



July 28, 2017

Dear Jefferson School Families:

Welcome to the 2017-2018 school year. All of us at Jefferson School look forward to seeing our students on **Tuesday, August 8th**. The first bell rings at 8:10am and the tardy bell rings at 8:15am. The first day of school is a **minimum day with dismissal at 1:30pm**. Please make the necessary arrangements to ensure students are dropped off and picked up on time. There are two parking lots. It is important to thoroughly read the attached drop off/pick up procedures to ensure you are following our traffic routines. Staff will be visible and assisting with traffic procedures.

We are excited to have all students back in classrooms and our hallways filled with their energy and enthusiasm for learning. This past year we focused on Jefferson Creed: Be Responsible, Do Your Best Each Day, Think Before You Speak, Put Others First, and Avoid Conflict. We will continue to foster a learning environment with success as the focus and recognize students for following Jefferson Creed and for their accomplishments.

The school office will reopen Monday, July 31st and resume regular office hours of 7:30am – 4:00pm. All student schedules will be available for pick up from the school office Thursday, August 3rd at noon through Monday, August 7th. Class schedules will also be available after 4:00pm on Friday, August 4th in the Aeries parent portal.

Back to School Night is **Wednesday, August 9th from 6:00 – 7:00pm**. Teachers will briefly explain the content of each course and tell you their requirements and expectations of students. You will be free to ask questions at the end of each teacher's presentation, if time permits. Information regarding the Student-Parent handbook will be reviewed. The handbook contains extensive information regarding operations of the school, homework policy, and expectations of student behavior. Please review the entire handbook as a family, as students are responsible for knowing the content of the handbook.

Enclosed in this packet are several important documents including the following: Administration of Medication, Dress Code Policy, Drop off/Pick up Procedures, Grade Level Supply Lists, ASB Orders, and Bell Schedules. Please sign and return forms to your child's core teacher on the first day of school.

I am honored to serve as the Principal of Jefferson School and look forward to another school year together. It is truly a privilege to be part of a community where parents, teachers, and students strive to build positive relationships and support academic and social growth. I look forward to working with you and your child. This year will be filled with exciting learning experiences as we continue for excellence for every student enrolled in Jefferson School. Please feel free to contact me at 209-835-3053 or at awooten@sicoe.net.

Sincerely,

Alyssa Wooten
Principal

JEFFERSON SCHOOL est. 1878
7500 W. Linne Road Tracy, CA 95304 209.835.3053 office 209.835.4419 fax
THE ROAD TO HIGHER EDUCATION

Jefferson School
7500 W. Linne Rd
Tracy, CA 95304
(209) 835-3053
(209) 835-4419 FAX

Monticello School
1001 Cambridge Pl
Tracy, CA 95377
(209) 833-9300
(209) 833-9317 FAX

Tom Hawkins School
475 Darlene Ln
Tracy, CA 95377
(209) 839-2380
(209) 839-2384 FAX

Anthony Traina School
4256 Windsong Dr
Tracy, CA 95377
(209) 839-2379
(209) 839-2314 FAX

Parent Request for Administration of Medication

C.E.C. 49423 Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district received (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

STUDENT: _____ **BIRTH DATE:** _____

ADDRESS: _____

Physical condition for which drug is given: _____

Name of Medication: _____

Dosage and method of administration: _____

Possible reaction that needs to be reported to physician: _____

Date of Request: _____ **Physician's Signature:** _____

Phone: _____

Address: _____

MEDICATION TO BE CONTINUED UNTIL: _____

(Date)

Note: The above medication may be given by authorized school personnel when the school nurse is not available.

Release for Administration of Medication

Acknowledging that the School District is not legally obligated to administer medication to my child, and cannot be held responsible for missed or refused doses or side effects caused by the medication, I hereby waive any claim for injury against Jefferson School District or its employees, arising from the administration of medication.

I, the undersigned, who is the parent/guardian of _____ request that medicine be administered to my child, in accordance with the above request, by a member of the school staff if the school nurse is not available. I will notify the school if the medication is changed or stopped. The medication to be taken at school will be furnished in its pharmacy-labeled bottle.

DATE: _____ **PARENT/GUARDIAN SIGNATURE:** _____

PHONE: _____

ADDRESS: _____



AUTHORIZATION FOR EMERGENCY TREATMENT AND TRANSPORTATION

Student's Name: _____ **Grade:** _____

I authorize Jefferson School District to dial "911" and to arrange emergency transportation to an emergency treatment center or hospital for my child if s/he is seriously injured or ill.

The undersigned has authorized necessary emergency treatment for the patient whose name appears above and that the treatment and procedures will be performed by medical professionals. The undersigned understands that a personal physician is to be selected by, or on behalf of, the patient within 24 hours if hospitalization or further treatment is required, or immediately, if complications arise.

Financial Responsibility: Parents are reminded that financial responsibility including all costs of paramedic, transportation, hospitalization, and any examination, treatment, or x-ray provided shall be the parent/guardian's responsibility should emergency treatment become necessary.

The undersigned has read the above authorization and understands the same and certifies that no guarantee or assurance has been made as to the result that may be obtained. This authorization for emergency treatment and transportation will remain in effect during the time that the student is enrolled in the Jefferson School District. Authorization is also hereby granted for release to all insurance companies and agencies such information as may be necessary for completion of hospitalization claims.

Does your child have any medical disorders that the school/doctor should be aware of before treatment?

Yes or No – If yes, please describe below:

Medical Insurance Company: _____ Group/Policy # _____

Primary Physician's Name: _____ Physician's Phone #: _____

Print Parent/Guardian Name: _____

Parent/Guardian's Signature: _____ **Date:** _____

CONSENT

FOR PARENT AND PHYSICIAN SUPPORTED SELF-ADMINISTRATION OF MEDICATION RELEASE OF MEDICAL INFORMATION AND RELEASE OF LIABILITY

Pursuant to Education Code sections 49423 and/or 49423.1, I hereby consent to allow

Student's Name

To self-administer the following medication during the regular school day or while at school-related activities:

_____ Auto-Injectable Epinephrine Name of medication _____

_____ Inhaled asthma medication Name of medication _____

_____ Student demonstration of self-administration witnessed by Physician and/or School Nurse

I certify that the foregoing is true and correct:

Date

Signature of Physician

Address

Telephone Number

Date

Signature of School Nurse

I further consent to the disclosure of my individually identifiable health information by Physician to a school nurse or other personnel designated by the **JEEFERSON SCHOOL DISTRICT** for the purpose of consulting with Physician regarding any questions that may arise with regard to the medication. I acknowledge that I have an obligation to report to the District and to execute a new consent form if the student's medication dosage, frequency of administration, or reason for administration changes during the school year.

I, on behalf of myself, my child, or heirs, executors and assigns, hereby agree to hold harmless release, and covenant not to sue the District: its officers, employees, and agents, for any and all liability, claim, or cause of action of any nature whatsoever, including but not limited to personal injury or death, which may result from my child's self-administration of medication.

Date

Signature of Parent/Guardian/Foster Parent



July 17, 2017

Dear Parent or Guardian,

Your student(s) may be eligible for school bus transportation for the 2017-2018 school year, provided that your student is attending their home school (not on an intra-district or inter-district transfer).

School bus transportation is provided as a fee for service by the Jefferson School District and is provided from the nearest school bus stop (based upon the home address registered with the District) to the student's school of enrollment.

School bus transportation is not fully funded by the state, requiring the Jefferson School District to charge for busing in order to provide the service.

If you are planning to have your student ride the bus to and/or from school, you will need to purchase a bus pass. For your convenience, we are enclosing a bus pass application. The fee schedule is on the application. You may mail this form along with payment (please do not send cash through the mail) to:

Jefferson School District
Attn: Student Services Department
1219 Whispering Wind Drive
Tracy, CA 95377

You may also drop off the application and payment at our office.

If your student requires transportation beginning the first day of the 2017-2018 school year, a bus pass must be obtained prior to that date.

The bus pass will be mailed home along with route information prior to the start of school. **All students must show their bus pass upon boarding the bus each school day.**

Bus passes are not refundable unless your student is seriously ill or injured, or moves out of our district. Bus passes must be returned upon request for a refund.

If your student's bus pass is lost, you may purchase a new one for \$2.00. If your child is caught using someone else's pass he or she could lose their riding privileges.

Rules for riding the bus are enclosed. Please review these rules with your student. No refund will be given if student-riding privileges are suspended due to behavioral problems or violations of the bus rules.

Applications must be filled out completely and legibly and proper payment must be made before a bus pass will be issued. Again, bus passes must be purchased PRIOR to use of the transportation system.

If you have any questions regarding general transportation information, routes, or bus passes, please call the transportation office at (209) 835-3968 or (209) 839-3760.

Thank you,

Sam Hagler

Sam Hagler
Director of Maintenance, Operations and Transportation
Jefferson School District



Jefferson Elementary School District – Transportation Department

SCHOOL BUS PASS APPLICATION

2017-2018 SCHOOL YEAR

ONE APPLICATION PER FAMILY

Please complete all steps of the application and return to:
 Jefferson Elementary School District – Student Services
 1219 Whispering Wind Drive, Tracy, CA 95377
 Questions? Call us at (209) 835-3968

| FOR OFFICE USE ONLY | | | | | |
|---------------------|-------|----------------------|--------|----------------------|-------|
| PROCESSED DATE | _____ | TOTAL FEES COLLECTED | _____ | | |
| CHK AMT | _____ | CASH | _____ | | |
| CHK # | _____ | RECEIPT # | _____ | | |
| ACCEPTED BY (PRINT) | _____ | ACCEPTED BY (SIGN) | _____ | | |
| INTEROFFICE | MAIL | FAX | WALKIN | SPECIAL ED APPROVAL: | _____ |

PASS MUST BE DISPLAYED TO BOARD THE BUS

Family & Student Information: All Students(s) information must be completed.

Parent/Guardian Name(s): _____

Student Information: List each student's name. **Schools:** *J = Jefferson M = Monticello H = Hawkins T = Traina*

| | | | | | | | |
|------------|-----------|-------|--------|----------|-------------------|-------|-------|
| 1. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| First Name | Last Name | Grade | School | AM/PM/RT | Type of Pass Code | Cost | |
| 2. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| First Name | Last Name | Grade | School | AM/PM/RT | Type of Pass Code | Cost | |
| 3. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| First Name | Last Name | Grade | School | AM/PM/RT | Type of Pass Code | Cost | |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| First Name | Last Name | Grade | School | AM/PM/RT | Type of Pass Code | Cost | |
| 5. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| First Name | Last Name | Grade | School | AM/PM/RT | Type of Pass Code | Cost | |

Types of Services/Fees 2017-2018

| Code | Semester Service | One Student | Two Students | Three or More Students |
|------|---|--------------------------------|--------------------------------|--------------------------------|
| SOW | One Way <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd | <input type="checkbox"/> \$60 | <input type="checkbox"/> \$110 | <input type="checkbox"/> \$155 |
| | Check Semester Box | | | |
| SRT | Round Trip | <input type="checkbox"/> \$120 | <input type="checkbox"/> \$220 | <input type="checkbox"/> \$305 |
| | | | | |
| Code | Annual Service | One Student | Two Students | Three or More Students |
| AOW | One Way <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd | <input type="checkbox"/> \$120 | <input type="checkbox"/> \$220 | <input type="checkbox"/> \$305 |
| | Check Semester Box | | | |
| ART | Round Trip | <input type="checkbox"/> \$230 | <input type="checkbox"/> \$430 | <input type="checkbox"/> \$600 |

| Free/Reduced Transportation (check the applicable box) | Students Eligible for Free Transportation (check the applicable box) |
|--|---|
| Complete both sides of the bus application to apply for the Free /Reduced Transportation <input type="checkbox"/> Free/Reduced Transportation* | <input type="checkbox"/> Food Service Acceptance Letter* <input type="checkbox"/> Foster Status* Case# _____ <input type="checkbox"/> Special Education |
| *Documentation of proof of income will be required | *All documentation must be included with this application to qualify for the Free bus pass. |

| | | | | FEES | |
|--------------|----------------------|---------------|------------------|---|-----------------|
| Address | Apt | Phone # 1 | Home/Mobile/Work | \$2.00 | Replacement Fee |
| City | Zip | Phone # 2 | Home/Mobile/Work | For Lost or Stolen Passes | |
| Sub-Division | Nearest Cross Street | Email Address | | \$20.00 | Returned Check |
| | | | | For any non-sufficient fund (NSF) check | |

Your signature indicates that you have read and understand the rules and regulations by which your student(s) must abide while riding any District school bus. All existing policies and rules regarding safety, student behavior and discipline on the bus remain in effect. Please review rules and regulations which are available online at www.jeffersonschooldistrict.com. With your assistance JSD can continue to provide safe transportation. All students must behave appropriately while on the bus. Citations will be issued for misbehavior. Misuse of a pass may result in suspension or termination of transportation privileges **without** a refund.

Parent/Guardian Signature: _____ Date: _____



Jefferson Elementary School District – Transportation Department

FREE OR REDUCED BUS APPLICATION 2017-2018 SCHOOL YEAR

| | | | | | | | |
|----------------------|-------------|--------------------------|------------------|---|---------|--------------------------|--------|
| OFFICE USE ONLY | | | | | | | |
| _____ | TTL HH Size | <input type="checkbox"/> | Free | <input type="checkbox"/> | Reduced | <input type="checkbox"/> | Denied |
| _____ | TTL Income | <input type="checkbox"/> | Proof of Income* | | | | |
| | | | | *Statements & income for all adults In household | | | |
| _____ | | | | _____ | | | |
| Determining Official | | | | Determining Date | | | |

Please complete all steps of the application and return to:
 Jefferson Elementary School District – Student Services
 1219 Whispering Wind Drive, Tracy, CA 95377
 Questions? Call us at (209) 835-3968

Privacy Act Statement: requires that, unless your child’s SNAP, CalWORKs or FDPIR case number is provided, you must attach a copy of your 2016 Income Tax Return*, and/or two current paycheck stubs from all adults residing in the home. Verification may include program reviews, audits, contacting employers to determine income, contacting the State’s Employment Development or local welfare offices to determine the amount of benefits received, and checking the documentation produced by household members to prove the amount of income received. Reporting incorrect information may result in being denied district paid transportation. (*Income Tax Return must show student(s) dependent as an exemption)

SNAP and CalWORKs Information:

If you do not have a case number skip to Section 2 below. If you are receiving SNAP or CalWORKs, please enter case number below.

SNAP Case #: _____ **CalWORKs Case #** _____

LIST ALL CHILDREN IN THIS HOUSEHOLD (under 21 years of age):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Total Number of **CHILDREN** in this household: _____

LIST ALL ADULTS IN THIS HOUSEHOLD AND THEIR TOTAL MONTHLY GROSS INCOME.

DOCUMENTATION & PROOF OF INCOME IS REQUIRED. (COPIES MUST BE ATTACHED IN ORDER TO PROCESS APPLICATION)

Write the names of those 21 years or older, and anyone else with income in the household, regardless of age.

- TWO CURRENT PAYCHECK STUBS AND ANY OTHER PROOF OF GROSS INCOME FOR ALL ADULTS AT HOME , OR
- 2016 INCOME TAX RETURN

- | | | | |
|----------|--------------|----------|--------------|
| 1. _____ | \$/Mo: _____ | 4. _____ | \$/Mo: _____ |
| 2. _____ | \$/Mo: _____ | 5. _____ | \$/Mo: _____ |
| 3. _____ | \$/Mo: _____ | 6. _____ | \$/Mo: _____ |

Total Number of **ADULTS** in this household: _____

ALL MUST READ AND COMPLETE THIS SECTION

California Education Code Section 39807.5 Payment of transportation cost; amount of payment: The governing board shall exempt from these charges pupils and parents and guardians who are indigent or handicapped as set forth in rules and regulations adopted by the board. Children participating in the free transportation program will not be overtly identified by the use of special tokens, special tickets, special identification, or any other means.

Confidentiality You must include the social security number of the adult signing the application or indicate that the adult signing the application does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The social security number may be used to identify the residents in carrying out efforts to verify the correctness of the information stated on the application. These verification efforts may be carried out through program review, audits, and investigations and may include contacting employers to determine income, benefits, contacting State offices to determine the amount of benefits received and checking the documentation produced by residents to prove the amount of income received. These efforts may result in a loss of benefits, administrative claims or legal actions if incorrect information is reported.

I certify that all of the information on this application as well as on materials I have provided is true and correct and that all individuals and income is reported. I understand that this information is given for the receipt of free or reduced cost transportation services; that school officials may verify the information on the application and the misrepresentation of information may subject me to immediate termination of free or reduced transportation services as well as prosecution under applicable State and Federal laws.

| | | | |
|--|------------------------|------------|-------|
| _____ | _____ | _____ | _____ |
| Signature of Adult Household Member Completing Application | Social Security Number | Home Phone | Date |
| _____ | _____ | _____ | _____ |
| Printed Name | Total Household Size | Cell Phone | |

COMPLETE BOTH SIDES: ANY INCOMPLETE APPLICATIONS WILL BE RETURNED



Jefferson Elementary School District

Transportation Department



BUS RULES

For everyone's safety, BUS RULES MUST BE FOLLOWED AT ALL TIMES:

- Be on time, NEVER run to or from the bus. Arrive at least 5 minutes before bus.
- Stand back from the curb. No pushing or shoving while at the bus stop or while boarding or departing. Wait for the driver's signal before crossing. ALWAYS stand/cross at least twelve (12) feet from the bus.
- DO NOT bring on the bus any glass containers, balloons, skateboards, bats, balls, live animals, live insects or materials of any kind that could cause harm to other students or distract the driver.
- Cell phones or other electronic devices may not be used on the bus.
- Follow the driver's instructions AT ALL TIMES. Disrespectful behavior is NOT allowed.
- All riders MUST wear seatbelts at all times if the bus is so equipped. Bus 1 has seatbelts and the law requires they be worn.
- STAY IN YOUR SEAT! DO NOT stand or change seats while the bus is in motion. Stay in your seat, feet on the floor, face forward and sit upright. Do not change seats without permission of the driver. DRIVER IS AUTHORIZED TO ASSIGN SEATS!
- All riders MUST be silent at railroad crossings.
- NEVER crawl under a school bus.
- DO NOT yell, shout or use profanity
- DO NOT fight. No horseplay. DO NOT annoy others.
- DO NOT eat, drink, chew gum, or litter on the bus.
- Keep all body parts inside the bus.
- DO NOT bring tobacco, alcohol or weapons on the bus.
- DO NOT deface the bus in any way (including writing, cutting or sticking things to seats or walls). PARENTS WILL BE CHARGED FOR DAMAGES!
- For safety reasons, crutches are allowed ONLY if the rider can board and depart bus WITHOUT use of the crutches.
- All students must show their bus pass before entering the bus.

Students in violation of any of the bus rules will be subject to the following actions:

1. Verbal Warning
2. Written citation with copy sent home to parent(s)/guardian(s) to sign
3. Three (3) day suspension – parent(s)/guardian(s) contacted
4. Ten (10) day suspension – parent(s)/guardian(s) contacted
5. Termination – no transportation for remainder of year

Students may be given IMMEDIATE suspension or termination from the bus, depending on the severity of the student's actions.



2017- 2018 School Year

RE: Voluntary Student Accident Insurance

Dear Parents:

The Jefferson School District would like to provide you with some valuable information about Voluntary Student Accident Insurance.

The Student Accident Insurance Program, underwritten by Gerber Life Insurance Company, allows a choice of three school time plans. Plan A provides a high level of coverage for the cost of \$43.00, Plan B provides a medium level of coverage for the cost of \$28.00, and Plan C provides a basic program for the cost of \$14.00. These plans include the basic dental insurance coverage, however, you can opt to purchase the Extended Dental benefit at the premium cost of \$8.00. For additional premiums, the option of 24-Hour Coverage (year-round and worldwide) and Tackle Football coverage is available to parents through all plans.

We urge you to consider carefully the extent of coverage afforded by this program. Enrolling your student in low-cost insurance now may ease your concerns considerably should an injury occur in the future.

To enroll:

➤ Direct submission: through our secure web portal, www.studentinsuranceusa.com, you can complete your Student Accident Insurance application directly on our website. The applications for insurance will be effective immediately and a policy number and insurance card will be available right away.

This system is equipped to accept credit, debit, and e-checks for parent's convenience.

➤ Web "download": through our secure web portal, www.studentinsuranceusa.com, you can fill out and print your Student Accident Insurance application directly from our website. Parents who would like to send certified funds will continue to have the option to do so, we would need to receive the hard copy application and cashier's check or money order in our offices for the policy to be effective.

More information regarding each program can be obtained by contacting the vendor directly at:

Student Accident Insurance Program
(800) 367-5830

Please give this program your careful consideration.

Sincerely,

Mindy Maxedon

Mindy Maxedon
Chief Business Officer



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



Jefferson Bell Schedule 2017-2018

| 3:00 Dismissal- Regular Day | | |
|-----------------------------|-------|-------|
| 5th/6th Grade | | |
| 1st Period | 8:15 | 9:05 |
| 2nd Period | 9:08 | 9:55 |
| Break | 9:55 | 10:05 |
| 3rd Period | 10:08 | 10:55 |
| 4th Period | 10:58 | 11:45 |
| Lunch | 11:45 | 12:30 |
| 5th Period | 12:33 | 1:20 |
| 6th Period | 1:23 | 2:10 |
| 7th Period | 2:13 | 3:00 |
| 7th/8th Grade | | |
| 1st Period | 8:15 | 9:05 |
| 2nd Period | 9:08 | 9:55 |
| 3rd Period | 9:58 | 10:45 |
| Break | 10:45 | 10:55 |
| 4th Period | 10:58 | 11:45 |
| 5th Period | 11:48 | 12:35 |
| Lunch | 12:35 | 1:20 |
| 6th Period | 1:23 | 2:10 |
| 7th Period | 2:13 | 3:00 |

| 1:30 Dismissal- Minimum Day | | |
|-----------------------------|-------|-------|
| 5th/6th Grade | | |
| 1st Period | 8:15 | 8:53 |
| 2nd Period | 8:56 | 9:30 |
| 3rd Period | 9:33 | 10:07 |
| Break | 10:07 | 10:17 |
| 4th Period | 10:20 | 10:54 |
| 5th Period | 10:57 | 11:31 |
| 6th Period | 11:34 | 12:08 |
| Lunch | 12:08 | 12:53 |
| 7th Period | 12:56 | 1:30 |
| 7th/8th Grade | | |
| 1st Period | 8:15 | 8:53 |
| 2nd Period | 8:56 | 9:30 |
| 3rd Period | 9:33 | 10:07 |
| 4th Period | 10:10 | 10:44 |
| Break | 10:44 | 10:54 |
| 5th Period | 10:57 | 11:31 |
| 6th Period | 11:34 | 12:08 |
| 7th Period | 12:11 | 12:45 |
| Lunch | 12:45 | 1:30 |

| 2:00 Dismissal- Rally | | |
|-----------------------|-------|-------|
| 5th/6th Grade | | |
| 1st Period | 8:15 | 8:54 |
| 2nd Period | 8:57 | 9:35 |
| Break | 9:35 | 9:45 |
| 3rd Period | 9:48 | 10:26 |
| 4th Period | 10:29 | 11:07 |
| 5th Period | 11:10 | 11:48 |
| Lunch | 11:48 | 12:33 |
| 6th Period | 12:36 | 1:14 |
| 7th Period | 1:17 | 1:55 |
| Rally | 2:00 | 3:00 |
| 7th/8th Grade | | |
| 1st Period | 8:15 | 8:54 |
| 2nd Period | 8:57 | 9:35 |
| 3rd Period | 9:38 | 10:16 |
| Break | 10:16 | 10:26 |
| 4th Period | 10:29 | 11:07 |
| 5th Period | 11:10 | 11:48 |
| 6th Period | 11:51 | 12:29 |
| Lunch | 12:29 | 1:14 |
| 7th Period | 1:17 | 1:55 |
| Rally | 2:00 | 3:00 |

| Conference Schedule | | |
|---------------------|-------|-------|
| 5th/6th Grade | | |
| 1st Period | 8:15 | 8:59 |
| 2nd Period | 9:02 | 9:40 |
| Break | 9:40 | 9:50 |
| 3rd Period | 9:53 | 10:31 |
| 4th Period | 10:34 | 11:12 |
| 5th Period | 11:15 | 11:53 |
| Lunch | 11:53 | 12:38 |
| 6th Period | 12:41 | 1:19 |
| 7th Period | 1:22 | 2:00 |
| 7th/8th Grade | | |
| 1st Period | 8:15 | 8:59 |
| 2nd Period | 9:02 | 9:40 |
| 3rd Period | 9:43 | 10:21 |
| Break | 10:21 | 10:31 |
| 4th Period | 10:34 | 11:12 |
| 5th Period | 11:15 | 11:53 |
| 6th Period | 11:56 | 12:34 |
| Lunch | 12:34 | 1:19 |
| 7th Period | 1:22 | 2:00 |

Jefferson School Supply List

5th Grade

- #2 pencils (lots!) Ticonderoga are best
- Dark ink pens (blue for math)
- Colored pencils
- 3 ring filler paper – 8 ½" x 11" (lots!)
- 12" ruler (with inches and centimeters)
- Scissors
- Glue sticks (lots!)
- Pencil top or chunk erasers
- 3" x 5" white index cards (lined)
- Highlighters
- Durable folder with 2 pockets
- Hand held pencil sharpener that catches shavings
- Headphones/earbuds
- Tissue boxes *
- Hand sanitizer *
- Running Shoes (PE) – no high tops, casual, or skater shoes
- 1 – folder with pocket on each side (PE)

*These items will be collected and used for the entire class

To help you be more successful, please keep a continuous supply of materials at school as well as at home during the school year.

7th Grade

- 3 – 9 ¼ x 11" spiral notebooks, 150+ pages (plastic cover will last longer (Spikes and Entizne)
- 1 – 3 subject spiral notebook (McRae)
- 3 – pocket folders
- 5 – 100 sheet composition notebooks (Science 3, PE 1, Math 1)
- 1 – 2" binder (McRae)
- Continuous supply of 2"x2" sticky notes
- Scientific calculator
- 2 sets – 8 page divider with tabs
- Dry eraser, old sock or felt
- Zippered pouch for all writing utensils
- Scissors
- Headphones/earbuds
- Running Shoes (PE) – no high tops, casual, or skater shoes
- 1 – folder with pocket on each side and composition notebook (PE)

The following items will be needed as a continuous supply throughout the school year.

- | | | |
|--|--------------------|--------------------|
| ~2x2 sticky notes | ~Erasers | ~Tissue |
| ~Loose leaf binder paper | ~Highlighters | ~Large glue sticks |
| ~Pencils (pre-sharpened or mechanical) | ~3"x5" index cards | |
| ~Thin Expo markers (blue or black) | ~Wooden pencils | |
| ~Colored pencils | ~Red pens | |

Please note, teachers may ask for some additional supplies. That information will be provided during the first week of school.

Special Day Class (SDC w/ Ms. Scott)

- 6 composition notebooks
- 5 highlighters (different colors)
- 2 – two pocket folders
- 1 dry eraser (or sock) and 6 dry erase markers, black/blue
- Pencil sharpener that catches shavings
- Scissors
- Colored pencils
- Pencils and erasers – continuous supply
- Calculator
- Lined paper – continuous supply
- 3"x5" cards (100 pack, lined) – continuous supply
- Glue sticks – continuous supply
- Running Shoes (PE) – no high tops, casual, or skater shoes
- 1 – folder with pocket on each side (PE)
- WISH LIST: 3 boxes of tissue

6th Grade

- 1 binder with at least 1" rings
- 1 package of 5 dividers
- Pencil pouch or box for backpack
- Erasers (large and pencil top)
- Pens (blue or black)
- Pencils (Ticonderoga are best)
- 2 highlighters (different colors)
- 3 large packs of glue sticks
- Scissors
- Box of 12 colored pencils
- 2 dry erase markers
- 2 packages of index cards (3"x5")
- College ruled filler paper
- 1 single subject spiral notebook (70+ pages for science)
- 3 three subject spiral notebooks (150+ pages), larger size 9"x11" with plastic cover are best
- Earbuds
- Running Shoes (PE) – no high tops, casual, or skater shoes
- 1 – folder with pocket on each side (PE)

WISH LIST ITEMS FOR CLASSROOM:

- | | |
|----------------------------------|-----------------------------|
| *Ultra fine point black Sharpies | *Pencils |
| *Boxes of tissue | *College ruled filler paper |
| *Hand sanitizer | *Glue sticks |

*These items will be collected and used for the entire class.

We are excited about the coming year and the many experiences we will be sharing together. One of these experiences will be our trip to Science Camp. We will be attending Camp Jones Gulch, which is located between Half Moon Bay and Santa Cruz. **Camp costs about \$305 - so please start saving now!**

8th Grade

- 7 – composition notebooks, 100 sheets, 9 ¾"x 7", wide ruled (Science 3, LA 2, History 1, PE 1)
- Small scissors
- Ruler (with Metrics and English measurements)
- Scientific calculator
- Spiral notebook
- 3 – pocket folders
- 1 package graph paper
- Electronic thumb drive/flash drive
- Headphones/earbuds
- Running Shoes (PE) – no high tops, casual, or skater shoes
- 1 – folder with pocket on each side (PE)

The following items will be needed as a continuous supply throughout the school year.

- | | | |
|--|--------------------|---------------|
| ~Blue/Black pens (no metallic or purple) | ~Post-its | |
| ~Large glue sticks | ~3"x5" index cards | ~Erasers |
| ~Pencils (pre-sharpened) | ~Colored pencils | ~Whiteout |
| ~College ruled filler paper | ~Dry erase markers | ~Highlighters |

Please note, teachers may ask for some additional supplies. That information will be provided during the first week of school.

**Welcome to the 2017-2018 school year
at Jefferson School!**

**We look forward to seeing you on our
first day Tuesday, August 8th!**



2017-2018 Jefferson School: Spirit Wear, Yearbook, and ASB Membership

NEW THIS YEAR.... Yearbooks and Spirit Wear will be available for purchase ONLINE only. Please THOROUGHLY read the information below as it pertains deadlines and important details regarding these purchases. ASB Membership will still be purchased through Jefferson School. We are hoping this will help streamline the process and make it easier for families to order.

Yearbook

Order your yearbook directly online. Yearbooks can be ordered through December 31, 2017. Yearbooks will be delivered to school and distributed to during the last two weeks of school.

www.yearbookordercenter.com Order Number 6832

Purchase ONLINE by Sunday, December 31, 2017

Spirit Wear

Order your Jefferson School spirit wear directly online. You can order through Friday, September 8, 2017. Items will be delivered to Jefferson School for distribution.

<http://www.spiritwear.com/estore.php?eml=awooten@sicoe.net>

Purchase ONLINE by Friday, September 8, 2017

ASB Membership

The ASB Membership provides admission to all dances for 6th – 8th grade students (Individual dance tickets will not be sold), and athletic events. Furthermore, ASB membership provides students with food and merchandise giveaways.

\$25: 6th – 8th grades (includes dance admittance)

\$10: 5th grade (does not include dance admittance)

Due to Jefferson School Office by Friday, September 8, 2017

Fill out and return the bottom portion of this sheet for ASB Membership – return to the school office!

ASB Membership Order Form

Return to Office by Friday, September 8th

THIS IS YOUR ONLY CHANCE TO PURCHASE ASB MEMBERSHIP

Student Name: _____

Date: _____

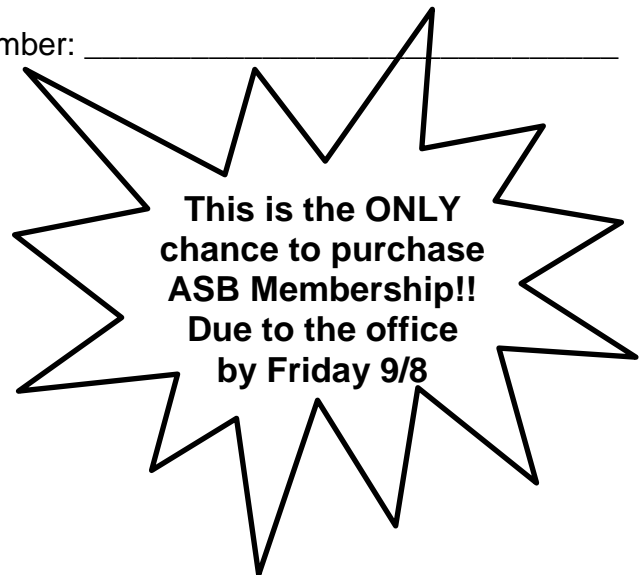
Core Teacher: _____

Phone Number: _____

_____ \$25 Membership (6th – 8th Grades Only)

_____ \$10 Membership (5th Grade Only)

Cash or Check (made payable to Jefferson School) accepted



Bell Schedule & Drop-off/Pick-up

Jefferson School

2017 - 2018

Bell Schedule for ALL Jefferson students

8:15am – 3:00pm (Regular Day)

8:15am – 1:30pm (Minimum Day)

Drop-Off/Pick-Up at Jefferson Campus

Front Parking lot

Located off of Linne Road

AM/PM pick up/drop-off

- The drive thru line is designed for a single lane of cars to drive thru.
- Please pull all the way up to the drop off line at the end of the side walk.
- DO NOT stop at first crosswalk to unload your children.
- Jefferson students will be entering the campus on the sidewalk behind the new cafeteria.
- Students will only enter the school through the office if they have business in the office.

Back Parking Lot

Located off of Chrisman Road

AM DROP-OFF

- The drive thru line will be for Jefferson School buses and parents during the morning drop off.
- This parking lot is designed for a single lane of cars to drive thru.
- Please pull all the way up to the drop off line at the end of the side walk.

PM PICK-UP

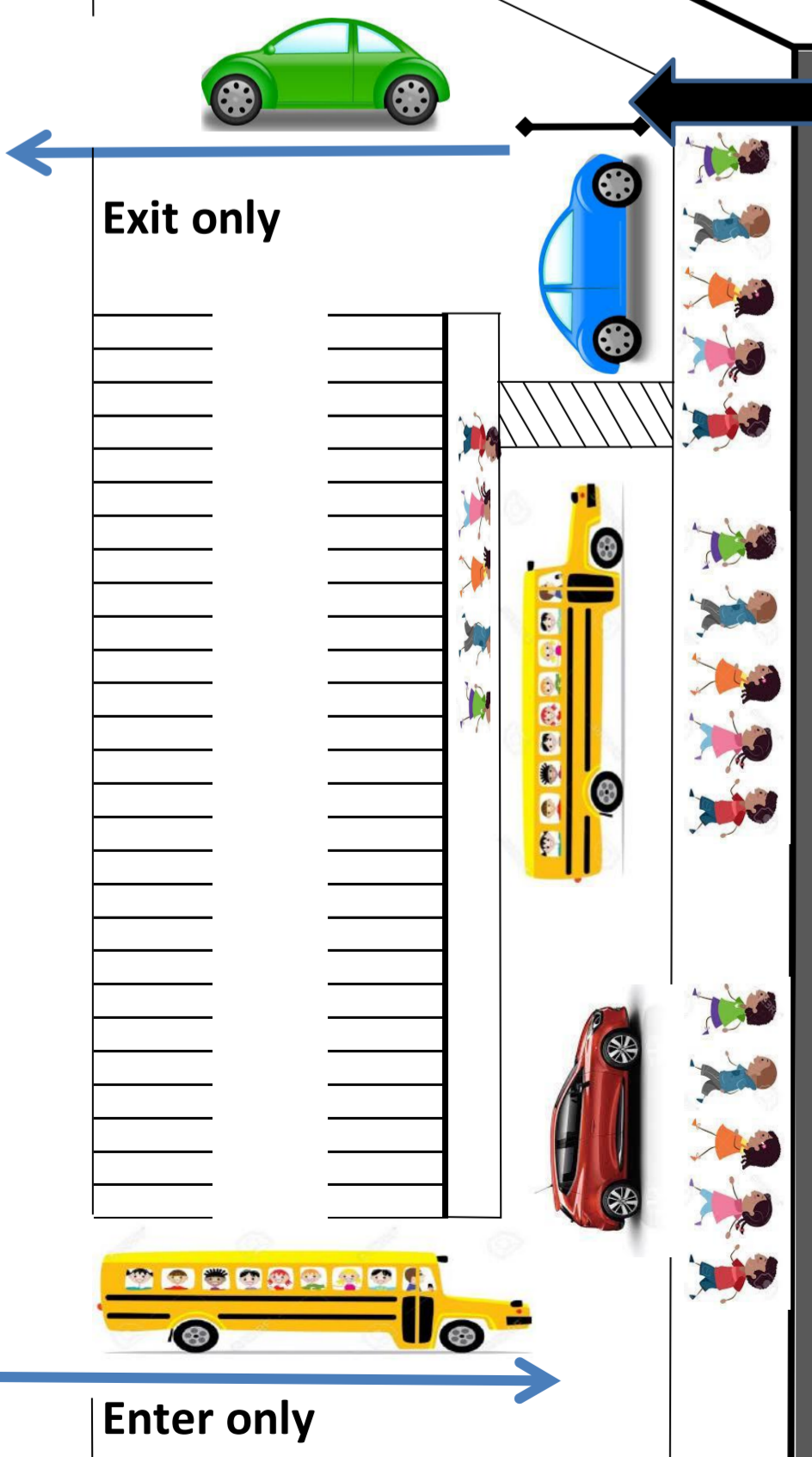
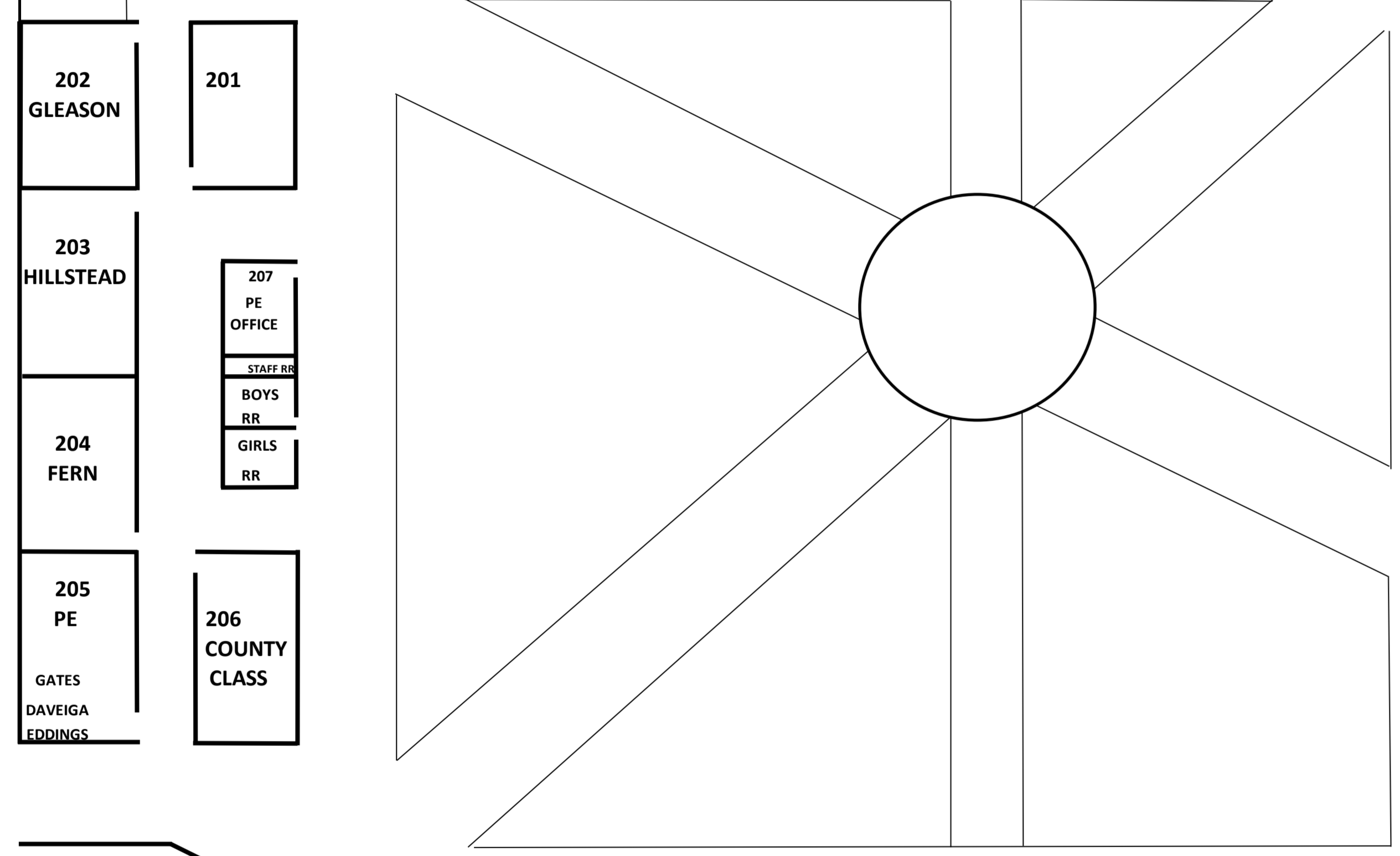
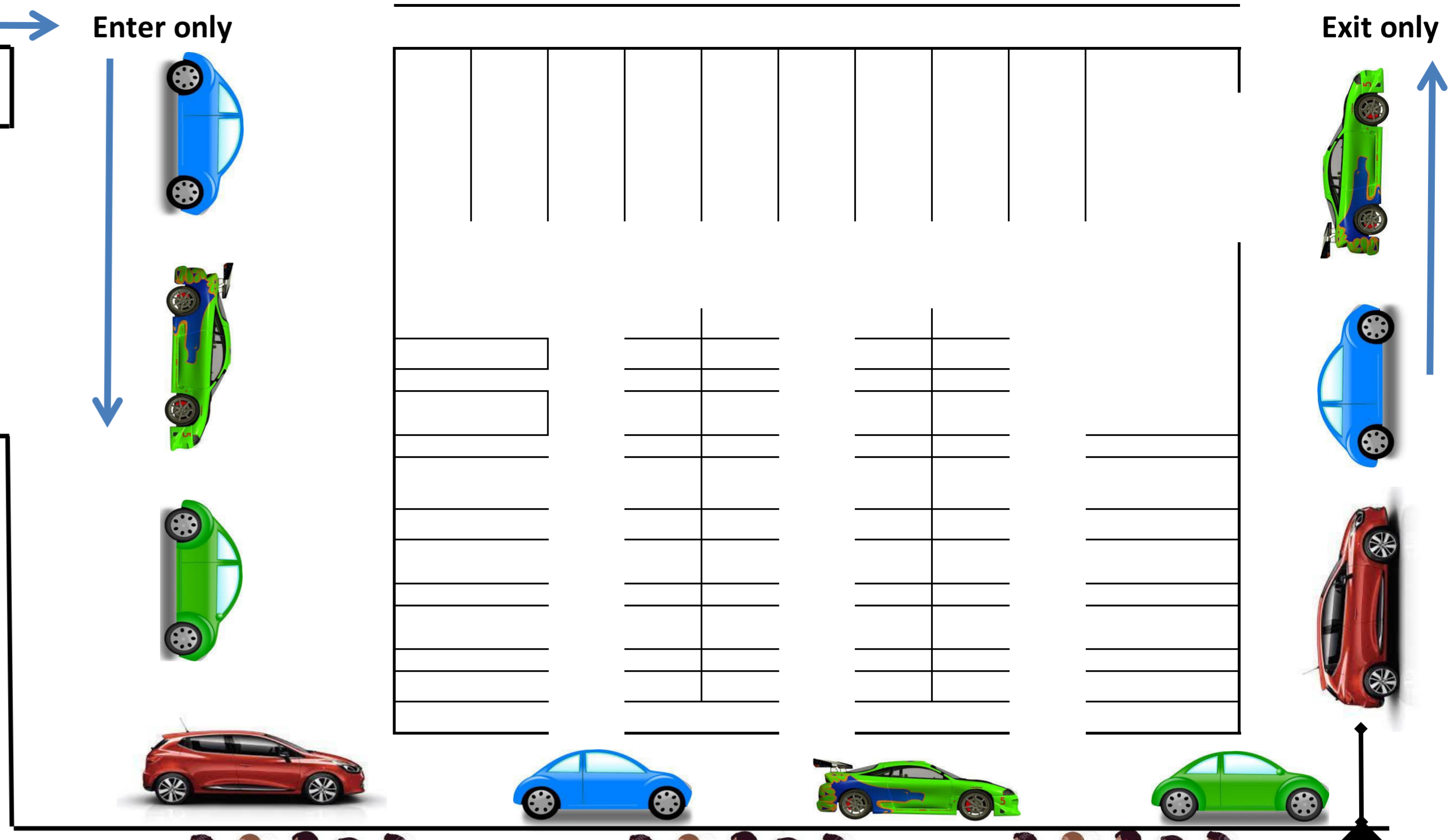
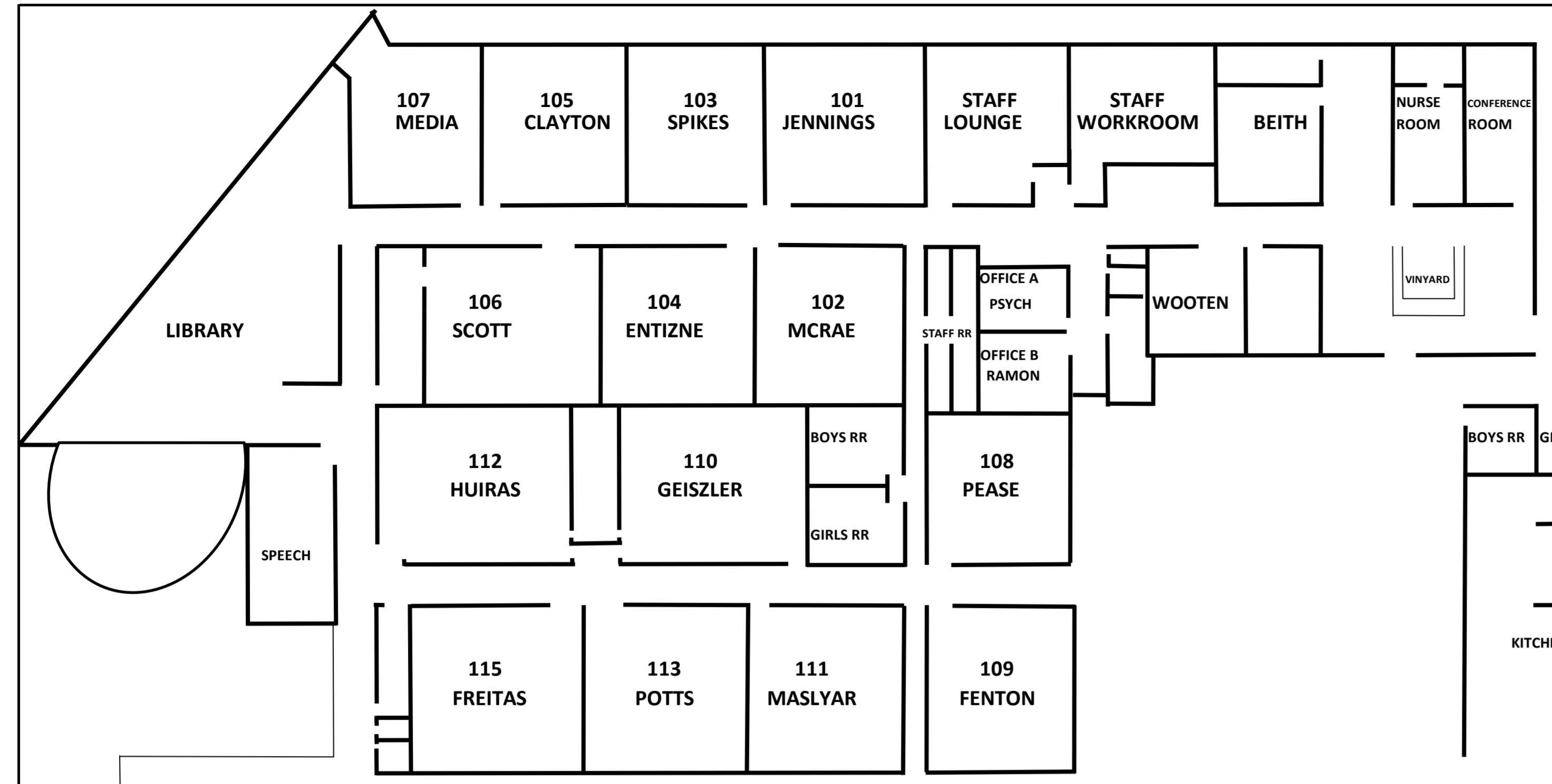
- The back drive thru pick up line will be coned off to thru traffic.
- All bus students will exit the school grounds onto the buses first. Then the rest of the students will be released.
- Please park in the lot if you arrive prior to the school busses leaving. Once they leave, you can drive through the parking lot.

Linne Road

Enter only

Exit only

Chrisman Road



PLEASE PULL ALL THE WAY FORWARD IN A SINGLE LINE.

JEFFERSON SCHOOL

Homework Policy

2017-2018

This letter explains the homework policy for Jefferson School. Please read the policy with your child so that you understand the expectations of students and parents with regard to homework. Following these guidelines can help decrease tension associated with homework and increase your child's learning. Jefferson School provides homework for the following three purposes: (1) to give students opportunities to practice skills, (2) to prepare students for a new topic, or (3) to elaborate on introduced material. Homework assigned as practice commonly increases students' speed and accuracy relative to the skill they are learning. When homework is assigned to introduce a topic, the goal is to help students access prior knowledge about the topic. A homework assignment that asks students to elaborate on a topic might require them to engage in activities that extend their knowledge, such as conducting research, comparing items, or constructing support for an argument. As homework is assigned throughout the year we will identify the purpose for each assignment and communicate it to the students.

For your child to be successful with homework, he/she needs:

To use a planner. This year Jefferson School is requiring all students to write down their homework assignments in a student planner. Jefferson is committed to student success, so funding was appropriated to provide each student with a planner. Planner checks will occur periodically throughout the trimester and daily student partner checks will be used to ensure that students are recording the correct assignments.

Your interest in education. Every day ask your child about school and what happened there. Know what your child is currently working on in each subject and what homework must be completed. Leave enough time to review homework together each night. This gives you an opportunity to offer important praise and feedback. Acknowledging accomplishments daily will reinforce learning and boost your child's confidence.

A place to do homework. If possible, your child should do his/her homework in the same place (an uncluttered, quiet space to study) each night.

A schedule for completing homework. Most children work better with a regular time and place for doing homework. Right after a meal or snack time often works well. Don't leave homework until right before bedtime. Although, research suggests that reviewing for tests or study flash cards right before bed helps students retain information.

Encouragement, motivation, and prompting. It is not a good idea to sit with your child and do homework. Your child needs to practice independently and to apply what he/she has learned in class. If your child consistently cannot complete homework assignments alone, please contact the teacher.

Understanding of the knowledge. When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work. If your child consistently cannot answer the questions, please contact the teacher.

Reasonable time expectations. Students attending Jefferson school are expected to complete up to 90 minutes of homework (60 minutes in 5th grade) four days per week. It is also important to help your child prioritize homework and manage their time on long-term projects. If your child seems to be spending too much time each night on homework, please contact the teacher.