8:15 AM	9:05 AM
passing	9:05 AM	9:08 AM
2	9:08 AM	9:55 AM
passing	9:55 AM	9:58 AM
3	9:58 AM	10:45 AM
break	10:45 AM	10:55 AM
passing	10:55 AM	10:58 AM
4	10:58 AM	11:45 AM
passing	11:45 AM	11:48 AM
5	11:48 AM	12:35 PM
lunch	12:35 PM	1:20 PM
passing	1:20 PM	1:23 PM
6	1:23 PM	2:10 PM
passing	2:10 PM	2:13 PM
7	2:13 PM	3:00 PM

Minimum Day		
Period	Begin	End
1	8:15 AM	8:51 AM
passing	8:51 AM	8:54 AM
2	8:54 AM	9:28 AM
passing	9:28 AM	9:31 AM
3	9:31 AM	10:06 AM
break	10:06 AM	10:16 AM
passing	10:16 AM	10:19 AM
4	10:19 AM	10:53 AM
passing	10:53 AM	10:56 AM
5	10:56 AM	11:31 AM
passing	11:31 AM	11:34 AM
6	11:34 AM	12:08 PM
passing	12:08 PM	12:11 PM
7	12:11 PM	12:45 PM
lunch	12:45 PM	1:30 PM

Conference Schedule		
Period	Begin	End
1	8:15 AM	8:54 AM
passing	8:54 AM	8:57 AM
2	8:57 AM	9:35 AM
passing	9:35 AM	9:38 AM
3	9:38 AM	10:17 AM
break	10:17 AM	10:27 AM
passing	10:27 AM	10:30 AM
4	10:30 AM	11:09 AM
passing	11:09 AM	11:12 AM
5	11:12 AM	11:51 AM
passing	11:51 AM	11:54 AM
6	11:54 AM	12:33 PM
lunch	12:33 PM	1:18 PM
passing	1:18 PM	1:21 PM
7	1:21 PM	2:00 PM

Rally Schedule		
Period	Begin	End
1	8:15 AM	8:54 AM
passing	8:54 AM	8:57 AM
2	8:57 AM	9:35 AM
passing	9:35 AM	9:38 AM
3	9:38 AM	10:16 AM
break	10:16 AM	10:26 AM
passing	10:26 AM	10:29 AM
4	10:29 AM	11:07 AM
passing	11:07 AM	11:10 AM
5	11:10 AM	11:48 AM
passing	11:48 AM	11:51 AM
6	11:51 AM	12:29 PM
lunch	12:29 PM	1:14 PM
passing	1:14 PM	1:17 PM
7	1:17 PM	1:55 PM
passing	1:55 PM	2:00 PM
rally	2:00 PM	3:00 PM

2016 - 2017 BELL SCHEDULES



Monticello School  
**REGULAR DAY SCHEDULE**



Kindergarten		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:20 AM
lunch	11:20 AM	11:42 AM
recess	11:42 AM	12:05 PM
3	12:05 PM	2:00 PM

1st Grade		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:15 AM
lunch	11:15 AM	12:00 PM
3	12:00 PM	2:00 PM

2nd Grade		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:30 AM
lunch	11:30 AM	12:15 PM
3	12:15 PM	2:00 PM

3rd Grade		
Period	Begin	End
1	8:15 AM	10:09 AM
recess	10:09 AM	10:23 AM
2	10:23 AM	11:45 AM
lunch	11:45 AM	12:30 PM
3	12:30 PM	2:00 PM

4th Grade		
Period	Begin	End
1	8:15 AM	10:09 AM
recess	10:09 AM	10:23 AM
2	10:23 AM	12:00 PM
lunch	12:00 PM	12:45 PM
3	12:45 PM	3:00 PM



2016 - 2017 BELL SCHEDULES

Monticello School  
**Minimum Day Schedule**

Kindergarten - Min. Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:20 AM
lunch	11:20 AM	11:42 AM
recess	11:42 AM	12:05 PM
3	12:05 PM	1:30 PM

1st Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:15 AM
lunch	11:15 AM	12:00 PM
3	12:00 PM	1:30 PM

2nd Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:30 AM
lunch	11:30 AM	12:15 PM
3	12:15 PM	1:30 PM

3rd Grade - Min. Day		
Period	Begin	End
1	8:15 AM	10:09 AM
recess	10:09 AM	10:23 AM
2	10:23 AM	11:45 AM
lunch	11:45 AM	12:30 PM
3	12:30 PM	1:30 PM

4th Grade - Min. Day		
Period	Begin	End
1	8:15 AM	10:09 AM
recess	10:09 AM	10:23 AM
2	10:23 AM	12:14 PM
lunch	12:14 PM	12:59 PM
3	12:59 PM	1:30 PM

4th Grade - Conference Days		
Period	Begin	End
1	8:15 AM	10:00 AM
recess	10:00 AM	10:14 AM
2	10:14 AM	12:00 PM
lunch	12:00 PM	12:45 PM
3	12:45 PM	2:00 PM

2016 - 2017 BELL SCHEDULES



Tom Hawkins School  
**REGULAR DAY SCHEDULE**

\*First period contains additional time for announcements and lunch count.

Transitional Kindergarten		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:50 AM
2	9:50 AM	11:20 AM
lunch	11:20 AM	11:40 AM
recess	11:40 AM	12:05 PM
3	12:05 PM	2:00 PM

1st Grade		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:48 AM
2	9:48 AM	11:35 AM
lunch	11:35 AM	12:20 PM
3	12:20 PM	2:00 PM

6th, 7th, and 8th Grade		
Period	Begin	End
1	8:15 AM	9:08 AM
passing	9:08 AM	9:11 AM
2	9:11 AM	9:58 AM
passing	9:58 AM	10:01 AM
3	10:01 AM	10:48 AM
break	10:48 AM	10:58 AM
4	10:58 AM	11:45 AM
passing	11:45 AM	11:48 AM
5	11:48 AM	12:35 PM
lunch	12:35 PM	1:20 PM
passing	1:20 PM	1:23 PM
6	1:23 PM	2:10 PM
passing	2:10 PM	2:13 PM
7	2:13 PM	3:00 PM

Kindergarten		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:50 AM
2	9:50 AM	11:20 AM
lunch	11:20 AM	11:40 AM
recess	11:40 AM	12:05 PM
3	12:05 PM	2:00 PM

2nd Grade		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:48 AM
2	9:48 AM	11:35 AM
lunch	11:35 AM	12:20 PM
3	12:20 PM	2:00 PM

3rd Grade		
Period	Begin	End
1	8:15 AM	9:55 AM
recess	9:55 AM	10:08 AM
2	10:08 AM	11:55 AM
lunch	11:55 AM	12:40 PM
3	12:40 PM	2:00 PM

4th Grade		
Period	Begin	End
1	8:15 AM	9:55 AM
recess	9:55 AM	10:08 AM
2	10:08 AM	11:55 AM
lunch	11:55 AM	12:40 PM
3	12:40 PM	3:00 PM

5th Grade		
Period	Begin	End
1	8:15 AM	10:48 AM
recess	10:48 AM	10:58 AM
2	10:58 AM	12:35 PM
lunch	12:35 PM	1:20 PM
3	1:20 PM	3:00 PM

2016 - 2017 BELL SCHEDULES



Tom Hawkins School  
**Minimum Day Schedule**

\*First period contains additional time for announcements and lunch count.

Transitional Kindergarten		
Period	Begin	End
1	8:15 AM	9:30 AM
recess	9:30 AM	9:43 AM
2	9:43 AM	11:00 AM
lunch	11:00 AM	11:20 AM
recess	11:20 AM	11:45 AM
3	11:45 AM	1:30 PM

1st Grade Minimum Day		
Period	Begin	End
1	8:15 AM	9:30 AM
recess	9:30 AM	9:43 AM
2	9:43 AM	11:15 AM
lunch	11:15 AM	12:00 PM
3	12:00 PM	1:30 PM

6th, 7th, and 8th Grade Minimum Day		
Period	Begin	End
1	8:15 AM	8:55 AM
passing	8:55 AM	8:58 AM
2	8:58 AM	9:32 AM
passing	9:32 AM	9:35 AM
3	9:35 AM	10:09 AM
break	10:09 AM	10:19 AM
passing	10:19 AM	10:22 AM
4	10:22 AM	10:56 AM
passing	10:56 AM	10:59 AM
5	10:59 AM	11:33 AM
passing	11:33 AM	11:36 AM
6	11:36 AM	12:09 PM
Lunch	12:09 PM	12:54 PM
passing	12:54 PM	12:57 PM
7	12:57 PM	1:30 PM

Kindergarten		
Period	Begin	End
1	8:15 AM	9:30 AM
recess	9:30 AM	9:43 AM
2	9:43 AM	11:00 AM
lunch	11:00 AM	11:20 AM
recess	11:20 AM	11:45 AM
3	11:45 AM	1:30 PM

2nd Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:30 AM
recess	9:30 AM	9:43 AM
2	9:43 AM	11:15 AM
lunch	11:15 AM	12:00 PM
3	12:00 PM	1:30 PM

3rd Grade Minimum Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:03 AM
2	10:03 AM	11:30 AM
lunch	11:30 AM	12:15 PM
3	12:15 PM	1:30 PM

4th Grade Minimum Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:03 AM
2	10:03 AM	11:30 AM
lunch	11:30 AM	12:15 PM
3	12:15 PM	1:30 PM

4th - 8th Grade Conference Day		
Period	Begin	End
1	8:15 AM	8:57 AM
passing	8:57 AM	9:00 AM
2	9:00 AM	9:38 AM
passing	9:38 AM	9:41 AM
3	9:41 AM	10:19 AM
passing	10:19 AM	10:22 AM
4	10:22 AM	11:00 AM
break	11:00 AM	11:13 AM
passing	11:13 AM	11:16 AM
5	11:16 AM	11:54 AM
passing	11:54 AM	11:57 AM
6	11:57 AM	12:35 PM
lunch	12:35 PM	1:20 PM
passing	1:20 PM	1:23 PM
7	1:23 PM	2:00 PM

5th Grade - Min. Day		
Period	Begin	End
1	8:15 AM	10:09 AM
recess	10:09 AM	10:19 AM
2	10:19 AM	12:09 PM
lunch	12:09 PM	12:54 PM
3	12:54 PM	1:30 PM

2016 - 2017 BELL SCHEDULES



Anthony Traina School  
**REGULAR DAY SCHEDULE**

Transitional Kinder./Kinder		
Period	Begin	End
1	8:15 AM	9:25 AM
recess	9:25 AM	9:40 AM
2	9:40 AM	11:00 AM
lunch	11:00 AM	11:20 AM
recess	11:20 AM	11:45 AM
3	11:45 AM	2:00 PM

1st Grade		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:54 AM
2	9:54 AM	11:00 AM
lunch	11:00 AM	11:45 AM
3	11:45 AM	2:00 PM

6 <sup>th</sup> , 7th and 8th Grade		
Period	Begin	End
1	8:15 AM	9:11 AM
passing	9:11 AM	9:13 AM
2	9:13 AM	9:59 AM
break	9:59 AM	10:14 AM
passing	10:14 AM	10:16 AM
3	10:16 AM	11:02 AM
passing	11:02 AM	11:04 AM
4	11:04 AM	11:50 AM
lunch	11:50 AM	12:36 PM
passing	12:36 PM	12:38 PM
5	12:38 PM	1:24 PM
passing	1:24 PM	1:26 PM
6	1:26 PM	2:12 PM
passing	2:12 PM	2:14 PM
7	2:14 PM	3:00 PM

Transitional Kinder./Kinder		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:55 AM
2	9:55 AM	11:00 AM
lunch	11:00 AM	11:20 AM
recess	11:20 AM	11:45 AM
3	11:45 AM	2:00 PM

2nd Grade		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:54 AM
2	9:54 AM	11:00 AM
lunch	11:00 AM	11:45 AM
3	11:45 AM	2:00 PM

3rd Grade		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:54 AM
2	9:54 AM	11:00 AM
lunch	11:00 AM	11:45 AM
3	11:45 AM	2:00 PM

4th and 5th Grade		
Period	Begin	End
1	8:15 AM	10:20 AM
recess	10:20 AM	10:35 AM
2	10:35 AM	12:35 PM
lunch	12:35 PM	1:20 PM
3	1:20 PM	3:00 PM



2016 - 2017 BELL SCHEDULES

Anthony Traina School

**Minimum Day Schedule**

Transitional Kinder./Kinder Min. Day		
Period	Begin	End
1	8:15 AM	9:25 AM
recess	9:25 AM	9:40 AM
2	9:40 AM	11:25 AM
lunch	11:25 AM	11:45 AM
recess	11:45 AM	12:10 PM
3	12:10 PM	1:30 PM

3 <sup>rd</sup> Grade Minimum Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:25 AM
lunch	11:25 AM	12:10 PM
3	12:10 PM	1:30 PM

4 <sup>th</sup> and 5 <sup>th</sup> Grade Conference Day		
Period	Begin	End
1	8:15 AM	10:10 AM
recess	10:10 AM	10:25 AM
2	10:25 AM	12:38 PM
lunch	12:38 PM	1:23 PM
3	1:23 PM	2:00 PM

Transitional Kinder./Kinder Minimum Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:25 AM
lunch	11:25 AM	11:45 AM
recess	11:45 AM	12:10 PM
3	12:10 PM	1:30 PM

4 <sup>th</sup> and 5 <sup>th</sup> Grade Minimum Day		
Period	Begin	End
1	8:15 AM	10:20 AM
recess	10:20 AM	10:35 AM
2	10:35 AM	12:12 PM
lunch	12:12 PM	12:57 PM
3	12:57 PM	1:30 PM

6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade Conference Day		
Period	Begin	End
1	8:15 AM	8:54 AM
passing	8:54 AM	8:56 AM
2	8:56 AM	9:35 AM
break	9:35 AM	9:50 AM
passing	9:50 AM	9:52 AM
3	9:52 AM	10:31 AM
passing	10:31 AM	10:33 AM
4	10:33 AM	11:12 AM
passing	11:12 AM	11:14 AM
5	11:14 AM	11:53 AM
lunch	11:53 AM	12:38 PM
passing	12:38 PM	12:40 PM
6	12:40 PM	1:19 PM
passing	1:19 PM	1:21 PM
7	1:21 PM	2:00 PM

1st Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:25 AM
lunch	11:25 AM	12:10 PM
3	12:10 PM	1:30 PM

6/7/8th Grade - Min. Day		
Period	Begin	End
1	8:15 AM	8:54 AM
passing	8:54 AM	8:56 AM
2	8:56 AM	9:30 AM
break	9:30 AM	9:45 AM
passing	9:45 AM	9:47 AM
3	9:47 AM	10:21 AM
passing	10:21 AM	10:23 AM
4	10:23 AM	10:57 AM
lunch	10:57 AM	11:42 AM
passing	11:42 AM	11:44 AM
5	11:44 AM	12:18 PM
passing	12:18 PM	12:20 PM
6	12:20 PM	12:54 PM
passing	12:54 PM	12:56 PM
7	12:56 PM	1:30 PM

2nd Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	11:25 AM
lunch	11:25 AM	12:10 PM
3	12:10 PM	1:30 PM

## 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 throughout 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
- Medical Appointment
- Quarantine
- Funeral of Family Member
- To spend time with student's immediate family member who is an active duty member of the uniformed services.
- Participation in religious exercise or to receive moral and religious instruction in accordance with district policy.

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. 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. 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. To provide quality assignments that can earn full credit, we need at least five school days to prepare an Independent Study packet. Students that are on an IEP/504 will require a review meeting to discuss the appropriateness of placement on an Independent Study Contract. In addition, students that do not complete the Independent Study Contract will not be granted another one in the same school year.

### **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 a 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.

### **California Assessment of Student Performance and Progress (CAASPP)**

CAASPP is a system intended to provide information that can be used to monitor student progress. CAASPP includes computer adaptive tests in English-language arts and mathematics as well as paper-based tests for science. The Summative Assessments are comprehensive end of year assessments of grade-level learning that measure progress toward college and career readiness. Each test, English language arts/literacy (ELA) and mathematics is comprised of two parts: (1) a computer adaptive test and (2) a performance task, for grades 3 through 8. California Education Code section 60615 allows a parent or guardian to submit a written request to school officials to exclude his or her child from any or all parts of state-mandated assessments. Section 852 of Title 5 of the California Code of Regulations further provides that parents or guardians may annually submit a written request to the school to excuse their child from any or all parts of CAASPP for the school year.

### **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, Jefferson 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.

## OUTDOOR EDUCATION - 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. District sixth graders attend Outdoor School each year, spending five days and four nights exploring and learning in nature.

Fully certified by the California Outdoor School Administrators, this valuable hands-on learning experience for students has received Commendations of Excellence from the State Superintendent of Public Instruction. Academic instruction is a result of the California Science Content Standards, and integrated with Language Arts and Mathematics Standards. Profound learning takes place during the weeks spent on the trails and at the beach. Nestled in an old growth redwood forest in the Santa Cruz Mountains, Camp Jones Gulch provides a unique setting to study forest and riparian ecology. The tide pools, brackish marsh and Pacific Ocean also provide an ultimate experience for children in outdoor education. Fundraising activities will help offset the cost of attending science camp.

### ***Outdoor Education Schedule:***

Jefferson School, October 10 - 14, 2016

Traina School, November 14 - 18, 2016

Hawkins School, October 24 – 28, 2016

## 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 meals are available to those students qualifying. The cost is \$1.50 for paid students and \$.40 for reduced students. Breakfast is served in the cafeteria beginning at 7:30 a.m. Second Chance Breakfast will be served at all Nutrition Breaks. 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.

Student Lunch \$2.80

Adult Lunch \$4.00

Milk \$.75

Jefferson School District uses MealTime and MealTime Online for tracking student meals and account balance. MealTime Online provides the opportunity to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet at [www.mymealtime.com](http://www.mymealtime.com). Cash, check, or money orders are accepted also. Please send these forms of payment 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 will 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 packet mailed home from the food service department. This information is also available in the school offices at any time during the year. You may download the packet and apply for Free and Reduced meals online. Visit our website at [www.jeffersonschoolsdistrict](http://www.jeffersonschoolsdistrict), under the Food Services tab.

## NUTRITION BREAK

We will only be offering healthy second chance breakfast daily at all nutrition breaks. The cost is \$1.50 and includes milk, fruit/and or juice as well as food items. Starting this year, we will be discontinuing ala carte food sales except for milk, bottled water and 2<sup>nd</sup> helping entrees (on pizza days only).

## 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.

**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 card.

#### **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> – 3<sup>rd</sup> graders are allowed to check out two books for pleasure reading, a third book if it is for a class project or report. 4<sup>th</sup> - 8<sup>th</sup> graders are allowed to check out three books at a time.
- 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.
- 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
- All books must be returned by the end of the school year for the student to receive his or her report card.
- The library is available to students during morning and lunch recess for the purpose of reading, studying, or research
- DAMAGED BOOKS – students are charged the replacement cost of the book if it is irreparable.

**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.

Traina's officers are Alma Morley, president; Traci Riddle, secretary; Celia Hernandez, treasurer; and Morgan Malsack, e. vice-president; Alexis Edwards, vice-president Fundraising Chairman; and April Plank, vice-president membership chairman.

Officers for Hawkins are Stephanie Burrell, president; Jennifer Bottoms, vice-president; Denise Holmes, secretary; Shawn Cannon, vice-president of marketing; Edie Gardner, vice-president of Committees; and Stephanie Burrell, treasurer. Visit Hawkins' website at [www.hawkinspfc.com](http://www.hawkinspfc.com).

Officers for Monticello/Jefferson are Alexis Imperial-Bobis, president; Heather Marchini, vice-president Monticello; Angela Hewey, vice-president Jefferson; and Sandy Ruiz, treasurer. To be added to the Jefferson/Monticello Parents' Club contact list, 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.

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, heal 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 and to cross at intersections where crossing guards are present, when possible.

### **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. 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. **PLEASE DO NOT TO PARK ALONG OR PAST THE YELLOW BUS ZONE LINE.**

## 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 is noted for the outstanding appearance of its students. Wearing extreme fashions is not conducive to a quality educational atmosphere and has no place in Jefferson School District. In keeping with this philosophy of good style and taste, the following rules apply to all regular school activities:

1. Clothing should be in good repair and reflect modest taste.
2. Students are to come to school dressed for learning and for playing.
  - a. Shirts are not permitted to be low cut, strapless, off the shoulder, halter top or backless. Shirts without sleeves must have a strap that is equal to or greater than four of the student's fingers. 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. This rule applies regardless of changing weather throughout the warmer months.
  - b. All pants, shorts, skirts and dresses need to be an appropriate length and size so as not to expose a student's posterior or undergarments. Pants, shorts, skirts and dresses shall not be tight fitting or shorter than a student's extended fingertips. Pajama pants are not allowed except on designated spirit days. Leggings and yoga pants are allowed with an over garment that is fingertip length. Pants must fit at the waist and should not be more than one size too large, sagging is not permitted. Pants, shorts and skirts shall be free of holes above the extended fingertips.
  - c. Students need to wear shoes that will allow them to run and play. All footwear must have straps or enclosed backs. Flop flops and slippers are not allowed.
  - d. Students are not permitted to wear baseball caps, hats, knit caps, visors, and hoods in class, assemblies, or in any indoor school function. Outdoors, hats must be worn forward facing.
3. All clothing, jewelry, backpacks and other personal items shall be free of writing, pictures and/or other insignia which are crude, vulgar, profane, sexually suggestive, gang related, or depict nudity, or weapons. In addition, clothing or personal items shall not exhibit drug, alcohol or tobacco references, or advocate racial, ethnic or religious prejudice.
4. Any clothing or accessory that may be deemed dangerous, i.e. wallets with chains, steel-toes boots, items with spikes or studs, and belts worn long are unacceptable.
5. Any clothing which may be disruptive to the school environment or deemed offensive by school personnel is prohibited.

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 will be required to wear loaner clothes or call home for a change of clothes.
- b. Second offense: The student's parent/guardian shall be contacted and may be asked to meet with school staff. The student will be required to wear loaner clothes or call home for a change of clothes. The student shall be assigned 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 required to wear loaner clothes or call home for a change of 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.

**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. Gloves, towels, suspenders or other items hanging from rear pants pockets or from belt are prohibited. Students may not wear one pant leg rolled up.
5. 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.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Ed. Code 49066)

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Ed. Code 35183)

### **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 or attempted to commit 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: 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.

(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.

48900.7 A pupil 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 had made terroristic threats against school officials or school property, or both.

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 to 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 committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances of that an alternative means of correction would address the conduct: 48915 (a)(1)

A. TO CAUSE SERIOUS PHYSICAL INJURY to another person, except in self-defense.

CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

B. POSSESSION OF ANY KNIFE OR OTHER DANGEROUS OBJECT OF NO REASONABLE USE TO THE PUPIL.

CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

C. POSSESSION OF ANY CONTROLLED SUBSTANCE (listed in Chapter 2 commencing with Section 11053 of the Health and Safety Code) for either of the following: (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

D. ROBBERY OR EXTORTION

CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

E. ASSAULT OR BATTERY ON ANY SCHOOL EMPLOYEE (Penal Code Section 240, 24210; EC 48900, a sub section)

CONSEQUENCE: 5 day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

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 off school grounds to be: (Education Code 48915 (c))

1. Possessing, selling or otherwise furnishing a firearm.

2. Brandishing a knife, as defined in Education Code 48915 (g), at another person

3. Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code 11053-11058

4. Committing or attempting to commit a sexual assault as defined in Education Code 48900(n)

5. Possessing an explosive.

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 or guardians 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. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code § 46014)
- 2. Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** A parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian 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 the California Healthy Youth Act (Education Code section 51930 et. seq). Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 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 name of the organization of each guest speaker will be identified.
- 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, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated. (Health & Safety Code, § 120325). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7<sup>th</sup> grade unless the student has been immunized for his or her age as required by law. (Health & Safety Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Safety Code, § 120370) A parent or guardian 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, 48853.5(d), 48980(a), 49403, Health & Safety Code, §§ 120325, 120335, 120341)
- 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, optometric, 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. (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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. Parents may submit 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 to: Superintendent, Jefferson School District, 1219 Whispering Wind Drive, Tracy, CA, 95377.

**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 of birth, e-mail address, major field of study, 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) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released (Ed. Code § 49083(c), 20 U.S.C. § 1232g, 42 U.S.C. § 11434a(2))

**16. Information Obtained from Social Media:** A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed, Code § 49073.6)

**17. 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 officials and employees having a legitimate educational interest, as well as persons identified in Education Code section 49076 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials 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 whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code. § 49063(d), 49076, 20 U.S.C. § 1232g )
- 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(g))
- i. Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

**18. Family Educational Rights and 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.

**19. 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) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code §48900(r))

**20. 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]

**21. 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)]

**22. 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 District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children’s institution, licensed foster home, or family home; (4) the student is a foster child who remains in his or her school of origin pursuant to Education Code Section 48853.5(d) and (e); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; or (7) the student resides in a state hospital within the District; or (8) the student’s parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204). The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district’s boundaries for a minimum of 10 hours during the school week. (Ed. Code, §48204).

**23. 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 contract 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 the 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. •A school district of residence shall not prohibit a transfer if a parent is on active military duty and applies for transfer of his/her child to a school in any school district and the new school approves the transfer. (Ed. Code, § 48301) • 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 - 46610): 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. •Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict agreement. (Ed. Code. §§ 46600(b), 48900(r)) • 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 for a minimum of 10 hours during the school week 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.

**24. 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))

**25. 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.

**26. 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 § 49510 et seq.)

**27. 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 of the student or student’s parents;
- b. mental and psychological problems potentially embarrassing to the student or his/her family;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or 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)

**28. 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))

**29. Uniform Complaint Procedures:**

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying: State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs. Tit. 5 4620). Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically 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 association with a person or a group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., 66260-66264, 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 prohibits discrimination, harassment, intimidation, bullying and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion. The District's Uniform Complaint Procedure may be used in cases where individuals or a group have suffered discrimination harassment, intimidation, or bullying. (Cal.Code Regs., tit.5.§§ 4610, 4630, 4650, Ed. Code, § 234 et seq., 48900(r))

- 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))c
- b. Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5 4622)
- c. Complaints must usually be filed with the district superintendent
- d. Discrimination 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 district superintendent for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal.Code Regs., tit.5.,§ 4630 (b) )

**Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:** 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, harassment, intimidation, and bullying.

- a. Written complaints may be made regarding:

1) Adult Education; 2) Consolidated Categorical Aid Programs; 3) No Child Left Behind Programs, including improving academic achievement, compensatory education, limited English proficiency and Migrant Education; 4) Career Technical Education; 5) Child Care and Development; 6) Child Nutrition; 7) Special Education; (8) "Williams Complaints; (9) Pupil Fees; (10) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP); (11) Course Assignments; (12) Physical Education Instructional Minutes; (13) Foster and Homeless Youth Services; (14) Regional Occupational Centers and Programs; (Cal. Code Regs., tit. 5, §§ 4610(b), 4630, Ed. Code §§ 222, 35186, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 51210, 51223, 51225.1, 51225.2, 51228.1, 51228.2, 51228.3, 52060-52075, and 52334.7.)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed in items 1-14 above. (Cal.Code Regs., Tit. 5, § 4630(b)(1)) Copies of the District's complaint procedures are available free of charge. (Cal Code Regs., tit. 5, §4622)

Complaints must usually be filed with superintendent of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, §4630(b)). Within 60 days from the date of receipt of the complaint, the District's responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to 5 CCR § 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

b. 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; or (3) Teacher vacancy or misassignment.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right to appeal to the State Superintendent of Public Instruction.

c. Pupil Fees Complaints: A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

**Responsible Official:** The District official responsible for processing complaints is: Office of the Superintendent, 1219 Whispering Wind Drive, Tracy, 95377.

**Complaints Made Directly to the State Superintendent:**

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, including failure or refusal to cooperate with the investigation.; (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 alleging immediate and irreparable harm as a result of

applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.; (7) 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. (8) 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)

#### Appeals:

a. Except for Williams Complaints, a complainant may appeal the District's decision 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.

(2) Appeals must be in writing.

(3) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied..

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

(5) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.

(6) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District must provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

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 under state or federal discrimination, harassment, intimidation, or bullying laws. 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)

**30. 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))

**31. 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 )

**32. High School Exit Examination:** Administration of the high school exit exam is suspended through the 2017-2018 school year. The successful passing of the high school exit exam by each student completing grade 12 is no longer a condition of receiving a diploma of graduation or a condition for graduating from high school through the 2017-2018 school year. (Ed. Code, § 60851.5) Until July 21, 2018, the governing board or body of a school district, county office of education, or charter school must grant a high school graduation diploma to any student who completed grade 12 in the 2003-2004 school year or subsequent school year and met all the applicable graduation requirements other than passing the high school exit exam. (Ed. Code, § 60851.6)

**33. 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 Director of Student Services and/or Special Education, or his/her designee. 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))

**34. 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)

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

**36. No Child Left Behind Act of 2001: :** The California Department of Education is in the process of transitioning from the requirements of the No Child Left Behind Act to the new Every Student Succeeds Act (ESSA). Both of these laws modify the Elementary and Secondary Education Act of 1965 (ESEA). Most of the new provisions will apply in the 2017-2018 school year. As the District receives updates, parent notice requirements may change.

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 he/she teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether he/she 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. (Section 1111(h)(6)(A) of the ESEA, as amended by NCLB)

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. (20 U.S.C. § 6311(h)(6))

Limited English Proficient Students: The Act requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs; how the recommended program will meet the student's needs; the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable, and; parent options for removing a student from a program and/or declining initial enrollment. (Section 3302(a) of the ESEA, as amended by NCLB)

Program Improvement Schools: Parents shall be notified when their child's school is identified a "program improvement" school. Parents must be notified as to what the identification means, how the school compares to other District schools, the reasons for the identification, how the low achievement is being addressed by the school, District, or State, and how the parents can be involved. The parents must also be notified about the opportunities for school choice and supplemental instruction. (20 U.S.C. § 6316(b)(6))

The information provided above is available upon request from each child's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. §§ 6301 et seq.)

**37. Children In Homeless/ Foster Care Situations:** Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii))

A district serving a homeless child must allow the child to continue his/her education in the school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that he/she is not homeless, the district must allow a child in high school to continue his/her education in the school of origin through graduation. For a child in grades K through 8, the district must allow the formerly homeless child to continue his/her education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels must be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school is required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including medical records, proof of immunization history, and proof of residency. (Ed. Code, § 48852.7)

Each local district shall also designate a staff person as the educational liaison for foster children. The educational liaison shall disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

The district serving the foster child shall allow the foster child to continue his/her education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including immunization history. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

The district receiving a transfer request or notification of a student in foster care shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The district shall exempt from local graduation requirements a student in foster care or a student who is a homeless child or youth and who transfers between schools under certain circumstances. (Ed. Code, § 51225.1)

A district shall accept coursework done by a student in foster care or who is a homeless child or youth while attending another school. The district is prohibited from requiring those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

**38. 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))

**39. 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, Sam Hagler, 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).

**40. PE Instructional Minutes:** The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school must include physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

**41. Pupil Fees:** A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, 49011)

(a) The following requirements apply to prohibited pupil fees: (1) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge. (2) A fee waiver policy shall not make a pupil fee permissible. (3) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district of school does not provide. (4) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, 49010 et seq.)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

### **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>
Dupont Advion Ant Bait Arena	#352-664	Indoxacarb 0.1%
Dupont Advion Ant Gel	#352-746	Indoxacarb 0.05%
Dupont Advion Cockroach Bait Arena	#352-668	Indoxacarb 0.5%
Dupont Advion Cockroach Gel Bait	#352-652	Indoxacarb 0.6%
Prentiss EcoExempt G.	EPA exempt	Eugenol (clove oil)
Wellmark Gentrol Point Source Roach Control Device #2724-469		Hydroprene 96%
Bayer Maxforce FC Professional Insect Control		
Roach Killer Bait Gel	#432-1259	Fipronil 0.01%
Nisus Niban Granular Bait	#64405-2	Boric acid 5%
Victor Poison Free Flying Insect Killer	EPA exempt	Mint oil 8.0%, sodium lauryl sulfate 1%
Zoecon Gentrol IGR Concentrate	#2724-351	Hydroprene 9%
Wilco AgBait	#36029-7	Strychnine alkaloid 0.5%
Weevilcide	#70506-13	Aluminum Phosphide 60%



Parents/guardians of the Jefferson School District can register with the District's designee, Sam Hagler, to receive notification of individual pesticide applications by calling 209-835-3968. 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 use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

## Notification of Rights Under the 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 [or appropriate school official] 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 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 student 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 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  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**INTRADISTRICT OPEN ENROLLMENT**

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

*(cf. 5117 - Interdistrict Attendance)*

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

(

*cf. 5111.1 - District Residency)*

*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*

*(cf. 5111.13 - Residency for Homeless Children)*

The Board shall annually review this policy. (Education Code 35160.5, 48980)

**Enrollment Priorities**

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354)

*(cf. 5118 - Open Enrollment Act Transfers)*

2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316)

*(cf. 0420.4 - Charter Schools)*

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 6171 - Title I Programs)*

3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)

*(cf. 0450 - Comprehensive Safety Plan)*

4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)

5. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist

b. A court order, including a temporary restraining order and injunction

6. Any sibling of a student already in attendance in that school.

7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

**Application and Selection Process**

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between May 1 – May 15 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5) Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5) (*cf. 6172 - Gifted and Talented Student Program*)

### **Transportation**

Except as required by 20 USC 6316 for transfers out of Title I PI schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need.

(*cf. 3250 - Transportation Fees*)

(*cf. 3540 - Transportation*)

### *Legal Reference:*

#### EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

#### CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

#### UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

#### COURT DECISIONS

*Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275*

#### ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

### *Management Resources:*

#### U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

*Public School Choice, January 2009*

*Unsafe School Choice Option, May 2004*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, *Unsafe School Choice Option*: <http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education, *No Child Left Behind*: <http://www.nclb.gov>

Policy  
adopted: April 4, 2012

**JEFFERSON SCHOOL DISTRICT**  
Tracy, California

**INTERDISTRICT ATTENDANCE**

The Governing Board 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.

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5118 - Open Enrollment Act Transfers)

**Interdistrict Attendance Permits**

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources.

**Transportation**

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

**Limits on Student Transfers out of the District to a School District of Choice**

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

*Legal Reference:*EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

*Crawford v. Huntington Beach Union High School District*, (2002) 98 Cal.App.4th 1275

*Management Resources:*WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy

adopted: April 4, 2012

**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

**Students**  
**SEXUAL HARASSMENT**

BP 5145.7(a)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate 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 and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

**Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence 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 4-12, 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. 5144 - Discipline)*

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

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.7 - Employment Status Report)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

**Record-Keeping**

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 district schools.

*(cf. 3580 - District Records)*

*Legal Reference:***EDUCATION CODE**

*200-262.4 Prohibition of discrimination on the basis of sex*

*48900 Grounds for suspension or expulsion*

*48900.2 Additional grounds for suspension or expulsion; sexual harassment*

*48904 Liability of parent/guardian for willful student misconduct*

*48980 Notice at beginning of term*

**CIVIL CODE**

*51.9 Liability for sexual harassment; business service and professional relationships*

*1714.1 Liability of parents/guardians for willful misconduct of minor*

**GOVERNMENT CODE**

*12950.1 Sexual harassment training*

**CODE OF REGULATIONS, TITLE 5**

*4600-4687 Uniform complaint procedures*

*4900-4965 Nondiscrimination in elementary and secondary education programs*

**UNITED STATES CODE, TITLE 20**

*1221 Application of laws*

*1232g Family Educational Rights and Privacy Act*

*1681-1688 Title IX, discrimination*

**UNITED STATES CODE, TITLE 42**

*1983 Civil action for deprivation of rights*

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*

**CODE OF FEDERAL REGULATIONS, TITLE 34**



*99.1-99.67 Family Educational Rights and Privacy*  
*106.1-106.71 Nondiscrimination on the basis of sex in education programs*

**COURT DECISIONS**

*Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567*  
*Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130*  
*Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736*  
*Davis v. Monroe County Board of Education, (1999) 526 U.S. 629*  
*Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274*  
*Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473*  
*Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447*

**Management Resources:**

**CSBA PUBLICATIONS**

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

*Questions and Answers on Title IX and Sexual Violence, April 2014*

*Dear Colleague Letter: Sexual Violence, April 4, 2011*

*Sexual Harassment: It's Not Academic, September 2008*

*Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

## **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



Jefferson School District  
Photography/Videotape Release  
2016/2017 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.

The Jefferson School District utilizes Chromebooks in all classrooms in grades TK-8. As a part of this implementation the District is utilizing Google Apps for Education for students, teachers, and staff. With any educational endeavor, a strong partnership with families is essential to a successful experience. With this letter we are sharing information regarding the use of Google Apps for Education in the Jefferson School District and requesting your parental permission for your TK-8 student to use Google Apps.

The following services are available to each student and hosted by Google as part of Jefferson School District's online presence in Google Apps for Education:

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Sites - an individual and collaborative website creation tool

Google Classroom - is a blended learning platform for schools that aims to simplify creating, distributing and grading assignments in a paperless way.

Mail (for grades 4-8) - an individual **internal** email account for school use managed by the Jefferson School District. Students will only have access to send/receive email to/from students and teachers within the district.

Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Google Apps for Education use in the Jefferson School District is governed by federal laws and local board policies including but not limited to:

**Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

-- FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

**Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Jefferson School District's presence in Google Apps for Education. No personal student information is collected by Google for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as projects, documents, email, files, username and password. --COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

**Jefferson School District Student Use of Technology**

(Jefferson School District Board Policy/Administrative Regulation 6163.4a)

This policy governs student technology/networked resources use in the school district. At the beginning of the school year, this policy sign-off was required to enable your student to use the technology/networked resources in the school district. It is expected that students will operate within the parameters of the Student Use of Technology policy with regards to Google Apps for Education. If this policy sign-off was not completed, your student will not have a Google account or access to any of its associated resources.

--[http://www.jeffersonschooldistrict.com/cms/lib/CA01000295/Centricity/Domain/15/6163.4\\_AR.pdf](http://www.jeffersonschooldistrict.com/cms/lib/CA01000295/Centricity/Domain/15/6163.4_AR.pdf)

**Jefferson School District**  
Google Apps for Education Parent Permission Form

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding California law, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in our Jefferson School District Information system. I also understand that my student's use of Google Apps for Education is governed by the Jefferson School District Board Policy 6163.4a – Student Use of Technology.

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. I understand that I may ask for my child's account to be removed at any time.

## **Access to Public Benefits and Insurance 2016-17**

This notice is provided to you as parents, legal guardians, care giving adults, surrogate parents or court appointed responsible adult, because during the 2016-17 school year, your child may receive medically necessary health related services covered under California's Medicaid State Plan Title XIX **and/or** receive special education services under the Individuals with Disabilities Education Act (IDEA). School districts are required to provide prior written notice of your rights and protections when it seeks to use your child's public benefits (i.e., Medi-Cal) or insurance to pay for special education **and/or** and medically necessary related services. This Notice will be given to you before the school district seeks to use your child's public benefits or insurance for the first time, and annually thereafter.

With your written consent, the school district may submit claims to your child's public benefits or insurance program, such as the California Medi-Cal program or to your private insurance in order to be reimbursed for the cost of providing the service. The school district cannot require parents to sign up for or enroll in public benefits or insurance programs in order for your child to receive a free appropriate public education (FAPE) under IDEA. The school district cannot require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services and reimbursement through Medi-Cal (34 CFR 300.154 [d][2][i]) The school district cannot use a student's benefits under Medi-Cal if that use would:

- Decrease available lifetime coverage or any other insured benefit
- Result in the family paying for services that would otherwise be covered by the public benefits or insurance program (Medi-Cal) and are required for the child outside of the time the child is in school
- Increase premiums or lead to the discontinuation of public benefits or insurance (Medi-Cal)
- Risk loss of eligibility for home and community-based waivers, based on aggregate health related expenditures (34 CFR 300.154 [d][2][iii][A-D])

You Have The Right To:

- Voluntarily provide the school district with written consent to disclose educational records containing your child's personally identifiable information such as individual educational programs (IEP) or assessment reports to Medi-Cal, other public benefits or insurance programs, or private insurance billing purposes.
- Withdraw your consent to the disclosure of your child's personally identifiable information to Medi-Cal, other public benefits or insurance programs, or private insurance at any time.
- Refuse to provide consent to the disclosure of your child's personally identifiable information to Medi-Cal, other public benefits or insurance programs, or private insurance for billing purposes.

If you withdraw your consent or refuse to provide consent for the school district to use Medi-Cal, other public benefits or insurance programs, or private insurance to pay for eligible related services, the school district must continue to ensure that all required special education and related services are provided at no cost to you.

## CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

### Child Abuse Can Be Any of the Following:

- A physical injury which is inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child, such as:
  - The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person;
  - The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition; or
  - The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

### Child Abuse Does *Not* Include:

- A mutual fight between minors;
- An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of his or her employment; or
- An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
  - To stop a disturbance threatening physical injury to people or damage to property;
  - For purposes of self-defense;
  - To obtain possession of weapons or other dangerous objects within control of a pupil; or
  - To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

### How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff's Department (not including a school district police department or school security department)
- A County Probation Department if designated by the county to receive child abuse reports, or
- A County Welfare Department/County Child Protective Services.

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed by the parent or guardian with the California Department of Education (CDE) according to Title 5 of the California Code of Regulations Section 4650(a)(vii)(c). The CDE does not, however, investigate allegations of child abuse but rather investigates the conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child or children or which may result in denial of a free and appropriate public education.

If the complaint of child abuse is "substantiated" or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code Section 11169 and notice will be provided to the alleged child abuser that he or she has been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

JEFFERSON SCHOOL DISTRICT  
 1219 WHISPERING WIND DRIVE  
 TRACY, CA 95377  
 209-836-3388  
 IDA Form 1



**Interdistrict Attendance (IDA) Transfer Request for School Year: 2016-2017**

**Parent/guardian: Please fill out one application for each student.** As a resident of JEFFERSON SCHOOL DISTRICT and the parent/guardian of the student listed below, I am requesting his/her transfer out of the JEFFERSON SCHOOL DISTRICT.

Date: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student's Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Requested District: \_\_\_\_\_ Requested School: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

List other school-age children: \_\_\_\_\_  

	Name	Grade	Current School
_____	_____	_____	_____
_____	_____	_____	_____

Does student receive special education services? Yes No Does student have a 504 plan? Yes No  
 Is student an English Language Learner? Yes No  
 Is student currently expelled, pending expulsion or expelled within the last year? Yes No

Reason for Transfer Request: (Check reason and explain)

**1. \_\_\_\_\_ Parent's employment is located within attendance boundaries of requested district. If checked, complete the following:**

Parent's employer/Company Name: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

**2. \_\_\_\_\_ Other:** \_\_\_\_\_  
 \_\_\_\_\_

**To be filled out by District of Residence**

\_\_\_\_\_ **The IDA Transfer Request is denied. Reason:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **This IDA Transfer Request is approved** and referred to the Requested District for consideration. This IDA Request and an IDA Transfer Agreement (Form 2) will be sent to the Requested District with transcript, attendance and discipline information. Students in grades K – 10 need to re-apply each year.

\_\_\_\_\_  
 Signature of District Representative Title Date

*Note that districts do not provide transportation under an Interdistrict Attendance Transfer Agreement. Approval and revocation by the Requested District may be contingent upon school/grade/program capacity and/or the student meeting certain standards of attendance, behavior and scholarship. Note that Interdistrict transfers may not be guaranteed for all siblings. Disapproval by either district may be appealed to the San Joaquin County Office of Education within 30 days of denial. See [www.sjcoe.org](http://www.sjcoe.org) for Interdistrict Attendance Appeal Handbook, or call the San Joaquin County Office of Education (209) 468-4800.*



**JEFFERSON SCHOOL DISTRICT**

1219 Whispering Wind Drive

Tracy, CA 95377

Phone (209) 836-3388

**INTRADISTRICT ATTENDANCE REQUEST For School Year \_\_\_\_\_**

Parent/Guardian Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Complete residence address \_\_\_\_\_ Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_

Student Name	Birth Date	Current Grade	Requested School	Present School	Zoned School

One Form Per Student

I request permission for my child to attend the requested school in the Jefferson School District for the following reason(s) (continue on back if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your child receiving Special Services? \_\_\_\_\_ SDC RSP Speech (circle)

Other children enrolled  
In Jefferson School District

Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF THIS APPLICATION IS APPROVED, I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:**

- 1.
2. Transportation will be provided for students attending on an intradistrict attendance agreement when the district administration initiates the transfer. **However, when the parent initiates the request, he/she will be expected to provide his/her own transportation.**
3. This agreement is subject to revocation for violations of State school laws, as well as District rules and regulations.
4. This is a temporary attendance agreement that is contingent upon, but not limited to, the attendance, behavior, and academic achievement of the student involved, space availability, and continuance in specialized program.
5. Once this agreement is approved, the student is expected to remain in the school of choice for a minimum of one school year and annual reapplication is not necessary.
6. An Intradistrict Attendance Agreement for one member of a family does not dictate automatic attendance agreement for other family members.

NOTE: If your request is not approved, you may appeal the decision to the Superintendent by contacting the Jefferson School District office at 836-3388.

*When completed, this form should be returned to any school site office or Jefferson School District Office, 1219 Whispering Wind Drive, Tracy, CA, 95377.*

DISTRICT ACTION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Date: \_\_\_\_\_ Superintendent's Signature: \_\_\_\_\_

**Student  
Internet Ethics  
and  
Acceptable Use Agreement**

for  
San Joaquin County Office of Education  
Data Processing JPA

Revised June 7, 2012

# San Joaquin County Office of Education

## Data Processing JPA

### Student Internet and Network Access Ethics

#### I. INTRODUCTION

During the past five years access to the Internet has radically changed the way our county and school districts relate to the world. The information super highway has become a reality. From your school, the district office, or from your home, you are able to travel all over the world to gather information. As we continue to travel this electronic highway, rules to keep traveling safe have become even more vital to successfully completing the journey.

The San Joaquin County Office of Education Data Processing JPA Network (IT JPA WAN) and the Internet represent powerful resources which allow you to find information in this world-wide electronic network. You are able to connect to and correspond with businesses, major universities, national libraries, other schools, and other people around the world.

Just as you learn social codes and behaviors which are acceptable at your school, you need to learn the correct procedures and rules for using the network of information services. We require all students to adhere to these guidelines. *If you break any of these rules, you will not be allowed to continue to use the system.*

At the beginning of each school year, you and your parents, or legal guardians, will be required to sign the *Consent and Waiver* form attached. This means that you and your parents are aware of the school rules and proper procedures for using the Internet and the IT JPA WAN, and the consequences which would result if these rules are broken. This signed statement becomes your permission slip to take trips on the information highway.

#### II. THE INTERNET

The Internet is a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. This system gives immediate access to information. It's like being able to open any book in any library from your computer. You can look at (and print out) articles, documents, and pictures, and review current facts about news, weather, and sports that you may use in your classes.

#### III. IT JPA WAN

The IT JPA WAN is one of the hundreds of thousands of networks that make up the Internet. The DP JPA Department of Information Technology has connected most of the district offices and many of schools sites to the Internet through direct high speed connections within the IT JPA WAN. Access through the Internet

will typically occur in the school site libraries and at other locations such as student computer centers and classrooms. The IT JPA WAN provides information sharing and communication with other districts and school sites possible. This network supports activities which have educational value for administration, teachers, students, and parents.

#### **IV. GETTING STARTED**

Before you begin to use the IT JPA WAN and its connection to the Internet, it is important to your teachers, parents, and school administrators that you understand the many consequences of the new computer connections that you wish to make. It is important that you understand that your use of this powerful educational tool is a privilege. It can provide you with countless hours of exploration and use, but like a driver's license, it is a privilege that can be taken from you for breaking the rules. The Internet does include some material that is not suited for students. All minors using these resources will receive training in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and proper response. The intent of San Joaquin County Office of Education Department of Information Technology JPA (DP JPA) is for students to use connections to the Internet only for purposes consistent with the school district's approved curriculum. Anyone who uses the network illegally or improperly will lose the privilege of using it. Additionally, you cannot use the IT JPA WAN for commercial, political, or for profitable services. This document will detail for you what is the proper way to use this communication tool.

#### **V. WHO IS WATCHING?**

The Internet and IT JPA WAN are "public places." You must always remember that you are sharing this space with many others users. Potentially, millions of individuals at the same time may be interacting across the network. Your actions can be monitored by others on the network. If you use a particular service on the network chances are that someone knows the connections that you are making, knows about the computer shareware that you have borrowed, and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of educational materials, the DP JPA reserves the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly for all of its users.

#### **VI. SCHOOL CONDUCT CODES**

Your school or district office has a behavior code and student handbook for all students that detail appropriate school behavior, outline rights, and set expectations for students. Because the IT JPA WAN is used as part of a school activity, the school's code of conduct applies to network activities as well. Therefore, the network use policy is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and any tampering with hardware or software.

These rules also apply to the electronic use of harassing and abusive or obscene language, and the sending or receiving of obscene images (sexting). You may not use the network to annoy, harass, cyberbully, or offend other people.

**“Harassing” means to engage in a knowing and willful course of conduct directed at another which seriously alarms, annoys, or harasses another, and which serves no legitimate purpose. In addition, “harassment” shall also mean to subject another to unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature as set forth in California Education Code section 212.5**

Other types of damage and information loss to a computer system are viruses and worms. If you are responsible for a computer becoming infected with viruses or worms, you could be held liable.

## **VII. MORAL AND ETHICAL ISSUES**

The moral and ethical issues involving the use of world-wide information systems deal with the appropriate access to information, the type of information accessed, and the behavior of the user. DP JPA wants to provide you with a stimulating educational environment, but at the same time, we want to protect you from information that is not appropriate for students to use.

The DP JPA wants you to use this valuable educational tool, but at the same time we cannot condone the use of inappropriate information on the Internet. We simply acknowledge the fact that these materials exist and then do everything we can to actively avoid them. We cannot weed out all of the materials that are unacceptable for academic purposes, but it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided.

Although the actual percentage of unacceptable materials is small, it is a cause for concern for students, parents, and teachers. If a student stumbles onto the information while doing legitimate research, he should contact your teacher or the person responsible for technology at your school.

## **VIII. ELECTRONIC LIBRARIES**

Guidelines for access to information have already been established in the Library Bill of rights of 1980. These principles can be applied to the Internet. This document states that “attempts to restrict access to library materials violate the basic tenets of the *Library Bill of Rights*; however, school librarians are required to devise collections that are ‘consistent with the philosophy, goals, and objectives of the school district.’” This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.

It is not farfetched to consider the Internet as a vast digital library. After all, the electronic-database and information-search tools it uses are rapidly becoming part of school media centers and libraries, and many public libraries are beginning to offer some type of network access as part of their services.

The IT JPA WAN provides just such a connection to establish direct access to the appropriate materials that support curricular concerns.

## **IX. USING THE RESOURCES AND TRANSMITTING MESSAGES**

It may seem that there is no limit to the resources on the Internet, but the IT JPA WAN has a limited capacity to handle traffic. This means the more users there are on the network, the more congested the network becomes. If there are too many users at any given time, the traffic on the network grinds to a crawl, just like a traffic jam on a freeway. Some users may be cut off altogether. Although the network may slow down, normally it will continue to function. The following list will help avoid gridlock on the Internet and the IT JPA WAN, and it provides guidelines for the proper creation and transmission of documents and messages:

- Do not tie up the network with idle activities
- Do not play games with others on the network or on the Internet. Play games on your own time and on your own equipment.
- Do not download huge files from places half a globe away. Take only the information you want and need. The best thing to do is get into the Internet, get what you need, and get out. Remember, there are many students who need to use this system.
- Do not send lengthy materials or mail; be brief.
- Do not send messages to large audiences when a small audience is appropriate.
- Do not send documents with spelling errors and make sure that your message is easy to read and understand.
- Do not use vague or inaccurate titles or descriptions for your documents.
- Do not send messages in poor humor or taste.
- Do not fail to cite references for any facts you represent.
- Do not attack Internet correspondents; persuade them with facts. Don't forget, they are human beings.
- Do not post messages to unknown groups.
- Do not use e-mail for commercial purposes.

## **X. ELECTRONIC FIELD TRIPS**

The Internet and IT JPA WAN offer many opportunities for "electronic field trips" to distant locations. The DP JPA considers all connections to remote locations as field trips. Therefore, the rules that apply to student conduct on field trips apply to these electronic field trips as well. It is important that you realize you are acting as an ambassador for your school. Just as parental/guardian permission slips are required before you may take field trips, your parents, or legal guardians, have to give you permission for electronic field trips by signing the attached contract.

## **XI. EXPECTED BEHAVIOR**

You are expected to use the network to pursue intellectual activities, seek resources, access libraries and find international friends. We want you to explore this new "space" and discover what is available there. We want you to learn new things and share that newfound knowledge with your friends, parents, and teachers.

When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind: (1) You cannot see them; (2) You cannot tell how old they are or even what sex they are; (3) They can tell you anything, and you cannot always be sure what they are telling you is true; and (4) Absolute privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. **Do not give out your home phone number or your address to anyone.** They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or school site technology coordinator immediately.

By the same token, you may not harass other users. You do not want to run the risk of breaking the law by bothering other people. If a user on the network asks that you no longer send him/her e-mail or in any other way contact him/her, you are obliged to stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

## **XII. LEGAL ISSUES**

### **A. The Law**

The State of California passed a computer crime bill in December 1979. The bill added section 502 to the Penal Codes making it a felony to intentionally and without permission access any data, computer, computer system or network for the purpose of: (1) devising any scheme or artifice to defraud, deceive or extort or (2) wrongfully obtaining money, property, or data.

It is also a felony to knowingly and without permission access, add, alter, delete, damage, or destroy any computer, computer system, computer software, computer program, or data. Penalties includes fines up to \$10,000 and/or imprisonment in the state prison for up to 16 months or in the county jail for two or three years, or a fine of \$5,000 and/or imprisonment in the county jail for up to one year. Anyone committing acts of this kind will face police charges and disciplinary action by the school. The person will be punished to the full extent of the law.

Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging any files, altering the system, or using the system to make money illegally. You may not cause damage to any school or district property. This includes the network system.

### **B. Plagiarism**

The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or idea.

Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. So, be sure that you give credit to the author. That way your teacher will know which ideas are yours, and you won't be guilty of plagiarism.

### C. Copyright

Copyright is another issue altogether. According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the Internet as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find.

Suppose, for example, that you find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is NO. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit.

### **XIII. DP JPA POLICY**

The DP JPA declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- Uses the IT JPA WAN for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
- Uses the IT JPA WAN for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- Uses the IT JPA WAN to access harmful matter.  
Penal Code section 313 defines "harmful matter" as "matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors."
- Intentionally disrupts network traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.
- Uses IT JPA WAN or equipment for commercial or financial gain or fraud.
- Steals data, equipment, or intellectual property.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.
- Posts anonymous messages.
- Creates, distributes, or purposely activates a computer virus or worm.
- Uses IT JPA WAN to send or request racist, inflammatory, or sexist messages.



- Sends or requests messages or documents that are inconsistent with school or district policies, guidelines, or codes of conduct.
- Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

A. Consequences of Violations

**Possible consequences of violations include, but are not limited, to:**

- **Suspension of Internet access**
- **Revocation of Internet access**
- **Suspension of IT JPA WAN privileges**
- **Revocation of IT JPA WAN privileges**
- **Suspension of computer access**
- **Revocation of computer access**
- **School suspension**
- **School expulsion**
- **Legal action and prosecution by the authorities**

B. Remedies and Recourses

If you are accused of any of the violations, you have all of the rights and privileges that you would have if you were accused of school vandalism, fighting, and so forth.

The district, school site, and DP JPA have the right to restrict or terminate network and Internet access at any time for any reason. The district and DP JPA have the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

# San Joaquin County Office of Education

## Data Processing JPA

### CONSENT AND WAIVER

The following form must be read and signed by you and your parent or legal guardian and school site teacher or administrator.

By signing the *Consent and Waiver* form attached, I \_\_\_\_\_ (print name here) and my parent(s) or guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that the San Joaquin County Office of Education Data Processing JPA (DP JPA), district, and school site do not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the DP JPA's intent is to make Internet access available to further school and district educational goals and objectives, account holders will have the ability to access materials which may not be appropriate and meet these goals and objectives. The DP JPA believes that the benefits to educators and students to access the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their student should follow. To that end, the DP JPA, district, and school supports and respects each family's right to decide whether or not to apply for San Joaquin County Office of Education IT JPA WAN access. Any questions should be directed to the Department of Information Technology at (209) 468-4869 or school site or district technology staff members.

The student and his/her parent(s) or guardian(s) must understand that student access to the IT JPA WAN is developed to support the district's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, DP JPA makes no warranties with respect to the IT JPA WAN's service, and it specifically assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source, or any costs or charges incurred as a result of seeking or accepting such advice.
- B. Any costs, liability, or damages caused by the way the student chooses to use his/her District Network access.
- C. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the DP JPA.
- D. While the DP JPA supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

By signing this form I agree to the following terms:

1. My use of the IT JPA WAN must be consistent with the DP JPA's, district's, and school site's primary goals.
2. I will not use IT JPA WAN for illegal purposes of any kind.
3. I will not use the IT JPA WAN to transmit threatening, obscene, or harassing materials. The district, school, and DP JPA will not be held responsible if I participate in such activities. In fact, by completing this contract, I agree that the DP JPA, school, or district is not responsible for such behavior on my part.
4. I will not use the IT JPA WAN to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited, to distribution of unsolicited advertising, propagation of computer worms and viruses, using printers other than those designated at my school site for student use, and using the network to make unauthorized entry to any other machine accessible via the network.
5. I will not use the IT JPA WAN to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information. It is assumed that information and resources accessible via IT JPA WAN are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights.

The DP JPA, district, and school make no warranties of any kind, whether express or implied, for the services it is providing. The DP JPA will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the DP JPA's or the district/school's negligence or by user's error or omissions. Use of any information obtained via the Internet is at the user's own risk. The DP JPA, district, and school specifically deny any responsibility for the accuracy of or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

In accordance with the Electronic and Communications Privacy Act of 1986, 18 USCS Section 2510, all students are hereby given notice that there are no facilities provided by the IT JPA WAN for sending or receiving private or confidential electronic communications. All messages shall be determined to be readily accessible to the general public. Do not use this system for any communications which the sender intends only for the sender and intended recipients to read. By your use of IT JPA WAN, you agree to hold harmless the DP JPA, school and district, thereof, against any and all claims arising out of said use, no matter the cause or fault.

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## Required Signatures

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and the appropriate legal action. I also agree to report any misuse of the information system to the school site technology representative, teacher, or administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document. All the rules of conduct described in district or school site policies, procedures, and handbooks apply when I am on the network.

**I understand that the e-mail account supplied by the Data Processing JPA (DP JPA) is not my personal e-mail and that it and its content are solely the property of the DP JPA and can be viewed by those authorized by the DP JPA.**

School District: \_\_\_\_\_ School Site: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PARENT OR GUARDIAN**

Students under the age of 18 must have the signature of a parent of guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designated for educational purposes. I understand that it is impossible for the DP JPA, district, or school to restrict access to all controversial materials, and I will not hold the DP JPA, district, or school responsible for materials acquired on the IT JPA WAN. I also agree to report any misuse of the information system to the school site technology representative. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document .

I accept full responsibility for supervision of my child should they use remote connections to the IT JPA WAN in a non-school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Please complete all of the information below and route the Consent and Waiver portion of this document to your sponsoring teacher for approval. Your Internet access and account will not be granted without the completion of all informational items listed.

Parent or Guardian Name (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SPONSORING TEACHER**

I have read this contract and agree to promote this agreement with the student. As the sponsoring teacher, I agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the school site technology representative. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document.

Teacher's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **DISTRICT REPRESENTATIVE**

Students must have the signature of the district representative who has read this contract.

As a representative of the district, I have read this contract and understand that it is designated for educational purposes. I understand that it is impossible for the DP JPA or district to restrict access to all controversial materials, and I will not hold the DP JPA or district responsible for materials acquired on the IT JPA WAN, I also agree to report any misuse of the information system to the Department of Information Technology. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document .

Please complete all of the information below and keep on file.

District Representative (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_