

Monticello Elementary School



1001 Cambridge Place Tracy, CA 95377 (209) 833-9300 Fax (209) 833-9317

August 3, 2020

Dear Monticello Families:

Welcome to the 2020-2021 school year. Although this school year is kicking off in a manner very different than we are used to, my excitement remains the same! I have no doubt that our wonderful school community will come together and make this another successful school year.

All of us at Monticello are looking forward to seeing our students online on the first day of school, **Tuesday, August 11th**. Please make the necessary arrangements to ensure your student is prepared with their digital devices, and ready to log in to their Google classroom at the start of class. Students in Kindergarten, 1st, 2nd, and 3rd grade are expected to be logged in and ready to learn no later than 8:15am each day. Students in 4th grade are expected to be logged in and ready to learn no later than 8:25am. **Attendance WILL be taken by the teacher.** Teachers will be sending out class specific information prior to the start of school. Please be on the lookout for those emails, and read them thoroughly.

We realize that these are unprecedented times, and we are cognizant of the social and emotional impact on our students. We will continue to place a great emphasis on social and emotional development this year, as well as promoting positive character traits. We recognize the importance of educating the whole child, and strive to provide a learning environment rich in academics, as well as social and emotional engagement.

The school office has resumed our regular office hours of 7:30am – 4:00pm. All student schedules will be available via your Aeries on Friday, August 7th at 3:00pm.

Curriculum and digital devices will be distributed on Friday, August 7th. Please refer to the attached document for specific pick up times, as well as safety protocols. Should you need it, Aeries Parent Portal login information will be distributed. **ONLY** Parents/Guardians may pick up this information, and **MUST** show an ID.

We are planning on holding a virtual Back to School Night on Wednesday, August 19th at 6:00pm. We will send out additional information at a later time.

I am eager to begin my fourth year as the Principal of Monticello. I am honored to be a part of the Monticello family; a community of parents, teachers, and students who continuously strive to build positive relationships and support academic and social growth. Please reach out to our school office at 209.833.9300 should you have any questions or concerns. I am confident that we will all have a successful school year, no matter the “distance” between us!

** Those of you who ordered a yearbook for the 2019-2020 school year – Due to the numerous business and production closures over the past several months, our yearbooks have not yet been delivered. We continue to work with our publisher, and will make distribution arrangements as soon as they arrive. We appreciate your patience and understanding.

Don't forget to add us on social media to stay up to date on important information!



@monticelloelementaryschool - School Instagram
@mj.pfa - MJPPFA Instagram

Sincerely,

Emily Stroup

Emily Stroup
Principal

Monticello Elementary School



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CURRICULUM AND DEVICE DISTRIBUTION

This year, each student will be expected to participate in their chosen educational program utilizing a Jefferson School District issued device. All curriculum and devices will be distributed to families on **Friday, August 7th**. Please thoroughly read through the following information, as it outlines scheduled pickup times and specific safety procedures.

Pick-up Schedule for Friday, August 7th:

Last Name:	Pick-Up Time:
A - D	8:00am – 10:00am
E – K	10:00am – 12:00pm
L – Q	12:30pm – 2:30pm
R – Z	2:30pm – 4:30pm

Pick-Up Instructions:

- 1) All families are expected to pick up all required learning materials.
- 2) Masks are required at all times on school property. This includes while in the parking lot and while standing in line. In an effort to meet all social distancing guidelines, whilst getting everyone their materials in a timely fashion, we ask that as few members from your household attend as possible.
The campus will be otherwise closed during this event. Teachers will not be available.
- 3) Please form a line starting at the West cafeteria entrance. Socially distanced spaces will be marked along the walkway.
- 4) As you are called into the cafeteria, you will be asked for your student's first and last name and grade level. You will be receiving multiple items for your child(ren), so we ask that you bring your own bag(s) to carry out your items, and keep them specific to each child.
- 5) After receiving your items, you will be directed to the checkout line where items will be checked out to your child(ren) in the same manner as a library book.
- 6) Everyone will exit out of the East cafeteria entrance.
- 7) **IMPORTANT: If you have children on multiple Jefferson District sites, you will need to pick up their materials at their school of attendance.**

** We ask that you do not congregate on campus and socialize before/after receiving your items. **

Kindergarten – 3rd Grade Daily Bell Schedule for Distance Learning

Time	Instruction	What the Student is Doing	What the Teacher is Doing
8:15 am	Student is logged in and attendance is taken. Live instruction begins.	<ul style="list-style-type: none"> Participation in live Instruction 	<ul style="list-style-type: none"> Providing Live Instruction
9:05 - 9:20 am	Physical Break	<ul style="list-style-type: none"> Remains logged into session w/Audio and Video muted 	<ul style="list-style-type: none"> Remains logged into session w/Audio and Video muted
9:20 – 10:35 am	Live Instruction Continues	<ul style="list-style-type: none"> Participation in live Instruction 	<ul style="list-style-type: none"> Participation in live Instruction
10:35 - 11:45 am	Independent Practice (Teachers still live)	Completing independent practice activities for ELA, Math, and Science or Social Studies	Monitoring the room addressing student questions
11:45 - 12:30 pm - Dismissal	Lunch	<ul style="list-style-type: none"> Log off of live instruction 	<ul style="list-style-type: none"> Log off of live instruction
1:00 - 1:35 pm Conducted Asynchronously	Miscellaneous Instruction (non-live instruction)	<ul style="list-style-type: none"> Participating in enrichment activities Participating in PE activities 	<ul style="list-style-type: none"> Assigning enrichment activities Assigning exercise activities

***Please note, Intervention, Resource, Speech, and Counseling services will be conducted throughout the day.**

Fourth Grade Daily Bell Schedule for Distance Learning and Hybrid Learning Model

Time	Instruction	What the Student is Doing	What the Teacher is Doing
8:25 am	Student is logged in and attendance is taken. Live instruction begins.	<ul style="list-style-type: none"> Participation in live Instruction 	<ul style="list-style-type: none"> Providing Live Instruction
10:06 - 10:16 am	Physical Break	<ul style="list-style-type: none"> Remains logged into Google Meet w/Audio and Video muted 	<ul style="list-style-type: none"> Remains logged into Google Meet w/Audio and Video muted
10:16 -12:28 pm	Live Instruction Cont.	<ul style="list-style-type: none"> Participation in live Instruction 	<ul style="list-style-type: none"> Providing Live Instruction
12:28 - 1:00 pm - Dismissal	Lunch	<ul style="list-style-type: none"> Log off of live instruction 	<ul style="list-style-type: none"> Log off of live instruction
1:30 - 2:00 pm Conducted virtually	Independent Practice	<ul style="list-style-type: none"> Completing independent practice activities for ELA, Math, and Science or Social Studies 	<ul style="list-style-type: none"> Monitoring the room or Google Meet addressing student questions

***Please note, Intervention, Resource, Speech, and Counseling services will be conducted throughout the day.**



DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with district policy and regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

Jefferson School District 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. Flip 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-toed 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. (Education 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. (Education Code 35183)



JEFFERSON SCHOOL DISTRICT DRESS CODE GUIDELINES

ACCEPTABLE TOPS



NOT ACCEPTABLE TOPS



ACCEPTABLE BOTTOMS



NOT ACCEPTABLE BOTTOMS



ACCEPTABLE SHOES



NOT ACCEPTABLE SHOES





Dear Parents,

Today, one in 13 children has food allergies, or roughly two in every classroom. Nearly 40 percent of these children have already experienced a severe or life-threatening allergic reaction.

In response to this emerging epidemic, the Centers for Disease Control and Prevention (CDC) in 2013 published guidelines for managing food allergies designed to help schools avoid, recognize and treat allergic reactions while ensuring that students with food allergies are safely included in school activities.

The Jefferson School District is home to a number of students who have severe allergies. If these students are exposed to nuts by way of ingestion, touch and even through the air, the student may develop a life-threatening allergic reaction that requires emergency medication and medical treatment. In order to reduce the risk of exposure for these students, we are asking for your assistance.

In 2016 The Jefferson School District implemented a number of safety guidelines surrounding allergy-related concerns. In addition to these, the district would also like to require the following from our parents:

- Please do not send any nuts/nut oil containing products to be eaten in the classroom.
- Please do not bring in any of the aforementioned products for classroom celebrations.
- In the cafeteria there is a designated nut-free table. Your child will only be allowed to sit at this table if their lunch is nut-free. If this is not the case, your child will be asked to move so that we can maintain the safety of the students who are at risk.
- We encourage good hand-washing at school before and after meals and returning to the classroom. In addition, wipes and hand sanitizers are available for use so that we can reduce the risk of exposure to allergens as well as illness. We would like to also encourage your children to wash their hands at home before arriving at school, if they have consumed nut containing products for breakfast.

We appreciate your attention to and your cooperation with the implementation of these guidelines.

Students with food allergies develop a sense of security when a positive school environment is created and accommodations such as these are put into place to ensure their physical and emotional well-being. For more information, please visit www.foodallergy.org/CDC.

**Nut-Free alternatives: egg salad, tuna, deli meats, pasta, soups, chili, grilled cheese, fruits and veggies and popcorn.*

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Administration of Medication and Liability Release

School Year 20__/_/___

Section 49423 of the California Education Code allows students to take medications prescribed by a physician during the school day, to be assisted by designated school personnel with the medication or to carry and self-administer **CERTAIN** medication when authorized in writing by the student's parent/guardian **AND** physician.

STUDENT NAME: _____ BIRTH DATE: _____
CURRENT ADDRESS: _____ CONTACT NUMBER: _____

PARENT/GUARDIAN AUTHORIZATION (Please refer to page 1 for medication requirements)

In accordance with Education Code 49423 sections (a), (b 1, 2 & 3), and (c), 49423.1 sections (a), (b 1, 2 & 3) and (c) and 49407, I, the undersigned parent/guardian of the above named student hereby authorize:

_____ A School Nurse or designated school personnel to **ASSIST** my child with medication administration, monitoring, and testing according to the physician's instructions and authorization below.

_____ **IF APPLICABLE**, my child to **CARRY AND/OR SELF-ADMINISTER**: auto-injectable epinephrine () inhaled asthma medication () and/or insulin and blood sugar monitor/supplies () according to the physician's instructions and authorization below.

In accordance with California Education Code 49407, I hereby RELEASE, DISCHARGE, AND HOLD HARMLESS the **JEFFERSON ELEMENTARY SCHOOL DISTRICT**, its officers, employees and agents from all liability, including injury, death, adverse reactions, or other damages which may arise from the self-administration or assistance with medication administration according to the undersigned parent/guardian and physician described herein.

I agree to provide the medication(s) indicated below in original prescription or manufacturer's containers, which are labeled with the name of the child, the prescribing physician, the medication and dosing instructions. I further authorize the School Nurse or designated school personnel to consult with the prescribing physician should any questions arise, (49480).

I understand that continuous medication requires **ANNUAL AUTHORIZATION** to the school's office at the beginning of each year.

Print Parent/Guardian Name

Parent/Guardian Signature

PHYSICIAN AUTHORIZATION (This section to be completed by the prescribing physician only)

Condition for which medication(s) are being administered: _____

NAME OF MEDICATION	DOSAGE	ROUTE	FREQUENCY/TIME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Possible reaction(s) requiring physician notification: _____

Storage Requirements: _____ START DATE: _____ STOP DATE: _____

_____ I authorize my patient to **CARRY AND/OR SELF-ADMINISTER**: auto injectable epinephrine () inhaled asthma medication () and/or insulin and blood sugar monitor/supplies () according to my instructions and authorization stated herein.

_____ I confirm that I have instructed my patient in the procedures, dosing, and timing by which the above medication(s) is/are to be administered and he/she is **COMPETENT** in the self-administration of prescribed medication(s) California Education Code(s) 49423 sections (a), (b 1, 2 & 3) and (c), 49423.1 sections (a), (b 1, 2 & 3) and (c)

Print Physician Name

Physician's Signature

Date

Physician's Address

Phone Number

Fax Number



Instructions for Completing the Medication Administration Form

In compliance with Education Code 49423, no medication will be accepted or administered at school without meeting the following requirements. The procedure for administration of medication by prescription and/or non-prescription/over the counter (OTC) medication listed on the medication administration form will be expedited as follows:

1. Only medication prescribed by the student's physician as being necessary to be taken by the student in the manner listed on the medication administration form should be brought to school. The form **MUST BE COMPLETE** and include required parent and prescribing physician signatures.
2. Medication brought to the school to be administered to the student according to the provisions listed on the medication administration form shall be in the **ORIGINAL** prescription or manufacturer's container/packaging, clearly marked with the student's name, the prescribing physician, and the medication name, dose, route, time/frequency and the pharmacy, if physician prescribed.
3. Medications that contain narcotics (Some pain and cough relief medications) **WILL NOT** be administered at school.
4. All medications will be in a cool dry and secured place inside the school office. Any special instructions for storage or security measures of any medication should be written by the prescribing physician on the medication administration form.
5. Parent/Guardian or adult 18 years or older shall deliver the medication and the completed administration form to the school office. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR STUDENT.**
6. Parent/Guardian or adult 18 years or older shall pick up remaining medication during the last week of school. **THE SCHOOL SITE IS NOT RESPONSIBLE FOR MEDICATION LEFT IN THE OFFICE DURING THE SUMMER.**
7. If continuance of medication is necessary, a new medication administration authorization form **MUST** be completed **ANNUALLY** at the beginning of the year.

Jefferson School District 2020 - 2021 Instructional Calendar

JULY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

OCTOBER				
M	T	W	TH	F
			1**	2**
5*	6	7	8	9
12*	13	14	15	16
19*	20	21	22	23
26*	27	28	29	30

JANUARY				
M	T	W	TH	F
				1
4*	5	6	7	8
11*	12	13	14	15
18	19	20	21	22
25*	26	27	28	29

APRIL				
M	T	W	TH	F
			1	2
5	6	7	8	9
12*	13	14	15	16
19*	20	21	22	23
26*	27	28	29	30

AUGUST				
M	T	W	TH	F
3	4	5	6	7
10	11*	12	13	14
17*	18	19	20	21
24*	25	26	27	28
31*				

NOVEMBER				
M	T	W	TH	F
2*	3	4	5	6
9*	10	11	12	13
16*	17	18	19	20
23	24	25	26	27
30*				

FEBRUARY				
M	T	W	TH	F
1*	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22*	23	24	25	26

MAY				
M	T	W	TH	F
3*	4	5	6	7
10*	11	12	13	14
17*	18	19	20	21
24*	25	26	27*	28
31				

SEPTEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14*	15	16	17	18
21*	22	23	24	25
28	29**	30**		

DECEMBER				
M	T	W	TH	F
	1	2	3	4
7*	8	9	10	11
14*	15	16	17	18
21	22	23	24	25
28	29	30	31	

MARCH				
M	T	W	TH	F
1*	2	3	4	5
8*	9	10	11	12
15*	16	17	18	19
22*	23	24	25	26
29*	30	31		

JUNE				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Total Instructional School Days

August	15
September	20
October	22
November	15
December	14
January	19
February	18
March	22
April	16
May	19
	<hr/> 180

Holidays		
Students First/Last Day (1:30 pm Release)		
Minimum Day (1:30 pm Release)	*	
Minimum Day (2 pm Release)	**	
Teachers First/Last Work Day		Full day
Teachers First/Last Work Day		Half day
End of First/Second Trimester		
P/T Conference (no students)		
Professional Development Day (MOU) (no students)		
Professional Development Buy Back Day (no students)		

APPROVED: May 8, 2018