

Junction Elementary School District

2024-2025

Parent / Student Handbook



**Junction Elementary School District
9087 Deschutes Road
Palo Cedro, CA. 96073
(530) 547-3276**

**Mr. Darin Pust
Superintendent/Principal**

**Mrs. Megan Coates
Vice Principal/ELOP Coordinator/Special Education Director**

Principal's Message

Dear Junction Elementary School District Families,

It is my pleasure, on behalf of the entire district staff and the Board of Trustees, to present you with the 2024-2025 Parent/Student Handbook for the Junction Elementary School District. Please read through the handbook carefully.

Just as in any community, Junction being an educational community, rules and regulations are important for the safety and well-being of all members. Thus, the purpose of this handbook is to help everyone understand the guidelines that will take us through the course of the year. It would be impossible to include every single detail in this handbook, so look at this as a road map to a community of people set out to accomplish educational and personal goals for the better of community and personal integrity.

This school year our teaching staff is participating in professional development in Franklin Covey's 7 Habits of Highly Successful People and the practical educational approach to the habits laid out in Leader In Me. It will be exciting to see our students grow in the 7 Habits as they learn to be leaders in their learning and on our campus. The habits are:

- 1) Be proactive (Choice)
- 2) Begin with the end in mind (Plan)
- 3) Put first things first (Prioritize)
- 4) Think win/win (Attitude)
- 5) Seek to understand first, before making yourself understood (Skill)
- 6) Synergize (Result)
- 7) Sharpen the saw (Renewal)

I am excited to begin a new school year with all of you. I feel we are headed into a great school year with many exciting adventures ahead of us. Junction is a proud school with a rich history and a bright future.

Please visit our website at <http://www.junctionesd.net> for further information about our schools and our district programs and events. Also, be sure to review our weekly all-call messages and the Junction Elementary app for important news and updates.

Sincerely,



Darin Pust

Superintendent/Principal

Junction Elementary School District

Junction Elementary School District

Mission Statement

The mission of the Junction Elementary School District, in partnership with students, families, and community, is to professionally promote excellence, achievement, and self-worth, empowering students to be life-long learners and responsible citizens in our changing world.

Educational Beliefs

- ❖ *All students can learn and achieve academic success.*
- ❖ *Partnership among parents, teachers, staff, and students is essential to educational excellence.*
- ❖ *Positive relationships among all members of our learning community are critical and depend on trust, respect, integrity, collaboration, and the willingness to consider different viewpoints.*
- ❖ *All students must be given the same opportunities to acquire knowledge, understanding, skills, and values using each child's unique learning style.*
- ❖ *Learning is an ongoing process that takes place both inside and outside of the classroom.*
- ❖ *All students learn best when they are encouraged to build understanding from experiences, information, and mistakes and are expected to do high quality work.*
- ❖ *Teaching and learning require an environment that is physically and emotionally safe.*

Board of Trustees

Mr. Clint Snyder, President
Mrs. Hope Bjerke, Clerk
Mr. Ken Parisot
Mrs. Sarah McCoy
Mrs. Brooke Worden

The Junction Board of Trustees meets once a month. Please check the school calendar for dates and times.

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DISTRICT PERSONNEL

District Administration and Management

Darin Pust	Superintendent/Principal	dpust@junctionesd.net
Megan Coates	VP/ELOP/SPED	mcoates@junctionesd.net
Carie Nadin	Executive Assistant	cnadin@junctionesd.net
Taylor Barton	Administrative Secretary	tbarton@junctionesd.net

School Office

Jessica Snyder	School Secretary	jsnyder@junctionesd.net
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District-Wide Certificated Staff

Janelle Kinsey	School Counselor/School Psychologist	jkinsey@mvjpa.com
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Special Education Certificated Staff

Sally Paoli	SDC	spaoli@junctionesd.net
Laura Angelides	RSP	langelides@junctionesd.net

Elementary School Certificated Staff

Linda Gifford	TK Teacher	lgifford@junctionesd.net
Melisa Wood	K Teacher	mwood@junctionesd.net
Alita Sutherland	K Teacher	asutherland@junctionesd.net
Jeanna Mann	1 st Grade Teacher	jmann@junctionesd.net
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Middle School Certificated Staff

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Olivia LaField	7 th Grade Advisor	olafield@junctionesd.net
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Ria Dumlanta	Physical Education (K-8th)	rdumlanta@junctionesd.net
Adam Dempsey	Band (K-8th)	adempsey@junctionesd.net

Classified Staff

Preschool

Terry Brock	Director	tbrock@junctionesd.net
EarthLight Lowe	Teacher	elowe@junctionesd.net
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Instructional Aides

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After School Program

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Custodial / Maintenance/Transportation

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Library / Media

Denise Reynolds	Library Clerk/Aide	dreynolds@junctionesd.net
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Food Services

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Terri Delaney	Assistant	tdelaney@junctionesd.net
Michael Long	Assistant	mlong@junctionesd.net

ACADEMIC PROGRAMS AND EXPECTATIONS

BAND / MUSIC

Junction Elementary School District is proud to offer opportunities for our students to develop their musical abilities.

- ☐ The **band program** is open to students in grades 4 through 8. For more information, please contact the school office or our music teacher.
- ☐ **Classroom music** instruction is part of the regular curriculum for 4th through 5th grade students. This program is coordinated and taught by our professional music teacher. Transitional-K through 3rd grade music will be taught by our classroom teachers.

GRADING AND REPORT CARDS

B.P. 5121, AR. 5121

Elementary School Grading

Our elementary school utilizes standards-based report cards, with grading on a trimester basis. Grades reflect a student's level of progress toward mastery of the grade-level standards set forth by the State of California. For more information, please see your child's teacher.

Middle School Grading

For the purpose of establishing a student's grade point average and their rank in the class, all courses taken, including physical education, will be computed on an A=4, B=3, C=2, D=1, F=0 scale. This average is computed for each student at the end of each trimester. All courses taken receive credit based on the grading scale.

Junction Middle School informs parents of the progress of all students through progress reports (approximately 4th and 8th week of trimester) and final trimester report card. Report cards are mailed home one week following the end of the trimester. Mid-trimester progress reports are brought home by the student for parent and/or guardian signatures or they may be mailed directly to your home. ***The Aeries on-line system allows parents and students to check on current grades and attendance. (If you need assistance logging on, please call the office 547-3274.)*** With this information, parents can help the student raise his/her grade to passing by the end of the trimester. Parent and teacher conferences are encouraged to minimize the possibility of failure by the student. Parents may wish to have their student do weekly or monthly progress checks with teachers to monitor student progress. Arrangements can be made by contacting your child's teacher. Grades are recorded in the permanent records at the end of each trimester.

TEXTBOOKS

B.P. 6161.1, 6161.2, 6161.11

Textbooks are furnished by the school district and are purchased with the California State Instructional Materials funds. Students are expected to cover their textbooks and take good care of them. If a book

becomes lost, stolen, or damaged, the student will be required to pay for it. Students should sign their names in the area provided in the front of the book. Participation in school activities, forwarding of school records, and awarding of diplomas may be denied until lost or damaged textbook fees are paid.

ACADEMIC ELIGIBILITY REQUIREMENTS

B.P. 6145, E.C. 35160.5

Junction Middle School students must maintain a “C” grade point average (2.0 on the 4.0 scale) with no “F” grades to be eligible for participation in all extra-curricular and co-curricular activities. Volleyball, soccer, basketball, baseball, softball, and track are offered to 6th, 7th, and 8th grade students (track is also open to 5th graders). Academic eligibility requirements also apply to clubs, dances, student government and other school related activities and events.

Students earning less than a “C” average or an “F” grade during any reporting period will be on **academic probation** for the following progress report period (approximately four weeks). Students that bring their grades up in the next reporting period will be fully reinstated on the team or activity. Those students that fail to bring grades up to the above standard for a second consecutive reporting or grading period will be **academically ineligible** for at least the next grade reporting period. Third trimester grades will be used to determine academic status for participation in activities during the fall (1st trimester) of the next school year. Sixth grade students’ eligibility requirements are waived for the 1st trimester. Students new to our district must meet eligibility requirements based upon current grades from the school previously attended. Students must also comply with **behavioral eligibility** requirements to participate in these teams, clubs, events and activities.

Students on **academic probation** are ineligible to play in games but may practice with the team at the discretion of their coach. Students designated **academically ineligible** will be removed from the team for one four-week grading period only providing grades have improved to the above standards during that time.

INTERPRETATION OF EXTRA-CURRICULAR CODE: The Principal shall be the final authority in the interpretation of this extra-curricular code.

STUDENT ASSESSMENT

B.P. 6162.5

The Junction School District believes in regular assessment activities of student work. In the classroom, students will be assessed by a number of teacher prepared instruments such as tests, projects, oral presentations, and/or writing samples. Students will also be assessed several times during the school year using a variety of techniques, including benchmark testing within the core curriculum.

HOMEWORK

B.P. 6154, AR. 6154

HOMEWORK: GENERAL

Homework is a teacher-planned learning activity which takes place largely outside of a student’s regular school hours. As such, homework should: (1) expand on a student’s school experiences, and (2) reinforce classroom learning. (3) All students should read 20 to 30 minutes daily.

Homework expectations for grade K-3 should be 20 – 30 minutes per night.

Homework expectations for grades 4 and 5 should be 30 – 60 minutes per night.

HOMEWORK FOR GRADES 6-8:

1. Students should be expected to spend an average of one and one half hours on homework cumulative per night, four (4) or five (5) days per week.
2. Teachers of academic subjects should provide regular homework activities which extend the application of skills, prepare students for upcoming lessons, and foster student responsibility and organization.
3. The teaching staff will endeavor to coordinate assignments so that students do not receive an overload of homework which exceeds the one and one half hours per night expectation.

HOMEWORK GUIDELINES FOR THE STUDENT:

Homework is an opportunity for students to show their real capabilities and to further their educational growth. Teachers can provide assignments and parents can provide good study conditions and encouragement, but it is the student who must do the work.

To do a good job in homework, students should:

1. Listen carefully to all directions and explanations about homework.
2. Ask questions if the assignment is not clear.
3. Keep planner updated and record all assignments, including due dates and other specific requirements. (When funding permits, the District will provide middle school students with a student planner.)
4. Have a definite time and place for study, free from interruptions, and stocked with working materials.
5. Budget time wisely and maintain a schedule of study time.
6. Begin assignments promptly and turn in assignments when they are due.
7. Make use of such aids as libraries, dictionary, maps, general reference materials, and the questioning of people who are authorities or are experienced in various fields, as appropriate.
8. Strive for the best results, rather than the minimum which will be acceptable.
9. Take the initiative in making up work missed for any reason.
10. Study independently unless a group project has been assigned.

HELPFUL HOMEWORK HINTS FOR PARENTS:

When there is a specific assignment, the best way for parents to help a child learn is by offering support when it is requested. At the same time, limits need to be set so that children learn to work independently. Even when children do not have specific assignments due, parents can be helpful by listening when children talk about school, and by expressing interest in class work and school activities.

In helping students with homework, parents should:

1. Encourage the student and offer counsel, but insist that the student do his/her own work.
2. Make sure all assignments are recorded in your child's planner.
3. Show interest in the student's work and periodically check the student's planner.
4. Provide a suitable place for study that is free from distraction.
5. Check to see that homework assignments are completed.
6. Assist in balancing school work with other activities. Provide counsel on time management and organization.
7. Talk with teachers if assignments seem to be causing students continuing problems.
8. Share thoughts and ideas with children on many topics of interest to the student and to you.
9. Keep in touch with the school program through calls, visits, and participation in school committees.

MAKE-UP WORK

B.P. 6154, AR. 6154

As a general rule, students shall be given the opportunity to make up school work missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable makeup schedule. Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work for full or reduced credit at the option of the teacher.

If the student's absence was due to suspension, the teacher may require the suspended student to complete any assignments and tests missed during the suspension; however, the teacher is not obligated to give credit for such assignments.

PROMOTION/ACCELERATION/RETENTION

B.P. 5123, AR. 5123 & E. 5123

California law (Education Code) states that a student in grades 2 through 8 must successfully complete the requirements of one grade level before being promoted to the next grade. Your student may be in jeopardy of retention (or modified placement at the high school level) if they do not successfully complete all classes satisfactorily throughout the course of the school year. School personnel will contact you throughout the course of the year if your student becomes at risk for the possibility of retention.

STUDENTS' RIGHTS AND RESPONSIBILITIES

- Students have the right to earn an education. Therefore, students should attend school regularly, be on time for school and be prepared for each class every day.
- Students have the right to be safe. Junction Elementary School District schools are Safe Schools.

- Students have the right to be respected and treated with kindness. You should always be courteous and respectful to other students and adults.
- Students have the right to be heard. Your individual expression is important, but you must be careful not to take away the rights of others.
- Students are responsible for the care of all school property, such as books, desks, computers, other school resource materials and the school grounds.
- Students are responsible to complete all of their school assignments.
- Students are responsible for their own actions. Students are encouraged to be positive role models both in class and around the campus. Disrupting the learning environment in individual classrooms is not allowed.
- Students have the right to be informed and the responsibility to pass this information on to their home. They are responsible for ensuring that newsletters and school related material reach home and are returned to school when required. Good communication requires effort from all parties.
- Students have the responsibility to help make school a good place to be. Throughout your school year, many positive things take place at school. It is everyone's responsibility to make the school atmosphere as pleasant as possible. Take pride in your school and help make Junction Elementary School District a great place to learn.
- Students have the right to make their own decisions and a responsibility to accept the consequences of those decisions, good or bad.
- Students have the right to their own personal space and privacy and a responsibility to respect the privacy of others.
- Students have the right to be unique and the responsibility to respect others.
- Students have the right to make mistakes and the responsibility to learn from their mistakes and to correct them.

EIGHTH GRADE GRADUATION REQUIREMENTS

AR. 6146.5

Students will earn 8th grade promotion and activities by meeting academic, attendance, and behavior guidelines as listed below. Eighth grade activities include an 8th grade trip, the promotion dance, and the promotion ceremony.

ACADEMICS: A student must maintain Good Academic Standing during their 8th grade school year to participate in the activities related to promotion. Good Academic Standing is defined as having a Grade Point Average of 2.0 or above *and* having no F's in any class. If a student does not remain in Good Academic Standing they may be assigned to an intervention class or Tutoring.

Trimester 1:

- Students assigned to interventions during the first trimester may be expected to:

- Complete grade checks including: pick up grade checks from office every Friday, get them signed by all teachers, and take the original home to their parents.
- Meet with designated teacher as prescribed.
- If a student does not maintain Good Academic Standing status, the student will lose the opportunity to participate in the 8th grade trip.

Trimester 2: Any student that does not maintain Good Academic Standing will result in the following

- Intervention class assignment may occur.
- If a student ends the second trimester and is not in Good Academic Standing, one promotion activity will be lost. The first activity lost is the 8th grade trip. If a student has already lost the 8th grade trip due to grades at the end of the first trimester, the lost activity will be the 8th grade promotion dance.

Trimester 3:

- Intervention class assignment may occur.
- All students **MUST** remain in Good Academic Standing on the final report card to be eligible for the promotion ceremony and earned activities.

BEHAVIOR: Behavior can affect any part of promotion based on lack of compliance with the conduct and discipline section outlined in the handbook.

- 2 or more total days of suspension during the school year will result in the loss of the 8th grade trip.
- 4 or more total days of suspension will result in the loss of the 8th grade trip and the promotion dance.
- 6 or more total days of suspension will result in the loss of all promotion activities including the promotion dance, the 8th grade trip, and the promotion ceremony.
- 6 or more assigned detentions will result in the loss of the 8th grade trip. 8 or more assigned detentions will result in the loss of the promotion dance. 10 or more assigned detentions will result in the loss of the promotion ceremony.
- Any disciplinary infraction that results in suspension during the month of May and/or June will result in the loss of the 8th grade trip and may result in the loss of the promotion dance, and the promotion ceremony.

ATTENDANCE:

- 90% attendance for the school year must be maintained.
- Individual situations will be reviewed if there are extenuating medical circumstances.
- Any day of incomplete Directed Study and/or Independent Studies will be counted as an absence.

Any student who doesn't meet the academic, behavioral, and attendance requirements as described below will not be eligible for promotion activities.

- Good Academic Standing
- Poor behavior, as described above, will result in the loss of one or more promotion activities.
- Minimum of 90% attendance for the school year
- Administration will have final discretion on a student's participation in promotion activities.

Parent/guardian will be notified of non-promotion prior to promotion AND all activities will be forfeited. **Non-promotion means loss of participation in promotion ceremonies, promotion dance and the 8th Grade Trip. Students will not receive a promotion certificate.**

Note: Students unable to complete the above standards due to disabilities may be eligible for a diploma of graduation as a result of the application of differential standards. Students who are not eligible for a diploma **may not** participate in the graduation ceremony or other graduation-related activities.

GRADUATION EXERCISES

Junction Middle School conducts an annual graduation exercise for students who meet District graduation requirements. All participating students must conform to school regulations. (See also: Conduct / Discipline)

ATTENDANCE

B.P. 5113. 5113.1, AR 5113

The Governing Board, administration and faculty of your school believe that regular attendance plays an important role in student achievement. They want every student to profit as much as possible from the various school offerings. One of the most important keys to this is good attendance. Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents/guardians to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

ABSENCES

Excused absences can only be for an illness or injury, quarantine under county or city health order, medical, dental, optometric or chiropractic appointments, or to attend the funeral of an immediate family member. All other absences or tardies will be regarded as unexcused. We are required by law to follow the state approved excuses as stated in the California Education Code.

When a student is absent:

A parent or guardian should call the school office (547-3274) on the morning of the absence.

If a telephone call is not made, the student is required to bring a note signed by a parent or guardian to the office upon returning to school.

Unexcused absence:

Unexcused absences are all absences other than those listed above or personal emergencies.

Students will be expected to make up all work missed during an excused or unexcused absence.

Credit for the make-up work will be determined by the individual teacher.

Truancy – “Cut”

One serious type of unexcused absence is truancy. This is the type of absence when one stays out of school without reason or permission from home. When this occurs, all work missed will be officially listed as “F” and will lower the student’s grade. Any “cuts” will result in disciplinary action.

Suspension – Unexcused Absence

Any student who is suspended from school must contact individual classroom teachers to obtain any missing work and/or assignments. The teacher has the discretion of not allowing any make- up work and all work missed will be officially recorded as an “F” grade.

TRUANCY

BP 5113.1

To improve student attendance, the Superintendent or designee shall implement positive steps to identify the reasons for a student’s unexcused absences and to help resolve the problems caused by truancy. Such strategies shall focus on early intervention and may include, but not be limited to, communication with parents/guardians and the use of student study teams. Habitually truant students may be referred to a school attendance review team and then a county school attendance review board.

TARDINESS

- ☐ Tardiness is being late to any class.
- ☐ When a student is tardy for any class, he/she must come to the office for a late pass to class. The office will determine if the tardy is Excused or Unexcused. This determination is made according to the State of California legal requirements.
- ☐ If a student has a situation that could delay him/her, he/she should first go to class and get permission from the teacher to be away from class.
- ☐ If business with a teacher in class or office causes a student to be tardy to the next class, he/she should always get a note of explanation from that teacher to avoid an unexcused tardy.
- ☐ Discipline procedures will follow after the 3rd unexcused tardy each trimester.

Closed Campus

(E.C 44808.5; B.P. 5112.5)

Junction School District is a closed campus. In order to keep students in a supervised, safe and orderly environment, the Governing Board has established a closed campus at all district schools. Students shall not leave the school grounds at any time during the school day without written permission from their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to discipline action.

Off-Ground Permits/Early Dismissal

Students are not allowed to leave the campus after arrival at school. All travel between campuses or to and from the gymnasium are to be accomplished on the foot path. Early dismissal passes are issued on

written request from parents. Students need to bring this note to the office before school begins. These are typically granted to allow students to go to doctor or dentist appointments. (Students must bring a doctor's appointment card with them or have a parent's verification.) Students will be excused from school no earlier than one-half hour before the appointment. **Students should return to school immediately after the appointment.**

Arrival/Pick-Up Times

Middle School students are expected to arrive before the first bell, which rings at 8:10 a.m. Homeroom class begins promptly at 8:15 a.m.

Elementary students are expected to arrive at school between 8:00 a.m. and 8:20 a.m. The first bell at the elementary school rings at 8:25 a.m.

On regular days grades K - 2 are released at 2:15 p.m., while grades 3 through 8 are released for pick-up at 3:00 p.m. On minimum days all grades are released at 1:15 p.m.

ATHLETIC PROGRAMS

(From the Junction Athletics Program Description)

Athletic programs at Junction Middle School are designed to prepare students for high school athletics and lifelong teamwork situations. Students are encouraged to try out for sports in which they would like to participate. It is important to remember that making a sports team at Junction is a commitment that students and parents must take seriously. ***Players who quit one sport shall be ineligible for the next sport.***

Fundamentals and good sportsmanship are the two most important elements of the program. Coaches are to teach the fundamentals of their sport. Equal playing time is not guaranteed to any player. Coaches of 6th and 7th, or "B" teams should have every player on their team play as much as possible with all players having approximately equal playing time by the end of the season. Coaches of 8th grade or "A" teams may have their best team playing, but all players should play each time and develop as the season continues. All coaches must look for situations to play all of their players where they can be successful.

Players, coaches, and parents/guardians must use good sportsmanship at all times. Players that do not use good sportsmanship will lose playing time. Coaches who continually do not use good sportsmanship may be removed from their position, and parents/guardians may be excluded from events.

Not all players who try out for a sport will make the team. The after school athletic program is a competitive program. Ability and the safety of our students are taken into consideration during try-outs. A full P.E. program is offered at Junction for those students that would like to work on skill development to make future teams.

In order to be eligible for practices and/or games, student athletes are required to attend a minimum of half (50%) of the school day that the practice or game is scheduled on. If a student athlete misses school due to a doctor's appointment, s/he will be required to have a doctor's note in order to participate in practices or games scheduled for that day. Student athletes who miss any part of the school day due to illness are not permitted to participate in practices or games scheduled on that same day. Friday absences

(or partial absences) due to illness will exclude a student from participation in tournaments scheduled for anytime that weekend.

Special Note: Junction students not participating in the athletics programs for a particular season are encouraged to attend games. However, attendance at an athletic event means that they are there to watch the game and they are NOT to be wandering the campus, loitering around outdoors, or playing on the playground. The school district does not provide adult supervision outside the athletic event. ***Additionally, students waiting to attend games or practices must be under adult supervision and are NOT to leave campus.***

BICYCLES / SKATEBOARDS / ROLLERBLADES

Bicycles

(B.P. 5142.3)

The Governing Board expects that students who ride bicycles to and from school shall consistently wear bicycle helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians. Bicycles are not allowed to be ridden on campus. Bicycles are to be left in the bike racks and locked.

Further: **The school assumes no responsibility for the condition or loss of student bicycles.**

Riding of bicycles, skateboards, scooters, and rollerblades is not permitted on school campuses. Noncompliance will result in temporary confiscation of skateboards or similar devices. They will be returned to the student's parent or guardian.

BUS TRANSPORTATION REGULATIONS

In the interest of greater safety for all pupils and property concerned with school transportation, the Governing Board of Junction Elementary School District, in cooperation with the California Highway Patrol, believes that better informed pupils and parents will help to safeguard the lives of all who ride school buses. The following rules are based upon the "Regulations of Pupil Transportation" as set forth by the State Department of Education and the California Highway Patrol and govern the operation of our school buses:

1. Each pupil may be assigned to a definite seat and shall not be permitted to move from the seat except upon permission from the school designated employee who originally assigned them to the seat.
2. No part of the body, head, or arms, may be extended from the windows.
3. Pupils must sit in the seat and face the front of the bus, keeping feet out of the aisle.
4. No pupil is permitted to interfere with another pupil or touch the property of another pupil.
5. Playing musical instruments, whistling, yelling, loud talking, profane language, throwing

articles, shooting rubber bands, scuffling or any unnecessary commotion is prohibited.

(These are the most common causes for the driver taking his/her attention from the road).

6. Any damage to the bus which cannot be considered ordinary wear and tear will be paid for by the pupil.
7. Pupils who ride the bus to school in the morning are expected to ride it home in the afternoon unless other arrangements are made with the office. Students wishing to change destinations must secure parent permission and office approval prior to such a change being authorized.

Forms are available in the office.

8. The driver shall have ABSOLUTE JURISDICTION OVER THE CONDUCT OF ALL PUPILS WHILE RIDING THE BUS.

FIRST VIOLATION: Warning, unless in the judgment of the Principal and/or the Governing Board, the penalty should be more severe.

SECOND VIOLATION: May result in up to five days suspension of transportation privileges and other disciplinary action as decided upon by the principal.

THIRD VIOLATION: Loss of transportation privilege for the remainder of the school year.

The cooperation of all pupils and parents is requested so that pupils being transported under school authority shall be guaranteed the greatest possible safety. Pupils must realize that the safety of their own lives, as well as those of their school mates, depends upon cooperative bus conduct.

CAFETERIA / NUTRITION PROGRAM

SCHOOL BREAKFAST & LUNCH PROGRAM, MEALS, NUTRITION PROGRAM

E.C. 49490-49494, 49500-49505, 49510-49520

Students may not eat in the classroom at any time unless authorized by a teacher for the purpose of special celebration or special/lunch or classroom activity.

Federal Law and board policy require the following:

- Students must go through the lunch line before being offered a special event lunch
- Sodas, energy, and caffeinated drinks of any kind are not allowed on campus at any time prior to dismissal.
- Candy is prohibited on campus unless authorized by the teacher for the purpose of a special event.
- Birthdays and other occasions being celebrated with baked goods etc. must occur after lunch.

Thank you for complying with these new laws. The District's enforcement of these policies are not an optional part of the Federal School Lunch Program.

Students may participate in the cafeteria breakfast/lunch program. Milk may be purchased at school in the lunch area for students with sack lunches.

If family income is below certain federal guidelines, a child may qualify for free or reduced price meals. Information on this program and applications are sent home with each student at the beginning of the school year.

Meals must be paid for in advance at the school office. Students may charge one meal. If a student does charge a meal, the student's home will be informed of the charge and no further charges will be allowed. Your cooperation with this matter is greatly appreciated.

Student behavior in the cafeteria will be based on courtesy and cleanliness. All students must go to the cafeteria at the beginning of the lunch period. Students are to remain in the cafeteria until they have finished eating and are excused by a noon supervisor or designee.

During the lunch period, recreational equipment is made available for use on the basketball courts and athletic fields. Students normally have free access to these areas. Students may not, however, be in the classroom areas during lunch, except for designated meetings such as Student Council, club meetings, or for an activity coordinated by a staff member. Students may bring lunch out of the cafeteria only for approved activities and events.

CONDUCT / DISCIPLINE

BEHAVIORAL EXPECTATIONS

The staff and administration of Junction Elementary School District expects all students to adhere to all rules inside and outside the classroom. Discipline is essential to maintaining a positive, safe and effective learning environment.

In Grades 6 – 8, misconduct behavior choice consequences include chosen action form, detention, and Saturday School.

Repeated offenses may become major behavior offenses and consequences (such as suspension) appropriate for a major offense may be imposed. Students will be referred to the principal for further action.

Eighth graders receiving excessive behavior referrals or who are suspended for any reason may lose all eighth grade end-of-year trips and activities, and possibly risk loss of participation in the graduation ceremony. It is an earned privilege to participate in these activities. See Promotion Policy for more details.

CLEAN CAMPUS

The appearance of our school and the way it is kept has a great deal to do with the reputation of our school. It is the responsibility of each student to help keep our school campus clean. Show your pride in your school.

CODE OF CONDUCT

B.P. 5131 – 5131.7, E.C. 35291

It is the responsibility of the school to provide students the opportunity to develop their talents, capabilities and interests, to insure their safety, and protect their rights in a climate reflecting high

standards of good citizenship. It is the responsibility of the students to develop self-discipline, respect for others and an acceptance for the consequences of their own behavior. They are expected to diligently pursue the required course of study, comply with all rules and regulations and to respect the authority of the school staff. The school, the parents and guardians are partners in promoting and maintaining acceptable social and moral standards of conduct.

Each school has rules of conduct that all students are expected to follow when they are in the halls, offices, cafeteria, and on the playground or other outside areas. Each teacher has classroom rules that students are expected to follow in the classroom. Consequences for students failing to adhere to either school or classroom rules include: student conferences, parent conferences, referral to the site principal or designee, and other disciplinary procedures.

The following rules of conduct are in effect during school hours, immediately before and after school and during all school sponsored activities.

- ☐ Bikes are to be left in designated areas and are not permitted elsewhere on school grounds at any time, including before and after school. Students are required by law to wear helmets while riding bicycles.
- ☐ Middle School students with signed permits may have electronic devices in their possession, in accordance with the electronic device permit.
- ☐ Students should **NEVER** bring large sums of money to school.
- ☐ Skates and skateboards are not allowed at school at any time, including before and after school.
- ☐ Knives, firearms, matches and lighters are not permitted on school premises (imitation or play items designed to look like any of these items are also not permitted).
- ☐ Extra-curricular fund raisers must be approved by the Principal.
- ☐ Junction Middle School has a strict “hands off” policy for all students. Kicking, hitting, tripping, pushing or throwing objects at other persons is not allowed.
- ☐ Hand holding and other displays of affection are not permitted at school.
- ☐ Students are not allowed to chew gum on school grounds or on the school buses.

DETENTION

A.R. 5144

Junction Middle school

Junction Elementary School District strives to make school and the classroom a safe and quiet place where education can flourish. In this environment it is important that everyone follow established rules so that we can function in this format. In an effort to keep the school and classroom environment within an acceptable range, the 3rd through 8th graders will serve detention for behavior choices that are deemed unacceptable in the classroom and at school.

In the event of relatively minor misbehavior (see behavioral expectations, above) or for repeated offenses, staff will assign after school detentions. If the student is assigned a detention, the student will receive a

copy of the detention slip and it is his/her responsibility to notify parents of the detention and return the slip, signed by the parents, to the middle school office. Extra-curricular activities are not excuses for missing detention. Failure to attend detention on the assigned day will result in assignment of an additional day of detention and a reassignment of the original detention. Failure to attend a subsequent detention will result in suspension.

DISCIPLINE

B.P. 5144, A.R. 5144

DISCIPLINE BY A TEACHER

For disciplinary reasons, a teacher can:

- Suspend a student from his/her class for the day of the behavior choice and up to two additional days, for a total of three class days.
- Detain a student for up to one hour at the end of the school day.
- Require a parent conference.
- Assign the student to detention.
- Refer the student to the school site principal or the superintendent.

SUSPENSION FROM SCHOOL

Suspension is the temporary removal of a student from regular school activities imposed for adjustment purposes. Suspensions may take two forms: In-House and Off Campus (out of school). A student receiving an In-House suspension will be assigned to work outside of his/her regular classroom and will not be allowed to participate in regular school activities on the date(s) the suspension is assigned. A student receiving an Off-Campus suspension is not allowed to be on campus before, during and after school, nor may he/she participate in any district activities off campus (e.g., Junction athletic events hosted at other schools) for the duration of the suspension.

Except in emergencies, suspension is preceded by an informal conference at which the student is informed of the charges of misconduct and is given the opportunity to present his/her version of the facts and evidence in his/her defense. Suspensions may be imposed for up to 5 days for each offense. The length of the suspension will be determined by the Principal. The parent/guardian will be required to attend a formal conference and/or classes.

EXPULSION FROM SCHOOL

When expulsion is recommended by the school and district administration, the student and his/her parents or guardians will be notified of their rights, including their right to appear and to be represented by counsel. The Junction Board of Trustees will serve as the hearing panel. Their decision will be final.

Expulsion may be ordered for violations listed under “Grounds For Disciplinary Action” if other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or if, due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Expulsion must be ordered for violation of the following offenses on school property or at a school-sponsored activity: 1) possessing, selling or furnishing a firearm; 2) brandishing a knife at another person; 3) unlawfully selling a controlled substance. The student shall be expelled for a period of one year for these violations and be referred to an appropriate alternative school program, if available.

MANDATORY PENALTIES

A five-day suspension and recommendation for expulsion is mandatory for any student who: 1) brings any firearm, knife, explosive or other dangerous object to school, 2) attacks or menaces a District employee, 3) causes serious physical injury to another person, 4) sells drugs or other controlled substances, or 5) commits robbery or extortion at school. In such cases, the offense must be reported to the Sheriff's Department and the student and his/her parent/guardian must be referred to a District Discipline Hearing Panel for an expulsion hearing.

GROUND'S FOR DISCIPLINARY ACTION

Students involved in any act of misconduct listed below while on school property, while attending a school-sponsored activity, or when going to or from school, may be assigned detention, suspended, or expelled.

- Causing, attempting or threatening to cause physical injury to another person.
- Possessing, furnishing or selling a firearm*, knife, explosive or other dangerous object.
- Unlawfully possessing, selling, furnishing, using or being under the influence of any illegal drug, alcoholic beverage or intoxicant.
- Arranging the sale of a controlled substance*, alcoholic beverage or intoxicant of any kind.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to school or private property.
- Stealing or attempting to steal school or private property.
- Possessing or using tobacco or tobacco products.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Unlawfully selling or offering to sell any drug paraphernalia.
- Disrupting school activities or willfully defying the authority of school personnel.
- Knowingly receiving stolen school or private property.
- Possessing an imitation firearm.
- Committing sexual harassment.
- Causing, attempting to cause, threatening to cause or participating in an act of hate violence.
- Intentionally engaging in harassment, threats or intimidation of another student or group of students

** Mandatory expulsion*

STUDENTS' CIVIL RIGHTS

B.P. 5144, E.C. 49001

Corporal punishment of students is prohibited in the Junction Elementary School District but school personnel may use physical restraint to interrupt acts of misconduct, to escort student(s) to the proper authority or to prevent injuries. School personnel may search the person of a student and/or the student's backpack if there is reason to believe that a student may have a concealed weapon, narcotics, stolen property, or contraband. Law enforcement personnel may question a student at school in connection with an investigation in the presence of the school principal or designee. The student has the right to answer to or decline to answer such questions. The student may not be required to sign statements taken by the law enforcement personnel unless parental permission has been obtained.

DRESS CODE

DRESS AND GROOMING

B.P. 5132, AR 5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

In cooperation with teachers, students and parents/guardians, the principal or designee shall regularly review the following district regulations and may establish additional school rules governing dress and grooming. All cultures and religions are welcome at Junction School. If this policy conflicts with your beliefs, please contact the school office to discuss any concerns.

General Guidance

- ☐ Clothing should be appropriate for a school environment and modesty must be applied.
- ☐ All apparel and accessories shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. (For example, shirts shall not have advertising of illegal substances, or refer to beer, alcohol, tobacco or drugs.) Final decision on acceptable slogans will be determined by the administration.

- ☐ Gang-Related Dress: Paraphernalia or clothing worn by students that is determined by administration as gang-related is prohibited while school is in session, in school buses, to and from school, and at school-sponsored functions.
- ☐ No costumes or pajama style clothing shall be worn except on special dress-up days arranged by the Student Council or teacher with approval by the Principal.
- ☐ Teachers and coaches may impose additional dress requirements as needed to accommodate the special needs of particular lessons, activities, field trips, athletics, etc.

Tops

- ☐ All tops will be clean, neat and free from holes.
- ☐ Tops must also be long enough to NOT expose bare midriff when worn naturally.
- ☐ Tops shall have shoulder straps that cover undergarment straps (no spaghetti strap tanks).

Bottoms

- ☐ Pants, skirts and shorts are allowed to have holes and frays if they are at or below mid-thigh.
- ☐ An appropriate length for skirts and shorts when worn properly is a minimum 3-1/2 inch length from inseam (excluding frays).
- ☐ Sagging (pants worn below the waist) is prohibited.

Accessories/Other

- ☐ Hair shall be clean and groomed. Hair color and styles must not pose a disruption to classroom activities.
- ☐ Underwear of any kind shall not be worn as outer garments, or seen when worn.
- ☐ Shoes must be worn at all times. Sandals or shoes must have heel or back straps. For safety reasons, strapless sandals are not acceptable.
- ☐ All headgear must be worn properly. Hats, caps and other head coverings shall not be worn indoors.

ELECTRONIC DEVICES

Students are not permitted to bring electronic devices to school without permission from the school administration. Electronic Device Permission forms are available in the school office. Electronic devices are not to be turned on or used during school hours. (Ed. Code 48901.5) Electronic devices turned on or used during school hours will be immediately confiscated and turned over to administration. The parent or guardian of the student will have to pick up the device from administration.

The school is not responsible for the loss of these items and will not attempt to secure their return if lost or stolen.

2024-2025 Temporary Smart Device Permit

My student, _____, has permission to bring a Smart Device* to school. My student and I both understand the following conditions apply to this privilege:

- Carrying a Smart Device at Junction School is a privilege, and Junction School is not responsible for damage, loss, or theft of any device.
 - All students carrying Smart Devices **must** have a Smart Device permit on file.
 - Smart Devices cannot be used before school or during the day.
 - Students may use Smart Devices after the last bell of the day.
 - Students must follow classroom policy for smart device storage.
- The student and parent/guardian are aware that permission is a special exception to the district policy regarding electronic devices. The use of Smart Devices during school hours disrupts school activities.
- The student and the parent/guardian are aware that a Smart Device is a valuable personal item and that the school assumes no responsibility for the theft/damage.
- If the student violates the terms of this permit by disrupting class with the device, having the device out and in use during the school day, or allowing another student to use the device, they will be subject to the consequence as outlined on the reverse of this contract.

Student Name: _____ Signature: _____

Student Cell Phone Number: () _____

Parent/Guardian Name: _____ Signature: _____

Administrator Signature: _____

**The term "Smart Device" includes any devices with calling and texting capabilities. Including, but not limited to, cell phones and smartwatches.*

Consequences for Misuse of Smart Devices

1st Offense*:

- Smart Device confiscated.
- Parent must pick up the cell phone from the office.

2nd Offense*:

- Smart Device confiscated.
- Parent must pick up the cell phone from the office.
- Loss of cell phone permit for 2 weeks.

3rd Offense*:

- Smart Device confiscated.
- Parent must pick up the cell phone from the office.
- Loss of phone permit for 3 weeks.
- After-school detention or Saturday School.

4th Offense*:

- Smart Device confiscated.
- Parent must pick up the cell phone from the office.
- Loss of permit for the remainder of the school year.

**If needed, further consequences are determined by the teacher and administration.*

Loss of permit means you cannot have a cell phone at school.
Junction Elementary provides Chromebooks and computers for student use.
Students are not permitted to use non-school devices during school hours.

EMERGENCY ANNOUNCEMENTS

School closures or cancellations: In the event that school must be cancelled due to extreme weather conditions or other emergencies, local radio stations will provide information about school closures. If school must be canceled during the school day, or if evacuation of campus is necessary, parents will be contacted via the emergency notification system (Blackboard). In an emergency, the system will telephone each parent/guardian at all contact numbers. **For this reason, it is extremely important that parents update all phone contact information annually or whenever there is a change in any contact information.**

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities, including athletics, clubs, and student council. In order to participate, students must meet Academic Eligibility Requirements (see page 9).

HEALTH SERVICES

B.P. 5141

Junction Elementary School District has a school nurse available on a limited basis. The District Nurse provides services to help students to lead healthier lives. These services include screening tests, management of medications, referrals and some nursing services.

Students receive vision, dental and scoliosis screenings. The District Nurse can address health concerns or questions during the school year for students and their families.

Health examinations, including vision and hearing tests, will not be given to a student whose parent files an objection. However, the child may be sent home if he/she is believed to be suffering from an infectious disease.

Students taking prescription or non-prescription medicine (such as Tylenol, Aspirin, cough syrup, and etc.) are required to report to the school's office immediately upon arrival at school to inform the secretary. Before the designated employee administers or assists with this medication, they must have received:

1. A written statement from the student's physician detailing the method, amount and schedules by which the medication is to be taken.
2. A written statement from the student's parent/guardian requesting the District designee to assist the student in taking the medication as prescribed by the physician.
3. A supply of the same medication that the student is taking at home, which has been properly labeled with the name and telephone number of the pharmacy, the student's identification, name of physician, and the dosage and frequency of the medication to be given, must be kept in a locked cabinet in the middle school office.

Students with chronic health concerns must notify the school's office upon admission to school and fill out the appropriate confidential health questionnaire form. Students who are diabetics or who have asthma or bee sting allergies have additional Specialized Health Care Procedure forms that need to be filled out by a physician.

IMMUNIZATION POLICY

B.P. 5141.32

UNCONDITIONAL ADMISSION

Students who have documentation of receiving all the immunizations against poliomyelitis, diphtheria, tetanus, pertussis, measles (rubella), Hepatitis B, rubella and mumps required of his/her age, or who has a documented permanent medical exemption shall be admitted to the Junction Elementary School District, if all other requirements are met.

CONDITIONAL ADMISSION

Any student seeking admission to Junction Elementary School District who lacks documentation of having received all the required vaccinations, and has not received an exemption, may be admitted conditionally if:

1. The student has not received all the immunizations required of his/her age group but has commenced receiving doses of all the vaccines required, and is not due for any doses at the time of admission. The parent or guardian will be notified of the date by which the student must complete all the required immunizations.
2. The student has obtained a temporary medical exemption from immunization, and the parent or guardian is notified of the date by which the pupil must complete all the required immunizations.
3. The student can provide documentation of the required immunizations within five (5) school days, or will be excluded from school.

For incoming 7th grade students, state mandates require that you have a Tdap

(Pertussis/Whooping Cough) booster shot. Students may be excluded from school until this requirement is met according to the state legislature. Proof of immunization is required by the school office to place in your student's health file.

LIBRARY

B.P. 6163.1

Students are encouraged to utilize the literature and research materials we have available. We are increasing the number of books in our library on a regular basis, and many of our books have been leveled and marked for the Accelerated Reader (A.R.) program. It is our expectation that everyone will observe our library rules and respect our library materials. This includes full replacement cost and repair of damaged or lost materials.

SAFETY

Safe School Belief

B.P. 5131.2, 5131.4, 5131.5, 5131.6, 5131.62, 5131.7, 6116, E.C. 33212

We, the Junction community of students, parents, and staff, believe we are obligated to encourage all students to excel academically, believe that a positive attitude makes a difference, and are respectful of others at all times. We also believe that we are obligated to develop powerful and successful learning for all students.

To accomplish this end, students and staff must feel safe. Junction aims to be an orderly and purposeful place where students and staff are free to learn and teach without the threat of physical or psychological harm. Junction is characterized by 1) respect for all individuals (including those of other cultures, gender, ethnic, racial, socio-economic and religious backgrounds); 2) an environment of nonviolence, as drug-free and gang-free; and 3) clear behavioral expectations. In fact, school administrators have a legal obligation under the California Education Code to remove students from school who pose a threat to other students or school employees.

Consequently, we do not tolerate violence, threats, intimidation, spreading of rumors, fighting, racial slurs or bullying. We expect students to walk away from teasing, taunts, and physical challenges. In fact, we expect students to take positive and proactive steps in preventing and solving conflicts through their parents, support staff, teachers and administrators. Verbal or physical retaliation are not proper steps to solve problems. We expect parents to act responsibly and support officials in the elimination of violence on campus.

In addition, we remind the community that schools are drug-free zones. Due to the tremendous influence of peer pressure, we have a no tolerance stance regarding drugs, alcohol or tobacco on campus.

SEXUAL HARASSMENT

B.P. 5145.7

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Further information on this policy is sent home to parents on the first day of each school year in the parents' rights booklet.

SPECIAL EDUCATION

Junction Elementary School District offers students with exceptional needs a variety of services through its Special Education Program. A student can be referred for Special Education testing by the action of the Student Study Team. A Student Study Team Meeting can be requested by the parent/guardian or staff member(s). If a student is deemed eligible for Special Education, an Individual Education Plan (IEP) will be developed and implemented.

STUDENT STUDY TEAM

B.P. 6164.5

In an effort to better meet the needs of the students of the Junction Elementary School District, we utilize the Student Study Team process. This process is designed to make staff and parents aware of problems students may be encountering. A Student Study Team meeting may be convened at the request of the parent/guardian or by a staff member. Team members include parents/guardians, staff members, and where age appropriate, the student.

TECHNOLOGY

I-Pads / Chromebooks

B.P. 6163.4

Students attending Junction School District will have access to Chromebooks or iPads. Students are required to obtain parental permission in advance of Internet use and privileges. District computer use is a privilege, and students who do not abide by the district's technology policies will lose this privilege.

TELEPHONE USE

Students are expected to make all arrangements (for transportation, activities, etc.) before they arrive at school. School telephones are intended for official school business or emergency use only. (Reminder: Students are not allowed to use cell phones during school hours.)

UNIFORM COMPLAINT PROCEDURES

BP 1312.3

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams Uniform Complaint Procedure (AR 1312.4)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

VISITORS AND VOLUNTEERS

Parents are encouraged to volunteer on Junction Elementary School District's campuses. To ensure the safety of our students and to minimize disruption on the campus, all parents and other volunteers and other visitors are required to check in at the school's office upon arriving on campus. **Please note that our liability insurance does not allow us to have student visitors.**

All visitors and volunteers are required to wear an identifying VISITOR pass while on school grounds.

Volunteers on Campus

We are very fortunate here at Junction Elementary School District to have so many wonderful people who volunteer their time on our campus each week. We are grateful to all of you, and we appreciate your dedication.

General Guidelines:

- Please come to volunteer at your scheduled time. If you cannot make your time, leave a message for the teacher via our voice mail system. Please don't "drop in" the classroom during the instructional day. The teacher needs to be able to concentrate on his/her class and does not have time to discuss schedules at that time.
- If you want to come to observe only (not as a volunteer worker) we still ask that you notify us in advance. Remember that all visitors to the campus MUST check in at the office, even if you are coming onto campus for a short time only. For a classroom observation, please sit quietly at the back of the room. Let your child know in advance that you are coming, and instruct your child to "pretend you're not there" because you are there to observe, not to visit with them.

- Turn off your cell phones when you are in the classroom.
- Leave small children with a caregiver. School liability insurance prevents us from having additional children in classrooms while you are there as a volunteer.
- If a substitute is in the classroom when you arrive for your volunteer time, please introduce yourself. Be prepared to show identification. If the regular teacher was not able to leave plans for your volunteer time, then you may stay and help as needed or you may wish to reschedule when the regular teacher returns.

Student Confidentiality

- Volunteers must agree to respect the confidential nature of student work. If they are asked to work directly with students who need extra help, this information must not leave the classroom or be discussed out in the community.
- Volunteers may not ask students about their grades, etc.
- Volunteers may not be present in their child's classroom during formal assessments (this includes both tests of curriculum and subject matter as well standardized state tests). The teacher may ask you to do some prep work outside the classroom (such as in the teachers' workroom) until the test is over.
- The teachers' and instructional aides' desks may contain confidential items or information about students. Volunteers are not allowed access to grade books or student records.

Safety and Procedures for Volunteers

- Office staff will have a list of regular volunteers and their appointed times. When you check in at the office, you may be asked whether you are at school for an appointed volunteer time or if you are present just to observe.
- Wear your visitor badge so that it is clearly visible.
- If a safety drill is held while you are on campus, please follow guidelines as directed by the classroom teacher or other staff member. If evacuation is required (such as in a fire drill), you must evacuate the buildings with the rest of the staff and students.

We appreciate the many volunteers who help make our school district such a wonderful place. These guidelines have been prepared to ensure the safety and confidentiality of all our students. Thank you for your cooperation.

Parents Right to Know Regarding Teacher Qualifications

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact your child's principal.

Please sign the form on the next page and have your child return it to the school office or his/her homeroom teacher.

JUNCTION ELEMENTARY SCHOOL DISTRICT

**PARENT AND STUDENT
ACKNOWLEDGEMENT FORM
2024-2025**

Completion and return of this form is required for students to have access to school computers and to be eligible for participation in extracurricular activities.

We have read the school policies and procedures contained within this handbook and agree to comply with them.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Please sign and return to the school office.