

JEFFERSON ELEMENTARY SCHOOL HANDBOOK 2023-2024

Principal
Josh Godin



4091 W. 139th Street
Hawthorne, California 90250
Phone: (310) 676-9423 Fax: (310) 676-4234
Office Hours: 8:00 a.m. – 4:00 p.m.

School Hours:

Grades TK/K, 1st, 2nd, 3rd

8:25 a.m. to 2:30 p.m.

Grades 4th, 5th

8:25 a.m. to 3:00 p.m.

Each Wednesday - Minimum Day (TK/K – 5th)

8:25 a.m. to 2:00 p.m.

Please Be Advised:

There is no supervision on site prior to 8:00 a.m. or after 3:00 p.m. (2:00 p.m. on Wednesdays.) Students are not to arrive prior to 8:00 a.m. and must be picked up promptly at dismissal time.

JEFFERSON SCHOOL – A GREAT PLACE TO LEARN!

A Message from Your Principal, Mr. Godin

The administration and the staff would like to take this opportunity to welcome you to Jefferson School for the 2023-2024 school year. The information in this handbook has been compiled in order to help your child succeed at Jefferson School. The staff, in its entirety, is here to assist you with your child's education. In order to accomplish this we must work together. This partnership begins with clear communication.

At Jefferson School we have made a commitment to provide the best educational program possible for our students. The excellent quality of our program is a reflection on our highly committed staff. We are dedicated to ensuring that our school provides a welcoming, stimulating environment, where students are actively involved in learning academics, as well as positive values. Together through our hard work, our students will be challenged to reach their maximum potential.

Please contact the school if you have any questions regarding the policies summarized in this handbook. Thank you for taking the time to review this important information, and for your cooperation in providing a safe and secure environment for our students. We look forward to a successful 2023-2024 school year!

JEFFERSON SCHOOL CALENDAR 2023-2024

School Year

| | |
|-------------------|----------------------|
| August 21, 2023 | First Day of School |
| September 7, 2023 | Back to School Night |
| March 14, 2024 | Open House |
| June 18, 2024 | Last Day of School |

Holidays and School Breaks

| | |
|-------------------------------------|------------------------|
| September 4, 2023 | Labor Day |
| October 9, 2023 | Student Free Day |
| November 10, 2023 | Veteran's Day |
| November 20-24, 2023 | Thanksgiving Break |
| December 18, 2023 – January 5, 2024 | Winter Break |
| January 15, 2024 | Martin Luther King Day |
| February 12, 2024 | Student Free Day |
| February 19, 2024 | President's Day |
| March 25 – April 5, 2024 | Spring Break |
| May 27, 2024 | Memorial Day |

JEFFERSON SCHOOL PROCEDURES & GENERAL INFORMATION

Assemblies: Students are expected to be courteous at all times. Students will enter the assembly with their teacher and sit with their class. Appropriate discipline measures will be taken if a student is removed from the assembly due to poor behavior.

Attendance: Students are expected to be in school and on time daily. Early pick-ups are also disruptive to students learning opportunities. When a student is absent from school, they are required to bring a note on the day of their return. All absences must be cleared with the attendance clerk. Please be sure to send a written verification from your child's physician or parental note with your child on the day they return from their absence. Parental absence notes should include the student's name, date of absence, reason for absence, and parent signature. Please be reminded that 10 or more unexcused or unverified absences in one trimester, or 15 or more in a school year, will automatically result in referral to the District Attorney's office.

Bicycles: Any student who wants to ride a bicycle to school must have an approved Bicycle Permit on file with the Principal. Bicycle permits are located in the office. All students must wear a bike helmet. Students must walk the bicycle when on school grounds and sidewalks at dismissal time. Each bicycle must have its own lock and chain. The school assumes no responsibility for bicycles or bicycle accessories brought to school. Students not complying with safety rules will have their permit revoked. Our bicycle rules follow California vehicle code requirements.

Cellular Telephones/Text Messaging: The Hawthorne School District maintains a policy that cellular telephones are not permitted on school grounds unless there is a specific medical condition that is certified by a physician which requires a student to possess a cellular telephone. Students are subject to disciplinary action if they are found to be using a cellular phone to make calls, send text messages, or take photographs, or record on campus.

Change of Emergency Information: Parents and guardians are required to report any change of address, telephone number, emergency contact or place of their employment to the office immediately. Students may be dropped from Jefferson School when information is found to not be current and when parents are unreachable for safety purposes.

Classroom Interruptions: In order to maintain instructional time, parents/guardians are reminded that classrooms will not be interrupted during instructional time for telephone calls and other non-emergency business. You may leave a note, message, or voice mail for your child's teacher through our secretarial staff. Parents/Guardians are always welcome and encouraged to visit their child's classroom. See below for classroom observation procedures. All on-campus visitors must register at the school office and wear a visitor's badge.

Please contact your child's teacher whenever you have questions or concerns regarding your child's progress. Teachers are generally available to meet before or after school with proper notification. Please call the school to schedule a conference.

Classroom Observations: We welcome classroom observations by parents or legal guardians. In accordance with district policy, Classroom visitations must be arranged in advance with the principal/designee and classroom teacher. Classroom visitations shall be limited to a length of 30 minutes or less. Classroom visitors shall be accompanied by school personnel at all times unless the principal/designee so stipulates to the contrary. Visitations must not result in any disruption of the instructional program. Visitors are welcome to observe the instructional program and classroom routines, but may not interrupt instruction or conference with the teacher during the visit. Children/siblings are not allowed to attend classroom observations.

Classroom Parties: Classroom and birthday parties are not allowed during instructional time. With prior approval of the teacher school supplies may be provided for primary students.

Classroom Parties (continued): Items which are not allowed include: homemade edible items, cupcakes, cookies, drinks, cakes, balloons, candles, party favors and other party goods. We'd like to suggest that in place of food items, you consider donating a small gift to your child's classroom on his/her birthday. This donation might be an educational game, a book for the class library, or a pencil for each student in the room. We appreciate your cooperation and support.

Crosswalks: Students and parents should use the crosswalks at all times when crossing Jefferson Avenue, 138th street and 139th street. Please do not have your child cross in the middle of the street as it may create a dangerous situation.

Curriculum: Curriculum is guided by Common Core Standards. Textbooks and materials are standards based and have been approved by the Board of Trustees. Assessment is ongoing throughout the year. Trimester assessments, standardized and curriculum-based tests are used as benchmarks for academic achievement. Parents are encouraged to attend Back to School Night, Parent Conferences by request, Open House, Parent Meetings and other events held at Jefferson School to learn additional information that is important in assisting your child's educational development.

Custody Changes/ Custody Agreements/ Custodial Concerns: By law, the school is required to release a child to either legal parent listed on the child's birth certificate, unless such release is prevented by legal order (i.e. restraining order, child custody documents, limited/restricted custody, foster care documentation, etc.) All custodial documents must be current and on file in the school office.

Dismissal: Our school provides very limited after school supervision. Parents/guardians are required to pick up their child within 15 minutes after dismissal. If you are unable to pick up your child by this time, you must make arrangements with another family member, friend, or daycare facility to assist you.

Early Dismissal Days: Wednesdays have been designated as early dismissal days and students will be dismissed at 2:00 p.m. In addition, students will also be dismissed early at 2:00 p.m. on the days when Back-to-School Night, Open House, and Parent-Teacher Conferences are held. School will dismiss at 1:30 p.m. on the last day of school.

Food Items: Food items can be purchased from the cafeteria daily. Students can bring lunch from home, but items such as red hot cheetos, takis, nacho chips, chili powder and other foods that leave stains on fingers are not allowed. The stains transfer to textbooks, causing damage. Students are never to bring candy, gum, sunflower seeds, glass bottles, or soda to school. If students bring these items to school, they will be confiscated by their teachers and returned at the end of the day. Students are expected to properly dispose of all food items and trash when they are done eating. Failure to do so, or eating in areas where food items are not allowed, will result in detention being issued.

Fundraisers: Any student who participates in a school fundraiser must be responsible and return all money or unsold items to school. Any student that has outstanding money will not participate in future fundraisers, assemblies or extra activities. Students are not allowed to conduct fundraisers on campus that are not school related.

Homework: Homework is assigned to support classroom instruction. Students are expected to complete all assignments to the best of their ability. If your child is absent and you would like to pick up assignments for them to complete at home, please call before coming to the school to do so. Adequate notice must be provided in order for the teacher to prepare these assignments. We ask that you please check your child's homework daily.

Harassment / Intimidation / Bullying/Cyberbullying: Behavior of this nature is not allowed at school, on the way to, or home from school. Appropriate disciplinary consequences will be administered if students are found to be harassing, intimidating, bullying, or cyberbullying others. Any student or parent that suspects bullying or cyberbullying are occurring should alert school administration immediately.

Identification: Parents and visitors will be required to present a valid form of photo identification to Jefferson School personnel prior to releasing students from school early, prior to entering the school campus or prior to conducting business on the school campus.

Independent Study Procedures: Parents are strongly encouraged to coordinate all vacations during the non-academic days shown on the school year calendar. On occasion a student may need to miss school during the school year. Independent study must be approved by the principal at least one week prior to the absence. Student attendance, academic standing and assessment timelines will be closely reviewed. Approval is pending until notified by the school office. Please contact the office for the proper procedures and paperwork submittal.

Lost and Found: First and last names should be placed on all items that can be easily misplaced. Many items are turned in and are never claimed. Check the office for small lost items. Larger articles and clothing can be located in the lost and found cart. At the end of each reporting period, jackets and outerwear remaining are donated to a charity.

Lunch: Payments for lunch can be made for the entire week or month in our school cafeteria. Checks should be made out to the Hawthorne School District. Procedures may be updated for the 2023-2024 School Year. Sack lunches forgotten at home may be dropped off on our school office counter by parents.

Medication/Health Office: Students may not bring non-prescribed medication to school. If a prescribed medication must be taken during school hours, the parent must make prior arrangements with the school office and health clerk for proper procedures. Parents of a student that have visible symptoms of hives, rashes, temperature, ringworm, conjunctivitis, lice and any other possible contagious symptoms will be notified to obtain a medical clearance from a physician. This clearance must be submitted to the health office personnel before the student may return to school.

Personal Property: All items not necessary to complete school work are to be left at home. Students are responsible for their personal property. Electronic devices, hand held video games, iPods, money, cameras, playground equipment, skateboards, scooters, toys, jewelry, cards, permanent markers, cellular telephones, laser pointers, weapons, replicas of weapons, etc., are not permitted at school. These items will be confiscated from students and held by the teacher or office for a parent or guardian to pick up. Students should never leave money, a purse/wallet or backpack unattended. Students should never handle another person's belongings. Appropriate discipline measures will be taken if students have been involved in theft of personal or school property. The school will not be held responsible for any personal items or money that is stolen or lost.

Report Cards: Three report cards are issued during the school year. Parent-teacher conferences will be held in the fall and spring reporting periods. We strongly encourage attendance at all teacher requested parent conferences. Only the parent or individual claiming guardianship on file with the HSD will be given information about the student. Students who have not been enrolled for at least 20 school days in any trimester by the report card due date will not receive grades for that trimester.

Restrooms: Restrooms are to be used before and after school, recess and lunch periods. Classroom teachers use discretionary restroom procedures and those procedures may differ from class to class depending on the teacher's plan. Students may be required to sign in and out on a class restroom log. Jefferson students must immediately report any inappropriate conduct such as graffiti, arguing, and destruction of school property to their teacher or other staff members. Restroom misconduct may result in disciplinary consequences including suspension from school.

Study Trips: When a study trip is to be taken, your child will bring home a permission form giving the destination, date, and times. This form **MUST** be returned with parent/guardian signature before your child will be allowed to go on the study trip. Students who receive multiple disciplinary consequences for defiance and/or disrespect, or receive multiple disciplinary consequences/interventions for refusing to follow teacher directives may be excluded from study trips, or may not be able to participate in the study trips unless a parent or guardian accompanies them, to be determined on a case by case basis. After receiving administrator approval, teachers will notify any student and their parents at least five days prior to the study trip if a student's behavior presents a safety issue.

Textbooks and Materials: If students lose, damage books or other school property, parents will be responsible for covering the replacement costs. Please remind your child to take care of books and school property. Books are expected to be covered and all items are to be handled with care. All fines for books must be paid to receive report cards, and or transfer papers to other schools.

Traffic: Be patient and always use caution while driving on streets near Jefferson School. Stop for school buses, day care vans and at all crosswalks. Refrain from honking your vehicle's horn or playing loud music. It is recommended to park your vehicle and walk to your child's gate in the morning and at dismissal time. Please do not block the staff parking lot entrances with your vehicles or use these spaces to make U-turns. Double parking is illegal and creates a dangerous situation for your child, other children and motorists. Please be reminded that many areas surrounding Jefferson School are zoned for 5 minute parking and the Hawthorne Police Department will ticket vehicles that are in violation. Do not your car your car in the middle of the street unattended.

Uniform/Dress Code: Jefferson maintains a mandatory standardized uniform and dress code policy. Students must adhere to the requirements of the dress code policy as described in the Student Dress and Grooming Standards portion of this handbook.

Visitors: Jefferson is a closed campus. Visitors must always report to the school office to sign in and obtain a visitor's badge. Visitors are responsible for the supervision of any children they bring on campus. All visitors are required to show a valid form of identification prior to entering campus.

Volunteers: We welcome parent volunteers to our campus as needed. State law mandates that all school volunteers have cleared fingerprints and negative TB tests on file. Our office staff is available to provide additional information regarding this process.

Electronic Devices: Any person, including, but not limited to employees, parents/guardians and students, shall not be permitted to use any electronic listening or recording device (audio and/or video) in any office or school classroom in the district without consent. Requests to record and/or listen by electronic means to events and/or commentary occurring in the classroom must be received and approved in advance by both the teacher and school principal. Requests for recording proceeding of meetings, conferences, or conversations which take place in offices or meeting rooms shall be approved by the school principal or ranking district administrator responsible for establishing the meeting. All requests for using listening and recording devices shall be submitted in writing at least one business or school day prior to the proposed date of use.

HSD ACADEMIC PERFORMANCE POLICIES

Grades/Evaluation of Student Achievement

Grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Teachers shall evaluate student work in relation to standards, which apply to all students at his/her grade level, not in relation to the work of other students in one particular class. Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content, objectives and grade level curriculum standards as demonstrated through classroom participation, homework, tests, criteria-based assessments and progress towards mastery of curriculum standards for core subjects. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

Criteria for determining grades for achievement may include but are not limited to:

- 1) Demonstration of progress towards mastery of curriculum standards for core subjects.
- 2) Demonstration of understanding and application of skills and of concepts on assignments, tests, and criteria-based assessments.
- 3) Teacher observation.
- 4) Completion of assignments, including accuracy, legibility, and promptness.
- 5) Participation in classroom discussions.
- 6) Application of skills and principles to new situations.
- 7) Organization and presentation of written and oral reports.
- 8) Originality and reasoning ability when working through problems.

Teachers shall monitor student progress and make regular reports to parents/guardians throughout the school year. When reporting student grades to parents/guardians, teachers may add narrative descriptions, observational notes and /or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice during the school year by teacher request. Please refer to the calendar section for specific dates. Notices will be sent home reminding parents of the dates and times for these conferences. The staff is available to meet with parents to discuss student progress at any time during the school year if prior arrangements have been made. Please call the school office to schedule an appointment. Questions regarding your child's academic progress, behavior, or classroom issues should be discussed with your child's teacher before bringing these issues to the administration.

Report of Unsatisfactory Progress Notice

A Report of Unsatisfactory Progress (RUP) notice is issued to any student showing Below Basic (below 70%) academic progress on grade level standards. On a RUP, a student's academic progress will be indicated for Language Arts Skills strands, Mathematics Skills strands, Health, PE, Science, and History/Social Science. If your child receives a Report of Unsatisfactory Progress notice, please schedule an appointment with the teacher. (*Education Code 49067*)

JEFFERSON TRIMESTER AWARDS AND RECOGNITION CRITERIA

Honor Roll Criteria – Presented each trimester of the school year

- K-5 All 4s with only one 3
- No N's or U's
- No Modified Grades
- No Suspensions

Year Long Honor Roll Criteria– Cumulative award presented only at the end of the school year

- Student must have earned Honor Roll all three trimesters.

Principal's List Criteria - Presented each trimester of the school year

- K-5 All 4s and 3s
- No N's or U's
- No Modified Grades
- No Suspensions

Year Long Principal's List – Cumulative award presented only at the end of the school year

- Student must have earned Principal's List all three trimesters.
- Student must have earned a combination of Principal's list or Honor Roll during all three trimesters, but did not make Year Long Honor Roll.

Trimester Attendance Award - Presented each trimester of the school year

- Has been present every day of school during the entire trimester (zero absences)
- Has arrived on time each day to class (zero tardies)
- Has not been picked up from school early more than twice in the trimester

End of Year Attendance Award- Cumulative award presented only at the end of the school year

- Student must have received Trimester Attendance Awards during the first and second trimester
- Student must meet Trimester Attendance Award criteria for third trimester

Effort Award – Presented each trimester of the school year

- Must have all O's
- No S's, N's, or U's.

The President's Award for Educational Excellence (GOLD) –Exiting 5th Grade Students Only

Awardees Must Meet All Criteria:

- A. Individual Academic Criteria
Honor Roll all Trimesters in Grades 4 and 5
- B. School Criteria/Standards
Meets or Exceeds on all District English Language Arts and Mathematics Benchmark Tests in grade 5
- C. Additional Criteria
Meets or Exceeds in English Language Arts and Mathematics STATE testing.

The President's Award for Educational Achievement (SILVER) – Exiting 5th Grade Students

The criteria for this award shall adhere to the NAEP published criteria and will be at the discretion of each site.

MONTHLY MORNING ASSEMBLY AWARDS

Perfect Attendance Raffles – Monthly

SOARING Eagle Awards – Awarded monthly by individual teachers for students showing tremendous effort or improvement

MANDATED SCHOOL ATTENDANCE

Attendance: California State Law requires all persons less than 18 years of age to attend school. Parents are responsible for their child's attendance and getting their children to school on time. Excused absences are only granted for illness, doctor/dentist appointments, court appearances, and death of immediate family members. The same is true for excused tardies. An absence will be considered unexcused if a note has not been provided within 72 hours of the child's return to school. A note written by the parent/guardian needs to be presented to the teacher or school office on the first day a student returns for verification purposes. The school may contact the parent at home, work or through home visitations. Notes written by parents/guardians to excuse an absence are accepted as a courtesy which may be revoked if excessive absenteeism occurs. Parents/guardians would then be required to provide a physician's verification for all absences.

Tardies: All students are expected to arrive on time for school. Students should be in line and ready for school by 8:25 a.m. daily. Students who are tardy must report to the office to obtain a tardy pass before proceeding to class.

Abolish Chronic Truancy Program (ACT) – Los Angeles County District Attorney's Office:

The Hawthorne School District uses the ACT Program through the District Attorney's Office and the School Attendance and Review Board (SARB) to discourage tardies, truancies, unexcused absences, and excessive absences in general. Ten absences from school are considered excessive and will result in an automatic notification from the school. Parents/guardians may be asked to conference with one or both of the above agencies in regard to student attendance and/or tardies. If excessive absenteeism persists students will be placed in the ACT Program. The parents of students who are enrolled in the ACT program, but who continue to accumulate unexcused absences will be summoned to attend an individual meeting with a representative from the District Attorney's Office, where a School Attendance Review Team (SART) contract will be established.

If attendance for students on a SART contract does not improve, parents will be called before the School Attendance Review Board (SARB) and a range of consequences may be instituted.

School Attendance Review Board (SARB):

Students that continue to exhibit chronic attendance problems after becoming part of the Abolish Chronic Truancy (ACT) Program and/or having continued absences after meeting with the School Attendance Review Team (SART) will be referred to appear before the School Attendance Review Board (SARB) with their parent/guardian. The School Attendance Review Board includes the following agencies:

- Los Angeles County Children and Family Services
- Los Angeles County Probation Department
- Law Enforcement Agencies
- Community Representatives
- Community-Based Organizations
- Child Welfare and Attendance Personnel
- School Guidance Personnel
- Los Angeles County District Attorney's Office

Specified laws related to compulsory school attendance:

- **Education Code, Section 48200.** Students between the ages of 6 and 18 are required to attend school full-time unless otherwise exempt.
- **Education Code, Section 48263.** Habitually truant and habitually insubordinate students may be referred to SARB.
- **Education Code, Section 48292, and Penal Code, Section 272.** Failure to attend school as required may result in the filing of a complaint against the parents with the District Attorney's Office.

JEFFERSON BEHAVIOR CODE

1. Fighting, profanity, gambling and/or disruptive conduct will not be tolerated. Students involved in such activities will face consequences including, but not limited to, a suspension from school. The Hawthorne School District does not recognize the need for any student to take physical action against another, whether in initiating the action or reacting to it.
2. Students are expected to show respect for themselves, others, and for the school and its property at all times. Honesty is expected of all students; cheating and lying will not be tolerated.
3. Every minute of instructional time is valuable, **ANY disruption of the instructional process** will result in disciplinary action being taken.

BEHAVIORAL EXPECTATIONS

We believe that all teachers have a right to teach and all students have a right to learn.

Student Responsibilities:

- Come to school to learn.
- Cooperate with all adults working at the school by following school and classroom rules.
- Behave in a manner that does not interfere with the rights of other students.
- Attend class on time.
- Complete assigned work.
- Respect all school property.
- Bring home all weekly newsletters and flyers and give them to your parents.
- Children who attend after school classes need to notify their parents in advance when they are staying after school.

On instructional days and while at school sponsored events students will:

- Follow all directions and be responsible for their actions.
- Show courtesy and respect for individuals and property.
- Not take items that do not belong to them.
- Bring proper school materials daily and be prepared to learn.
- Not disrupt the learning and teaching process.
- Walk in a safe manner at all times.
- Not play in or near the restrooms, hallways, or classrooms.
- Follow attendance and tardy procedures.
- Not bring gum, candy, sunflower seeds, hot Cheetos (see food items), soda and glass-bottled items to school.
- Not bring any personal items including playground equipment, skateboards, scooters, toys, electronics, dangerous objects or replicas of weapons.
- Not use vulgar language, vulgar hand signals or draw vulgar pictures.
- Not cause disruptions by screaming and yelling.
- Walk daily to the dismissal gate.
- Remain inside the designated gate while waiting to be picked up by parents at dismissal time.
- Keep the school and the surrounding area litter and debris free.
- Keep hands and feet to themselves at all times; no fighting or play fighting is ever allowed.
- Will not bring Sharpies or any type of permanent marker to school.
- Never engage in bullying or cyber-bullying.

Parent Responsibilities:

- Instill in your child a desire to learn and to do their best.
- Help your child to develop acceptable behavior that includes control and accountability for his or her words and or actions.
- Become familiar with and support the rules your child is expected to follow.
- Model respect for school staff and administration in front of children and other adults.
- Be sure your child is present and on time to school daily.
- Ensure that your child is in good health, is properly nourished and has enough rest daily.
- Write notes for all absences the day your child returns to school.
- If your child needs to take medication during school hours, please bring the medication to the school and do not send it with your child.
- Pick up your child from school on time each day. Determine and arrange safe transportation for students prior to the beginning of the school day.
- For the safety of the children, send them to school at an appropriate time so that they will arrive after the entrance gate opens at 8:15 a.m.
- Communicate with the school regularly and in a positive manner.
- Read all newsletters and flyers.
- Keep our office staff up to date with new telephone numbers and addresses.
- Be financially responsible for any school materials or books that are damaged or lost.
- Drive safely around the school area.
- Do not honk your car horn at any time around the school grounds.
- Do not use tobacco products around campus.
- Check your child's homework folder on a daily basis.

Staff Responsibilities:

- Promote learning focusing on teaching the Common Core Content Standards.
- Reflect a personal enthusiasm for learning.
- Assist students with getting along with peers and making appropriated choices.
- Promote learning by having well-prepared lessons.
- Assist with the development and enforcement of the school and classroom rules.
- Communicate with students and parents in regards to academic and behavioral outcomes.
- Differentiate instruction and use the best teaching practices in order to teach all students.

DISCIPLINARY PROCEDURES

If students break the school rules the disciplinary action taken depends upon the severity of the problem. Specific problems and disciplinary actions which pupils may face are described in the "*Hawthorne School District Standards for Student Behavior*". Consequences used are subject to the discretion of the teacher or administrator based on the specific circumstances. Any student whose behavior interrupts or prevents other students from getting an education will face immediate and serious consequences.

In general, the following actions may be taken to address inappropriate conduct:

1. Consequences listed on the classroom progressive discipline plan are followed.
2. Counseling by the teacher and/or dean, school counselor.
3. Contact established with the parent/guardian.
4. Any or all of the following may be assigned:

- a. Exclusion from recess
- b. Detention during recess and/or lunch
- c. Exclusion from school sponsored activities
- d. Campus beautification
- e. Suspension from classroom
- f. Short Term Opportunity Program (STOP)
- g. Suspension from school
- h. Suspension with the recommendation of expulsion
- i. Referral to District Discipline Committee, School Attendance Review Board and/or law enforcement agencies

SCHOOL SAFETY STANDARDS

The following standards have been established for the safety of the students and staff:

- Jefferson School is a closed campus. Students cannot leave the grounds until dismissal time without prior permission of the principal or designee. All parents and visitors must report first to the office prior to entering campus. Parents must remain behind the school gates in the morning and at dismissal time.
- Parents must sign students out from the main office when picking them up during school hours. **Individuals must have identification when picking up a student from school prior to dismissal.** Only adults specified by parents on the emergency form may pick up students from the school office. Students will not be released to minors from our school office. It is the parent's responsibility to make certain that our school office has current information on file.
- Suspended or expelled students must remain off campus and away from Jefferson School during the school hours and at dismissal time.
- Violence, profanity, gang signs, tagging, gang affiliation or pretending through behavior and/or dress, and lewd gestures will not be tolerated.
- Sharpies or any type of markers are prohibited on school grounds.
- No selling of any items on or around the school.
- Weapons of any kind such as guns, knives, razor blades, pocketknives, explosives, caps or other objects that explode and pop, are prohibited on school grounds. This includes toy and imitation items. Students will be suspended if in possession of a weapon, dangerous object and/or replica. If the above is brought to school and if a threat is made toward an individual, it will result in suspension and may additionally result in a recommendation for expulsion, and possible police assistance, as determined by the principal or designee.
- Students in possession of drugs, inhalants, paraphernalia and items that are used for or being used as a substance imitation will not be tolerated. If the above occurs it may result in suspension, recommendation for expulsion, and/or possible police assistance as determined by the principal or designee.
- Students are expected to be at school and in class on time daily. Students who have been absent must bring a note from a parent, guardian or doctor stating the date and reason for the absence. Truancy may result in a citation from the Hawthorne Police Department and referral to the District Attorney.
- Leave personal items at home not appropriate for school such as: cards of any type, pagers/cell phones, metal hair picks, CD players, electronic games, skateboards, scooters, roller skates, Heely's, playground equipment, (i.e. balls, jump ropes), spray cans and toys of any kind.

STUDENT DRESS AND GROOMING STANDARDS

Jefferson School will continue to follow the recommendations established by the School Site Council and implement a standardized school uniform for the 2023-2024 school year.

The Hawthorne School District Board of Trustees adopted the school uniform policy for Jefferson School consisting of:

1. Collared shirt in white, light blue or dark blue
2. Pants, skirts, skorts, jumpers, or shorts in blue, khaki or black
3. Jefferson spirit shirts

Families not choosing to follow the standardized school uniform policy must confer with the school principal or dean and adhere to the dress and grooming standards of the Hawthorne School District.

The following is the most recent **HSD Board Policy and Administrative Regulations** which outline the district's philosophy and expectations regarding student dress and grooming.

ADMINISTRATIVE REGULATIONS (AR 5132)

Students

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 law, Board policy and administrative regulations. Dress standards shall be regularly reviewed and revised when appropriate. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. Students and parents/guardians will be notified of any changes through written means such as school bulletins and parent/guardian newsletters.

General Rules: The district prohibits any manner of apparel, shoes, accessories or appearance likely to cause a substantial disruption of, or a material interference with, the educational process, student health or safety, or campus order. All students are expected to comply with the district dress code and regulations and site-specific dress and grooming standards enacted by each individual school site. **Students cannot opt out of these mandatory dress standards.** A student who violates these standards shall be subject to appropriate disciplinary action.

Students and parents/guardians share primary responsibility for student compliance with the dress code. School personnel shall be responsible for enforcing the dress code when students are on campus, at school functions, extracurricular activities or other special school activities.

1. Student clothing, accessories, shoes and personal items (jackets, headgear, backpacks, handbags, fanny packs, gym bags, notebooks, water bottles, etc.) shall be free of writing, pictures or any other insignia which display crude, vulgar, obscene and/or sexual content, profanity, or drug-related, alcohol-related, or tobacco-related content, advertising or symbols, or which advocate racial or ethnic prejudice, death or violence, or which contain gang-related symbols or insignia.
2. Gang-related attire is strictly prohibited, as defined below and by the specific dress code established at each individual school site.

3. Clothing must not be revealing.

- a. No short shorts. Inseam must measure 6 inches long.
- b. No short skirts. Side seam must measure 21 inches long.
- c. No low-cut tops which expose excessive cleavage or tops that expose an area larger than the collarbone.
- d. Tops/shirts/blouses should cover all undergarments, including bra straps.
- e. No backless tops or shirts (i.e. that do not cover the back entirely).
- f. No see-through clothing.
- h. No short tops that would result in bare midriffs. Midriff (stomach) must be covered when arms are raised over head.
- i. No halter tops or tube tops.
- j. No spaghetti-strap tops.
- k. No athletic undershirts shall be worn as outerwear.
- l. No excessively large shirts that reach below the crotch area.

4. Pants/shorts/skirts

- a. Pants, jeans, shorts and skirts must be worn at least at the natural waistline at all times. Pants, shorts and skirts shall not be worn in a manner that results in exposed undergarments.
- b. Baggy pants and pants that are saggy or drag on the ground are prohibited. Pants and shorts must be fitted at the waist and crotch and must be appropriate in size for the students' height and weight. Pants must not be more than 2 inches bigger than the student's actual size in width and/or in length.
- c. Tights or leggings may not be worn solely as outerwear.
- d. No excessively wide pant legs will be permitted.
- e. If the width size of pants, shorts or skirts is too large so as to result in the exposure of undergarments, the student shall be required to wear a belt.
- f. Prohibited items include sleepwear, bathrobes, and tights worn as outerwear.
- g. Jeans or pants that cannot be raised to the natural waist when fastened are not permitted.

5. Belts must be threaded through all belt loops.

- a. No belt ends hanging down from the buckle.
- b. No spiked or studded belts.
- c. No chain belts or wallet chains.

6. Shoes must be worn at all times and must meet safety standards. They must be close-toed and have a strap across the back.
 - a. No sandals.
 - b. No slippers.
 - c. No platform soles.
 - d. No combat-style boots.
 - e. No untied or unfastened shoes or boots.
7. Each school shall allow students to wear sun-protective clothing, including but not limited to hats and caps, for outdoor use during the school day, but must be removed when entering buildings. (Education Code 35183.5).
 - a. Bandanas, triangle scarves, beanies and hair nets are prohibited and shall not constitute "sun-protective" clothing.
 - b. Headgear used for sun-protective purposes is subject to all dress code regulations regarding prohibited content.
8. Accessories and jewelry that may cause injury, pose a safety hazard, or substantially disrupt or materially interfere with student safety or instruction are prohibited. This can include, but is not limited to:
 - a. Long dangling earrings, nose rings, hoops.
 - b. Long and thick chains/necklaces.
 - c. Spiked jewelry.
 - d. Jewelry worn in pierced areas of the body that substantially disrupt or materially interfere with student safety or instruction.
9. Students will be required to wear athletic shoes in physical education classes. However, 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)
10. 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.

Gang-Related Apparel

This administrative regulation is the legal basis for both the district-wide and the local school dress codes which prohibit gang-related attire for the purpose of ensuring student health and safety and to protect against the actual or threatened disruption of school activities. The banning of gang-related apparel shall be part of each individual school site's comprehensive safety plan.

Gang-related apparel or insignia can include, but is not limited to, the following:

1. Sweatshirts, jackets, jerseys or other clothing with professional team logos or insignia.
2. Specific gang-related colors, as determined by individual school sites.

3. Clothing with lettering styles attributed to local gangs or gang activity, as determined by individual school sites.
4. Prison Insignia.
5. Baggy pants with frayed or slit cuffs.
6. Pendleton shirts.
7. Belt buckles with gang-affiliated numbers, symbols or insignia.
8. Fingerless gloves.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least twice a year and updated whenever related information is received. Check with the school administration to obtain a complete list of gang-affiliated apparel that is prohibited at each school site.

Enforcement of Dress Code Policy

Students are expected to comply with the district and local school dress codes on a daily basis. A student who violates the dress code may not remain at school or at a school function unless the violation is corrected. School administration shall have discretion to determine how a violation can be corrected, which can include, but is not limited to, requiring students to: (a) turn the clothing inside out, or (b) removing the accessory. Parents/Guardians may also be called to bring a change of clothing. Repeated violations will constitute defiance and will be subject to progressive discipline, including, but not limited to, detention and suspension.

No student shall be considered noncompliant with the dress code policy in the following instances: (a) when noncompliance derives from financial hardship; or (b) when the student wears clothing, buttons, badges, armbands, or other accouterment aimed at exercising the right to freedom of expression as provided in Education Code 48907, including the expression of ideological or political points of view.

Student free speech rights shall not include the wearing of clothing, buttons, armbands or other accouterment that signify or are related to gangs, gang membership or gang activity as provided by Education Code 35183, or are obscene, libelous or slanderous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, or which result in the substantial disruption of the orderly operation of the school.

Regulation
approved: May 21, 2008
revised: July 29, 2011

HAWTHORNE SCHOOL DISTRICT
Hawthorne, California

PUBLIC NOTICE

California Penal Code 626.7

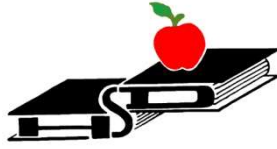
Direction to leave public school

- (a) If a person who is not a student or officer or employee of a public school, and who is not required by his/her employment to be on the campus or any other facility owned, operated, or controlled by the governing board of that school, enters a campus or facility, and it reasonably appears to the chief administrative officer of the campus or facility, or to an officer or employee designated by the chief administrative officer to maintain order on the campus or facility, that the person committing any act likely to interfere with the peaceful conduct of the activities of the campus or facility, or has entered the campus or facility for the purpose of committing any such act, the chief administrative officer or his/her designee may direct the person to leave the campus or facility. If the person fails to do so or if the person willfully and knowingly reenters upon the campus or facility within 30 days after being directed to leave, or within seven days if the person is a parent or guardian of a student attending that school, he/she is guilty of a misdemeanor and shall be punished as follows:
- (1) Upon a first conviction, by fine of not more than five hundred dollars (\$500), by imprisonment in county jail for a period of not more than six months, or by both fine and imprisonment.
 - (2) If the defendant has been previously convicted once of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in a county jail for a period of not less than 10 days or more than six months, or by both that imprisonment and a fine of not more than five hundred dollars (\$500) and the defendant shall not be released on probation, parole, or any other basis until he/she has served not less than 10 days.

California Educational Code 44811

Insults, Abuses

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.



STANDARDS FOR STUDENT BEHAVIOR

Students and parents should be aware that this Code of Conduct only describes the major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained.

Students and parents should read and discuss this Code of Conduct carefully. This informational Code of Conduct should be kept at home for future reference. This basic code of conduct is designed to support and guide students. We hope it will provide students with a school that they are proud to attend and an atmosphere where they have freedom to learn.

1. AREAS OF CONCERN

AIDING OR ABETTING PHYSICAL INJURY

Inciting or assisting in the infliction of physical injury.

BULLYING/CYBERBULLYING

Using verbal/nonverbal methods as well as electronic media to harass or intimidate others.

DAMAGE/DESTRUCTION OF PROPERTY

Destroying or mutilating property or materials belonging to the school, school personnel, or other persons.

DEFIANCE OF AUTHORITY/DISRUPTION OF SCHOOL ACTIVITIES

Refusal to comply with reasonable requests of school personnel. Disrupting the daily routine of school activities.

ELECTRONIC SIGNALING DEVICES

Possession or use of any electronic signaling device (pagers/cell phones).

EXCESSIVE/UNEXCUSED ABSENCES, TARDIES

An accumulation of excused or unexcused absences. Arriving late to school or class. Any absence not due to illness, medical or dental appointments, quarantine by the health department, or funeral services for the immediate family.

EXPLOSIVE DEVICES

The use, possession, or sale of explosive devices.

EXTORTION, ROBBERY

The solicitation of money, for something of value, from another person, in return for protection, or in connection with a threat to cause harm.

FIGHTING, ASSAULT

Engaging in or threatening any act which causes or might cause harm to another person.

FIREARMS/DANGEROUS OBJECTS WEAPONS, REPLICAS, LASER POINTERS, FIREWORKS

The possession of any object, which might be used to cause, threaten to cause or have the potential to cause bodily injury to another person.

FORGERY, GAMBLING

Writing and using the signature or initials of another person. Participating in games of chance for the purpose of exchanging money or something of value.

INTIMIDATION, THREATS, SEXUAL HARASSMENT TERRORISTIC THREATS

Threatening, harassing or intimidating others (including gang activity) or unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature. This includes terroristic threats against school officials.

PARAPHERNALIA

Devices designed or intended for the use or consumption of controlled substances.

POSSESSION/SALE OF DRUGS, ALCOHOL

The use, possession or sale of drugs, narcotics or alcohol substances, or the selling of other controlled substances or their look-alikes.

PROFANITY, OBSCENE ACTS, VULGARITY

Acts or languages which are considered obscene or lewd.

SEXUAL ASSAULT

As defined by California Penal Code Sec. 240 & 242.

SMOKING, POSSESSION OF TOBACCO/ ELECTRONIC CIGARETTES OR PIPES Possession or use of any tobacco/nicotine products.

THEFT, POSSESSION OF STOLEN PROPERTY

Taking or attempting to take property that doesn't belong to you, or possession of stolen property.

2. DISCIPLINARY ACTIONS

Disciplinary actions will be taken when a student involves himself/herself in one or more of the above problem areas. This includes when a student is at school or while on the way to or from school, at a school-sponsored event or school related activity. These actions may include one or more of the following:

CONFERENCE

A school official (teacher, administrator, counselor, etc.) will talk to the student and possibly parent to address the student's behavior and corrective actions to be taken. Parents may be contacted by telephone or written correspondence.

INFORMAL CONFERENCE

A school official (teacher, administrator or counselor) will talk to the student and discuss how the student should behave.

FORMAL CONFERENCE PARENT CONTACT

A formal conference is held between the student, parent, and one or more school officials. During this conference, plans will be made to correct his/her behavior. Parent or guardian is contacted by telephone, personal contact, letter or certified letter.

A conference may also be conducted between the student, his/her parent(s) or guardian(s) and appropriate school personnel.

REMOVAL FROM CLASS

The student is removed from class, but remains at school during school hours or receives appropriate disciplinary action.

OPPORTUNITY CLASS

Is directed towards students in the 6th – 8th grade. Students are assigned for a variety of attendance and disciplinary reasons. Assignments are for a minimum of 30 school days.

SUSPENSION FROM SCHOOL

The student is informed that he/she is subject to suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent or guardian is notified by telephone if possible, and a letter is mailed to the parent the next day. Notification regarding the suspension to the parent(s) or legal guardian will include clear instructions.

EXPULSION

The student is informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent or guardian is notified by telephone and letter that the student is subject to expulsion. Notification to the parent or guardian will include clear instructions regarding the due process procedure. The school district Superintendent or designee will meet with the parent or guardian and school officials to determine if expulsion of the pupil shall be recommended to the Board of Trustees. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed.

3. RELATIONSHIP BETWEEN AREA OF CONCERN AND DISCIPLINARY ACTION

The following chart indicates in general the types of disciplinary actions that apply to each problem area. In each instance a list of possible disciplinary actions are listed. These actions may be applied to a first time or repeated offence. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials will consider the student's good behavior prior to any action being taken. If a student has continually been involved in problem areas, the disciplinary action would probably be more severe. Students should not feel they will automatically receive the maximum action. Factors such as the length of time since the last problem, attitude, and severity of the problem will be taken into account before any action is taken.

Students with serious discipline problems may be referred to the Hawthorne School District Discipline Committee by the school administrator.

| AREAS OF CONCERN | RANGE | ACTION TO BE TAKEN- POSSIBLE OUTCOMES |
|---|---------------------------|---|
| Firearms/Brandishing a Knife | Mandatory | Suspension, Expulsion Recommendation, Police Report, Police Citation |
| Possession/Sale of Drugs/Alcohol | Mandatory | Suspension, Expulsion Recommendation, Police Report, Police Citation |
| Sexual Assault | Mandatory | Suspension, Expulsion Recommendation, Police Report, Police Citation |
| Aiding or Abetting the Infliction of Injury | First/Repeated Occurrence | Conference, Detention, Suspension, Police Report, Police Citation, Opportunity Class Assignment |
| Assault/Battery Upon School Employee | First/Repeated Occurrence | Suspension, Expulsion Recommendation, Police Report, Police Citation |
| Damage/Destruction of Property (School/Personal) | First/Repeated Occurrence | Conference, Detention, Suspension, Police Report, Police Citation, Restitution, Opportunity Class Assignment |
| Defiance of Authority Disrupting School Activities | First/Repeated Occurrence | Conference, Detention, Suspension, Police Report, Police Citation, Opportunity Class Assignment |
| Electronic Signaling Devices (cell phones, Pagers, etc.) | First/Repeated Occurrence | Conference, Detention, Suspension, Confiscation |
| Excessive/Unexcused Absences, Tardies Truancy | First/Repeated Occurrence | Conference, Detention, Opportunity Class Assignment, SART/SARB Referral, Police Citation |
| Extortion/Robbery | First/Repeated Occurrence | Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Fighting, Assault, or Physical Injury (attempted, threatened, caused) | First/Repeated Occurrence | Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Forgery, Gambling | First/Repeated Occurrence | Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Knives, Dangerous Objects, Explosive Devices, Fireworks, Replicas, etc. | First/Repeated Occurrence | Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Intimidation, Threats, Harassment/Assault Terrorist Threats, Bullying/Cyber Bullying | First/Repeated Occurrence | Conference, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Laser Pointers Possession/Use | First/Repeated Occurrence | Conference, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |

| AREAS OF CONCERN | RANGE | ACTION TO BE TAKEN- POSSIBLE OUTCOMES |
|--|---------------------------|---|
| Paraphernalia | First/Repeated Occurrence | Conference, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Profanity, Obscene Acts, Vulgarity | First/Repeated Occurrence | Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Smoking Use/Possession of Tobacco/Electronic Cigarettes or Pipes | First/Repeated Occurrence | Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |
| Theft, Possession of Stolen Property | First/Repeated Occurrence | Conference, Detention, Suspension, Expulsion Recommendation, Police Report, Police Citation, Opportunity Class Assignment |

4. YOUR RIGHTS DUE PROCESS

This pamphlet has explained the major disciplinary problem areas and the actions that will result for those students who cannot follow the rules. All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students' parents or guardians must follow if they do not agree with the school's actions.

Administrators may take appropriate action when information becomes available about student misconduct that originates away from the school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of the conduct or behavior originating away from the school grounds on a District school, staff, students, and/or the educational environment, District administrators will take into consideration the seriousness of the alleged student conduct and the protection of students, faculty, staff, and administrators from the effects of violence, drugs, disruption of the educational environment, or other relevant factors. District administrators should evaluate each situation relating to conduct originating away from school grounds on a case-by-case basis. Student conduct originating away from school grounds, which may be subject to discipline as provided herein includes, but is not limited to, electronic acts that result in a substantial disruption to the educational environment, or for which a substantial disruption to the educational environment is reasonably foreseeable under the circumstances.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given the due process procedures as described below. The following summary is only to acquaint students and parents with such procedures.

SUSPENSIONS AND EXPULSIONS

The school principal has the right to suspend a student for a period of up to five days per incident. In cases of this type, an informal conference between the principal or his/her designee, the student and any other appropriate persons will be conducted. The principal will attempt to notify parents by telephone that this action is taken and will send a copy of the suspension notice by mail the next day. A formal conference will be scheduled between the parent, the pupil and the principal or his/her designee to discuss the action and plan for the pupil's return to school. The school principal has the right to recommend to the district superintendent that a student should be expelled (expulsion) from the district. In cases of this type, the hearing will be conducted before an administrative panel of the Hawthorne School District.

If a student has violated a school rule, and is subject to expulsion, both the student and his/her parent will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedure.

PARENT/STUDENT SIGNATURE PAGE

Dear Parents:

It is your responsibility as parents to read and understand the Jefferson School Behavior Code to make sure your child is aware of the rules and the consequences of breaking those rules, and to cooperate with the school in maintaining and encouraging proper standards of behavior for your child.

As provided in the Education Code of the State of California, parents shall be held responsible financially and otherwise for willful misconduct of their children.

Please review the Jefferson School Handbook with your child and return the bottom portion of this page with your signature and your child's signature.

(Please sign and return to Jefferson School)

I have read the Jefferson School Behavior Code and the Hawthorne School District Standards for Student Behavior and have discussed the contents of both with my child.

Signature of Parent or Guardian

Signature of Student

Date

Teacher

Print Student's Name