



February 24, 2021

Dear Jefferson Students and Families,

We are excited to have our 5<sup>th</sup> & 6<sup>th</sup> grade students back on campus and it is going to be wonderful to see the faces of our beloved Jefferson students. According to your response on the Jefferson School District Survey, you have elected for your child to return to school on March 3, 2021. Although this will look very different, our commitment to our students remains the same. I know our Jefferson Wildcat staff, students, and families will continue to pull together as a community to make this the best it possibly can be! Please thoroughly read through the information below to ensure the transition back on campus runs as smoothly as possible.

**School Day:** Your child will return to campus on **Wednesday, March 3, 2021 (Please note there is no school on Friday, March 5<sup>th</sup>)**. The bell schedule will remain the same (see below) with a **start time of 8:25pm and release time of 12:28pm**. Your child will follow their current schedule on campus, five days a week. In-person instruction will take place simultaneously with the students participating in Distance Learning. Due to the safety measures, students will not be permitted to enter campus prior to 8:00am. There will be staff members at the front gate near the cafeteria and at the back-lot gate to greet students, assure they have a proper mask and wash/sanitize their hands, and show them to their first period class. Teacher classrooms will be open at 8:00 for students to enter once they have come onto campus. Please have your student bring their district issued charged device and power cord to school each day, as well as all of their other curriculum materials. Teachers will let the students know what needs to remain in the classroom and what can be kept at home.

**Food and Eating on Campus:** Students need to bring personal water bottles instead of using shared drinking fountains or filling stations. Students can bring their own snacks to be eaten outside during a designated break time. Snacks will not be available for purchase. Free school lunches, for children ages 2-18 are available for pickup each day upon dismissal. Students will be able to take a grab-and-go lunch when exiting campus from either the cafeteria or back-lot gate.

**Drop-Off/Pickup Procedures:** Please make the necessary arrangements to have your child to school on time. Due to safety measures, **students will not be permitted to enter the campus prior to 8:00am and no parents/guardians are permitted on campus**. See the attached Drop-off and Pickup Procedures pages for more information. Please note that **cars must pull all the way forward** to allow as many cars in the drop-off lane as possible. We ask that parents and guardians remain in the cars and do not walk students up to school. Cars are not to be backed up in the streets.

**Safety:** The safety of our students, staff, and families is of the utmost importance. Parents are asked to complete a student health screening prior to students arriving to school each day. The self-screening information is included below. Students will maintain proper physical distancing, have access to multiple sinks or handwashing stations and/or hand sanitizer at all times, are required to properly wear a mask at all times (over nose and mouth) unless they are eating a snack during a designated time and in a designated area. Students and staff are required to sanitize hands upon school entry, when entering a classroom, after eating, and after using the restroom. All Jefferson staff is required to wear PPE. Cleaning and wiping of surfaces will be maintained multiple times per day in high volume areas. Furthermore, all classrooms are equipped with an air filtration system, disinfectant, sinks or sanitizer. For more information regarding safety, please review our district and site Safe Reopening of School Plans. Jefferson School's reopening plan is located on the front page of our website.

**Below you will find information regarding what to expect when returning to school, along with protective equipment and protocols.**

<b>Face Masks</b>	Face masks ( <b>no shields or gaiters</b> ) are required to be worn by all staff and students. Should a student arrive without one, a mask will be provided. Students refusing to wear a face covering or who are unable to meet requirements, who are not exempt from wearing a face covering under CDPH guidelines, will be excluded from campus.	<b>Water</b>	Students need to bring personal water bottles instead of using shared drinking fountains or filling stations.
<b>School Handbook Rules</b>	Please re-review the handbook with your child prior to returning. All school rules apply, including dress code, technology use, etc.	<b>Snacks</b>	Students can bring their own snacks to be eaten at school. Snacks will not be available for purchase.
<b>Chromebooks, Ear Buds, and Materials</b>	Student belongings will be separated and kept in individually labeled container, cubbies, or areas. Personal belongings must be taken home each day to be cleaned. <b>Please have your child bring their district device to school each day and fully charged. Your child will also need to bring earbuds each day. Students are not able to bring personal playground equipment to school.</b>	<b>Grab and Go Lunch</b>	Use the link below to order lunches. Please fill out that form if you would like your child to have a grab and go lunch. Lunches can be picked up upon dismissal.  <a href="#">Weekly Lunch Order Form</a>

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, as well as providing an environment rich in academics. We are excited to have students in our classrooms and on campus.

As always, please reach out to Jefferson School at (209) 835-3053 with any questions.

Sincerely,

*Alyssa Wooten*

Alyssa Wooten  
Principal



### JSD Daily Home Screening for Students

Parents: Please complete this short check each morning and if you answer “yes” to any of the questions keep your student home and report the absence to the school office.

#### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

Yes	No	Temperature 100 degrees Fahrenheit or higher
Yes	No	Sore throat
Yes	No	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
Yes	No	Diarrhea, vomiting, or abdominal pain
Yes	No	New onset of severe headache, especially with a fever

#### SECTION 2: Close Contact/Potential Exposure

Yes	No	Within the past 14 days, have you had close contact (within 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19?
Yes	No	Within the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

# Jefferson School Distance Learning Bells 2020 - 2021

1st Period	8:25	9:00
2nd Period	9:03	9:33
3rd Period	9:36	10:06
Break	10:06	10:16
4th Period	10:19	10:49
5th Period	10:52	11:22
6th Period	11:25	11:55
7th Period	11:58	12:28
Lunch	12:28	1:00
Independent Practice Student Q & A	1:45	2:15

Please note that your child’s break time may be different in order to maintain social distance. Your child’s teacher will explain this to families and students if that is the case.



## Drop-off/Pick-up Procedures

### Jefferson School

2020 - 2021

## 8:25am Start Bell - 12:28 Release Bell

Students cannot be dropped off prior to 8:00am.

Campus opens at 8:00am.

### 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 busses 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 busses 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.

**Jefferson School is a non-walking school. All students must have transportation to and from school each 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.



## JEFFERSON SCHOOL DISTRICT DRESS CODE GUIDELINES

### ACCEPTABLE TOPS



### NOT ACCEPTABLE TOPS



### ACCEPTABLE BOTTOMS



### NOT ACCEPTABLE BOTTOMS



### ACCEPTABLE SHOES



### NOT ACCEPTABLE SHOES



## 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

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*				

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**		

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

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*				

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	

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

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

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		











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

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				

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
<b>Total</b>	<b>180</b>

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)		



Jefferson  
7500 W Linne Rd  
(209)835-3053  
(209)835-4419 F

Monticello  
1001 Cambridge Pl  
(209)833-9300  
(209)833-9317 F



Tom Hawkins  
475 Darlene Ln  
(209)839-2380  
(209)839-2384 F

Anthony Traina  
4256 Windsong Dr  
(209)839-2379  
(209)839-2314 F

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**, it's 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: \_\_\_\_\_

<u>NAME OF MEDICATION</u>	<u>DOSAGE</u>	<u>ROUTE</u>	<u>FREQUENCY/TIME</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

# Parent Notification

March 1, 2021

Dear Parents/Guardians,

In order to provide a safe, secure and healthy environment for your child, Jefferson School updates its School Safety Plan each year. In addition to updating our written plan (which includes procedures for fire drills, earthquake drills, lockdown drills, etc.), Jefferson School's staff makes sure that each classroom is equipped with a first aid kit and a copy of emergency procedures.

The Jefferson School Crisis Response team will operate the evacuation site to ensure a safe and orderly pick-up/release of students. **When picking up a student, parents/guardians (or person on emergency card) must bring a photo I.D.** Without verification, staff will not release any student.

**Jefferson School's onsite evacuation/reunification area: Cafeteria**

**Jefferson's secondary off site evacuation/reunification site: Dynatect  
Address: 8830 W. Linne Road, Tracy CA 95304**

If the school is involved in a lock-down situation, the secondary evacuation site is the designated meeting area where parents/guardians should wait for information and the release of their student into their care. School and District personnel will be on site at the evacuation center to provide parents with information about the status and safety of their student(s). **DO NOT** go directly to the school in the event of a lock-down or evacuation. Parents/guardians can also listen to local media for the updates on the emergency situation, but your best source of up-to-date information will be at the evacuation site.

If you have further questions about Jefferson School's safety plan, please call the office at 209-835-3053.

Sincerely,  
Alyssa Wooten, Principal



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](http://www.foodallergy.org/CDC).

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

Tina Coverdale, RN/BSN  
District Nurse  
tcoverdale@sjcoe.net  
209-839-1842 Special Education Department  
209-832-8941 Fax