

Joe Serna Jr. Charter School

2024/2025 Parent/Student Handbook

Working Together
For Every Child

HOME OF THE



STINGRAYS!

Lodi Unified School District

1305 E. Vine St.
Lodi, CA 95240

Phone: (209) 331-7000

4620 E. Acampo Rd.

Acampo, CA 95220

Tel: 209-331-7809

Fax: 209-331-7997

Website:

<http://joesernajr.lodiusd.net/>

Vision

Our Vision

Joe Serna Jr. Charter School provides a supportive dual-language educational experience with high expectations for all staff, students, and families.

We strive to ensure that our students are:

- proud to be bilingual and biliterate in English and Spanish;
- valued members of our collaborative learning community; and
- college and/or career bound critical thinkers and problem solvers in a global society.

Our Mission

We inspire, engage and empower our students to be successful, bilingual, biliterate participants in our global society.

School-Wide Discipline Plan

2024/2025 School Wide Behavior Guidelines

I have read the Serna Charter School Behavior Guidelines.

Parent Signature

Date

Student Name

Grade

/Teacher

PLEASE CUT ALONG THIS LINE TO REMOVE THE PORTION OF YOUR CHILD'S TEACHER



Letter to Parents

Dear Parents:

Please read the JSJCS academic and behavior guidelines included in this handbook. This plan explains the discipline policy for our school. You will notice that we have specific procedures we will follow and positive reinforcement for students who meet the behavior standards for Joe Serna Jr. Charter School.

Although we cannot notify parents for every minor incident, you will be informed of problems if the behavior continues after the preliminary steps. Suspensions will be enforced according to the LUSD policy.

Please read this policy and return only the last page of this handbook. Keep the attached handout for your reference. Your signature indicates only that you have read the Behavior Guidelines. Please return this form to your child's teacher. If you have questions do not hesitate to call the school and set up an appointment to discuss this plan.

Sincerely,

Alejandra Estrada, Principal

Working Together
For Each Child



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School Hours & Staff

Office Hours

7:30 a.m. – 4:00p.m.

School Hours

Breakfast/Student Arrival	7:39-8:09 (6th-8th) ; 7:50 – 8:20 (K-5th)
First Bell	8:09 (6th-8th) ; 8:20 (K-5th)
AM Kindergarten	8:20 – 1:25
1 st – 5 th Grade	8:20 – 2:35
6 th – 8 th Grade	8:09– 2:45

Minimum Day Schedule

Kindergarten —5thGrade: 8:20 AM – 1:05 PM
 6th – 8th Grade 8:09 AM– 1:05 PM

Alejandra Estrada, Principal

Laura Aguirre, Vice Principal

Teresa Mendieta, Administrative Assistant Blanca Aranda, Administrative Assistant

Staff

Support Staff

Silvia Morales Villalobos, AM-K
 Zaida Santana-Ha, AM-K
 Karla Robledo, 1st
 Lucidalia Garcia, 1st
 Rosa Mendez, 2nd
 Elizabeth Trejo, 2nd
 Judith Mozeb, 3rd
 Kimberly Rodriguez, 3rd
 Erika Alvarez, 4th
 Jennie Santos, 4th
 Santa Salmon, 5th
 Leticia Vargas, 5th
 Jennifer Luviano 6th-8th SLA/Soc. Sci.
 Leticia Gonzalez, 6th-8th SLA/Soc. Sci.
 Michelle Mazzer-Mayo 6th-8th Science
 Tania Ortiz, 6th-8th Math
 Beatriz Rosales 6th-8th ELA/AVID
 Christine Soto, 6th-8th ELA/AVID
 Eric De Santiago, Resource Specialist
 Mary Wells, Music/Modern Band
 Brad Williams, P.E.
 Doug Zuehlke, Music/Modern Band

Silbelly Castaneda, Nurse
 Christa Pera, Counselor
 Diane Wilcox, Cafeteria Manager
 Darci Rivas, Cafeteria
 M. Silvia Valdez, Paraeducator/Yard Supervisor
 Imelda Maldonado, RSP/Paraeducator
 Maria Vargas, Paraeducator/Yard Supervisor
 Randall Longoria, Day Custodian
 Eva Ruiz, Evening Custodian
 Teresa Hernandez, Bridges Coordinator
 Silvia Jacobo, Yard Supervisor
 Cynthia Mendoza, Paraeducator/ Yard Supervisor
 Sebastian Longoria, Yard Supervisor/ BRIDGE
 Vicky Garfias-Perez, Paraeducator/Yard Supervisor
 Sara Mejia Ramirez, Paraeducator/ Yard Supervisor
 Elida Rodriguez, Yard Supervisor
 Esmeralda Trejo, LUSD School Counselor
 Hayley Greenburg, School Psychologist
 Colleen Selling, Speech and Language Specialist
 Aqsa Khan, Paraeducator/ Yard Supervisor
 Mehraj Khan, BRIDGE
 Ana Macias, BRIDGE
 Jacqueline Mendoza, Paraeducator/Yard Supervisor
 Tacdir Mozeb, BRIDGE

School Calendar



4620 E. Acampo Road
 Acampo, CA 95220
 (209) 331-7809

2024 - 2025 Joe Serna Jr. Charter School Instructional Calendar

2024

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

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

September				
M	T	W	T	F
1	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

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

2025

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

December				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

February				
M	T	W	T	F
				1
3	4	5	6	7
10	11	12	13	14
18	19	20	21	22
24	25	26	27	28

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

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

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

June				
M	T	W	T	F
			1	2
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Vacation Days

June 3, 2024 - July 26, 2024 - SUMMER BREAK
 October 7 - 11, 2024 - FALL BREAK
 November 25 - 27, 2024 - Non Instructional Days
 November 28 - 29, 2024 - Thanksgiving Days
 Dec. 23, 2024 - Jan. 10, 2025 - WINTER BREAK
 March 17 - 28, 2025 - SPRING BREAK
 June 2 - July 26, 2025 - SUMMER BREAK
Minimum Days
 All Fridays
 September 30 - October 4, 2024 - CONFERENCE WEEK

Holidays

July 4, 2024 (L).....Independence Day
 Sept. 2, 2024 (L).....Labor Day
 Nov. 11, 2024 (L).....Veteran's Day
 Nov. 28, 2024 (L).....Thanksgiving Day
 Nov. 29, 2024 (L).....Board Designated
 Dec. 25, 2024 (L).....Christmas Holiday
 Dec. 31, 2024 (B).....Designated Holiday
 Jan. 1, 2025 (L).....New Year's Holiday
 Jan. 20, 2025 (L).....Martin Luther King Jr.
 Feb. 17, 2025 (L).....President's Day Holiday
 May 26, 2025 (L).....Memorial Day
 June 20, 2025 (L).....Juneteenth

STUDENTS:

School year begins: July 20, 2024
 Last Day of School: May 30, 2025

Life Skills

Please review these life skills with your child and encourage them to practice them at home and school.

EFFORT

To do your best



PERSEVERANCE

Continue to try and do something despite obstacles



RESPECT

Treating others with dignity and believing each person has worth



PATIENCE

To wait calmly for someone or something



HONESTY

To be truthful



General Information

Review for Continued Eligibility in the Program:

Prior to considering a student for continued eligibility in the program and in alignment with JSCS Charter renewal, "Plans for Students Struggling (to include behavior) or Achieving Below Grade Level," we are committed to ongoing assessments and comprehensive student intervention program for students not making academic progress. Classroom teachers will provide students with re-teaching of concepts, additional one-to-one support, small group instruction, and /or an after-school homework club or tutoring (when available). When additional interventions are necessary, the teacher refers students to the school's Student Support Team (SST). The SST is composed of classroom teachers, support staff, parents, and administrators. Students not demonstrating progress after interventions will be referred to the psychologist and resource specialist to assess the student for possible learning disabilities or other factors which could impede student progress. When appropriate, teachers may request a conference with a parent or guardian to discuss continued eligibility and possible exploration of alternative programs. If the student does not improve after interventions and support, teachers and/or administration may request a conference with a parent or guardian to discuss continued eligibility and referral to home school.

Promotion and Retention Policy:

The Promotion/Retention Policy reflects the guidelines and requirements established by Lodi Unified School District Board Policy. Board Policies are accessible on the LUSD Website.

Care of Textbooks, Library Books, School Supplies

Students are responsible for all textbooks, library books, and supplies issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded. **Students who have not returned a textbook or library book will not receive their report card.**

Dress Code Policy (revised):

Appropriate dress is the primary responsibility of the student and parents or guardians. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school and dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress. School Administration has the right to determine appropriate dress. Violations of the dress code will result in a request for a parent to either bring appropriate clothing. Students will not return to class until dress is resolved.

Clothing:

- Shorts and skirts are to be at the waist at all times, no shorter than 3" from the kneecaps or no shorter than the fingertips when standing up straight. Shorts are to be kept at the waist and are not to be any longer than the covering of the kneecaps. No exceptions. Shorts are to be worn under skirts at all times.

Pants must fit and be worn at the natural waist. Excessively baggy pants or pants with excessive or revealing holes are not allowed. Excessively tight or revealing pants are not permitted.

- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn, covered and not visible. Tank tops are not acceptable unless worn with a top that covers the shoulders at all times.

- Articles of clothing displaying gang symbols, including bandanas, over-sized shirts reflecting gang style, profanity, or slogans promoting tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.

General Information

- Clothing or apparel students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
- Exposure of cleavage or midriff area is prohibited.
- Professional and college sports team apparel are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Bedroom clothing including pajamas or loose, baggy sweat pants are not acceptable. Warm-ups such as leggings, basketball shorts, pants, etc., will be allowed.

Jewelry and Other Personal Items:

- Jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol or tobacco company advertising, promotion or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, religious, or sexual orientation prejudice.
 - Dangling jewelry is not acceptable for K-8th grade. 7th-8th grade students are allowed make-up with moderation. Visible pierced jewelry shall be limited to the ear.
 - Extreme fashion that draws undue attention, including exotic clothing, exotic jewelry, exotic make-up, body piercing, eyelashes, nails, etc. will not be acceptable.
- Head wear such as hats, beanies, hooded sweatshirts, sunglasses, sun-protective items, etc., are to be worn while students are outdoors during school hours, not during class session. All items are to be properly stored by the student in cubbies, pockets, purse, or backpacks.
- Open toed or heeled shoes or sandals are not permitted.

School Uniform Policy K-8

The school adopted a uniform policy and a revised dress code policy in June of 2012. All students will follow the school dress code policy and/or the school uniform policy. Students wearing uniforms are not exempted from the school dress code.

Tops:

- Students may wear a hunter green, light blue, navy blue, white, light pink or maroon shirt. The shirt can either be a button down, polo style shirt, crew neck, or Joe Serna logo t-shirt. The Joe Serna spirit shirt may be worn on any day but Friday is the spirit day where we want all students to wear the Serna tie-dye shirt.

Bottoms:

- Students may wear khaki or black shorts, pants, or skorts.

Dresses:

- Dresses/jumpers can either be khaki or blue with green plaid.

Exemption to Policy:

If a parent or guardian wished to have his/her child exempted from the uniform policy, the parent or guardian must observe the following procedures: 1. Request an application in person. 2. Complete the application and submit to the principal's office of JSJCS. 3. Make an appointment to meet with the principal or administrative designee to discuss the School Uniform Policy and the reasons for the requested exemption.

Financial Assistance

No student shall be denied attendance at school, penalized or otherwise subject to compli-

Life Skills

Please review these life skills with your child and encourage them to practice them at home and school.

KINDNESS

Being kind, generous, and considerate



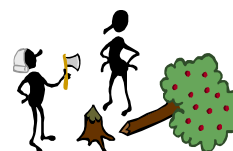
CURIOSITY

A desire to investigate and seek understanding of one's world's



INTEGRITY

To act according to a sense of what's right or wrong



INITIATIVE

To do something, of one's own free will, because it needs to be done

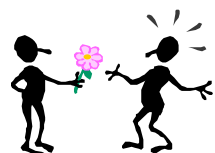


Life Skills

Please review these life skills with your child and encourage them to practice them at home and school.

FRIENDSHIP

To make and keep friends through mutual trust and caring



PROBLEM SOLVING

To respond to challenges and opportunities in innovating and creative ways



COOPERATION

To work together towards a common goal or purpose



RESPONSIBILITY

Take obligations seriously. Be accountable for your own actions and attitudes



General Information

ance measures for failing to wear a uniform by reason of financial hardship. Upon request, an Application for Financial Aid for School Uniforms shall be provided. This form will be reviewed by the school administration and a determination of the type and extent of financial assistance that will be offered will be made.

Backpacks

Continuing with the 08-09 school year policy, K-3 students will not be allowed to bring backpacks to school. K-3 students do not have textbooks to carry home. Backpacks take up valuable classroom space, and students often bring distracting items in backpacks. Special arrangements can be made with the classroom teacher if necessary.*4th thru 8th grade students may bring backpacks due to textbooks and homework.

Lost and Found

All items of clothing such as jackets, coats, sweaters, etc. should be marked so that they may be identified when lost. The school has a "lost and found" area in the cafeteria where children or parents may claim items. Small items such as jewelry or money may be claimed in the office. Unclaimed items are donated to a charity at the end of the school year.

Special Programs/Services Available

In addition to the regular classroom instruction, several additional programs and services are available to the students on a limited basis. They are as follows:

- *Speech Therapist* - Assists students with speech and language difficulties.
- *School Psychologist* - Tests students for possible placement in special academic programs.
- *Student Support Team* - A team of teachers, parents, and Support Personnel who review students who have been referred by either the parents or teacher for concerns in either academics or behavior.
- *Modern Band*- Students from 2nd –8th grade may sign up and audition to learn and perform popular music (in English and Spanish).
- *School Counselor* – Teacher/Parent referral for individual/group counseling.

Aeries:

The Aeries Student Information System allows parents/guardians to check student progress via the internet 24 hours a day, seven days a week. Aeries portal is accessible from the Joe Serna website under the portals tab. Click on the Aeries parent portal, and enter your email and password. Use the drop down menus to select the report you wish to view.

LUUSD Nutrition Services: School Meals

Universal free meals will be offered at no cost to any student enrolled in the Lodi Unified School District, when they are in attendance. The California Universal Meals Program will provide students access to breakfast and lunch during each school day free of charge regardless of their income or eligibility. No application is needed for meals, but we do request that you complete a Household Family Survey or Parent Data confirmation in Aeries

General Information

to help qualify your school for supplemental program funding. Lodi Unified participates in the National School Lunch and Breakfast Programs, as well as the Child and Adult Care Food Program for after school meals. For additional information about our programs, menus, special diet forms, P-EBT eligibility, nutrition education and fundraisers please visit <https://foodservice.lodiussd.net>.

Leaving Campus

Once children have arrived at school, they are not permitted to leave the school grounds without a parent or guardian. If it is necessary for you to take your child out of class early, you must come to the office to sign your child out. We encourage you to schedule your child's doctor and dental appointments after school hours or during vacation time.

On Rainy Days

The school office encounters significant student traffic. Please make transportation arrangements before your child departs for school in the morning.

Study Trip Policy

Study trips are considered to be instructional and should be planned as such with instructional objectives determined by the teacher. In order to have a safe and successful study trip, certain study trip policies need to be specific to Joe Serna, Jr. Charter School. The school implements these policies because of the amount of study trips our students are fortunate enough to attend each year.

1. No student shall be denied the opportunity to take part in a study trip which is related to classroom instruction because of inability to pay admission fees, lunch, or any other costs. No students shall be required to pay for the cost of any fees related to study trips which are deemed part of the instructional program.

2. Written approval of the parent or guardian is required for participation in the trip.

3. Study trips will begin and end at the school.

4. Students on the study trips are under the jurisdiction of the school and are subject to all school rules, expectations and regulations.

5. All students are required to attend study trips unless excused by religious, doctor or school/study trip related behavioral reasons.

6. Electronic devices may be allowed on longer study trips at the teacher's discretion. Students must play only "E" rated games. Violation will result in student not being able to bring device on future study trips.

7. Students who are not able to follow school and study trip rules:

a. A parent or guardian may be required to go on the future trip in order for the student to attend the trip.

b. The principal may exclude a student from future study trips if the behavior of the student poses a risk to himself or others.

c. The school reserves the right to have a parent pick up a student on any study trip if the student poses a risk to themselves or others.

8. Parents driving to a study trip in their own vehicle is strongly discouraged. Under cer-

Parent Involvement

JOE SERNA, JR. CHARTER SCHOOL 2024/25 PTA OFFICERS

Join us at our PTA meetings to meet our Officers

Veronica Reich, President
Anita Bernal Hutsell, Secretary
Megan Manna, Treasurer
Alejandra Estrada, Principal

Serna PTA Website: <https://jsjcspta.com/>

ADVISORY COMMITTEE:
Meghan Lange, Chairperson
Judith Mozeb, Co-Chairperson
Christine Soto, Secretary

MEMBERS:
Susan Macfarlane
Jeff Stroh
Zaida Santana-Ha
Laura Aguirre
Teresa Mendieta

2024-2025

Student Council Officers

- **Will be elected during the month of September.**
- **Information will be shared with students.**

Parent Involvement

Parents are provided the opportunity to:

- Participate in the development of a systematic academic program.
- Develop a home/school atmosphere where personnel reflect an attitude that parents can make a difference.
- Be encouraged to play a key role in the education of their children through understanding, support, and involvement in the teaching-learning process, i.e., district homework policy, and school discipline plan.
- Parental Class Attendance (Ed Code 5144.1) The Education Code Allows the Joe Serna Jr. to request the pupil's parent/guardian to attend classes) with their student.

Parent Involvement Opportunities

Principal's Coffee/Tea Meetings
 PTA Meetings
 Parenting Classes
 Back To School Night
 Open House
 Multi-Cultural Celebrations
 Assisting In Class
 Class Presentations
 Book Fairs
 Study Trips
 Family learning nights
 Mentoring
 6th-8th Grade Dance Chaperones
 Campus Beautification
 Wine & Dine - Annual Fundraiser
 Joe Serna, Jr. Celebration Day - September 3rd
 Field Day
 Fall Festival
 Spring Picnic

General Information

tain circumstances parents may transport their own child to a study trip using their own vehicle provided they have communicated their plan with the teacher at least one day in advance of the trip.

9. Parents are prohibited from transporting any child other than their own on any school sponsored study trip regardless of whom is in the vehicle.

10. If a parent whom is chaperoning chooses to transport their own child to a study trip they agree to abide by chaperone guidelines listed below.

Chaperone Requirements

1. All chaperones must be fingerprinted.
2. All chaperones must be with students from the time they arrive at the destination until the time they get on the bus to depart, including supervision during lunch break.
3. All adult chaperones must follow and enforce school and study trip rules. (see Behavior Guidelines)
4. All parents are eligible to be chaperones.
5. In order to avoid distractions, chaperones may not bring any other family members, including siblings, on the study trips.
6. Chaperones must be an immediate family member over the age of 18 and must be approved by the principal if it is not a parent.
7. The teachers will keep track of chaperone attendance so all parents may have an opportunity to go on an equal number of study trips. If there are sufficient chaperones and a parent still wants to go, they may ride on the bus or drive their own car but may have to pay any fees not covered by the school.
8. If a study trip requires a certain number of chaperones and that number is not met the study trip may be cancelled.

Middle School Student Council Requirements

Student Council Members are students who are elected to serve as leaders at Joe Serna Jr. Charter School in a variety of ways. To be eligible for student council, students must:

- Have a C- or better in all classes
 - Good attendance
 - No disciplinary action including refocuses, suspensions, etc. during the school year
- If at any time students breaks eligibility requirements, he/she will be removed from student council.

Middle School- 6th-8th

In order to prepare students for high school, sixth grade students are considered to be part of middle school. All middle school students are required to follow all expectations in the handbook, and expectations that are reviewed and signed by the student and a parent or guardian during the first week of school.

All middle school students are expected to:

- Attend each class on time
- Turn in all assignments/projects/essays on time
- Check grades daily

Bridge Program

Hours of Operation

Every regular and minimum school day.
From school day dismissal to 6pm daily

Attendance Policy

- Available for students in grades 1-8; K only if siblings attend in upper grades.
- Attend every regular and school day.
- Students must attend the academic hour block to be considered present. If your child is picked up prior to this time, their absence may be considered unexcused and issued an attendance violation.
- Students who attend the regular school day but fail to attend the Bridge Program without cause may be issued an attendance violation.
- After (3) attendance violations, students may be removed from the Bridge Program and will need to reapply.

Sign-Out Policy

- All students must be signed out by 6pm daily.
- All individuals (including parents and guardians) approved to sign out students must be 16 years or older and listed on the registration and/or emergency cards.
- Bridge staff may request ID to verify names listed on registration/emergency cards-please be prepared to show ID.
- Students walking home may only sign themselves out by submitting a "Walk Home Parent Permission Form".
- Incomplete or failure to sign-out is a violation of the Bridge Attendance Policy and will result in **1 Removal Point**.

Late Pick-Up Policy:

- All students must be picked up by 6:00 PM, Students who remain after 6:00 PM will accrue removal points. Three removal points and the student may be removed from the Bridge Program. Points will be accrued for one school year. Law enforcement may be contacted for late pick-ups occurring after 6:30 PM.

Parent Involvement

Family Participation Goals– 30 Hours Per School Year

We greatly value the support and participation from family members. JSJCS is a positive and strong learning community as a result of the support received from parents, grandparents, siblings, aunts and uncles. We will document and monitor and validate the hours of family participation. Through out the year there are many opportunities for families to help. We encourage all families to complete ten hours assisting PTA.

Parent Conferences – 1 Conference Each Year

Communication is an essential part of the educational program and we believe is extremely important for parents to keep in close contact with their child's teacher concerning his/her progress. The teacher will schedule conferences during the first quarter for all students, parents are encouraged to contact the teacher throughout the school year. Please remember to request a conference in advance so a time that is convenient for all can be established.

Party Policy

All parties should be kept simple. Birthday treats are acceptable and need to be arranged one week ahead by the parents with the teacher's approval. Light refreshments only such as punch, cookies, and cupcakes. Handing out birthday party invitations IS NOT PERMITTED at school unless the entire class is to be invited.

Food Preparation

Education Code 27604 addresses the fact that no food prepared in a private home shall be used or served as does SB 775, the California Uniform Retail Food Facilities Law. Lodi Unified Food Services Department, Health Services Department and the Risk Manager can be contacted for further information.

School Governance

Parent/Community/Involvement Plan

Charter School Advisory Committee

- The planning, development, implementation, and evaluation of the school plan.
- Establishment and modifications of the school's budget.
- Review any modifications of the JSJCS LCAP (Local Control and Accountability Plan).

Behavior Guidelines

semester of the event

- To be eligible for any other end of the year celebrations/non-academic celebrations and events that are 8th grade only, students must have a minimum of a 2.0 GPA, and no disciplinary actions including refocuses, suspensions, etc. during the semester of the event

LUSD Student Conduct; Policy 5131

The Board of Education believes that all students have the right to be educated in a positive environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the right of others or interfere with the school program while on school grounds.

Recommended Suspension (In accordance with Board Policy 5144.1)

- To solve problems physically (fighting)
- To threaten or intimidate other persons
- To deface school property or personal property
- Harassment, verbal, physical, or sexual
- Lying or initiating problems between other students
- Lewd, vulgar or inappropriate words or conduct
- Stealing school property or personal property

Causes for Mandatory Suspensions

- Suspensions will be from one to five days. Students may be referred for expulsion or suspended expulsion.
- To intentionally threaten to cause or cause physical injury to another student.
- To possess weapons or dangerous object of any kind
- To possess, sell or be under influence of any controlled substance or drugs (Board Policy 5131.6 Alcohol and other drugs will be followed)
- To threaten or commit assault or battery on school personnel or any adult volunteer performing duties at school
- To willfully cause a major disruption of the school (example: pulling fire alarm)

Immediate Suspension

TO CAUSE SERIOUS PHYSICAL INJURY TO ANOTHER STUDENT, POSSESSION OF DRUGS OR WEAPONS.

Bridge Program

Student Conduct Policy (District Policy 5131)

It is the intent of the Lodi Unified School District to provide all students a safe & learning environment in an afterschool setting. Students who engage in violations of the Student Conduct Policy will be subject to the appropriate consequences; which may apply to both regular and afterschool program participation. LUSD recommends that parents review and recognize the importance of school regulations by discussing them with their children.

Student Incident Reports will be generated to document violations of the Student Conduct Policy. Each violation will be issued a **Removal Point** that will be determined by frequency and level of misbehavior.

Removal Points will be accrued throughout the year for on-going incidents in violation of Bridge Program and Student Conduct Policy.

A total of **three Removal Points** issued to one student may result in removal from the Bridge Program.

Levels of Misbehavior

Level 1: A student consequence in this level will generate a student incident report that will result in 1 Removal Point.

- | | |
|----------------|-------------------------------|
| • Disobedience | • Disruptive Activities |
| • Disrespect | • Physical Contact |
| • Defiance | • Reckless Behavior |
| • Profanity | • Other school rule violation |

Level 2: A student consequence in this level will generate a student incident report that will result in 2 Removal Points.

- | | |
|------------------------------|------------------------------------|
| • Bullying/Threats | • Racism |
| • Harassment | • Threats |
| • Vandalism | • Fighting |
| • Leaving without permission | • Program disruption |
| | • Other school/Ed. Code violations |

Bridge Program

Levels of Misbehavior Continued

Level 3: A student consequence in this level will generate a student incident report that will result in 3 Removal Points & recommendation for student removal from the Bridge Program and regular school suspension.

- Controlled or illegal drugs/substances
- Weapons or dangerous objects
- Violence with injury
- Sexual harassment
- Other Ed, code violations included in EC 48900

Bridge Program Removal

Three Removal Points from any of the following violations may result in recommendation for student removal from the Bridge Program.

Violation of Student Conduct Policy:

Student incidents will be documented to report violations of the Student Conduct Policy and issued "Removal Points" as determined by the level of misbehavior.

Violation of Bridge Program Attendance Policy:

Failure to comply with the Bridge Program Attendance Policy may jeopardize your child's participation in the afterschool program.

Late Pick-Up:

- 6:01-6:15 1 removal point
- 6:16-6:29 2 removal points
- 6:30 & after 3 removal points

Unexcused Absences:

Each unexcused absence = 1 removal point

Behavior Guidelines

- Students and teachers will practice classroom and school procedures regularly for the first two to three weeks of school.
- Students will be taught the procedures and lingo of the Time to Teach program.

Step 3:

- Staff will begin implementing the procedures of the Time to Teach program only after all students clearly understand the procedures and expectations.

Steps in Time to Teach:

- Students are given a prompt when they need to change their behavior and the adult gives them some space to make a good decision.
- If a student does not make a good decision the student is asked to "re-focus" which can either happen in the classroom or out of the classroom.
- During re-focus, students are asked to write the answers to three questions: What was I doing? What did I want? What do I need to do next time? They need to mark if they are ready to return to the class and then signal the teacher they are ready to return.
- The K-5 student will not be taking the re-focus form home for parents to see. The teacher will keep the forms in a file in case they need to be shared with a parent at a later time.

Middle School 6th-8th Behavior

If a student receives 3 refocuses in a quarter, they will have a meeting with the principal to discuss their behavior. The student will be sent to another classroom and/or a parent or guardian may be asked to accompany the student to each class. Students will receive a behavior referral that will need to be returned with a parent signature for the following: tardies, dress code violations, non-approved electronic devices.

Requirements for 8th Grade Only:

- To be eligible to participate in the promotion ceremony, students must have a minimum of a cumulative 2.0 GPA for their 8th grade year
- Students will receive a letter and meet with their AVID teacher if the cumulative GPA is lower than 2.0
- To be eligible to attend the end-of-the-year promotion field trip, students must have a minimum of a 2.0 GPA at the time of the trip, and no disciplinary actions including refocuses, suspensions, etc. during the

Behavior Guidelines

(Consequences continued)

- Written referral to classroom teacher.
- Referral to the office for more serious infraction, such as; vulgar or mean, disrespectful behavior, endangering self or others, fighting aggressively, hitting, kicking, or biting with intent to injure.
- Suspension
- Transfer to alternative program

Management Plan

Each school employee will be implementing the same behavioral system this year. The system is called “Time to Teach” and will be used both inside the classroom and outside the classroom in order to have a consistent school-wide approach to student behavior.

Time to Teach is based on five core principals:

- Caring is Key – Kids don’t care how much you know until they know how much you care.
- Conflict is essential and inevitable – Kids are wired for conflict.
- Behavior can be changed – But it takes a great deal of practice.
- Good behavior is systematically taught – not assuming kids know how and what to do.
- Good Discipline is only a matter of good timing.

Just like other elements of our school we consistently implement: Positive “life skills”, GLAD strategies, Math Matters techniques, literacy strategies, consistent implementation of behavioral expectations and strategies will make our school safe and more comfortable for all students, staff and parents.

SWIM Bucks

Students will receive SWIM bucks for modeling positive behavior in and outside of the classroom. Students are welcome to drop off their earned SWIM bucks in the office in the designated box. Drawings will take place on Fridays announcing student names.

Time to Teach

Step 1:

- All staff, including custodians and other support staff, have been trained on Time to Teach.
- Staff will have time to reach consensus on school-wide rules

Step 2:

- Students will be given instruction on expectations for both classroom and school procedures. These are called “Teach to’s.”

Bridge Program

Bridge Attendance Policy Continued

Incomplete or Failure to Sign-Out:

One removal point will be issued for each time a parent fails to sign their child out from the Bridge Program.

Afterschool Bridge Sports Program

The sports program is managed by Bridges and Lodi Unified. The different sports, schedules, and rules are all determined by the LUSD Bridge Program. This program is for students **who are enrolled in Bridges**. 6th-8th students must:

- Be in Bridges
- Be an intervention student
- Must be maintain **at least a 2.0 GPA**
- If a student is failing a class, but still has a 2.0, the student must demonstrate effort and good behavior
- Be present the day of the game, unless prior arrangements have been made.

Homework Policy

Our philosophy is that homework for students is to serve a sound educational purpose. It is designed to develop a sense of responsibility, extend and reinforce student learning and encourage parent involvement.

Pupil's Homework Responsibilities Are:

- Ask questions in class so his/her homework assignment is clearly understood.
- Have necessary material to complete assignment.
- Care for and return books taken home to complete homework.
- Follow structure and design of work assignments set by classroom teacher (proper heading, problems numbered, etc.)
- Complete and return assignments on time.
- Strive for work quality equal to best of their ability.
- Begin work promptly at home with minimal complaint.

Parent's Homework Responsibilities Are:

- Provide consistent, quiet place for homework and study activities.
- Initially review assignment with child and review finished product.
- Encourage child to work independently on assignments.
- Minimize delays and interruptions once work has begun.
- Demonstrate enthusiasm over work completed to expectations.
- Have necessary materials available for your child.
- Time Frame: The nature of the homework assignment and the students individual work habit and level of interest or motivation will determine the length of homework assignments. As a general guide. We feel the following guidelines are appropriate:
- In addition to homework STUDENTS SHOULD READ OR BE READ TO 20 -30 MINUTES EACH DAY AT HOME.
- Kindergarten - Teachers use discretion and ensure that any "homework" is developmentally appropriate.
- Grades 1st to 3rd - 15 to 30 minutes each night. Length of assignment varies at each grade level.
- Grades 4th to 5th - 45 to 60 minutes each night. Variability exists between grade levels.
- Grades 6th to 8th - 60 to 90 minutes each night.
- Should you have questions regarding your child's homework, please contact your child's teacher. A close trusting relationship and positive communication between parents and teachers ensures a strong support system for your child.

Behavior Guidelines

FOCUS

In accordance with Board Policy 5144.1, The ultimate goal in our school discipline plan is to establish standards of behavior that will allow all students the right to be educated in a safe environment that promotes learning, self-worth, responsibility, and consideration of others. Together, we will strive to motivate and educate students to be effective, self-disciplined citizens. We are charged with the responsibility to provide students with guidance in changing inappropriate behavior. Where this guidance is not accepted, we need to be assured that parents and students are afforded their due process.

Emphasized are:

- Respecting others • Solving Problems • Making Good Decisions

Since an orderly and non-threatening atmosphere is essential if learning is to take place, the following guidelines are for the personal welfare of each student as well as for the common good of the whole school.

Charter School Expectations

Campus

- Arrive at school no more than 15 minutes before the start of school or no more than 20 minutes before school if eating breakfast.
- Eat breakfast or wait in designated areas upon arrival.
- Remain only in supervised areas of school and grounds.
- Use restrooms with care and appropriate manners.
- Use pass when leaving a supervised area.
- Go directly home after school.
- Toys and sports equipment are not to be brought to school.

Playground

- Balls are not to be kicked on playground or against buildings.
- Refrain from aggressive physical contact.
- All students freeze when the bell rings.
- After recess bell students are to walk to their lines or classroom ramps.
- All equipment should be used properly and safely.
- Appropriate language is to be used at all times.

Consequences

- Verbal warning and/or removal from activity.
- Removal from activity/time-out on playground (on the benches or with the student supervisor).

Safety & Health



Electronic Devices/Cell Phones (continued)

If a student does not follow these rules and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be turned in to the principal. It is the responsibility of the student to inform his/her parent that the phone was turned in to the principal. If a cell phone is confiscated a second time, they will not be allowed to bring the phone for the remainder of the semester.

The loss or theft of cell phones or other electronic devices will not be investigated by JSJCS staff, nor will the district or school site take any responsibility if these items are lost, damaged or stolen.

What is Bullying?

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors may fall into these categories physical, emotional, and verbal: and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations;

Anti-Bullying Policy

Every student at JSJCS has the right to enjoy learning, free from intimidation both in school and the surrounding school community. Students will BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE. The bullying of students at JSJCS is strictly prohibited and will not be tolerated by our school community.

Prohibition of Harassment

(Board Policy 5145.5) It is the policy of Lodi Unified School District to maintain a learning environment that is free from racial, sexual, religious, sexual orientation, or disability harassment. The district prohibits any form of harassment or bullying.



Keep your school safe. Report crimes and dangerous activities to school officials and police. **SUBMIT AN ANONYMOUS TIP 24/7. TEXT TIP TO: 79775**

Attendance Procedures

Attendance

All children are expected to be in attendance each day unless they are ill or a family emergency arises. **The state of California considers a student with three days or more of unexcused absences as a habitual truant.** LUSD has the following attendance and SARB hearing procedures: Truancy Letter 1 - After 3 unexcused absences. Truancy Letter 2 - After 6 unexcused absences. Scheduled parent meeting with truancy officer after letter 2. Truancy Letter 3 - After 10 unexcused absences. Tardy 30 minutes or more are also counted into the SARB procedure. Parents may call in 10 days for ill or medical to excuse an absence throughout the school year. After 10 calculated days the student will need to have a note from a doctor.

Developing good attendance patterns can help set a pattern for future success.

Absences

State Law requires an official verification by the parent or guardian excusing absences. We encourage you to call the office on the day of your child's absence. If you are unable to call, you may send a note with your child to the teacher when he/she returns to school. A student is considered truant if he/she has 3 or more unexcused absences.

Tardiness

It is important that students arrive on time. If tardy, the student must come to the office and get an admit slip/pass before going to class. Students entering late often cause an interruption for the entire class.

A student is considered truant if he/she accumulates 3 tardies of 30 minutes without a valid reason such as a doctor appointment or court appearance.

Transfers

If you are moving and are withdrawing your child from school, please call or come by the office a few days prior to the withdrawal date. Be sure to return all library books and textbooks. Any unused lunch money will be refunded. Your cooperation is always greatly appreciated.

Safety & Health

Medication: ALL MEDICATION, PRESCRIPTION, OR NON-PRESCRIPTION, TO BE TAKEN AT SCHOOL MUST HAVE A MEDICATION FORM SIGNED BY THE PARENT AND PHYSICIAN.

This includes cough drops, aspirin, Benadryl and other over the counter medications. Any student who is required during the school day to take medication prescribed by a physician may be assisted by a designated school employee if the school receives the written consent of the parent (or guardian) and it is signed by a physician. Forms may be obtained in the office.

Emergency Cards

Parents or guardians are required by law to provide the school with emergency information at the beginning of the new school year and as information changes. It is imperative that the school be able to reach you in case your child is sick or injured. In addition to the home phone number, it is important that at least two additional numbers be listed in case of an emergency.

BE SURE TO NOTIFY THE SCHOOL IF THERE ARE ANY CHANGES IN ADDRESS OR PHONE NUMBER.

Adult Visitation on Campus

We encourage parent involvement and regular communication with your child's teachers. If you wish to visit, please call or stop by and we can make arrangements for you. A close relationship between home and school will benefit your child's education.

Visitors must check in at the office whenever on campus during school hours. When visitors sign in, they will receive a "Visitor" badge to let school employees know that they have been properly registered and welcomed on to campus.

Fire, Earthquake and Lockdown Drills

The drills and emergency procedures are necessary for the safety of students and staff. Fire drills are held monthly and earthquake drills are held twice a year. Lockdown drills are scheduled four times a year.

Accidents

If your child is injured at school we will make him/her comfortable. We will call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact an emergency number that you listed on the above-mentioned emergency card.

Safety & Health

Physical Education

Students will need a note or phone call from a parent if they are not able to participate in P. E. **If more than three days, a doctor's note is required.**

Pediculosis (Head Lice)

The occurrence of head lice is a common problem in schools today. Parents can help by routinely checking their own children. Students found to have pediculosis are sent home with instructions on how to eliminate the problem and students cannot return until all nits are removed.

Student Insurance

School District insurance will not cover a student who might suffer an injury while at school. For this reason, we encourage parents to provide their own accident insurance. Information about a district-approved low cost policy is sent home at the beginning of each school year. **You must sign and return the insurance form accepting or declining the insurance.**

Bicycles

Students in grades 2 – 8 may ride their bicycles to school with parent permission. Younger children (preferably riding in the company of an older child) should have written parent permission on file in the office. Cyclists need to learn and obey all traffic rules as they pertain to bicycles. These bicycles are to be locked up in the school.

Bicycles **MUST BE WALKED ON THE SCHOOL GROUNDS.** Continued infractions will result in phone call to parent with possible loss of bicycle riding privilege.

Toys

Students are not permitted to bring toys, or games to school. Occasionally, a student may bring an important item for sharing in class but it should be kept in a backpack or bag.

Electronic Devices/Cell Phones

IPODs, MP3 players, disc players, tape recorders, electronic games, laser devices, cameras, video cameras and any other devices may NOT be brought at any time. Although students are not encouraged to bring cell phones to school due to the possibility of loss, theft or damage, we understand that many families want their children to have a cell phone to contact parents before or after school hours. Therefore, if a student chooses to bring a cell phone to school, it must be turned "OFF" and left in their backpack.