



STUDENT & PARENT HANDBOOK 2026-2027



JEFFERSON ELEMENTARY SCHOOL DISTRICT

Learning Today.....Leading Tomorrow

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MISSION, VISION & CORE VALUES



Our Mission - What we do

We take collective responsibility for ensuring all students achieve at high levels.

Our Vision – What we want to be

We want to be a collaborative, interdependent school district, focused on student learning to meet the mission of the Jefferson School District. We envision a district in which staff:

- Demonstrate an unwavering commitment to developing the whole child (Whole Child)
- Seek and implement research-based strategies for improving student learning on a continual basis (Research-based)
- Monitor each student's progress and ensure mastery of all essential standards (Ensure mastery)

Our Core Values – What we believe

- We believe the best interest of students shall come first in our decision making as a district
- We believe that all students can master the essential standards given individualized support and time
- We believe that a quality education is well rounded in academics, performing arts, extra-curricular activities, and social emotional skills
- We believe the best education is provided with a fully engaged community
- We believe the District is a desirable work place where people are valued, respected and challenged
- We believe we are responsible to ensure a safe environment for our students, staff and families

JEFFERSON ELEMENTARY SCHOOL DISTRICT ACADEMIC GOALS

Goal 1

By the end of the 2026-2027 academic year, 100% of all general education classrooms will be led by teachers working collaboratively with their professional learning communities (PLCs) to provide common syllabi, common success criteria, and learning outcomes, and common assessments. Teachers will understand how to implement all accommodations and have consistent grading policies that allow for retakes and corrections of assessment for students to show mastery.

Goal 2

By the end of the 2026-2027 academic year, 90% of all 3rd graders within our district will demonstrate proficiency in reading at grade level as measured by district assessments. This will be achieved through best first instruction, targeted interventions, differentiated instruction, and ongoing progress monitoring to ensure continuous improvement and equitable opportunities for all students.

Goal 3

By the end of the 2026-2027 academic year, 80% of all 3rd through 8th grade students within our district will meet the math grade level standard and 50% will exceed the grade level standard as measured by state assessments. This will be achieved through best first instruction, targeted interventions, differentiated instruction, and ongoing progress monitoring to ensure continuous improvement and equitable opportunities for all students.

Goal 4

By the end of the 2026-2027 academic year, 90% of all English learners within our district will make one band of growth annually or maintain level 4 status as measured by state assessments. This will be achieved through best first instruction, targeted interventions, differentiated instruction, and ongoing progress monitoring to ensure continuous improvement and equitable opportunities for all students.

Goal 5

By the end of the 2026-2027 academic year, 85% of all 8th graders within our district will be proficient at writing arguments to support claims with clear reasons and relevant evidence as measured by district assessments. This will be achieved through best first instruction, targeted interventions, differentiated instruction, and ongoing progress monitoring to ensure continuous improvement and equitable opportunities for all students.

Goal 6

By the end of the 2026-2027 academic year, JESD will expand its inclusion opportunities for students with disabilities by transitioning to a co-teaching model for students in grades 5th-8th. Students will learn the general education curriculum with supplementary aids and services as well as work on their Individualized Education Programs goals, in addition to having access to the general education curriculum and highly qualified teachers. This inclusive education will include: differentiated instruction, engaged learning, co-teaching and belonging to the greater school community.

Engagement Goals

Goal 7

By the end of the 2026-2027 academic year, the Positive Behavior Intervention Support (PBIS) framework will improve school climate (as reported by staff, students, and parents) by 25%.

Goal 8

By the end of the 2026-2027 academic year, expand the number of volunteer opportunities within our school district to ensure that every parent has access to a variety of volunteer opportunities in their student's school, thereby fostering greater parental involvement and community engagement.

Goal 9

By the end of the 2026-2027 academic year, establish standardized communication protocols for the district, school sites, and classrooms. These protocols will result in 90% of parents reporting satisfaction on the level of home to school communication from each of the district, school sites, and classroom teachers.

Goal 10

By the end of the 2026-2027 academic year, ensure that less than 5% of students are considered chronically absent by coordinating the efforts of schools, families, and communities to develop more equitable educational opportunities for all students.

Conditions of Learning Goals

Goal 11

By the end of the 2026-2027 academic year, enhance employee compensation, recruitment, training, and retention practices to align with the district's goals of fostering a credentialed, skilled, engaged, and stable workforce to drive organizational success.

Goal 12

By the end of the 2026-2027 academic year, all schools in the Jefferson Elementary School District will be rated 97% or higher on the Facility Inspection Tool.

Goal 13

By the end of the 2026-2027 academic year, procure and utilize up-to-date technology, comprehensive curriculum resources, and diverse elective materials aimed at enhancing the educational experience of students.

Goal 14

By the end of the 2026-2027 academic year, Jefferson Elementary School District will support and motivate schools with relevant, up-to-date operational procedures, and resources that enable them to serve healthy, scratch-cooked meals 60% of the school days.

JEFFERSON ELEMENTARY SCHOOL DISTRICT STAFF DIRECTORY

NAME	TITLE	EMAIL
David Viss, Ed.D.	Superintendent	superintendent@jsdtracy.com
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Rachael Egan	Director of Food Services	regan@jsdtracy.com
Jason Seymore	Director of Maintenance Operations & Transportation	jseymore@jsdtracy.com

JEFFERSON ELEMENTARY SCHOOL BOARD OF EDUCATION

The Jefferson Elementary School District (JESD) Board of Education consists of five members elected by districts within JESD boundaries — approximately 137.7 square miles per Census Reporter

<https://censusreporter.org/profiles/95000US0618840-jefferson-elementary-school-district-ca/>. JESD includes five schools that serve students in grades PreK-8. The District provides Early Childhood Education, including Family Child Care Homes, Early Head Start & Head Start, and State Preschool Programs.

Board of Education members serve four-year terms of office. They set District policy based on recommendations from the Superintendent and input from parents and community members. They approve new programs and curriculum, evaluate instructional programs, adopt budgets, select new school sites, approve plans for new buildings, and provide a link between the community and the schools.

Board of Education meetings are open to the public. Meetings are usually held monthly on Tuesday evenings, beginning at 6:30 pm in the Board Room located at 1219 Whispering Wind Drive, Tracy, CA 95377. During each meeting, time is set aside for parents and interested community members to speak to the Board on issues of interest. The period of public presentation begins at approximately 6:30 pm. Board meeting agendas are available to the public at Board meetings, or on the Friday afternoon before each regularly scheduled Tuesday evening meeting in the Superintendent's Office at 1219 Whispering Wind Drive, Tracy, CA 95377. The agenda and non-confidential documents are posted on the District website at www.jeffersonschoolsdistrict.com.

Any member of the public who wishes to view any non-confidential item on agendas may also visit our portal at <https://jeffersonsd.community.highbond.com/Portal/>. The Jefferson Elementary School District complies with the Americans with Disabilities Act. Any individual who requires disability-related accommodations or modifications should contact Edelmira Escoto at 209-836-3388 or via email at eescoto@jsdtracy.com at least 24 hours prior to the meeting. Audio/Video representations of participants may be captured.

Soyeb Palya – President
District Area 1

Todd Wetherell – Vice President
District Area 4

Brian Jackman – Clerk
District Area 5

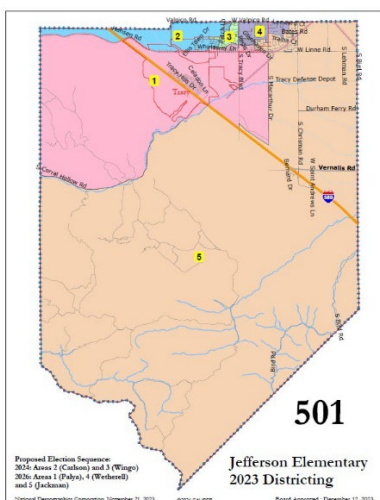
Pete Carlson – Trustee
District Area 2

Debbie Wingo – Trustee
District Area 3

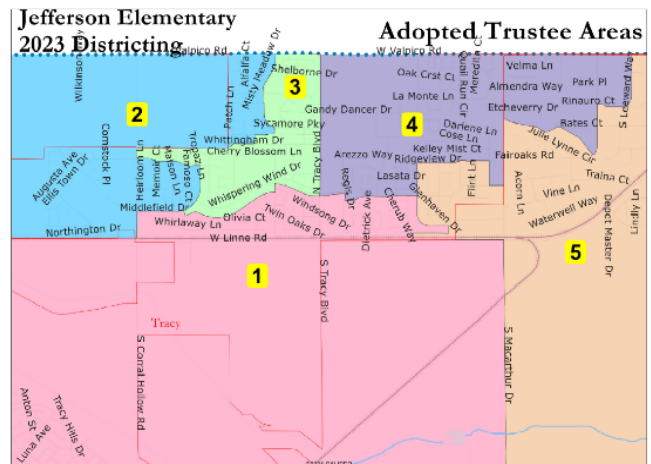
2026-2027 Board Meetings

August 11, 2026
September 8, 2026
October 13, 2026
November 10, 2026
December 15, 2026
January 12, 2027
February 9, 2027
March 2, 2027
April 13, 2027
May 11, 2027
June 17, 2027
June 22, 2027

JEFFERSON ELEMENTARY SCHOOL DISTRICT BOUNDARY MAPS



BOUNDARY MAP



BOUNDARY MAP by DISTRICTS

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JEFFERSON ELEMENTARY SCHOOL DISTRICT SCHOOL SITE DIRECTORY

JEFFERSON ELEMENTARY SCHOOL DISTRICT

1219 Whispering Wind Drive, Tracy, CA 95377

MAIN (209) 836-3388

FAX (209) 836-2930

<https://www.jeffersonschooldistrict.com>

	<u>JEFFERSON SCHOOL</u> 7500 West Linne Road Tracy, CA 95377 (209) 835-3053 phone (209) 835-4419 fax	<u>ADMINISTRATION</u> Principal: Scott Andrews Adm. Asst: Cristin Halverson <u>WEBSITE</u> https://jms.jeffersonschooldistrict.com/
	<u>ANTHONY C. TRAINA SCHOOL</u> 4256 Windsong Drive Tracy, CA 95377 (209) 839-2379 phone (209) 839-2314 fax	<u>ADMINISTRATION</u> Principal Nico Sandoval Vice Principal Jamie Ulloa Adm. Asst: Guadalupe Madrid <u>WEBSITE</u> https://ats.jeffersonschooldistrict.com/
	<u>MONTICELLO SCHOOL</u> 1001 Cambridge Place Tracy, CA 95377 (209) 833-9300 phone (209) 833-9317 fax	<u>ADMINISTRATION</u> Principal OPEN Adm. Asst: Regina Gomez <u>WEBSITE</u> https://mes.jeffersonschooldistrict.com/
	<u>TOM HAWKINS SCHOOL</u> 475 Darlene Lane Tracy, CA 95377 (209) 839-2380 phone (209) 839-2384 fax	<u>ADMINISTRATION</u> Principal Charles Spikes Vice Principal Rupa Dasani Adm. Asst: Lynna Downs <u>WEBSITE</u> https://ths.jeffersonschooldistrict.com/
	<u>CORRAL HOLLOW SCHOOL</u> 7000 Coriander Street Tracy, CA 95377 (209) 650-2885 phone	<u>ADMINISTRATION</u> Principal Heather Copeland Vice Principal Amanda Howard Adm. Asst: Trinity Johnson <u>WEBSITE</u> https://ches.jeffersonschooldistrict.com/

For school staff information, please refer to the school website or contact your school office.

Jefferson Elementary School District Instructional Calendar & Minimum Days

Jefferson School District 2026-2027 Instructional Calendar

Total Instructional	SEPTEMBER							AUGUST							JULY						
School Days	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
August 20																					
September 20																					
October 17																					
November 15																					
December 14																					
January 19																					
February 18																					
March 16																					
April 22																					
May 19																					
180																					

Total Instructional

School Days

August 20

September 20

October 17

November 15

December 14

January 19

February 18

March 16

April 22

May 19

180

Holidays	Students First Day	Students Last Day	Minimum Day (1:30 pm Release)	Minimum Day (2 pm Release)	Teacher First Day/ Full Day	Virtual Full Day	Keenan	Teacher Last Day/ Half Day	End of First/Second Trimester	P/T Conference (no students)	Professional Development Day (no students)
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Board Approved: April 7, 2026

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COMMUNITY RESOURCES FOR CHILDREN

COMMUNITY RESOURCES FOR CHILDREN

YOUTH CRISIS

ALCOHOL/DRUG ABUSE Alcohol Abuse 24-hour Hotline	1-800-662-HELP
Prevention Services-San Joaquin County	209-468-2005
Alcoholics Anonymous	209-835-0255
Alanon/Alateen	209-524-3907 & 1-800-344-2666
California Youth Crisis Line	1-800-843-5200
Cocaine Hotline	1-800-COCAINE

PHYSICAL/SEXUAL ABUSE

Child Protective Services-24 Hours	209-468-1333
Child Abuse Prevention Council	209-464-4524
Sexual Assault/Rape	209-465-4997
Domestic Violence Hotline	209-465-4878
National Domestic Violence Hotline	1-800-799-7233
Family Ties – Housing	209-468-6208

HEALTH

Eating Disorder Awareness & Prevention	1-800-931-2237
Planned Parenthood	209-835-8910 or 209-477-4103
California HIV/AIDS Hotline	1-800-367-AIDS
Tracy Family Practice, 730 Central Avenue, Tracy	209-636-5400
San Joaquin County Public Health Services	209-468-3411
Mental Health Services	209-468-8700

RAPE

Rape Crisis Line	209-465-4997
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COUNSELING

San Joaquin County Mental Health Services, Children & Youth System of Care Division	209-468-2385
Valley Community Counseling Center	209-835-8583
CARE SOLACE	888-515-0595

RUNAWAYS

National Runaway Hotline	1-800-621-4000 or 1-800-RUN-AWAY
National Center for Missing & Exploited Children	1-800-843-5678 or 1-800-THE-LOST

SUICIDE PREVENTION

Crisis Line-24 Hour	(Text 741-741)	1-800-273-8255 & 209-468-8686
Suicide & Crisis Lifeline		988
The Trevor Project's LGBTQ	(Text to 678-678)	1-866-488-7386

JEFFERSON ELEMENTARY SCHOOL DISTRICT GUIDELINES

VISITORS

Parents are welcome and encouraged to visit our classrooms throughout the year. We do request that you make an appointment through the office two days prior to visiting the classroom. The appointment must be approved by the teacher and site administrator and the administrator reserves the right to reschedule the visitation. District policy and State law require that all visitors report to the school office in order to secure a visitor's pass for each visit. The behavior of each visitor/observer/guardian/parent/surrogate, during a school visitation/observation must be supportive of the school and classroom environment, e.g. no cell phones and no conversations with anyone, including but not limited to teachers, students, office staff, during the visit/observation unless the purpose of the visit is a prearranged and scheduled meeting with a teacher, staff member, etc. No electronic listening or recording devices may be used by students or visitors in a classroom without the teacher or site administrator's permission. A copy of Board Policy 1250 and the accompanying AR 1250 are available at your school or district office.

Please make arrangements for the care of young children so they will not distract the class. Young children should not be taken into classrooms or out on the playground. If you would like to talk with a teacher, make an appointment for a time when you can both talk more freely.

In order to eliminate unnecessary interruptions, we request that parents and other visitors leave messages, forgotten lunches, books, etc., in the school office for their child. In this way, the teacher is given the article or message at break times, rather than interrupting student's precious learning time. Your cooperation in this matter will be appreciated.

STUDENT PLACEMENT PROCEDURES

Although we are always willing to listen to input from parents regarding their children's learning needs, we do not honor specific requests for teachers.

Placement in all classes, including Transitional Kindergarten, will be made with the best interest of all children in mind. We strive to provide an enriching and successful year for all our students. We have an outstanding teaching staff which is highly trained to meet the education needs of all students. We balance classes by giving consideration to a variety of factors including but not limited to: resource specialist requirements, speech/language needs, limited English proficiency, GATE, Chapter I, behavior characteristics, ethnic balance, and boy/girl ratio.

We cannot make any commitment about regular classes or Transitional Kindergarten placement. We certainly understand the anxiety of parents in wanting to know their child's schedule at the earliest moment, however because of families moving in and out during the summer months, and families enrolling their children just before school begins, we cannot compile balanced class lists until the last moment.

GRADING POLICY AND GRADUATION STANDARDS

Students in grades K-3 receive report cards which assist parents in understanding how their child is performing in terms of expectations, as well as in terms of specific areas needing further work.

Students in grades 4-8 receive letter grades, A through F, in each subject area. Grades are based upon percentages, attendance, classwork, homework, class participation and effort.

The Board of Trustees shall confer a diploma on students who meet either of the following requirements: 1) The student has earned a 2.0 cumulative grade point average on a 4.0 grade scale in all subjects (including electives) for their 6th, 7th and 8th grade years. When a student received an "incomplete" on a report card due to absences, he/she has three weeks after the end of the trimester to complete the grades(s). 2) (a) The student has successfully completed his/her Individual Education Plan (Special Education), Individual Language Plan (English Learner Program), or a general education 504 Plan. 2) (b) The student has passed the approved differential standards described in the Individual Educational Plan, Individual Language Plan, or 504 Plan.

Students who have not earned a 2.0 grade point average or have not successfully completed their Individualized Education Plan, Individual Language Plan, or 504 Plan for their 6th, 7th and 8th grade years combined will not receive a Jefferson Elementary School District diploma; participate in the annual graduation trips, activities, and ceremony; or the graduation dance.

EMERGENCY INFORMATION FORM

An Emergency Information/Emergency Pupil Release Form must be completed for every student and be on file in the school office. It requests names/phone numbers of parents' employer(s), and names/phone numbers of people to contact if parents cannot be reached. Also requested are a doctor's name and phone number and medical insurance information. A space for any other information of which you think we should be aware is provided. You, as the parent or legal guardian, are responsible for providing this emergency information to the school, as well as keeping the information updated. In case of an emergency or illness, the school will always try to contact parents first, followed by other contacts listed. However, if none of the contacts are successful, it may be necessary to call 911 or Child Protective Services.

Please complete the emergency forms and return them immediately. Also, please keep this information current by notifying the school secretary of any changes throughout the year. Your cooperation is necessary to make sure the school is able to

provide the best possible protection of the health and welfare of your child/children. **The District will not honor any "Do Not Resuscitate" orders.**

STUDENT ACCIDENT INSURANCE

The Jefferson School District makes available for purchase student accident insurance at a reasonable cost to families. This voluntary program from Student Insurance Company has a variety of plans. Information will be made available at the beginning of school and throughout the year.

ADMINISTRATION OF PRESCRIBED MEDICATION

If your child has been prescribed medication by a physician on a continuing basis or prescribed to take "over the counter" medications while in school, he/she may be assisted by school personnel if the "Parent Request for Administration of Medication" form is filled out and signed by the physician and the parent, and brought to the school office, with the medication, at the beginning of the school day.

NO student may have any form of medication on his or her person or in his or her personal belongings at any time during the school day. Medication found in a student's possession will be confiscated and the situation will be dealt with by the school administration.

Upon written request by the parent/guardian and with the approval of the student's physician, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

Please note that parents may not send bottles of aspirin, Tylenol, decongestants, etc. to the office with a note for the student to use on an "as needed" basis - medication may only be administered with the appropriately completed and signed form discussed above.

ESSENTIAL OILS

School nurses, principals and principal designees will not administer homeopathic remedies such as essential oils, or creams and lotions containing essential oils. Parents may come to school and administer such remedies to their children, unless the scent from these remedies triggers an asthmatic or allergic reaction to other students or staff in the school.

TOBACCO

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502) Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2)

An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

ATTENDANCE and TRUANCY

California Education Code 48200 requires compulsory daily school attendance for students 6-18 years of age. Parents and guardians that choose to enroll their children in Kindergarten are subject to the attendance rules defined in this Education Code Law as well. Our district staff continues the commitment to seeing our school's academic programs improve. Improvement in our children's achievement must begin with punctual daily school attendance and we feel this is everyone's responsibility. Daily school attendance must start at home with the importance and value of education being stressed. It is vital for the Jefferson Elementary School District to build on this value, maintaining the essential partnership between school and home to ensure punctual daily school attendance. If your child is absent, California Education Code allows EXCUSED absences for the following reasons:

Excused Absences

- Illness
- Medical Appointment
- Quarantine
- Funeral of Family Member
- Jury Duty
- Illness/Medical Appointment of child
- Work/Work Permit
- Justifiable personal reasons
- Civic/Political Event
- Student Naturalization Ceremony
- Military Entrance
- Performance for Non-Profit
- Justifiable reasons
- Service as precinct board member
- Funeral of Close Family Member
- To spend time with student's immediate family member who is an active duty member of the uniformed services.
- Participation in religious exercise or to receive moral and religious instruction in accordance with district policy.
- Other reasons at the discretion of the principal or designee

Please call the school in the morning if your child is absent for any reason. The parent/guardian of the student must send a note and/or phone the school within three (3) school days to clear any of these excused absences. No call or note will result in Truancy. Attendance at any school activity is not allowed if a student is not in attendance more than three periods during the same day.

Failure to excuse the absence will result in a recorded truancy on the student's permanent record. District Board Policy AR5113 requires a physician's note to clear any absence upon the 15th absence and all subsequent absences from school for the remainder of the school year.

Another way to insure your child's daily attendance is by reviewing the school district's calendar to plan family holidays and vacations to coincide with school holidays and summer recess. Parent notification to the school of a student absence for a family vacation results in lost instructional time for the student and is **NOT** a reason accepted for an excused absence. Some other examples of reasons for an absence that are **NOT EXCUSED** are:

Unexcused Absences

- Personal days
- Going shopping
- Visiting relatives
- Student's birthday
- Oversleeping
- Child care by the student at home
- Car trouble
- Cutting school
- Vacation
- Family moving from one home to another

Truancy is defined as absent from school without valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year. Upon a pupil's initial classification as a truant, the district sends a formal letter to the parents/guardians. This letter will inform the family of a declaration of truancy on the student's school record according to Education Code 48260. A second letter is sent when students accumulate six unexcused absences and or tardies. Parents/guardians are required to attend an attendance conference with the school Principal or designee to address and correct the student's attendance, as well as to inform parents/guardians of possible legal action if the problem persists.

It is the parents' legal responsibility to ensure that their child attends school. Students who have severe attendance problems will be referred to the Student Attendance Review Board (SARB) for intervention. Families who fail to comply with the SARB agreement will be referred to the District Attorney's office. Financial penalties may be assessed against the parents for failure to send their child to school. A copy of the Jefferson Elementary School District SARB Handbook is available upon request at your school or district office. Please review this attendance information with your child.

TARDINESS

Children are encouraged to establish a habit of promptness. When students enter the classroom late it is disruptive to other students as well as a disadvantage to themselves, as they frequently miss directions given by the teacher. Students are expected to be in their classrooms when the final bell rings.

INDEPENDENT STUDY

The program allows your child to do work for credit toward his or her final grade, keep abreast of what is going on in the classroom during the time he or she is gone, as well as preventing the student from being truant. Contact the school office well in advance to request Independent Study for your child if you will be away for a period of five or more school days. To provide quality assignments that can earn full credit, we need at least ten (10) days to prepare an Independent Study packet. Students that are on an IEP/504 will require a review meeting to discuss the appropriateness of placement on an Independent Study Contract. In addition, students that do not complete the Independent Study Contract will not be granted another one in the same school year.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students who must leave school during the day are required to have a note from their parent giving the reason and the time the student should be excused. We urge all parents to pick up students at recess or at lunch to minimize disruptions to the class. If a parent is going to pick up a student, please come by the office and sign him or her out. For your child's protection, it is our policy not to release a student to anyone other than parents or guardians without being personally contacted by the parent. The only people allowed to pick up a student are the parents/guardians or those listed on the emergency form.

TRANSFERS TO ANOTHER SCHOOL

Please advise the school office as early as possible when moving or transferring to another school. Pupils and parents should obtain a transfer form from the school on the last day of attendance. When we know in advance of a transfer, we can prepare information that will help the next school in class placement. Cumulative records are sent by mail as soon as the appropriate request is received from the receiving school.

HOMEWORK POLICY

In the Jefferson Elementary School District, homework is an integral part of the total educational program. The assignment of homework may vary according to the grade level, teacher and individual student. Each teacher will explain his or her homework policy, in the packets for parents, during Back-to-School Night and at the first trimester conference time. If you have any questions, please contact the teacher for clarification. Parents are encouraged to help students complete homework assignments by:

1. Providing a quiet place to work
2. Showing an interest in the assignment
3. Assisting in acquiring needed books, data, etc.
4. Assisting, as needed, without doing the homework itself
5. Notifying the teacher if homework is creating problems, or contacting the school when questions or concerns arise.

The amount of homework varies from grade to grade, from course to course, and from week to week. Generally, students in grades K-3 are expected to have an average of 30 minutes of homework four nights per week, student in grades 4-5 are expected to have an average of one hour of homework four nights per week, and students in grades 6-8 are expected to have an average of an hour and half of homework four nights per week. Late assignments may be accepted for partial credit, according to teacher guidelines.

MAKE-UP WORK FOR CHILDREN OUT ILL

If your child has to be out of school for more than one day because of illness, you may request work for him or her. Please call the school office as soon as possible and the teacher will have the work ready for you in the office before school on the day after you call.

RAINY DAYS

There is no change in arrival or dismissal times during bad weather. Please try to provide your children with specific instructions as to what procedure they should follow if it is raining at dismissal time. Every phone call from a parent requesting dismissal instructions to be given to their child creates an interruption of the educational program.

FOGGY DAYS

Bus drivers make the determination as to when to leave school in the morning during foggy days. Occasionally buses will run late for safety purposes. Public announcements are also broadcasted by local radio stations. Listen for updates on stations 93.1 FM and KTRB 860 AM in the morning. No radio announcement will be given unless the buses will not run on time. The main concern when operating buses is always the children's safety.

FIELD TRIPS

Educational field trips may be taken during the school day. Parents will be notified prior to the trip regarding the destination, the times of departure and return, and the purpose of the trip. Field trips enhance the learning and understanding of the classroom curriculum. Parents are encouraged to chaperone and attend field trips. All students are expected to ride the bus for field trips. Siblings of students are not permitted to attend field trips.

REPORTING TO PARENTS

We use several methods of reporting to parents about a child's progress. Parents can expect to receive examples of completed student work on a regular basis. The report card is another major method of reporting on a child's academic, social, physical and emotional development. In addition, we will schedule parent-teacher conferences to interpret the first trimester report card and to plan together for each child's optimum development.

All students will receive regular Jefferson Elementary School District report cards, sent home each trimester. Progress Reports are sent each trimester. In addition, teachers maintain communication with parents between report card periods by using written and verbal communication. If you have questions about your child's progress, please contact the teacher early in the year or when a concern arises. Each school's Student Success Team (SST) meets regularly to discuss special needs of students.

ACADEMIC RECOGNITION

Students in grades K-3 are recognized each trimester for academics and citizenship. Students in grades 4-8 are recognized for citizenship and outstanding academic achievement: **Principal's Honor Roll** is published each trimester, and lists students receiving a grade point average of 3.75 or better. **Honor Roll** is also published each trimester, and lists those students achieving a grade point average of 3.0 or better and no current grades below a C. CJSF (California Junior Scholarship Federation) is for students in grades 7-8. To qualify for membership, a student must have a minimum of 8 points in the four core curriculum areas (Language Arts, History/Social Science, Math and Science) based upon his/her trimester grades. For JSF & CJSF purposes, an A is worth 3 points and a B is worth 1 point, a C is worth 0 points. D's or F's disqualify membership.

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE & PROGRESS (CAASPP)

CAASPP is a system intended to provide information that can be used to monitor student progress. CAASPP includes computer adaptive tests in English-language arts and mathematics as well as paper-based tests for science. The Summative Assessments are comprehensive end of year assessments of grade-level learning that measure progress toward college and career readiness. Each test, English language arts/literacy (ELA) and mathematics is comprised of two parts: (1) a computer adaptive test and (2) a performance task, for grades 3 through 8. California Education Code section 60615 allows a parent or guardian to submit a written request to school officials to exclude his or her child from any or all parts of state-mandated assessments. Section 852 of Title 5 of the California Code of Regulations further provides that parents or guardians may annually submit a written request to the school to excuse their child from any or all parts of CAASPP for the school year.

CALIFORNIA HEALTHY KIDS SURVEY

The California Healthy Kids Survey (CHKS) is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency. It is administered to students at grades five, seven, nine and eleven. It enables schools and communities to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence. The CHKS is part of a comprehensive data-driven decision-making process on improving school climate and student learning environment for overall school improvements.

NEWSLETTERS

School newsletters are published by means of each school's website. Newsletters provide important information such as messages from the principal and parents' club and updates on school activities. Corral Hollow, Monticello, Hawkins, Jefferson and Traina publish weekly newsletters and Jefferson School posts daily announcements. Access the school websites via the district website: **www.jeffersonschoolsdistrict.com**. Please contact your school office to inquire about receiving a paper copy of the newsletter.

PERFORMING ARTS

Jefferson Elementary School District has received special recognition from the California State Department of Education for our outstanding performing arts programs. The band is available to all students in grades 5-8. The music program provides outstanding performances for students, staff, parents and community members.

SCIENCE CAMP - OUTDOOR EDUCATION

The San Joaquin County Office of Education operates a resident outdoor school which is open to sixth grade classes in San Joaquin County. District sixth graders attend Outdoor School each year, spending five days and four nights exploring and learning in nature.

Fully certified by the California Outdoor School Administrators, this valuable hands-on learning experience for students has received Commendations of Excellence from the State Superintendent of Public Instruction. Academic instruction is a result of the California Science Content Standards, and integrated with Language Arts and Mathematics Standards. Profound learning takes place during the weeks spent on the trails and at the beach. The new Sky Mountain Outdoor Education Center is situated at the top of the North Fork of the American River in the Sierra Nevada in Tahoe National Forest in Placer County. The property will become the new home for Science Camp for San Joaquin Valley students. Sky Mountain includes cabins, a gymnasium, lodge, and other

facilities surrounded by acres of forest alongside a pristine mountain lake. Fundraising activities will help offset the cost of attending science camp.

STUDENT WELLNESS POLICY

In the 2006-07 school year the district implemented the Student Wellness Policy (Board Policy 5030) which was updated in 2019. The Jefferson Elementary School District is committed to providing school environments that provide and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. The program is designed to promote student wellness through nutritional education, physical activity and school activities.

LUNCH and BREAKFAST PROGRAMS

All students are eligible for lunch and breakfast for the 2026-2027 school year at no charge.

MESSAGES FOR STUDENTS

To minimize classroom interruptions, please discuss after-school care and plans with your children before they leave for school. Messages are difficult and time-consuming for the office staff, as well as very disruptive to the classroom. We realize there are unavoidable circumstances that may necessitate a student receiving a message during the school day. However, we do appreciate your cooperation in keeping interruptions to an absolute minimum.

OFFICE TELEPHONE

The office telephone is a business telephone and is available for student use only in an emergency. We have found it necessary to restrict calls regarding forgotten books, homework, instruments, permission to visit a friend's home after school, etc. Students and parents are asked to plan ahead.

TEXTBOOK PROCEDURES

All student textbooks are available digitally through Clever or the JSDTracy.com bookmarks. Textbooks are not issued to students individually in every grade. However, students may visit the library if they would like to check out a physical textbook. Textbooks that are checked out to students become the responsibility of the student. Students should report any textbook damage within one week of checkout to avoid fines. Textbooks will automatically transfer with a student who is transferring schools within the District. All textbooks are due at the end of the school year or at the time a student disenrolls and must be cleared to obtain report cards. The replacement cost of the textbook will be assessed for damaged or lost textbooks.

Students are responsible for the textbooks which have been checked out to them. Follow these guidelines to keep the textbooks in good condition:

- Write your first and last name in ink on the first available line in the "Issued To" column on the inside front cover of your book. Do not write, highlight, or underline in your book for any other reason.
- Cover your book if you are going to be bringing it back and forth between school and home. Do not use the tight fabric covers available at Target, Wal-Mart, etc. They are too tight and ruin the spine. Using a paper sack from the grocery store works best. Do not glue the cover to the textbook. Carefully tape the cover on without adhering the tape to the textbook itself.
- If pages become ripped or fall out of your textbook, take it to the librarian for repairs right away. They use special tape that does not yellow and glue made for books.
- Do not store drinks inside your backpack with your textbooks. If your drink leaks and ruins your books, you will be held responsible for the cost to replace the textbook.
- Do not throw your backpack. This often damages the books and materials inside.
- Always keep your textbooks with you or leave them at home. If they are left at home, keep them in a safe place out of reach of pets and siblings.
- Do not leave your backpack in the rain. Find shelter for your backpack during PE. You will be held responsible for the cost to replace textbooks which have sustained water damage.
- Do not remove District barcodes from your textbook. Bring your textbook to the librarian if a barcode starts to peel off.
- Do not leave assigned textbooks in classrooms

CONSUMABLE TEXTBOOK PROCEDURES

Consumable textbooks are textbooks in workbook format designed to be completely used and written in throughout the year. Consumables do not get returned at the end of the school year. If a student is provided with a consumable textbook to take home, the student is responsible for maintaining that textbook if they transfer to another school within the Jefferson Elementary School District. While students do not have to return these at the end of the school year, if they lose or damage them and are in need of a replacement, they will have to pay the replacement cost.

CHROMEBOOK PROCEDURES

General Overview

All students in Jefferson School District will have access to a Chromebook for academic use. Chromebooks are intended for daily use; therefore, students are responsible for their general care. It is recommended that students in grades 5–8 purchase a case to protect their device.

All activity on district-issued Chromebooks is logged and monitored, regardless of location. Chromebook use is considered a privilege, and misuse or neglect may result in loss of access without changing classroom expectations or student responsibilities.

- Broken or malfunctioning Chromebooks must be reported immediately to the school library for IT servicing. District Chromebooks must not be repaired or serviced by any outside provider.
- Chromebooks are intended strictly for school-related use and must be treated with care.
- Each Chromebook runs the latest Chrome Operating System (OS) and is protected by built-in security measures including verified boot and data encryption. The OS updates automatically when restarted. No separate antivirus software is needed.
- District Chromebooks are integrated with Google Workspace for Education, providing access to tools like Google Docs, Slides, Sheets, and Classroom. All students and staff receive a district-managed Google account.
- Students can access their district Google Drive from any internet-connected device. This account is subject to monitoring and should not be used to store personal content.
- All TK–8 students are assigned a district email. Students may communicate only with other district accounts—emails cannot be sent outside the Jefferson School District domain. Email use is monitored and filtered for inappropriate content.

Receiving Your Chromebook

- Grades TK–4: Students use Chromebooks stored in classroom carts and do not take devices home.
- Grades 5–8: Students receive a Chromebook and power cord, which stay with them during enrollment. A protective sleeve or case is recommended.

Returning Your Chromebook

- TK–4: Devices remain in the classroom.
- 5–8: Students retain their Chromebook year to year.
- Upon 8th grade promotion, students keep their Chromebook and charger.
- Withdrawing students (grades 5–8) must return devices and chargers in satisfactory condition to their school site on the final day of attendance.
- Summer withdrawals: Devices must be returned to the District Office during business hours (Monday - Friday).

Unreturned devices will be disabled and families will be charged the full replacement cost.

Misuse or Theft

Families are financially responsible for damage due to abuse or neglect of Chromebook, power cord, and other accessories. In the event of theft:

- File a police report and submit a copy to the school.
- A replacement will only be issued after documentation is complete and fees are paid.

Repeated misuse may result in disciplinary action, including suspensions, detentions, or loss of Chromebook privileges.

Examples of misuse include but are not limited to:

- Tampering with or bypassing security settings or filters
- Leaving the Chromebook unattended
- Physical abuse or neglect
- Removing District barcodes
- Downloading unapproved content
- Using the Chromebook to engage in inappropriate behaviors
- Deleting school-installed apps
- Using or tampering with another student's Chromebook
- Gaining or attempting to gain access to other student's account
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Non-compliance of District policies.

Student Responsibilities

- Be responsible with your Chromebook. Damage caused by neglect or abuse will result in fines assessed to repair or replace the Chromebook.
- Treat your Chromebook as you would any valuable electronic device.
- Do not throw or drop your backpack.
- Charge your Chromebook EVERY night. Do not bring your power cord to school. Chargers will not be available to borrow for students who come to school without a charged Chromebook
- Bring your Chromebook to school EVERY day. Chromebooks will not be available to borrow for students who forget to bring their Chromebooks.
- Do not write on or put any stickers on your Chromebook.
- Do not peel off the district barcodes affixed to the Chromebook or charger.
- Keep food and liquids away from your Chromebook.
- Be gentle with the keys, trackpad, and ports.
- Don't lend your Chromebook to anyone.
- Be a responsible and respectful digital citizen. Chromebooks are for academic use only.
- Do not use or tamper with another student's Chromebook.
- Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

Parent/Guardian Responsibilities

- Supervise Chromebook use at home.
- Discuss and reinforce appropriate internet use.
- Ensure the device is charged nightly and brought to school every day.
- Be aware that families are financially responsible for repairs or replacements in cases of:
 - Negligence
 - Intentional damage
 - Loss or theft
 - Damage to another student's device

Help reinforce that Chromebooks are academic tools—not entertainment devices.

Fines & Optional Technology Coverage

Technology coverage is optional but recommended for Grades 5–8. It must be purchased within the first three weeks of enrollment.

- Cost: \$30 per student per year
- Without coverage:
 - First and subsequent damages: \$65 (general) or \$80 (screen)

- With coverage:
 - First damage: no charge
 - Subsequent: \$65 (general) or \$80 (screen)

Not covered:

- Lost/stolen/irreparably damaged devices: \$240 fine
- Lost/stolen power cords: \$35 fine

Power cords must be replaced through your school.

Fine payments accepted by cash or Square—QR codes available in the school library. Checks are not accepted.

Non-compliance or repeated damage from neglect may result in additional disciplinary action and loss of take-home privileges.

MONTICELLO LIBRARY PROCEDURES

- The Library is available once a week for each class.
- Book Check Out by Grade Level is as follows:
 - PreK and Kindergarten – 1 Book
 - 1st & 2nd – 2 Books
 - 3rd & 4th – 3 Books
- Books are checked out for a one-week period.
- All Books must be returned to check out new books.
- LOST or DAMAGED Books – Student will be charged the replacement cost for book(s).
- All books must be returned prior to Withdrawal or by the end of the school year.
- **Contact Site Librarian with Any Concerns Regarding Your Student's Library Access.**

TRINA LIBRARY PROCEDURES

- The library is available once a week for grades k-4. Grades. 5th-8th will come into the library every other week.
- TK will have storytime without checkout. Kindergarten is allowed to check out one book each week. 1st – 3rd graders are allowed to check out two books at a time. 4th - 8th graders are allowed to check out two books at a time, a third book if it is for a class project or report.
- Books are due back the following class visit.
- Students may renew books if they would like to keep them past their due dates.
- If a student has checked out two books and only returns one during their next class visit, the student may check out only one book and must return the previous book as soon as possible.
- If a book is two weeks overdue, the student will not be allowed to check out books until the overdue book is returned.
- **LOST BOOKS or DAMAGED BOOKS-** students are charged the replacement cost of the book.
- All books must be returned by the end of the school year in order for the student to receive his or her report card.
- 8th grade students with fines or unreturned books might have graduation activities withheld from them until their account is cleared.

HAWKINS LIBRARY PROCEDURES

- The library is available once a week for each class. 7th & 8th grade are on a bi-weekly schedule.
- TK & Kindergarten students are allowed to check out one book each week. 1st – 8th graders are allowed to check out two books for pleasure reading, a third book if it is for a class project or report.
- Books are due back the following class visit.
- Students may renew books if they would like to keep them past their due dates.
- If a student has checked out two books and only returns one during their next class visit, the student may check out only one book and must return the previous book as soon as possible.
- If a book is two weeks overdue, the student will not be allowed to check out books until the overdue book is returned.
- LOST BOOKS- students are charged the replacement cost of the book.
- DAMAGED BOOKS- students are charged the replacement cost of the book if it is irreparable.
- All books must be returned by the end of the school year in order for the student's account to be cleared.
- 8th grade students with fines or unreturned books will not be allowed to participate in any graduation activities until their account is cleared.

JEFFERSON LIBRARY PROCEDURES

- The library is available to students during morning and lunch recess for the purpose of reading, studying, or research.
- Each student is allowed to have two books checked out at a time. A third book may be checked out if it is teacher assigned, such as a core novel.
- Books are checked out for a two-week period and may be renewed as long as the book is not on hold.
- BOOK HOLDS - If a book is currently checked out, it can be placed on hold through Destiny, Jefferson's library management system. Students will be notified via email and paper notice when the book is available for checkout.
- LOST BOOKS- students are charged the replacement cost of the book. In some cases, students may choose to replace the book with a new or identical copy.
- DAMAGED BOOKS- Minor wear and tear (e.g., light creases or small stains) is normal, but if the book is damaged beyond repair (e.g., water damage, pages torn out, writing on pages), the student will be charged for a replacement. In some cases, students may choose to replace the book with a new or identical copy.
- All books must be returned by the end of the school year
- 8th grade students with fines or unreturned books could have graduation activities withheld from them until their accounts are cleared.

CORRAL HOLLOW LIBRARY PROCEDURES

- The library is available once a week for each class
- Each student is allowed to check out two books at a time, a third book may be checked out if it is teacher assigned, such as core novels.
- Books are checked out for a two-week period and books can be renewed up to three times, excluding graphic novels
- LOST BOOKS – if a book is damaged beyond repair students will be charged the replacement cost of the book. In certain cases students may be offered to replace the book with an identical copy.
- DAMAGED BOOKS - will be charged a fee for the damage or the replacement cost of the book
- All books must be returned by the end of the school year in order for the student to receive his or her report card.

CLASS SOCIALS

Class socials, under the direction of the classroom teachers and room parents, are held at Halloween, winter holiday time, Valentine's Day and at the end of the year. No birthday parties are held at school and no party invitations shall be passed out on school grounds. PLEASE NOTE THAT NO HOMEMADE FOOD ITEMS ARE TO BE BROUGHT TO SCHOOL TO SHARE WITH YOUR CHILD'S CLASS. When food is brought to class socials, it must be store-bought.

ANIMALS AT SCHOOL

Pets are not allowed on school grounds. Your cooperation in keeping pets at home will aid in maintaining a safe school environment. If a student wishes to bring a small animal to school for study or observation, they must have prior approval from his/her teacher and must be supervised by an adult. Pets are to be taken home after sharing; they cannot remain at school. All animals, with the exception of service animals, are prohibited on school busses.

LOST AND FOUND

Lost or unclaimed clothing and other articles are placed in the "Lost and Found" which is kept in each school site office. The "Lost and Found" is generally emptied of unclaimed items three times per year – once during winter break, once during spring break, and in June shortly after the school year is over. Children should have their belongings labeled.

SCHOOL SITE COUNCILS

Section 52852 of the Education Code requires that each school maintain a separate School Site Council. Each Site Council is composed of an equal number of parents and staff members, and is dedicated to the improvement of instruction. School plans developed by Site Councils are reviewed and evaluated by the Board of Trustees.

PARENTS' CLUBS

The Jefferson Elementary School District has four parent clubs. Corral Hollow, Hawkins and Traina schools each have their own club and one club serves Monticello and Jefferson. Our parent clubs are extremely active groups dedicated to serving the students of Jefferson Elementary School District. Once known as "The Mothers' Club", one parent club served the district from 1933 until 2004, when a reorganization took place and three clubs were formed. Many worthwhile projects and activities benefitting students and staff are funded or organized by the parent clubs including science camp, playground equipment, assemblies, band and sport uniforms, library books, and Artist-in-Residence.

The email address of the Monticello/Jefferson Parent Faculty Association (PFA) is mjpfa6@gmail.com

The email address of the Hawkins Parent Faculty Club is tomhawkinspfc@gmail.com.

The email address for the Traina Parent Teacher Association (PTA) is trainapta2016@gmail.com

The email address for Corral Hollow Parent Faculty Association is pfa.corralhollow@gmail.com

Meetings are about more than fundraising. Educational issues are discussed; site principals, site council representatives, and district superintendent present reports, as well. The clubs meet monthly during the school year. Please watch for meeting announcements in your school newsletter. Parents are encouraged to participate, attend meetings and stay updated on what is going on at each school and within the district.

BICYCLES/SCOOTERS/ROLLERBLADES/SKATEBOARDS

If your child rides a bicycle or scooter to school, all bicycle rules must be followed:

- a. Bicycles or scooters are to be placed in a rack immediately upon arrival at school and locked
- b. Riding bicycles or scooters on school grounds is prohibited at all times
- c. Bicycles or scooters are to be walked across the street in front of school
- d. All riders must wear helmets

Rollerblades, heel skate shoes, and skateboards are prohibited on all campuses AT ALL TIMES.

WALKING TO AND FROM SCHOOL

Students are encouraged to observe safety rules when walking to and from school and to cross at intersections where crossing guards are present, when possible.

DROP-OFF AND PICK-UP AT SCHOOL

Parents should park their cars in a designated parking spot and walk to the parent pick-up area to get their children. Parents are not to park or leave cars unattended in the yellow loading zones in the parking lots. Do not park in any red zone; a bus may stop there at various times on any day for field trips, etc. **PLEASE DO NOT TO PARK ALONG OR PAST THE YELLOW BUS ZONE LINE or RED FIRE LANE.**

DISASTER PROCEDURES/SAFETY PLAN

FIRE DRILL - The first evacuation drill will be conducted within 10 days of the beginning of classes. Fire drills are held monthly throughout the year and a record is kept of dates held and the time it takes to evacuate the buildings. Routes children are to take are discussed with the students during the first few days of school and are posted in every room.

RULES FOR FIRE DRILLS:

1. Be quiet so you can hear your teacher.
2. Walk quickly, but do not run to the designated area.
3. Stay together so the teacher can take roll at the designated area.
4. Walk quickly to your room after the "all clear" is announced.

EARTHQUAKE DRILLS - Earthquake drills will be held periodically throughout the year, and a record kept of dates held.

RULES FOR EARTHQUAKE DRILLS:

1. Inside School Buildings
 - a. Teachers will give the "DROP" command (beginning of tremor). Students shall assume the "Triangle of Life" position (fetal position and cover face) next to outer wall of classroom, with backs to the window.
 - b. At given signal (end of tremor), teachers shall direct the evacuation of students to the grass area.
 - c. Teachers will take roll at the grass area.
2. Outside School Buildings
 - a. Students should go to the area assigned for fire drills, if possible, otherwise lie flat on the ground. **STUDENTS SHOULD NOT RUN!** The safest place is an open area. Students should stay there until tremor is over and the teacher in charge gives the appropriate directions.
 - b. Teacher will take roll at designated area.

LOCKDOWN PROCEDURES:

If a situation occurs in which a weapon wielding individual comes on campus, a shooting or other extreme act of violence occurs, the school will go on emergency alert and the Lockdown Procedure will be immediately initiated. When a lockdown occurs, it may involve releasing students from school or relocating them from one site to a secondary site. All possible attempts to notify parents of the situation will be made as soon as possible, pending evaluation of the extent and nature of the emergency/cause for evacuation. Procedures on Student Reunification can be found in the Jefferson Elementary School District Comprehensive School Safety Plan, which is available on the district website or by contacting the district office at 836-3388.

A complete "Emergency Procedures" guide is posted in each classroom, office, and staff room describing procedures for emergency situations.

THE BIG YELLOW BUSES

SCHOOL BUS RESPONSIBILITIES ARE EQUALLY SHARED BY PARENTS, STUDENTS, AND DRIVERS, COMBINED WITH CONTINUAL CLASSROOM TEACHER REVIEW, DISCUSSION AND MONITORING.

In order to develop the teamwork necessary for a safe transportation program (one which is dedicated to ALL bus passengers having a safe, pleasant trip) it is important to review the following rules, consequences, and rewards with students. Please discuss with your child/children the importance of managing their behavior on the bus while under the supervision of the bus driver. **Parents, please note that a student may not be taken off the bus or put on the bus at any place other than his/her designated bus stop with very few exceptions.** Students will be dropped off and picked up at the closest stop to their primary residence. Additionally, due to our increasing enrollment the school buses are filled to capacity this year on almost all runs. Because of the crowding, any changes in a child's plans after school that would necessitate a bus change will not be permitted. Any students making after school plans that would necessitate a bus change will have to arrange for their own transportation. The school bus is considered an extension of the school campus. All rules of conduct which apply to the school campuses also apply to the bus. Any action of a student which distracts the driver from the safe operation of the bus will be cause for the student to lose the privilege of riding the bus. Parents and students must realize that our bus drivers are responsible for safely delivering their precious "cargo".

BUS RULES –

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

Student behavior may be monitored by video recording devices within the school buses. Video may be used by district administrators in disciplinary proceedings.

1. NO Rolling Backpacks
2. Students can ONLY be loaded and unloaded at designated stops
3. Be on time, NEVER run to or from the bus. Arrive at least 5 10 minutes before bus departure time.
4. The bus will not wait as we need to ensure that our routes are on time. Please be aware that once the bus pulls away from the curb the driver shall not pick up or discharge any students. Please be prepared to receive your child up to fifteen (15) minutes before and up to fifteen (15) minutes after the drop off time indicated on their bus pass.
5. Stand back from the curb. No pushing or shoving while at the bus stop or while boarding or departing. Wait for the driver's signal before crossing. ALWAYS stand/cross at least twelve (12) from the bus.
6. Cell phones or other electronic devices may not be used on the bus.
7. Follow the driver's instructions AT ALL TIMES. Disrespectful behavior is NOT allowed.
8. Items that are NOT allowed on the bus (included but not limited to): Food, liquids, candy, gum, glass containers, perfume, cologne, hair spray, balloons, toys, skateboards, scooters, bats, balls, electronic devices (including mp3 players, cell phones/bluetooth headsets, cd/dvd players, video games), pornographic material, hobbies and crafts, refreshments for parties, live or dead insects or animals, lighters, tobacco, drugs,, alcohol, weapons, replica weapons, or materials of ANY kind that could cause harm to another student or distract the driver. DRIVER MAY CONFISCATE ANY UNAUTHORIZED ITEM(S)! Hiding/attempting to conceal any item will not be tolerated
9. All riders MUST wear seatbelts at all times if the bus is so equipped. Bus 1 has seatbelts and the law requires that they be worn.
10. STAY IN YOUR SEAT! DO NOT stand or change seats while the bus is in motion. Stay in your seat, feet on the floor, face forward and sit upright. Do not change seats without permission of the driver. DRIVER IS AUTHORIZED TO ASSIGN SEATS!
11. All riders MUST be silent at railroad crossings.
12. NEVER crawl under a school bus.
13. DO NOT yell, shout or use profanity.

14. DO NOT fight. No horseplay. DO NOT annoy others.
15. DO NOT eat, drink, chew gum, or litter on the bus.
16. Keep all body parts inside the bus.
17. DO NOT bring tobacco, alcohol or weapons on the bus.
18. DO NOT deface the bus in any way (including writing, cutting or sticking things to seats or walls). PARENTS WILL BE CHARGED FOR DAMAGES!
19. For safety reasons, crutches are allowed ONLY if the rider can board and depart bus WITHOUT use of the crutches.
20. All students must show their bus pass before entering the bus.

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

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

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

PLEASE NOTE:

In the event of a severe disruption or violation of the rules, the driver and the administrator may omit Consequences 1, 2, and 3 and go directly to Consequence 4, taking whatever action is necessary to ensure that the bus is operated in a safe manner. This immediate action may include:

1. Stopping the bus until the disruption ends.
2. Calling a dispatcher or law enforcement official to remove disruptive students.
3. Returning to school and placing the offending student in detention until a parent picks up the student.
4. Returning to school for administrative assistance.
5. Suspension from school.

The distraction of the bus driver endangers all student riders and the driver. Since safe transportation is a commitment to be shared equally by the home and school, parents are urged to continually assist the school by reviewing good bus behavior with their child/children.

Bus Surveillance Systems

The Superintendent, Director of MOT or designee shall monitor the use and maintenance of the district's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the district's policy and administrative regulation concerning student records. (AR 5131.1)

In 2002 Jefferson Elementary School District began charging families a fee for student transportation. School Bus Transportation is not fully funded by the State, requiring Jefferson Elementary School District to charge for busing in order to provide the service. School Bus Transportation of students (with the exception of Special Needs Students) is not a requirement by law in the State of California and is provided as a service to the families of Jefferson Elementary School District who are within the Board Approved Busing Areas. While our transportation services and bus stops are limited, we have attempted to provide the best services available within our limited resources. It is ultimately the responsibility of the parent/guardian to ensure that their student(s) attend school (Section 48200 of the Education Code).

Bus passes must be purchased prior to the use of the transportation system. To obtain a bus pass for your child, please complete a Bus Pass Application that is included in the beginning of the year packet or is available in each school office. Details of current rates and payments options are available at the jeffersonschoolsdistrict.com website under the Transportation link.

TRANSITIONAL KINDERGARTEN /KINDERGARTEN BUS PROCEDURES

We ask that the parent be at the bus stop before the bus arrives to receive the child. The times may vary due to trains, weather, etc. If someone other than yourself will be at the stop to receive your child, the office must have information in Aeries to give us permission to leave your child with that person. If no one is at your child's bus stop to receive them, they will be returned to the school at the end of the kindergarten route and will be waiting for you to pick them up at school. If this happens, the child will be given a bus citation and the above citation rules will apply. The student may lose their bus riding privilege!

BUS LOADING/STUDENT PICK UP PROCEDURES

All students will be escorted or supervised by teachers while walking to the bus loading and pick up areas at the end of the school day. Teachers will divide their classes accordingly so students can be dropped off quickly to the appropriate bus loading area. Parents are reminded that students must get on and off at their designated stops only.

Parents should not communicate directly with drivers regarding bus schedule questions or concerns. Students' bus privileges may be suspended as a result of disruptive conduct of their parents or guardians that disrupts or interferes with the District's Transportation Department.

JEFFERSON DISTRICT DISCIPLINE PHILOSOPHY

Trustees and staff believe:

- It is important to expect children to follow the rules and regulations established for classroom and play ground
- It is important that children respect authority, with the goal of mutual respect and understanding, rather than fear
- Children should recognize and respect the dignity, safety and worth of others and their property
- Our ultimate objective should be to develop a strong sense of personal worth, responsibility, and self-discipline and a respect for the rights, feelings and safety of others
- The enforcement of discipline should be fair, firm and consistent

DISCIPLINE PRINCIPLES

Our expectations for each student are that he/she will:

- Be respectful
- Be responsible and prepared for class
- Develop positive self-esteem
- Develop self-discipline
- Develop problem-solving and decision-making skills
- Develop a willingness to learn and cooperate with others in the classroom and on the playground

BASIC SCHOOL RULES

School rules exist for the purpose of preserving the learning atmosphere and protecting the rights and safety of all individuals. Any staff member may issue citations for students who violate school rules after being warned. These rules apply to all school activities whether they occur before, during or after school hours.

These rules are:

- **STUDENTS WILL BE COURTEOUS AND RESPECTFUL TO THOSE IN CHARGE AT ALL TIMES.**
- All students have the right to learn, therefore students are to be courteous to each other and may not disturb the learning activities of others (Examples: No disturbing classes, interfering in games, taking "cuts" in line, shouting in the cafeteria and hallways.)
- Students will use only appropriate language and gestures at all times. Obscene and profane words or gestures are unacceptable
- At all times students are to act in ways that are safe for themselves and others. Fighting, harassing, chasing, intimidating, bullying/cyberbullying or threatening of others is not allowed
- Students are to respect the rights and property of others (Examples: students are not allowed to take or damage property of others, to go off campus during school hours, or to play near the bicycle racks.)
- Students are encouraged to walk in the hallways, on ramps, on the blacktop and on sidewalks at all times.
- Only playground balls will be thrown. No rocks or other hard objects may be thrown. Kickballs or footballs are not allowed on the blacktop area.
- Students are to respect school property. (Examples: Walls and desks are not to be written on; books are to be cared for and covered at all times; supplies are not to be wasted; school bus seats are to be respected.)
- Students are to maintain proper etiquette and table manners in the cafeteria. Enter orderly and quietly. Eat in assigned areas. Loud talking or the throwing of food is not allowed.

- Respect the privilege of using the library. Running or excessively loud talking is not permitted. Books are to be cared for properly. Lost or damaged books will result in a replacement fee.
- Students are to play on the playground where there is supervision. Students are not to play in the restrooms, in the hallways, in the front of the school, or in the classrooms.
- Students are not allowed to bring candy, gum, soft drinks/sodas, energy drinks, caffeinated beverages and toys to school.
- All personal electronics except for a calculator are not allowed at school. Including, but not limited to: radios, CD players, iPods, MP3 players, portable TV/DVD players, digital cameras, hand held video game systems, and any new or emerging technologies.
- Jefferson Elementary School District Board Policy 5131.71, Electronic Signaling Devices, defines rules related to student possession of cellular phones and other personal electronic signaling devices. A copy of Board Policy 5131.71 has been included in the appendix of this handbook.
- Students walking to/from Jefferson School must have parental permission in writing on file in the school office. This permission can only be granted if walking to school involves crossing NO streets. (Exception for crossing streets when student walking is in grades six-eight. However, parental permission is still required.) No students are to leave campus before, during or after school to go to Jimmy's or Four Corners unless accompanied by a parent/guardian.
- Students are to comply with all gym rules:
 - a. No student is to be in the gym or classroom without a staff member present.
 - b. No glass bottles are allowed on campus.
 - c. Standards of courtesy are expected during assemblies.
 - d. Stage use is restricted to specific class activities.
- **Fighting is not tolerated at school.** In the event of a dispute, the principal /designee will investigate the incident and assign the appropriate disciplinary action which may include suspension.
- Equipment or personal toys, such as radios, electronic games, rollerblades, and skate boards should not be brought to school. Jacks, marbles, jump ropes, tennis balls, nerf balls and mitts with the students' names labeled on them, are acceptable items to be brought from home. The student assumes responsibility for these items if they are lost or stolen.
- Weapons or replicas of weapons are not allowed. These include, but are not limited to guns, knives, water pistols, or any object fashioned into a weapon. Knife possession will result in recommendation for expulsion.
- The use of any Jefferson Elementary School District computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes but is not limited to:
 - a. Damage, vandalism or theft of equipment
 - b. Theft, piracy, or altering of software
 - c. Use of the systems to transmit computer viruses
 - d. Accessing, communicating or printing information which is deemed inappropriate in nature by school personnel
 - e. Plagiarism
 - f. Cyberbullying
 - g. Any conduct in violation of school rules

The Jefferson Elementary School District staff members will determine what the appropriate/inappropriate use of computer equipment is. Any student involved in inappropriate use of computer equipment will be referred to the principal for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any Jefferson Elementary School District computer equipment incurred during the course of inappropriate action by a student.

Students having a difficult time following school rules will receive a series of progressive consequences; counseled by the principal, behavioral essays, after school good citizenship classes, parent/teacher conference, Student Study Team meeting, behavior support plan, in-school support room, and suspension. Depending on the severity of the behavior students may start at suspension. If a student is suspended they will be ineligible for a trimester (from the date of the suspension). Students that are ineligible may not participate in activities such as field trips, Science Camp, graduation activities, attendance at games, parties, dances, special events, participation in co-curricular and athletic activities. 8th graders that are suspended in the first or second trimester will lose out on one graduation activity. If they are suspended in the final trimester they will miss out on all graduation activities except the ceremony.

DRESS CODE GUIDELINES

Jefferson Elementary School District AR 5132

Regulation Approved: February 11, 2025

Jefferson Elementary School District is noted for the outstanding appearance of its students. Wearing extreme fashions is not conducive to a quality educational atmosphere and has no place in Jefferson Elementary School District. In keeping with this philosophy of good style and taste, the following rules apply to all regular school activities:

1. *Clothing should be in good repair and reflect modest taste.*
2. *Students are to come to school dressed for learning and for playing.*
 - a. *Shirts are not permitted to be low cut, strapless, off the shoulder, halter top or backless. Shirts without sleeves must have a strap that is equal to or greater than four of the student's fingers. All shirts must be long enough (without having to be pulled into place) so that they could be tucked in (and would realistically remain tucked in) if necessary. This rule applies regardless of changing weather throughout the warmer months.*
 - b. *All pants, shorts, skirts and dresses need to be an appropriate length and size so as not to expose a student's posterior or undergarments. Pajama pants are not allowed except on designated spirit days. Leggings and yoga pants are allowed with an over garment that is fingertip length. Pants must fit at the waist and should not be more than one size too large, sagging is not permitted. Pants, shorts and skirts shall be free of holes above the extended fingertips.*
 - c. *Students need to wear shoes that will allow them to run and play. Flip flops and slippers are not allowed.*
 - d. *Students are not permitted to wear hoods in class, assemblies, or in any indoor school function.*
3. *All clothing, jewelry, backpacks and other personal items shall be free of writing, pictures and/or other insignia which are crude, vulgar, profane, sexually suggestive, gang related, or depict nudity, or weapons. In addition, clothing or personal items shall not exhibit drug, alcohol or tobacco references, or advocate racial, ethnic or religious prejudice.*
4. *Any clothing or accessory that may be deemed dangerous, i.e. wallets with chains, steel-toes boots, items with spikes or studs, and belts worn long are unacceptable.*
5. *Any clothing which may be disruptive to the school environment or deemed offensive by school personnel is prohibited.*

Students who are considered to be in violation of the Jefferson Elementary School District Dress Code shall be referred to the principal or the designee.

- a. *First offense: The student will be required to wear loaner clothes or call home for a change of clothes.*
- b. *Second offense: The student's parent/guardian shall be contacted and may be asked to meet with school staff. The student will be required to wear loaner clothes or call home for a change of clothes. The student shall be assigned detention as determined appropriate by the principal or the designee.*
- c. *Third offense: The student's parent/guardian shall be contacted and may be asked to meet with school staff. The student will be required to wear loaner clothes or call home for a change of clothes. The principal or the designee shall assign the student ten hours of community service to be performed within thirty calendar days.*
- d. *Fourth and subsequent offenses: The student shall be suspended for a period of 1-5 days as determined by the principal or the designee.*

In order to discourage the influence of gangs and gang related apparel, Unauthorized Group Apparel is prohibited and the following rules shall apply:

1. *Jewelry, accessory, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or any other attribute denotes membership in an unauthorized group or group is prohibited.*
2. *Clothing or articles of clothing (including but not limited to gloves, bandanas, shoestrings, wristbands, hats, lanyards, belts, jewelry) related to unauthorized groups that may provoke others to acts of violence are prohibited.*
3. *Belt buckles with initials or red, blue, or brown web belts, belts hanging out of pants are prohibited.*
4. *Gloves, towels, suspenders or other items hanging from rear pants pockets or from belt are prohibited. Students may not wear one pant leg rolled up.*
5. *Excessive clothing items (2 or more) of predominately one color that symbolize unauthorized group apparel are prohibited.*

Because symbols are constantly changing, definitions of unauthorized group apparel may be reviewed and updated whenever related information is received by administrators and/or school safety committee. If a student is determined to have violated the dress code by wearing unauthorized group colors, he/she will be banned from wearing specific colors or any unauthorized group related apparel.

The following consequences will be implemented for a violation of any one of the above:

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- a. *First Offense: Parent/guardian contact. Student sent home to change clothes or provided with alternative clothing, Confiscation of unauthorized group-related jewelry accessory, notebook etc. Possible 1-5 day suspension.*
- b. *Second Offense: Parent/guardian conference and 1-5 day suspension.*
- c. *Third Offense: Parent/guardian contact. Minimum of five (5) day suspension Report to law enforcement agency.*
- d. *Fourth and subsequent offenses: Parent/guardian contact. Minimum of five (5) day suspension and recommendation for expulsion. Report to law enforcement agency.*

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Ed. Code 49066)

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Ed. Code 35183) (AR 5132)

GANG PREVENTION AND INTERVENTION MEASURES

Jefferson Elementary School District AR 5136

Regulation Approved: April 8, 2025

Prevention, Intervention, and Suppression Measures

The Superintendent or designee shall become informed of the gang history in the district and community, conduct assessments of current gang activity at the school sites, and document and follow up on gang-related incidents.

In order to discourage the influence of gangs, the following measures shall be implemented:

1. *Any student suspected of gang affiliation based on the display of behavior, gestures, apparel, or paraphernalia shall be referred to the principal or designee, and the following actions taken, as appropriate:*
 - a. *The student's parent/guardian shall be contacted and may be asked to meet with school staff in order to proactively address the concern and be included as part of the solution.*
 - b. *The student may be sent home to change clothes if necessary.*
 - c. *The student's behaviors and progress in school shall be documented, including attendance and grades.*
 - d. *Intervention techniques such as mentoring, academic support, and a system of wraparound support service shall be implemented to help the student disengage from gang involvement.*
 - e. *Consistent and graduated discipline and accountability shall be implemented when appropriate and combined with positive support using conflict-resolution strategies and other restorative justice practices demonstrated to be effective with gang-involved youth.*
 - f. *Students shall be offered help in rejecting gang associations, including possible referral to community-based gang suppression and prevention organizations.*
 - g. *Law enforcement shall be notified if the student is suspected of being involved in gangs.*
2. *Any graffiti on school premises shall be removed, washed down, or painted over as soon as discovered. Graffiti shall be documented and photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders. This information can also be used to determine whether a threat or incident is imminent.*
3. *Classroom and after-school programs may include gang prevention lessons that are taught jointly by teachers, counselors, law enforcement, and/or other organizations that are knowledgeable about gang prevention and shall:*
 - a. *Provide social and emotional learning designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities*
 - b. *Explain the dangers of gang membership*
 - c. *Provide counseling for targeted at-risk students*

- d. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anti-bullying, anger management, acceptance, and mediation skills
 - e. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
 - f. Provide school-to-career instruction
 - g. Provide positive interaction with local law enforcement
4. Staff shall actively promote membership in authorized school clubs and student organizations, sports and cultural activities and affiliations with the local community, and community service projects which can provide students companionship, safety, and a sense of purpose and belonging.

Parent/Guardian and Community Outreach

The Superintendent or designee may offer gang prevention classes or counseling for parents/guardians which may address the following topics:

1. The reasons students join gangs
2. The dangers and consequences of gang membership
3. Warning signs which may indicate that students are at risk of becoming involved with gangs, including the use of social media for gang communication and promotion
4. The nature of local gang apparel and graffiti
5. Effective parenting techniques and planning family time
6. Conflict resolution techniques

In addition, the Superintendent or designee may offer community programs that address the scope and nature of local gang problems and strategies by which each segment of the community may alleviate gang problems. (AR 5136)

RIGHTS AND RESPONSIBILITIES

Responsibilities of Parents

- To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children. In grades 4-8, check student's progress on AERIES weekly. Volunteer in child's school and classroom if time or schedule permits.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school. Ensure that their child has a well-lit place and sufficient time each day to complete homework.
- To maintain consistent and adequate supervision over their children and to approve and support reasonable consequences as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations and ensure that students follow rules and regulations of the school.
- Communicate positive information regarding teachers, principals, coaches, and other campus personnel when discussing school with students.

Rights of Teachers

- To expect and receive the attention, effort and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.
- To expect students to behave responsibly in class, allowing others to work in an environment which is conducive to learning.

Responsibilities of Teachers

- To consider the personal worth of each individual student as a unique and important human being.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely and periodic reports, including all pertinent data related to the student's academic and behavioral experiences.

- To initiate and enforce individual classroom rules consistent with school and District Policy.

Rights of Administrators

- To initiate such discipline measures as needed to establish and maintain an environment in which optimum learning, safety and effective teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus safety.

Responsibilities of Administrators

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitates effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from community support services and resources in cases where students and families are determined to be at risk.
- To make a determined effort to stay attuned to expressions of students/staff/parents/community concerns and to react with sensitivity toward them.

Responsibilities of Schools

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet local, state, and national student academic standards.
- Provide parents with assistance in understanding academic achievement standards and assessments and how to monitor student's progress
- Provide opportunities for ongoing communication between parents and teachers through semi-annual parent/teacher conferences; frequent reports regarding student's progress; and opportunities to talk with members of the staff, volunteer in class, and observe classroom activities;
- Work cooperatively with parents in the best interest of the child.
- Treat all students with respect.
- Provide a safe and secure learning environment.

Responsibilities of Students

- Attend school regularly.
- Complete and turn in all classroom and homework assignments on time.
- Use effective study skills to prepare for all tests and quizzes.
- Accept responsibility for his/her own actions.
- Show respect for himself/herself, other people, and property.
- Make the effort to do his/her best to learn every day.
- Follow rules and regulations of the school.

SUSPENSION/EXPULSION FROM SCHOOL

Jefferson Elementary School District AR 5144.1

Regulation Approved: April 7, 2026

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

- 1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level*
- 2. Referral to a certificated employee designated by the principal to advise students*
- 3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910, so long as removal from a particular class does not occur more than once every five school days*

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in "Additional Grounds for Suspension and Expulsion: Grades 4-12," below:

- 1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))*
- 2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))*
- 3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))*
- 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))*
- 5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))*
- 6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))*
- 7. Stole or attempted to steal school property or private property (Education Code 48900(g))*
- 8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this*

restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

9. *Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))*
10. *Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))*
11. *Knowingly received stolen school property or private property (Education Code 48900(l))*
12. *Possessed an imitation firearm (Education Code 48900(m))*

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. *Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))*

No student may be disciplined prior to a finding being made pursuant to the grievance process established by 34 CFR 106.45, in accordance with Administrative Regulation 5145.71 Title IX Sexual Harassment Complaint Procedures. However, a district may conduct a non-discipline removal of a student in emergency situations where there is an immediate threat to the health or safety of any student or other individual.

14. *Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))*
15. *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))*
16. *Engaged in, or attempted to engage in, hazing (Education Code 48900(q))*

Hazing means a method of initiation or pre-initiation into a student organization or body, regardless of whether the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. *Engaged in an act of bullying (Education Code 48900(r))*

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student(s) in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or

pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. *A message, text, sound, video, or image*
- b. *A post on a social network internet website, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above*

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

Burn page means an internet website created for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Credible impersonation means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that the student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated. (Education Code 48900(r))

False profile means a profile of a fictitious student or profile using the likeness or attributes of an actual student other than the student who created the false profile. (Education Code 48900(r))

An electronic act is not considered pervasive conduct solely on the basis that it has been transmitted to the internet or is currently posted on the internet. (Education Code 48900(r))

When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee may, as appropriate, engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. Additionally, the principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

18. *Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))*

19. *Made terrorist threats against school officials and/or school property (Education Code 48900.7)*

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying out the crime. (Education Code 48900.7)

However, students who voluntarily disclose their use of a controlled substance, alcohol, an intoxicant of any kind, or tobacco in order to seek help through services or supports may not be suspended solely for that disclosure. (Education Code 48900)

A student may not be suspended or expelled for disruption or willful defiance. (Education Code 48900)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. *Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)*

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic

performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. *Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)*

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

3. *Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)*

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as Items #1-19 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher has suspended the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if requested by the parent/guardian or teacher. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

Additionally, a teacher may refer a student, for any of the acts specified above in Education Code 48900, to the principal or designee for consideration of a suspension from school. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal, or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity away from school to have committed any of the acts listed in the accompanying Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated

any of Items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension upon a student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school or class, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. *Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal*

At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence in the student's defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, the student, the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, shall be notified of the student's right to a conference and the right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school for the conference. (Education Code 48911)

2. *Administrative Actions: All requests for student suspension are to be processed by the principal or designee*

A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. *Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker, and, if applicable, the county social worker, in person, by email, or by telephone*

Whenever a student is suspended, the parent/guardian, or, if applicable, the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, the county social worker,

shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

Additionally, the notice shall state the date and time when the student may return to school.

4. *Parent/Guardian Conference: Whenever a student is suspended, school officials may conduct a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter (Education Code 48914)*

If school officials request to meet with the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, the notice may state that the law requires such individuals to respond to the request without delay. However, the student shall not be penalized for the failure of the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, to attend such a conference. The student may not be denied reinstatement solely because such individuals failed to attend the conference. (Education Code 48911)

5. *Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)*

- a. *The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard*

This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

- b. *The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process*
- c. *If the student involved is a foster youth or Indian child, the Superintendent or designee shall notify the district's educational liaison of the need to invite the foster youth's educational rights holder, attorney and county social worker, or the Indian child's tribal social worker or, if applicable, the county social worker, to attend the meeting (Education Code 48853.5, 48911, 48918.1)*
- d. *If the student involved is a child or youth experiencing homelessness, the Superintendent or designee shall notify the district liaison for homeless students (Education Code 48918.1)*
- e. *In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school*

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," and "Additional Grounds for Suspension and Expulsion: Grades 4-12," above and within the limits specified under "Suspension by Superintendent, Principal, or Designee," above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

- 1. The on-campus suspension classroom shall be staffed in accordance with law*
- 2. The student shall have access to appropriate counseling services*
- 3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension*
- 4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom and the teacher(s) shall provide all assignments and tests that the student will miss while suspended*

If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, in person, by email, or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

- 1. Causing serious physical injury to another person, except in self-defense*
- 2. Possession of any knife or other dangerous object of no reasonable use to the student*
- 3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11059, except for:*
 - a. The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis*
 - b. The student's possession of over-the-counter medication for use by the student for medical purposes*
 - c. Medication prescribed for the student by a physician*
- 4. Robbery or extortion*
- 5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee*

In determining whether to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an offense for which the student may be expelled, the Superintendent, principal, or designee shall offer the student, the student's parent/guardian, or, when applicable, other person holding the right to make educational decisions for the student, the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after written notice of the expulsion hearing pursuant to Education Code 48918 has been given.

The stipulation agreement shall be in writing and shall be signed by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student, shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

- 1. Receive five days' notice of the scheduled testimony at the hearing*
- 2. Have up to two adult support persons present at the hearing at the time the witness testifies*
- 3. Have a closed hearing during the time the witness testifies*

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

- 1. The date and place of the hearing*
- 2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based*
- 3. A copy of district disciplinary rules which relate to the alleged violation*
- 4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment*

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

- 5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser*

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

- 6. The right to inspect and obtain copies of all documents to be used at the hearing*
- 7. The opportunity to confront and question all witnesses who testify at the hearing*
- 8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses*

Additional Notice of Expulsion Hearing for Foster Youth, Students Experiencing Homelessness, and Indian Children

If the student facing expulsion is a foster student or Indian child, the Superintendent or designee shall also send notice of the hearing to the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, county social worker, at least 10 calendar days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a student experiencing homelessness, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 calendar days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

- 1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting*

If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. *Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made (Education Code 48918(g))*
3. *Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion*

After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in Item #4 below. (Education Code 48918(i))

4. *Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs*

The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," and "Additional Grounds for Suspension and Expulsion: Grades 4-12," above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. *Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)*
 - a. *Any complaining witness shall be given five days' notice before being called to testify*
 - b. *Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony*
 - c. *Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential*
 - d. *The person presiding over the hearing may remove a support person who is disrupting the hearing*

- e. *If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5*
- f. *Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard*

Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. *In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment*
 - i. *The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony*
 - ii. *At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room*
 - iii. *The person conducting the hearing may:*
 - a. *Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness*
 - b. *Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours*
 - c. *Permit one of the support persons to accompany the complaining witness to the witness stand*

- 6. *Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed (Education Code 48918(a))*

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Additionally, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All

findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which shall include, but not be limited to, periodic review and a preliminary assessment for readmission at least 45 days before the end of the expulsion term. The plan shall be tailored to the student's needs and address the behavior that led to the expulsion. The plan may be developed in consultation with district staff who have knowledge or special expertise regarding the student and include recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs. (Education Code 48916)

The Board shall assist the student in locating accessible opportunities that are necessary to complete the requirements of the student's plan for rehabilitation, including, but not limited to, opportunities for counseling and community service. (Education Code 48916)

The Board shall not require the student or the student's parents/guardians to pay for any costs or services the Board determines to be necessary for the student to complete the student's plan of rehabilitation. (Education Code 48916)

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student, or if the student is under 18 years of age, to the student's parent/guardian. This notice shall include the following:

- 1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)*
- 2. A description of readmission procedures (Education Code 48916)*
- 3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)*

4. *Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)*
5. *Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)*

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. *The student's pattern of behavior*
2. *The seriousness of the misconduct*
3. *The student's attitude toward the misconduct and willingness to follow a rehabilitation program*

The suspension of the enforcement of an expulsion shall be governed by the following:

1. *The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation*

This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

2. *During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status (Education Code 48917)*
3. *The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above, or violates any of the district's rules and regulations governing student conduct (Education Code 48917)*
4. *When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order (Education Code 48917)*
5. *Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school*

Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

6. *The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian*

The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. *Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board (Education Code 48917)*

Appeal

If a student is expelled from school, the student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended

and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

- 1. Appropriately prepared to accommodate students who exhibit discipline problems*
- 2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these*
- 3. Not housed at the school site attended by the student at the time of suspension*

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in Items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and Items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

The Board shall receive notification from the County Superintendent of Schools, if at any time during the expulsion term and for any reason the County Superintendent is unable to serve the students expelled by the district. Upon notification, the Board shall ensure that another educational program is provided to the student for the duration of the expulsion order which may include entering into an agreement with a County Superintendent in another county to provide education services for the district's expelled students. (Education Code 48916.1)

Upon the change of a student's eligibility for an educational program or at the request of the student's parent/guardian, the Board shall review with the student and the student's parent/guardian the educational options for expelled students as outlined in the plan to provide education services to expelled students pursuant to Education Code 48926. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

- 1. The Superintendent or designee shall hold a conference with the student's parent/guardian, or other person holding the right to make educational decisions for the student, and the student*

At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and the student's parent/guardian or other person holding the right to make educational decisions for the student shall be asked to indicate in writing their willingness to comply with these regulations.

As part of the review process, the Board shall, upon being informed by the Superintendent or designee, indicate whether the student had access to the necessary resources to complete the student's rehabilitation plan. A rehabilitation plan that is not completed due to financial or transportation barriers or a lack of viable opportunities to complete a term of the rehabilitation plan shall not be a basis to deny the readmission of a student. (Education Code 48916)

2. *The Superintendent or designee shall transmit to the Board a recommendation regarding readmission*

The Board shall consider this recommendation in closed session. If a written request for open session is received from the student's parent/guardian or other person holding the right to make educational decisions for the student, or adult student, it shall be honored to the extent that privacy rights of other students are not violated.

3. *If the readmission is granted, the Superintendent or designee shall notify the student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, by registered mail, of the Board's decision regarding readmission*
4. *The Board may deny readmission only if it finds that the student either: (Education Code 48916)*

- a. *Has not substantially satisfied the conditions of the rehabilitation plan despite having access to the necessary resources and viable opportunities to complete their rehabilitation plan*
- b. *That the student continues to exhibit documented behaviors that the student was expelled for or is documented to have committed one or more new acts during the expulsion term that would make the student eligible for another expulsion*

5. *If Board denies the readmission of a student pursuant to Item #4, the expulsion term may be extended for one semester at a time, at which point the student shall be reassessed for readmission pursuant to Item #1*
6. *If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school*
7. *The Board shall provide written notice to the expelled student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, describing the reasons for denying readmittance into the regular program*

This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district.

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

RIGHT OF APPEAL AND DUE PROCESS

SUSPENSION

1. Suspension by the principal/designee or the superintendent shall be preceded by an informal conference which is conducted by the principal or his/her designee between the pupil and whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal. At the conference the pupil shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her defense. (EC 48911, sub-section b)
2. A principal/designee or the superintendent can suspend a pupil without affording the pupil an opportunity for a conference only if the principal or his/her designee determines that an "emergency situation" exists. If a pupil is suspended without a conference prior to the suspension, both the parent and the pupil shall be notified of the pupil's right to such a conference, and the pupil's right to return to school for such purpose. The conference shall be held within two (2) school days unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference. (EC 48911, sub-section c)
3. At the time of suspension, a school employee shall make a reasonable effort to contact the parent or guardian of the pupil in person or by telephone, (EC 48911, sub-section d)
4. Whenever a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension. The notice shall be, insofar as is practicable, in the primary language of the pupil's parent or guardian. Included in this notice is a request that the parent or guardian attend a conference with school officials regarding the pupil's behavior including notice that state law requires parents or guardian to respond to such a request without delay. (EC 48911, sub-section d)
5. If suspension is ordered by a principal/designee, the pupil or pupil's parent or guardian shall have the right to request a meeting with the superintendent's designee within ten (10) days of time that the suspension and/or other disciplinary action took place. The meeting shall be held within three (3) school days of time such request is received by the designee. (EC 48914, sub-section a)
6. If a meeting is requested and held according to EC Section 48914, sub-section a, superintendent's designee shall render a decision within two (2) school days. (EC 48914, sub-section d)

The procedure shall be as follows:

- a. The Superintendent or Superintendent's designee shall determine if there was sufficient evidence to find that the alleged violation occurred, and whether the penalty was appropriate for the violation.
- b. The student may designate a representative to be present with him/her at the meeting, but the representative shall not serve as legal counsel unless the district has a legal counsel present to represent the school district.
- c. At the meeting the Superintendent or Superintendent's designee shall review all written documents in the case; and the student's parents or guardians and/or representative address the Superintendent or Superintendent's designee on the evidence or the appropriateness of the penalty.
- d. The Superintendent or Superintendent's designee shall make a decision within five (5) school days. If the Superintendent or Superintendent's designee determines that no violation occurred, all record and documentation regarding the disciplinary proceedings and suspension shall be immediately destroyed and no information regarding the meeting shall be placed in the student's permanent record file. In the Superintendent or Superintendent's designee determines that the penalty imposed was inappropriate for the violation, all records and documentation concerning the suspension and/or other disciplinary action shall be revised to indicate only the facts leading to the penalty imposed by the Superintendent or the Superintendent's designee.

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children's education.

1. Absence for Religious Exercises and Instruction: Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)

2. Comprehensive Sexual Health Education and HIV/AIDS Prevention Education: A parent or guardian has the right to excuse their child from comprehensive sexual health education, human immunodeficiency virus ("HIV") prevention education, and assessments related to that education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV and acquired immunodeficiency syndrome ("AIDS") prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act. (Ed. Code, § 51930 et. seq.)

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire, or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction whether the instruction will be taught by District personnel or by outside consultants. If outside consultants or guest speakers are used, the notice shall include the date of the instruction, and the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933, 51934, and 51938. (Ed. Code, § 51938) If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians no less than 14 days before instruction is given. (Ed. Code, § 51938)

3. Excuse from Instruction in Health: Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

4. Administration of Medication: Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or the student may carry and self-administer a prescription epinephrine delivery system, but only if the parent consents in writing and provides detailed written instructions from a physician or a physician assistant as specified by law.

In order for a student to be assisted by a school nurse or other designated school personnel, the District must obtain both (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the parent, foster parent, or guardian indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant.

In order for a child to carry and self-administer a prescription epinephrine delivery system, the District must obtain both (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the epinephrine delivery system, and (2) a written statement from the parent, foster parent, or guardian consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise regarding the medication, and releasing the District and school personnel from civil liability if the self-administering-student suffers an adverse reaction as a result of self-administering medication pursuant to this section.

The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. A student may be subject to disciplinary action if the student uses an epinephrine delivery system in a manner other than as prescribed. (Ed. Code. §§ 49423, 49423.5)

5. Students on Medication: Parents are to notify the school nurse or other designated certificated school employee if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49423, § 49480).

6. Immunization: The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Chapter 1 (commencing with section 120325) of part 2 of division 105 of the Health and Safety Code. The immunization exemption based on personal beliefs has been eliminated. (Health & Saf. Code, § 120335). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for their age as required by law. (Health & Saf. Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A licensed physician or surgeon must transmit a completed medical exemption certification form from the California Department of Public Health directly to the local educational agency and the California Immunization Registry. The standardized medical exemption form shall be the only documentation of a medical exemption that shall be accepted by the District. (Health & Saf. Code, §§120370, 120372) A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. The health care practitioner may administer immunizations for the prevention and control of diseases that present a current or potential outbreak as declared by a federal, state, or local public health officer. (Ed. Code, §§ 48216, 48980(a), 49403; Health & Saf. Code, §§ 120325, 120335)

Students are advised to adhere to current immunization guidelines regarding full human papillomavirus (“HPV”) immunization before admission or advancement to the eighth grade level. HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. A fact sheet has been attached describing the benefits of an HPV vaccination. (Ed. Code, § 48980.4, Health & Saf. Code, § 120336)

7. Physical Exams and Testing: The District is required to conduct certain physical examinations of vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if they are believed to be suffering from a recognized contagious or infectious disease, and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§49451, 49452, 49452.5, 49455; Health & Saf. Code, §124085) The District may provide for scoliosis screening of every female student in grade 7 and every male student in grade 8. (Ed. Code § 49452.5)

8. Confidential Medical Services: For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)

9. Medical Coverage for Injuries: Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without their consent, or if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

10. Accidental Injury Insurance: The district does not provide medical and hospital services for students injured while participating in athletic activities. Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers both medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families at 1-866-294-4347. (Ed. Code, §§ 32221.5, 49471)

11. Mental Health Services : The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available for students can be found on page 6 of the Student Handbook under Community Resources for Children. To initiate services, a parent or student may contact the school site to request an SST meeting or utilize the telephone numbers located on page 8 of the Student Handbook

12. Services for Students with Exceptional Needs or a Disability: State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, §56040, et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The site principal is responsible for handling requests for services under Section 504. The address and telephone number for Jefferson School is 7500 W. Linne Rd., Tracy, CA 95304; (209) 835-3053. The address and telephone number for Tom Hawkins School is 475 Darlene Lane, Tracy, CA 95377; (209) 839-2380. The address and telephone number for Monticello School is 1001 Cambridge Place, Tracy, CA 95377; (209) 833-9300. The address and telephone number for Anthony Traina School is 4256 Windsong Drive, Tracy, CA 95377. (209) 839-2379. The address and telephone number for Corral Hollow School is 7000 Coriander Street, Tracy, CA 95377. (209) 650-2885. The District 504 Coordinator is NelLaine Kilgore and she can be reached at 1219 Whispering Wind Drive, Tracy, CA 95377, (209) 836-3388.

13. No Academic Penalty for Excused Absence: No pupil may have their grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Ed. Code, §§ 48205, 48980 (i)).

A pupil shall be excused from school when the absence is:

- (a) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (b) Due to quarantine under the direction of a county or city health officer
- (c) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (d) For the purpose of attending the funeral services of a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
- (e) For the purpose of jury duty in the manner provided for by the law.
- (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note.
- (g) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- (h) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- (i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701 of the Education Code, and has been called to duty for, is on leave from, or

as immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent of the school district.

- (j) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (k) For the purpose of participating in a cultural ceremony or event.
- (l) For the purpose of a middle or high school pupil engaging in a civic or political event, provided the pupil notifies the school in advance. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.
- (m) For any of the following purposes, inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, has died, so long as the absence is not more than three (3) days per incident.
 - (i) To access services from a victim services organization or agency.
 - (ii) To access grief support services.
 - (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, including, but not limited to, temporary or permanent relocation.
 - (iv) Any absence beyond three days for the reasons described above shall be subject to the discretion of a school administrator, or their designee, pursuant to section 48260.
- (n) Due to the pupil's participation in military entrance processing.
- (o) Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries if the pupil holds a work permit, or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence. (Ed. Code, §§ 48260, 48205, 48225.5)

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls. (Ed. Code. § 48205).

"Cultural means relating to the habits, practices, beliefs, and traditions of a certain group of people. (Ed. Code § 48205)

"Immediate family" as used in this section refers to the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. (Ed. Code, § 48205)

"Victim services organization or agency" means an agency or organization that has a documented record of providing services to victims. (Ed. Code, § 48205; Lab. Code § 230.1)

14. Equal Opportunity: Equal opportunities for both sexes in all educational programs and activities run by the District is §a commitment made by the District to all students. (Title IX of the Education Amendments of 1972) (34 C.F.R. § 106.8) The District does not discriminate, including in admission and employment, on the basis of sex in any education programs or activities operated by the District, as is required by Title IX. Inquiries on all matters, including complaints, regarding the implementation of Title IX in

the District may be referred to the Director of Human Resources, at the following address and telephone: Jefferson Elementary School District, 1219 Whispering Wind Drive, Tracy, CA 95377, 209-836-3388.

15. Complaints (Special Education): Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs do not comply with state or federal law or regulations to: Superintendent, Jefferson Elementary School District, 1219 Whispering Wind Drive, Tracy, CA, 95377.

16. Release of Student Information: The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institutions attended. (Ed. Code, §§ 49060 et seq., 49073; 20 U.S.C. § 1232g; 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c); 20 U.S.C. § 1232g; 42 U.S.C. § 11434a (2))

Directory information may be disclosed regarding a pupil identified as a homeless child or youth to facilitate an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by schools, unless the parent or pupil has provided written notice to the school that they do not consent to the physical examination. (Ed. Code, § 49073(c), 20 U.S.C. § 1232g; 42 U.S.C. § 11434a(2))

17. Information Obtained from Social Media: A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing Board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed. Code § 49073.6)

18. Inspection of Student Records: State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§49063, 49069.7, 34 C.F.R. § 99.7)

- (a) A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) business days of their request.
- (b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at their child's school. The principal of each school is ultimately responsible for maintenance of student records.
- (c) A parent with legal custody has a right to challenge information contained in their child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.
- (d) A parent or guardian has the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent disclosure is authorized without consent.

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

- (i) Inaccurate.
- (ii) An unsubstantiated personal conclusion or inference.
- (iii) A conclusion or inference outside of the observer's area of competence.

- (iv) Not based on the personal observation of a named person with the time and place of the observation noted.
- (v) Misleading.
- (vi) In violation of privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code. § 49070) If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code Sections 49070-49071 to assist in the decision making provided that the parent has given written consent to release information from the relevant student records to the members of the panel. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- (e) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records and the legitimate interests therefore to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code. §49064)
- (f) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g)
- (g) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.
- (h) Parents and guardians will be charged 20¢ per page for the reproduction of student records.
- (i) Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g (g))
- (j) Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

19. Family Educational Rights and Privacy Act: Parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.

20. Student Discipline: District and school rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code, §48900(r))

21. Dissection of Animals: If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternative education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. No student shall be discriminated against based upon their decision to exercise their rights under this section. (Ed. Code, §§ 32255-32255.6)

22. Temporary Disability: A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction.

Home Instruction: The district in which the student resides is to provide individual instruction if the student is receiving the instruction in their home. Individual instruction in a pupil's home pursuant to Education Code section 48206.3 shall commence no later than five working days after a school district has determined that the pupil shall receive this instruction.

Hospital or Health Facility Instruction: The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. Individual instruction will commence no later than five working days after a positive determination has been rendered. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil in their prior school after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, they may attend school in their district of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that they attended immediately before receiving individual instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. (Ed. Code, § 221.51)

23. Student Residency: A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, §48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in their school of origin pursuant to Education Code section 48853.5(f) and (g); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of their employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204). The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, §48204). A student (including a student eligible for services under the federal Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.), Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. § 794), or the federal Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), as applicable) also complies with the residency requirements for school attendance in a school district if they are a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten (10) days after the published arrival date provided on official documentation. Upon notification that a student enrolling pursuant to their parent's active military duty is receiving, or may be eligible to receive, services or accommodations as applicable, the District shall promptly coordinate with the student's parents and previous school to ensure the timely exchange of records and to reduce any delays in the student receiving comparable services or accommodations, including, but not limited to, implementation of their individualized education program, individualized family service plan, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973. (Ed. Code, §48204.3) A student also complies with the residency requirement if the student's parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of their parent/guardians against their will; that the student moved outside of California as a result of their parent/guardians departing California against their will; and that the student lived and was enrolled in school in California immediately before moving outside of California. (Ed. Code, § 48204.4)

24. Attendance Options: Students who attend schools other than those assigned by District are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the District which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980 (h))

Attached is a copy of the District's Policy on Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should contact the Superintendent's office. The general requirements and limitations of each process are described as follows:

(a) Choosing a School Within the District in Which Parent Lives: Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer. However, a district may consider special circumstances that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including physical threats of bodily harm or threats to the emotional stability of the pupil documented by a state or local agency, licensed or registered professional, or court order.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student who transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.
- Victims of Bullying: A school district of residence must approve an intradistrict transfer request for a victim of an act of bullying unless the requested school is at maximum capacity, in which case the district must accept an intradistrict transfer request for a different school within the district. A school district of residence may not prohibit the interdistrict transfer of a victim of an act of bullying if there is no available school for an intradistrict transfer and if the school district of proposed enrollment approves the transfer application. (Ed. Code, §46600)
- A school district of proposed enrollment shall ensure that pupils admitted under this law are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a pupil should be enrolled based on academic or athletic performance, physical condition, English proficiency, family income, or any of the individual characteristics set forth in Education Code section 220, including but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status.

(b) Choosing a School Outside the District in Which Parent Lives: Parents have two different options for choosing a school outside the district in which they live. The two options are:

(i) Interdistrict Transfers (Ed. Code, §§46600 - 46610): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which they are enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.
- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))
- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. (Ed. Code, § 46601) Approved Jefferson Elementary School District transfers are valid for the current school year only, as permitted in education code.
- A school district of residence shall not prohibit the transfer of a student who is a homeless child or youth, a current or former migratory child, a foster youth, the victim of an act of bullying, or a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application.
- If a pupil is a victim of an act of bullying and their school district of residence has only one school offering their grade level, such that there is no option for an intradistrict transfer, the pupil may apply for an interdistrict transfer,

and the school district of residence shall not prohibit the transfer if the school district of proposed enrollment approves the application for transfer. (Ed. Code, § 46600)

- A school district that elects to accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on their academic performance, athletic performance, physical condition, proficiency in English, family income, actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics.
- Upon request of the parent on behalf of a pupil eligible for transfer pursuant to this subdivision, a school district of enrollment will provide transportation assistance to a pupil who is eligible for free or reduced-price meals. (Ed. Code, §46600)
- A school district of enrollment may provide transportation assistance to any pupil admitted under this subdivision. (Ed. Code, §46600(d)).

(ii) **“Allen Bill” Transfers** (Ed. Code, §48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which their parents (or legal guardian (s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204 (b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student's transfer if it is determined that there would be a negative impact on the district's desegregation plan.
- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

25. Sexual Harassment Policy: Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(f))

26. Notice of Alternative Schools: California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of the student's desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited, to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

27. Nutrition Program: The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code § 49510 et seq.)

28. U.S. Department of Education Programs: The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- (a) political affiliations or beliefs of the student or student's parents;
- (b) mental and psychological problems of the student or their family;
- (c) sex behavior or attitudes;
- (d) illegal, anti-social, self-incriminating or demeaning behavior;
- (e) critical appraisals of other individuals with whom respondents have close family relationships;
- (f) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (g) religious practices, affiliations, or beliefs of the student or student's parent; or
- (h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

29. Uniform Complaint Procedures:

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620).

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background) religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality, or bisexuality), or association with a person or a group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq.; Cal. Code Regs., tit. 5, § 4900 et seq.; 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794; 42 U.S.C. § 2000d et seq.; 42 U.S.C. § 12101 et seq.; 34 C.F.R. § 106.9). The District prohibits discrimination, harassment, intimidation, bullying and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650; Ed. Code, §§ 234 et seq., 48900(r))

- (a) Any individual, public agency or organization has the right to file a written complaint alleging that they have personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, §§ 4610, § 4630 (b))
- (b) Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)
- (c) Complaints must usually be filed with the District Director of Human Resources

- (d) Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal.Code Regs., tit.5,§ 4630 (b))
- (e) Within 60 days from the date of receipt of the complaint, the District’s responsible officer or their designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.
- (f) A party to a written complaint of discrimination may appeal to the California Department of Education if the District fails to issue a report within the timeline specified above. The appeal shall present the Department with the basis for the direct filing and why immediate action is necessary.
- (g) A person who alleges a violation of Section 220, 243, 244, 51500, 51501, or 60044 may seek civil remedies after 60 days have elapsed from the filing of an appeal to the Department. (Ed. Code, §§ 262.3, 48980(o))

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

(h). Written complaints may be made regarding:

- (i) Adult Education;
- (ii) After School Education and Safety;
- (iii) Agricultural Career Technical and/or Vocational Education;
- (iv) American Indian Education Centers and American Indian Early Childhood Education;
- (v) Bilingual Education;
- (vi) California Peer Assistance and Review Programs for Teachers;
- (vii) Consolidated Categorical Aid Programs;
- (viii) Migrant Child Education Programs;
- (ix) Every Student Succeeds Act (formerly No Child Left Behind);
- (x) Career Technical and Technical Education and Technical Training Programs;
- (xi) Child Care and Development;
- (xii) Child Nutrition;
- (xiii) Compensatory Education;
- (xiv) Consolidated Categorical Aid;
- (xv) Economic Impact Aid;
- (xvi) Special Education;
- (xvii) “Williams Complaints”;
- (xviii) Pupil Fees;
- (xix) Instructional Minutes for Physical Education;
- (xx) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP);
- (xxi) Pregnant and Parenting Pupils, including parental leave;
- (xxii) Student Parent Lactation Accommodations;
- (xxiii) Course Assignments already Completed or without Educational Content;
- (xxiv) Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families;
- (xxv) Regional Occupational Centers and Programs;
- (xxvi) Continued Education Options for Former Juvenile Court School Students;
- (xxvii) School Safety Plans;
- (xxviii) School Plans for Student Achievement (SPSA);
- (xxix) Tobacco-Use Prevention Education;
- (xxx) Schoolsite Councils;
- (xxxi) State Preschool;
- (xxxii) State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing;
- (xxxiii) School or athletic team names, mascots, or nicknames pursuant to section 221.3.
- (xxxiv) Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000;

(xxxv) Any other educational program the Superintendent deems appropriate

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630; Ed. Code §§ 222, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001; 20 U.S.C. §§1400, 6601, 6801, 7101, 7201, 6301 et. seq.; Health & Saf. Code, §§1596.792, 1596.7925, 104420)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed above. (Cal.Code Regs., tit. 5, § 4630 et seq.)

Copies of the District's complaint procedures are available free of charge. (Cal Code Regs., tit. 5, §4622(d)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, §4630(b)).

Within 60 days from the date of receipt of the complaint, the District's responsible officer or their designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

- (i) Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a different timeline for the following areas: (Ed. Code. §§ 8235.5, 35186)
 - (i) Insufficient textbooks and instructional materials;
 - (ii) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; or
 - (iii) Teacher vacancy or misassignment
 - (iv) Noncompliance of license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

- There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
- School facilities must be clean, safe, and maintained in good repair.
- There should be no teacher vacancies or misassignments.
- In case of a shortage of complaint forms, a form may be obtained at 1219 Whispering Wind Drive, Tracy, CA 95377.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right to appeal to the State Superintendent of Public Instruction.

- (j) Pupil Fees Complaints: A pupil enrolled in the District shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Ed. Code § 49010 et seq.) A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant not satisfied with the decision of the school may appeal the decision to the California Department of Education.

- (k) Foster, homeless, former juvenile court pupils and pupils in military families; the District will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school

district, and pupils in military families as specified in Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Responsible Official: The District official responsible for processing complaints is the Director of Human Resources, who can be reached at 1219 Whispering Wind Drive, Tracy, 95377, (209) 836-3388.

Complaints Made Directly to the State Superintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- (l) Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation;
- (m) Complaints regarding Child Development and Child Nutrition programs not administered by the District.;
- (n) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation and would suffer immediate and irreparable harm if filing complaint at District level;
- (o) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.;
- (p) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.;
- (q) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.

(Cal.Code Regs., tit.5. §§ 4630, 4650)

Appeals:

- (r) Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3 (a); Cal.Code Regs., tit.5, §§ 4622, §4632)
 - (i) Appeals must be filed within thirty (30) days of receiving the District decision.
 - (ii) Appeals must be in writing.
 - (iii) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.
 - (iv) Appeals must include a copy of the original complaint and a copy of the District decision.
 - (v) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.
 - (vi) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- (s) If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal.Code Regs., tit.5. §4665)
 - (i) Reconsideration must be requested within thirty (30) days of receiving the Department of Education report.
 - (ii) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

In addition to the above described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code. §262.3 (b); Cal.Code Regs., tit.5, §4622)

30. Pupil-Free Staff Development Day and Minimum Day Schedule: See the District Calendar on page 4 for a list of these days. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, § 48980(c))

31. **Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §49091.14)

32. **Transitional Kindergarten:** The District may admit a child, who will have their fourth birthday by September 1, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:

- (a) the governing board or body determines that the admittance is in the best interests of the child, and
- (b) the parent/guardian is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance (Ed. Code, § 48000)

33. **Pupil Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or their designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code Section 56300 et seq. (Ed. Code, § 56301(d); 34 C.F.R. § 104.32 (b))

34. **School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)

35. **Asbestos Management Plan:** The current management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)

36. **Every Student Succeeds Act (ESSA):** The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change and new information may be added.

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects they teach, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1112(e)(1)(A-B) (as amended by ESSA))
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1111(h)(6) (as amended by ESSA))
- **School Identified for School Improvement:** A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan) for comprehensive support and improvement activities or targeted support and improvement activities. The notice will be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The notice will include an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; an explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1111(c-d) (as amended by ESSA))
- **Parent and Family Engagement:** ESSA requires the District to notify parents of a written parent and family engagement policy. (ESSA § 1116) (as amended by ESSA) (20 U.S.C. § 6318(b)). The policy must include how each school will; convene an annual meeting to which all parents of participating students shall be invited and encouraged to attend, to inform parents of the requirements of this policy and the right of parents to be involved; offer a flexible number of meetings; involve parents in an organized and timely manner in the review and development of programs under this part including development of the parent and family engagement policy; provide parents timely notice about programs under this part, a

description of the curriculum in use at the school, the forms of academic achievement, and if requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions related to the education of their children; allow parents to submit comments on the plan when the school makes it public; jointly develop a compact with parents describing the school's learning environment and address the importance of communication between parents and teachers; provide assistance to parents of children served by the school in understanding academic standards, assessments, and the requirements of this part; provide materials and training to help parents work with their children to improve their children's achievement; educate teachers on the importance of parent outreach and communication; coordinate parent involvement in school programs; provide information related to school and parent involvement in school programs; provide information related to school and parent programs in a format and language the parents can understand; adopt and implement model approaches to improving parental involvement; and provide other reasonable support for parental involvement activities as parents may request. This policy shall be provided in a format and, to the extent practicable, in a language that parents will understand.

- **Limited English Proficient Students:** ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and parent options for removing a student from a program, declining initial enrollment, and/or choosing another program. (ESEA § 1112(e)(3)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term English learners or those at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312)

The information provided above is available upon request from each student's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. § 6301 et seq.)

37. Language Acquisition Program: If the District implements a language acquisition program pursuant to Education Code section 310, it will: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.0 2; and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the District, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Ed. Code, § 310; Cal. Code Regs., tit.5, §§ 11309, 11310)

38. Children in Homeless/ Foster Care, Former Juvenile Court School Students, Migrant Students, and Newcomers: Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5; 42 U.S.C. § 11432(g)(1)(J)(ii)) The District's liaison is Christina Orsi and she can be contacted at 209-835-3053.

A homeless child will be allowed to continue their education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that they are not homeless, the District will allow a child in high school to continue their education in the school of origin through graduation. For a child in grades K through 8, the District will allow the formerly homeless child to continue their education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels will be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms. (Ed. Code, § 48852.7)

The District has designated Christina Orsi as the educational liaison for foster children and she can be contacted at 209-835-3053. The educational liaison will disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

A foster child shall be allowed to continue their education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, immunization history, proof of residency, other documentation or school uniforms. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

Upon receiving a transfer request or notification of a student in foster care, the District shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The District shall exempt from local graduation requirements, or consult with the student and their educational rights holder about the option to remain in school for a fifth year to complete the local graduation requirements, a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a newcomer student for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1 § 51225.2)

The District shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or newcomer student while attending another school. The District will not require those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

“Newcomer student” means a student who is between the ages 3-21, was not born in any of the 50 States, the District of Columbia, or the Commonwealth of Puerto Rico, and has not been attending one or more schools in any of the referenced locations for more than three (3) full academic years. (Ed. Code, § 51225.2; 20 U.S.C. § 7011)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

39. Continued Education Options For Juvenile Court School Students: When a student transfers into a juvenile court school any time after the completion of the student's second year of high school and completes the statewide coursework requirements for graduation specified in section 51225.3 while attending a juvenile court school, and the student is in their third or fourth year of high school, the county office of education shall exempt the student from all coursework or other requirements that are in addition to the statewide coursework requirements in section 51225.3, unless the county office finds that the student is reasonably able to complete the local graduation requirements in time to graduate by their fourth year of high school. Within thirty (30) days of a student transferring into a juvenile court school, the county office of education shall notify the student, the person holding to right to make educational decisions for the student, and the student's social worker and probation officer of the availability of the exemption and whether the student qualifies. (Ed. Code, § 48645.5(d).) A county office of education shall also exempt a student from local graduation requirements if it determines that a juvenile court school student is unable to complete local graduation requirements after the fourth year of high school but is able to complete the statewide coursework requirements. (Ed. Code, § 48645.7.) When a juvenile school student qualifies for an exemption from local graduation rights, the county office of education shall notify the student, the person holding to right to make educational decisions for the student, and the student's social worker -and probation officer of the following:

- (a) How any of the local graduation requirements that are waived may affect the student's post-secondary education or vocation plans, including the ability to gain admission to a post-secondary educational institution;
- (b) Opportunities available to the student, including, but not limited to, staying enrolled in high school beyond a fourth year, possible credit recovery, and any transfer opportunities available through the California Community Colleges;
- (c) The option to defer or decline the diploma and take additional coursework; and
- (d) The student's academic data and other information relevant to making an informed decision on whether to accept the exemption from local graduation requirements (Ed. Code, §§ 48645.3(a), 48645.7)

If the county office of education determines that the juvenile court student is reasonably able to complete local graduation requirements after the student's fourth year of high school, the county office of education shall:

- (e) Consult with the student and the person holding the right to make educational decisions for the student regarding the student's option to remain in school after the student's fourth year to complete local graduation requirements;
- (f) Consult with the student and the person holding the right to make educational decisions for the student, about how remaining in school after the student's fourth year to complete the local graduation requirements will affect the student's ability to gain admission to a post-secondary educational institution;
- (g) Consult with and provide information to the student about transfer opportunities through the California Community Colleges; and
- (h) Permit the student to stay in school after the student's fourth year to complete the local graduation requirements upon agreement with the student, if the student is 18 years or older, or, if the student is under 18 years, upon agreement with the person holding the right to make educational decisions for the student.

A juvenile court school student who is eligible for the exemption from local graduation requirements and who would otherwise be entitled to remain in attendance shall not be required to accept the exemption. If a student who is eligible for an exemption has previously deferred or declined an exemption, the county office of education shall grant an exemption within thirty (30) days if it is requested by the student. A student shall not be required to transfer schools in order to qualify for an exemption. A student shall not request a transfer solely to qualify the student for an exemption. A complaint of noncompliance with this section may be filed with the county office of education pursuant to the Uniform Complaint Procedures. (Ed. Code, § 48645.7.)

40. Sex Equity In Career Planning: Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, §221.5(d))

41. Pesticide Products: All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product and the active ingredient (s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. Parents/guardians of the Jefferson Elementary School District can register with the District's designee, Jason Seymore, to receive notification of individual pesticide applications by calling 209-835-3968 or emailing him at jseymore@jsdtracy.com. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application. If you wish to access information on pesticides and pesticide reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agriculture Code section 13184, you can do so by accessing the Department's website at www.cdpr.ca.gov. (Ed. Code, §§ 48980.3, 17611.5, 17612)

42. Pregnant and Parenting Pupils: Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. "Pregnant or parenting pupil" means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.

A pregnant or parenting pupil is entitled to eight weeks of parental leave. This leave may be taken before the birth of the pupil's infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student's physician. (Ed. Code, § 46015)

The person holding the student's educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student's intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student's absences shall be deemed excused and the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which they were enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and reenrollment in courses.

A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete its graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

A student who chooses not to return to the school in which they were enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

A student will not incur any academic penalties as a result of using the accommodations in this section. (Ed. Code, § 46015)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures in accordance with Title 5 of the California Code of Regulations.

43. Student Parent Lactation Accommodations: The District is required to provide reasonable accommodations to a lactating student on a school campus to address breastfeeding needs. (Ed. Code, § 222)

A student may not be penalized academically because of the reasonable accommodations provided during the school day. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

44. PE Instructional Minutes: The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school includes physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

45. Pupil Fees: A pupil enrolled in a public school will not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

(a) The following requirements apply to prohibited pupil fees:

- (i) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.
- (ii) A fee waiver policy shall not make a pupil fee permissible.
- (iii) The District and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district of school does not provide.
- (iv) The District and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil's parents or guardians, and the District and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the District or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. The District and its schools, are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

46. Safe Storage of Firearms: The District is required to provide parents notice of California's child access prevention laws and laws relating to the storage of firearms, The district has attached a memorandum describing such laws. (Ed. Code, § 48986, 49392)

47. Synthetic Drugs: The District is required to provide parents notice of the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, the possibility that dangerous synthetic drugs can be found in counterfeit pills, and the risks of social media platforms being used as a way to market and sell synthetic drugs, such as fentanyl. The District has attached a memorandum describing such laws. (Ed. Code, § 48985.5)

48. California Assessment of Student Performance and Progress: The California Assessment of Student Performance and Progress (CAASPP) includes Smarter Balanced Summative assessments in English Language Arts and Math in grades 3-8 and 11 and California Alternative Assessments (CAA) in English Language Arts and Math in grades 3-8 and 11 for students with significant cognitive disabilities. The California Science Test (CAST) for science is required for all students in grades 5, 8, and once in high

school unless the student's IEP indicates administration of the CAA. Students in grades 3-8 and in high school may choose to take the optional standards-based test in Spanish (CSA) for reading/language arts. The CAASPP includes an assessment for students whose primary language is a language other than English upon enrollment in a California public school. A parent or guardian may make a written request to excuse their child from any or all parts of the assessments. (Ed. Code, §§ 52052, 60604, 60615, 60640; 5 C.C.R. § 852)

49. Oral Health Assessment: Upon enrollment in kindergarten (including transitional kindergarten), or when enrolled in first grade in a public school if a student was not previously enrolled in kindergarten, a student shall present proof of having received an oral health assessment by a licensed dentist or other dental health professional performed no earlier than 12 months before the date of the initial enrollment of the student. For two-year kindergarten program, proof is required once. The District has attached an information sheet from the Department of Education describing this requirement. (Ed. Code, § 49452.8.)

50. Instructional Materials and Unlawful Discrimination: The District shall not adopt or approve the use of any textbook, instructional material, supplemental instructional material, professional development materials, or curriculum for classroom instruction if the use of the textbook, instructional material, supplemental instructional material, or curriculum would subject a student to unlawful discrimination. A complaint regarding an alleged violation of this provision may be filed under the Uniform Complaint Procedures by any member of the public, including anyone electing to file anonymously if they provide enough information to support an allegation of noncompliance. (Ed. Code, § 244.)

51. Reading Difficulty Screening: The District is required to screen students in kindergarten and grades 1 and 2 for risk of reading difficulties unless you opt out of such screening in writing. Please contact the principal of your school if you wish to opt out of this screening. Students who do not speak English as their primary language will be screened in their primary language. A student may be exempted from the requirements of this section with prior written consent of the parent/guardian if:

- (a) The student has a current identification or diagnosis of a reading difficulty.
- (b) The student is eligible for special education and related services.
- (c) The student is in the process of being assessed for special education and related services through diagnostic assessments that make reading difficulty screening redundant.

Results from assessments shall be made available to the parents/guardians no later than 45 calendar days from the date the assessment was administered. Results of these assessments shall not be used for any “high stakes” purpose, including but not limited to student promotion or retention, identification for gifted and talented education, reclassification of English Learners, or identification as a student with exceptional needs. (Ed. Code, § 53008.)

Jefferson Elementary School District approved to adopt Amira as the Universal Reading Screener on May 13, 2025 at the Regular Board Meeting.

52. Qualified Drivers: The District utilizes qualified drivers for transportation of students. However, if the District makes a reasonable effort to secure a driver who is qualified to transport students, but is unable to do so, the District will retain a school employee to transport students for school activities. School employees who are not qualified to transport students will not exceed 40 hours of drive time per school year. (Ed. Code, § 39875(d).)

53. Pupil Safety and Learning Environment: The District has attached a written policy promoting safe environments for pupil learning and engagement. The policy addresses “professional boundaries” between employees and students and establishes appropriate limits on contact during or outside the school day between students and employees via social media internet platforms, text messaging, and other forms of communication that do not otherwise include the students’ parent or guardian. (Ed. Code, § 32100.)

54. Unlawful Discrimination in Schools: The District is prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, professional development material, or curriculum for classroom instruction if the use of such material would subject a student to unlawful discrimination. If the District has reason to believe that such materials have been used in a classroom, the District shall investigate and remediate any violation. A complaint pursuant to this section may be filed under the Uniform Complaint Procedures. A complaint may be filed by any member of the public, including anonymously, if the complaint provides evidence or information supporting an allegation of noncompliance with this requirement. (Ed. Code, §§ 244, 48980(o), 51501)

A teacher shall not give instruction and the District shall not sponsor any activity which promotes a discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, or sexual orientation, or pursuant to a characteristic listed in Section 220.

Teacher instruction shall be factually accurate and align with the adopted curriculum and standards and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partnership. (Ed. Code, §§ 48980(o), 51500)

55. Off Campus Cyberbullying: School districts are authorized but not required to address reported acts of cyberbullying that occur outside of school hours and outside of the campus. On or before July 1, 2027, the District will adopt or modify its existing procedures for preventing acts of bullying, to address certain reported acts of cyberbullying occurring outside of school hours and outside of the campus. (Ed. Code, § 234.41.)

56. Education Rights - Immigration Enforcement: The District has attached an informational guide describing the educational rights of families.

In addition to the information in the guide, schools, County Offices of Education and colleges are required to notify staff, students, and parents when immigration enforcement is confirmed on or near campus. Notifications must protect privacy and may include links to educational rights resources and counseling services. Each California Community College, CSU, and qualifying private institution must notify students, faculty, and campus staff when immigration is confirmed on campus. Notifications must include date, time, and location of the enforcement activity and resource links but cannot include any personally identifiable information.

Gathering and Handling Student and Family Information

California law prohibits schools from, at any time, collecting any information or documents regarding citizenship or immigration status of pupils or family members, unless required by state or federal law to administer a state or federally supported education program. For example, local educational agencies may ask for certain national origin related information – student’s place of birth, U.S. entry date, and the date of the student first attended school in the U.S. – to comply with federal or state reporting requirements for special programs. Federal and California law also prohibit local educational agencies from engaging in any practices with the purpose or effect of discriminating against students on the basis of race, color, or national origin. California law specifically prohibits discrimination on the basis of an individuals’ immigration status, for any program or activity conducted by an education institution that receives or benefits from state financial assistance.

Sharing Student and Family Information

Local educational agencies must provide students and families with annual notice of school policies for student privacy and the abilities of parents to inspect student information. Schools must also inform parents or guardians if and when the school may release student information and the policies regarding the handling and destruction of such information. Under the federal Family Education Rights and Privacy Act (FERPA), local educational agencies are restricted from releasing certain private student information without the consent of the student’s parents, or the student if the student has reached 18 years of age or is attending an institution of postsecondary education. An agency may provide access to educational records without consent in limited circumstances such as in response to a judicial order or a lawfully issued and effective subpoena. However, none of these exceptions authorize or require disclosing information for immigration enforcement. Except in instances in which the matter involves child abuse, neglect, or dependency, or if the local agency is served with a subpoena prohibiting disclosure, the parents and the students must be notified of any judicial order or subpoena before the school complies with the order. California Government Code also prohibits school police from providing “personal information” about an individual for immigration-enforcement purposes, unless that information is publicly available. Directory information (basic student information) can be shared with outside parties, unless a parent or guardian opts out of the release of the information.

Responding to Requests for Access to School Grounds for Immigration-Enforcement Purposes

Schools are “protected areas” at which immigration enforcement should not generally occur. Except in cases of suspected child abuse, neglect, or dependency matters, local education agencies must immediately notify parents or guardians if they release a student to a law-enforcement officer, including an ICE officer, for the purpose of removing the student from the school premises. Additionally, except in matters regarding child abuse, neglect, or dependency, California law does not prohibit schools from notifying parents or guardians before law-enforcement officers question a child at school.

Responding to the Detention or Deportation of a Student’s Family Member

If local educational agency personnel become aware that a student’s parent or guardian is not available to provide care for the student, California law requires the school first follow the parental instructions relating to the student’s care detailed in the emergency contact information provided by the parent or guardian. Therefore, it is very important for parents and guardians to work with schools to keep the emergency contact information updated.

Additionally, completing a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, gives a trusted adult the authority to make educational and medical decisions for the student. The completion of a Caregiver's Authorization Affidavit can also be the basis for enrolling your child in school.

A Caregiver's Authorization Affidavit (<http://www.courts.ca.gov/documents/caregiver.pdf>) permits certain people who have familial relationships with the student to authorize school enrollment and medical care for the student but does not provide for legal custody. Schools, doctors, and dentists are required to accept this form.

Responding to Hate Crimes and Bullying Related to National Origin or Ethnicity

California requires each local educational agency to have a policy that prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived characteristics, including nationality, ethnicity, or immigration status. The use or threat of force to intimidate or injure a student, in whole or in part, because of the student's actual or perceived nationality or ethnicity, is a hate crime under state law. Students who are victims of or witnesses to hate crimes are protected from being detained because of their actual or perceived immigration status, and if not charged with or convicted of committing any crime under state law, are protected from being reported to federal immigration authorities.

**ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF
ANNUAL RIGHTS NOTIFICATION**

Detach, sign, and return this page to your child's school indicating you have received the Parent Notice of Rights and Responsibilities. Also, where specified on this page, indicate if you do not wish directory information to be released.

Student's Name: _____

School: _____ Grade: _____

If you do not wish directory information released, please sign where indicated below and return to the school office within the next 30 days. Note that this will prohibit the District from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Do NOT release directory information regarding _____
(Pupil's Name)

☐ Check if an exception may be made to include student information and photos in the yearbook.

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: _____ Date: _____

HEALTHY SCHOOLS ACT OF 2000

HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Jefferson Elementary School District: Assembly Bill 2260 went into effect on January 1, 2001.

Education Code sections 17608 et seq. requires, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Jefferson Elementary School District expects to use the following pesticides at its campuses during the upcoming year:

<u>Pesticide Name</u>	<u>E.P.A. Reg. Number</u>	<u>Active Ingredient (s)</u>
Dupont Advion Ant Bait Arena	#352-664	Indoxacarb 0.1%
Dupont Advion Ant Gel	#352-746	Indoxacarb 0.05%
Dupont Advion Cockroach Bait Arena	#352-668	Indoxacarb 0.5%
Dupont Advion Cockroach Gel Bait	#352-652	Indoxacarb 0.6%
Prentiss EcoExempt G.	EPA exempt	Eugenol (clove oil)
Wellmark Gentrol Point Source Roach Control Device #2724-469		Hydroprene 96%
Bayer Maxforce FC Professional Insect Control		
Roach Killer Bait Gel	#432-1259	Fipronil 0.01%
Nisus Niban Granular Bait	#64405-2	Boric acid 5%
Victor Poison Free Flying Insect Killer	EPA exempt	Mint oil 8.0%, sodium lauryl sulfate 1%
Zoecon Gentrol IGR Concentrate	#2724-351	Hydroprene 9%
Wilco AgBait	#36029-7	Strychnine alkaloid 0.5%
Weevilcide	#70506-13	Aluminum Phosphide 60%
Lesco Prosecutor PRO Non-Selective Herbicide #524-536-10404		glyphosate, N-(phosphonomethyl), glycine in the form of its isopropylamine salt

Parents/guardians of the Jefferson Elementary School District can register with the District's designee, Jason Seymore, to receive notification of individual pesticide applications by calling 209-835-3968 or emailing him at jseymore@jsdtracy.com. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at www.cdpr.ca.gov.

JEFFERSON ELEMENTARY SCHOOL DISTRICT MEMORANDUM

Dangers of Synthetic Drugs Memorandum

To: Parents and Guardians of Students in the Jefferson Elementary School District

From: David Viss

Subject: Dangers of Synthetic Drugs

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Jefferson Elementary School District of the dangers of the illicit use and abuse of synthetic drugs.

The illicit use and abuse of synthetic drugs represent an emerging and ongoing public health threat in California. The fentanyl crisis specifically has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach, ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created to evade existing restrictions against illegal substances.

Synthetic drugs include but are not limited to synthetic cannabinoids (“synthetic marijuana,” “spice,” “K2”), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health (“CDPH”) has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

There is a high risk that social media platforms are being used as a way to market and sell synthetic drugs, including fentanyl.

Additional information regarding fentanyl from the CDPH’s Substance and Addiction Prevention Branch can be found here

https://www.cdph.ca.gov/Programs/CCDPHP/sapb/Pages/Fentanyl.aspx?gclid=CjwKCAjwIJimBhAsEiwA1hrp5qv344HMapv0xRus9jfqlLGf6Byb4dMmm_Kr_t0S4GCQ8bzXm6IBxBoClxkQAvD_BwE&utm_campaign=dc_ope_mc_en&utm_content=na&utm_medium=paidsearch&utm_source=dc_gs&utm_term=na_na

Sincerely,

David Viss
Superintendent

JEFFERSON ELEMENTARY SCHOOL DISTRICT MEMORANDUM

Firearms Safety Memorandum

To: Parents and Guardians of Students in the Jefferson Elementary School District

From: David Viss

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Jefferson Elementary School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from their home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²

¹ See California Penal Code sections 25100-25125 and 25200-25220.

² See California Penal Code section 25100(c)

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

David Viss
Superintendent

Date published: 07/01/2026
California Department of Education

³ See California Civil Code section 29805

⁴ See California Civil Code section 1714.3

Notification of Rights Under the FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

The school will make a reasonable attempt to notify the parent or eligible student of a records request by officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920



AUTHORIZATION FOR EMERGENCY TREATMENT AND TRANSPORTATION

Student's Name: _____ Grade: _____

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

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

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

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

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

Yes _____ or No _____ – If yes, please describe below:

Medical Insurance Company: _____

Group/Policy # _____

Primary Physician's Name: _____

Physician's Phone #: _____

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)
2. Is a victim of a violent crime while on school grounds (20 USC 7912)
3. Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)

If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)

4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)
5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)
 - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor
 - b. A court order, including a temporary restraining order and injunction
6. Is a sibling of another student already attending that school
7. Has a parent/guardian whose primary place of employment is that school

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law and Board policy, applications for intradistrict open enrollment shall be submitted between March 15 – April 15 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

Transportation

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being a victim of bullying. (Education Code 46600)



JEFFERSON ELEMENTARY SCHOOL DISTRICT

1219 Whispering Wind Drive

Tracy, CA 95377

Phone (209) 836-3388

INTRADISTRICT ATTENDANCE REQUEST

For School Year _____

Parent/Guardian Name _____ Relationship to student _____

Complete residence address _____ Home telephone _____ Work telephone _____

Student Name	Birth Date	Current Grade	Requested School	Present School	Zoned School

One Form Per Student

I request permission for my child to attend the requested school in the Jefferson Elementary School District for the following reason(s) (continue on back if needed):

Is your child receiving Special Services? _____ SDC RSP Speech (circle)

Other children enrolled

In Jefferson School District

Name _____ Grade _____ School _____
Name _____ Grade _____ School _____
Name _____ Grade _____ School _____

Parent/Guardian Signature: _____ Date: _____

IF THIS APPLICATION IS APPROVED, I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. Transportation will be provided for students attending on an intradistrict attendance agreement when the district administration initiates the transfer. **However, when the parent initiates the request, he/she will be expected to provide his/her own transportation.**
2. This agreement is subject to revocation for violations of State school laws, as well as District rules and regulations.
3. This is a temporary attendance agreement that is contingent upon, but not limited to, the attendance, behavior, and academic achievement of the student involved, space availability, and continuance in specialized program.
4. Once this agreement is approved, the student is expected to remain in the school of choice for a minimum of one school year and annual reapplication is not necessary.
5. An Intradistrict Attendance Agreement for one member of a family does not dictate automatic attendance agreement for other family members.

When completed, this form should be returned to any school site office or Jefferson Elementary School District Office, 1219 Whispering Wind Drive, Tracy, CA, 95377.

DISTRICT ACTION:	APPROVED _____ DENIED _____
Date: _____	Enrollment Specialist: _____

This approval acknowledges transfer of schools only and does not necessarily indicate agreement with the reason(s) stated above.

2026 - 2027

Student & Parent Handbook

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INTERDISTRICT ATTENDANCE

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district. Student transfers into and out of the district shall be in accordance with law and as specified in this policy and accompanying administrative regulation.

Interdistrict Attendance Agreements and Permits

The district may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of either district. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. Additionally, it may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

When the request of a student seeking to transfer out of the district, or an individual permit verifying another district's approval for its student to transfer into the district, is received, the Superintendent or designee shall review, and approve or deny the request or permit based on the terms and conditions of the interdistrict attendance agreement.

Instruction Collaboration Agreements

The district may, with Board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school for the district to offer the same or similar courses and coursework to students from another school district, county office of education, or charter school who have been impacted by any of the following: (Education Code 48345)

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes
2. Disruptions or cancellations in dual language immersion programs
3. Teacher shortages in STEM classes or dual language immersion programs

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be transferred to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating local educational agencies to agree upon an appropriate shared cost structure. (Education Code 48345)

Transportation

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

Additionally, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends, if space is available.



Interdistrict Attendance (IDA) Transfer Request for School Year: 2026 - 2027

Parent/guardian: Please fill out one application for each student. As a resident of JEFFERSON ELEMENTARY SCHOOL DISTRICT and the parent/guardian of the student listed below, I am requesting his/her transfer out of the JEFFERSON ELEMENTARY SCHOOL DISTRICT.

Student's Name: _____ Date of Birth: _____

Student's Current School: _____ Current Grade: _____

Requested District: _____ Requested School: _____

Name of Parent/Guardian: _____ Signature: _____

Address: _____ City: _____ Zip: _____

Email: _____ Home Phone: _____ Work Phone: _____ Cell: _____

List other school-age children: _____

Name	Grade	Current School
_____	_____	_____
_____	_____	_____

Name	Grade	Current School
_____	_____	_____
_____	_____	_____

Does student receive special education services? Yes No Does student have a 504 plan? Yes No

Is student an English Language Learner? Yes No

Is student currently expelled, pending expulsion or expelled within the last year? Yes No

Reason for Transfer Request: (Check reason and explain)

Request Type: **New** **Renewal**

1. _____ Parent's employment is located within attendance boundaries of requested district. If checked, complete the following:

Parent's employer/Company Name: _____ Employer Phone: _____

Employer's Address: _____

2. _____ Other: _____

To be filled out by District of Residence

_____ **The IDA Transfer Request is denied. Reason:** _____

_____ **This IDA Transfer Request is approved** and referred to the Requested District for consideration. This IDA Request and an IDA Transfer Agreement (Form 2) will be sent to the Requested District with transcript, attendance and discipline information. Students in grades K – 10 need to re-apply each year.

Signature of District Representative _____ Title _____ Date _____

Note that districts do not provide transportation under an Interdistrict Attendance Transfer Agreement. Approval and revocation by the Requested District may be contingent upon school/grade/program capacity and/or the student meeting certain standards of attendance, behavior and scholarship. Note that Interdistrict transfers may not be guaranteed for all siblings.

Disapproval by either district may be appealed to the San Joaquin County Office of Education within 30 days of denial. See www.sjcoe.org for Interdistrict Attendance Appeal Handbook, or call the San Joaquin County Office of Education (209) 468-4800.



Interdistrict Attendance (IDA) Transfer Request for School Year: 2026 - 2027

The following student(s) reside in JEFFERSON ELEMENTARY SCHOOL DISTRICT boundaries. The Parent/Guardian has requested that the student(s) attend school outside the District of Residence. JEFFERSON ELEMENTARY SCHOOL DISTRICT has approved this request. If approved by the Requested District, this document is the **Interdistrict Attendance Transfer Agreement** between the two districts, subject to the terms listed below, and any applicable policies of either district. See JEFFERSON ELEMENTARY SCHOOL DISTRICT **Interdistrict Attendance Transfer Request** (IDA Form 1) for further information. Note that districts do not provide transportation under an Interdistrict Attendance Transfer Agreement. Approval and revocation by the Requested District may be contingent upon school/grade/program capacity and/or the student meeting certain standards of attendance, behavior and scholarship. See **Interdistrict Attendance Transfer Contract** (IDA Form 3) of the Requested District.

District of Residence: _____ Requested District: _____

Current School: _____

<u>Name of Student</u>	<u>Date of Birth</u>	<u>Grade</u>	<u>Requested School</u>
_____	_____	_____	_____

Name of Parent/Guardian: _____

Address: _____ City: _____ Zip: _____

Email: _____ Home Phone: _____ Work Phone: _____ Cell: _____

District of Residence: JEFFERSON SCHOOL DISTRICT

_____ This agreement is approved under the provisions of Education Code 46600 for the duration of one school year

Signature of District Representative	Title	Date
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Requested District: _____

_____ This Interdistrict Attendance Transfer Request is denied. Reason

_____ This agreement is approved under the provisions of Education Code 46600 for the duration of one school year.

_____ This agreement is approved under the provisions of Education Code 48204(b) (Allen Bill) based on annual verification of parent employment within the district boundaries.

Final approval of this Interdistrict Attendance Agreement is effective upon parent signature on IDA Transfer contract with requested district (IDA Form 3.)

Signature of District Representative	Title	Date
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If both districts approve this Interdistrict Attendance Transfer under Education Code 46600, the agreement is for the duration of one school year and student must re-apply every year. However, students entering grades 11 or 12 do not need to re-apply.

Note: This form will be sent to the Requested District and the parent by the District of Residence. Once the Requested District makes a determination, the Requested District will send this form to the parent and to the District of Residence. If approved by both districts, parent will sign an Interdistrict Attendance Transfer Contract (IDA Form 3) with the receiving district.

Disapproval by either district may be appealed to the San Joaquin County Office of Education within 30 days of denial. See www.sjcoe.org for Interdistrict Attendance Appeal Handbook, or call the San Joaquin County Office of Education (209) 468-4800.

MOBILE COMMUNICATION DEVICES

The Governing Board recognizes that student use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, and could be harmful and disruptive of the instructional program in some circumstances. When on campus or when under the supervision of district employees, students may use smartphones and other mobile communication devices only as permitted under this policy.

Students shall not use smartphones or other mobile communication devices while at a school site or under the supervision and control of a district employee.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

The Superintendent or designee may undertake measures or strategies in accordance with law, to limit student access to smartphones and other mobile communication devices on campus. (Education Code 48901.7)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

When a student uses a mobile communication device in an unauthorized manner while at a school site or under the supervision and control of a district employee, the student may be disciplined and the district employee may temporarily confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The district will not be responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years. Any such review or update shall include significant stakeholder participation to ensure that the policy is responsive to the unique needs and desires of the school community.

SEXUAL HARASSMENT

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at district or at district-sponsored or district-related activities, sexual harassment, as defined in the accompanying administrative regulation, targeted at any student.

Additionally, the Board prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sexual harassment on district grounds or at a district-sponsored or district-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

The Superintendent or designee shall ensure that all district staff are trained regarding this policy, and that employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to the harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of sexual harassment, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon completion of an investigation of sexual harassment, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain records in accordance with law, including in accordance with Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

For purposes of this policy employees include interns, volunteers, contractors, and other persons with an employment relationship with the district.

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting, in accordance with this policy and Board Policy 4119.21/4219.21/4319.21 - Professional Standards. Such adults shall not engage in threatening, unsafe, unlawful, or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district websites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students.

The Board prohibits inappropriate conduct between employees and students. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

1. Initiating inappropriate physical contact
2. Attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature
3. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
4. Being alone with a student outside of the view of others
5. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
6. Maintaining personal contact with a student during or outside the school day that has no legitimate educational purpose, by phone, letter, text message, social media internet platforms, electronic communications, or other means of communication, without including the student's parent/guardian

In accordance with Board Policy/Administrative Regulation 4040 - Employee Use of Technology, employees shall use district equipment or technological resources, when available, when communicating electronically with students. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent

7. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
8. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
9. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
10. Addressing a student in an overly familiar manner, such as by using a term of endearment
11. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
12. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
13. Transporting a student in a personal vehicle without prior authorization
14. Encouraging students to confide personal or family problems and/or relationships
15. Disclosing personal, family, or other private matters to students or sharing personal secrets with students
16. Engaging in any conduct that endangers or threatens to endanger students, including, but not limited to, physical violence or threats of violence
17. Engaging in harassing or discriminatory behavior towards students, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
18. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
19. Using profane, obscene, or abusive language against students

Violations of Policy

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Board prohibits retaliation against anyone who reports a violation of this policy. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. Additionally, the Superintendent or designee may also notify law enforcement as appropriate.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - 1. Political affiliations or beliefs of the student or student’s parent;
 - 2. Mental or psychological problems of the student or student’s family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or parents; or
 - 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of –
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use:
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Jefferson Elementary School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Jefferson Elementary School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Jefferson Elementary School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation of the specific activity or survey. Jefferson Elementary School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- 2. Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920



Jefferson Elementary School District
Photography/Videotape Release
2026-2027 School Year

I hereby grant permission for Jefferson Elementary School District to record the participation and appearance of my child, by photography and/or videotape in connection with daily school activities for the purpose of news releases, reporting, and assessing the progress of children and school-related programs. Jefferson Elementary School District is authorized to exhibit or distribute such photograph(s) and/or videotape in whole or in part without restrictions or limitations for any educational or promotional purpose that Jefferson Elementary School District deems appropriate. Such photograph(s) and/or videotape may appear in printed or visual materials for Jefferson Elementary School District.

The undersigned hereby jointly and severally releases, acquits, forgives, and discharges Jefferson Elementary School District from any actions, agreements, claims, controversies, demands, judgments, liabilities, proceedings, and suits, whether arising in equity or in law regarding such participation and appearance by said child.

This release shall remain binding upon all successors in interest and personal representatives of the parties, to the extent permitted by law.

The Jefferson Elementary School District utilizes Chromebooks in all classrooms in grades TK-8. As a part of this implementation the District is utilizing Google Apps for Education for students, teachers, and staff. With any educational endeavor, a strong partnership with families is essential to a successful experience. With this letter we are sharing information regarding the use of Google Apps for Education in the Jefferson Elementary School District and requesting your parental permission for your TK-8 student to use Google Apps.

The following services are available to each student and hosted by Google as part of Jefferson Elementary School District's online presence in Google Apps for Education:

- ✓ **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- ✓ **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- ✓ **Sites** - an individual and collaborative website creation tool
- ✓ **Google Classroom** - is a blended learning platform for schools that aims to simplify creating, distributing and grading assignments in a paperless way.
- ✓ **Mail** (for grades TK-8) - an individual **internal** email account for school use managed by the Jefferson Elementary School District. Students will only have access to send/receive email to/from students and teachers within the district.
- ✓ **Internet Applications** - Websites as well as Internet applications, often referred to as "apps," collect different amounts of information. When a user agrees to the terms of service of a website or app, they are entering into an agreement with that company as a representative of the district. To protect staff and student information, students may neither use Technology to download any apps nor create accounts with any application that connects to the Internet without District approval. School districts are authorized to provide consent on behalf of parents and may approve a student's use of an educational program, unless prohibited for use by students under age 13. Local Education Agency (LEA) may only consent on the parent's behalf if the personal information collected is used strictly for educational purposes and not for any commercial purpose.

Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Google Apps for Education use in the Jefferson Elementary School District is governed by federal laws and local board policies including but not limited to:

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. -- FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Jefferson Elementary School District's presence in Google Apps for Education. No personal student information is collected by Google for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as projects, documents, email, files, username and password. --COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

Jefferson Elementary School District Student Use of Technology

(Jefferson Elementary School District Board Policy/Administrative Regulation 6163.4)

This policy governs student technology/networked resources use in the school district. At the beginning of the school year, this policy sign-off was required to enable your student to use the technology/networked resources in the school district. It is expected that students will operate within the parameters of the Student Use of Technology policy with regards to Google Apps for Education. If this policy sign-off was not completed, your student will not have a Google account or access to any of its associated resources. <https://www.jeffersonschooldistrict.com/about-us/departments/technology/student-acceptable-use-policy>



Jefferson Elementary School District
Google Apps for Education Parent Permission Form

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding California law, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in our Jefferson Elementary School District Information system. I also understand that my student's use of Google Apps for Education is governed by the Jefferson Elementary School District Board Policy 6163.4 – Student Use of Technology.

My signature confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. I understand that I may ask for my child's account to be removed at any time.

Student Acceptable Use Policy and Computer Use Agreement

The Jefferson Elementary School District and the San Joaquin County Office of Education Data Processing Joint Powers Authority, hereinafter referred to as the “district”, authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and their parent/guardian shall sign this Acceptable Use Policy and Computer Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, software, cloud applications, artificial intelligence (AI) systems, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personally identifiable information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or policy, administrative regulation, or district practice.

Student Acceptable Use Policy and Computer Use Agreement....continued

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, they shall abide by all applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, they shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Policy and Computer Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of their access account if and when such access is not in the school setting.



Parental Consent for Medi-Cal Billing in Schools Annual Notification 2026-2027

The Jefferson Elementary School District participates in the LEA Medi-Cal Billing Option Program offered through the California Department of Health Care Services and the Centers for Medicaid Services. The program allows for the school district to receive federal reimbursement funds for some health services provided to Medi-Cal eligible students while they are at school. The funds are reinvested back into the school programs to benefit students and their families. In prior years the funds have been used to purchase intervention and therapy material, purchase assessment tools, and hire personnel.

Jefferson Elementary School District can bill Medi-Cal for assessments and services for IEP students, as well as for students who, upon assessment, do not qualify for Special Education services. The areas include speech, psychology, occupational therapy, physical therapy and nursing services.

Consistent with the following Codes of Federal Regulations:

34 CFR 300.154(d)(2)(iv), 34 CFR 300.154(d)(2)(v), 34 CFR 99.30 and 34 CFR 300.622:

- Parental consent must be obtained before Jefferson Elementary School District can submit Medi-Cal claims for the student's billable health services. This is a one-time consent that can be revoked by the parent at any time.
- The services that Jefferson Elementary School District provides to the student will not be affected in any way by the parent's consent or refusal.
- The parent/student will never pay a fee for health services provided to the student by the Jefferson Elementary School District.
- The parent/student's Medi-Cal benefits will never be affected in any way.
- The student's medical/educational records may be disclosed to Medi-Cal for the purpose of authenticating claims.
- The Jefferson Elementary School District will provide annual written notice to parents before accessing their child's public insurance benefits (Medi-Cal).

If you have any questions about the Medi-Cal Billing Program, please contact the Special Education Office at (209) 839-1842.



CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

Child Abuse Can Be Any of the Following:

1. A physical injury which is inflicted on a child by another person other than by accidental means.
2. The sexual abuse, assault, or exploitation of a child, such as:
 - a. The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person;
 - b. The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition; or
 - c. The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

Child Abuse Does *Not* Include:

3. A mutual fight between minors;
4. An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of their employment; or
5. An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
 - a. To stop a disturbance threatening physical injury to people or damage to property;
 - b. For purposes of self-defense;
 - c. To obtain possession of weapons or other dangerous objects within control of a pupil; or
 - d. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

1. A Police or Sheriff's Department (not including a school district police department or school security department)
2. A County Probation Department if designated by the county to receive child abuse reports, or
3. A County Welfare Department/County Child Protective Services.

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints.

If the complaint of child abuse is "substantiated" or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code Section 11169 and notice will be provided to the alleged child abuser that they have been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

JEFFERSON ELEMENTARY SCHOOL DISTRICT

Date:

PROFESSIONAL STANDARDS

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district; advances the goals of the district's educational programs; encourages student learning, engagement, and success; and contributes to a safe and positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill the employee's professional responsibilities and to contribute to the learning and achievement of district students.

Inappropriate Conduct

The Board prohibits inappropriate conduct between employees, adult volunteers, and district contractors and among and between adults employed, volunteering, or under contract with the district. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers or threatens to endanger students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire
15. Other conduct prohibited in Board Policy 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated by the Superintendent or designee. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district websites. (Education Code 44050)

“KNOW YOUR EDUCATIONAL RIGHTS” IMMIGRATION ENFORCEMENT FROM THE CALIFORNIA ATTORNEY GENERAL

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the student’s parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student’s parent or guardian to demonstrate proof of child’s age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy, and let you know of your option to refuse release of your child’s information in the directory.

Family Safety Plans If You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of their actual or perceived nationality, ethnicity, or immigration status.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children’s Justice
California Attorney General’s Office
P.O. Box 944255
Sacramento, CA 94244-2550
Phone: (800) 952-5225
E-mail: BCJ@doj.ca.gov
<https://oag.ca.gov/bcj/complaint>

The Attorney General’s publications can be downloaded at: <https://www.oag.ca.gov/bcj>
More resources on these topics are available at <https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf>.

RESPONSE TO IMMIGRATION ENFORCEMENT

The Governing Board is committed to the success of all students and to providing a safe and welcoming place for students, their families, and staff irrespective of their citizenship or immigration status.

Unless required by state or federal law, required to administer a state or federally supported educational program, or presented with a valid judicial subpoena, judicial warrant, or court order, district staff shall not do any of the following:

1. Solicit or collect information or documents regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)
2. Seek or require information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)
3. To the extent practicable, disclose or provide in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement:
 - a. The education records of or any information about a student or a student's family or household such as personal information as defined in Civil Code 1798.3, information about a student's home, or information about a student's travel schedule without parent/guardian written consent (Education Code 234.7)
 - b. The personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information (Education Code 234.7; Government Code 7285.2)
4. Grant permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring (Education Code 234.7; Government Code 7285.1)

However, district staff shall not obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring.

The Superintendent or designee shall report to the Board in a timely manner any requests by an officer or employee of an agency conducting immigration enforcement for any of the following: (Education Code 234.7)

1. Education records of or any information about a student or a student's family or household
2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information
3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Such reports shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall provide parents/guardians with information and notifications as specified in Education Code 234.7, including information regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The Superintendent or designee shall develop procedures for, and may provide training to staff on, interactions with an officer or employee of an agency conducting immigration enforcement, including a request for any of the following:

1. Education records of or any information about a student or a student's family or household
2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information
3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status shall be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall provide to the California Department of Education, upon request and in the manner requested, copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.



TITLE IX – Sex Based Discrimination

Title IX – Sex-based discrimination is prohibited.

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sex-based discrimination in all educational programs and activities, including athletic programs. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by the Jefferson Elementary School District (“District”). Title IX protects all participants in the District’s educational programs and activities, including students, parents, employees, and job applicants. The District does not discriminate on the basis of sex. Discrimination on the basis of sex can include sexual harassment and sexual violence.

In addition to Title IX, the California Education Code prohibits discrimination based on sex in education programs and activities in schools. (Education Code sections 220-221.1.)

Other state and federal laws also prohibit discrimination and ensure equality in education.

Title IX information provided here applies to every school site and to all District programs and activities.

What are my rights under Title IX?

You have the following rights under Title IX, to the extent applicable at the District:

- You have the right to fair and equitable treatment and shall not be discriminated against based on your sex.
- You have the right to be provided with an equitable opportunity to participate in all extracurricular activities, including both academics and athletics.
- You have the right to inquire of the athletic director at your school or appropriate District personnel as to the athletic opportunities offered by the school.
- You have the right to apply for athletic scholarships if the District offers any.
- You have the right to receive equitable treatment and benefits in the provision of all the following related to athletics, if any are provided by the District:
 - Equipment and supplies;
 - Scheduling of games and practices;
 - Transportation and daily allowances;
 - Access to tutoring;
 - Coaching;
 - Locker rooms;
 - Practice and competitive facilities;
 - Medical and training facilities and services; and
 - Publicity.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX coordinator, to answer questions regarding sex/gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws.
- You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- You have the right to pursue civil remedies if you have been discriminated against.
- You have the right to be protected against retaliation if you file a discrimination complaint. (California Education Code section 221.8.)

The District has the responsibility to respond promptly and effectively to sex-based discrimination complaints, including sexual harassment and sexual violence. If the District knows or reasonably should know about sex discrimination, it must take action to eliminate the sex discrimination, prevent its recurrence, and address its effects. The District must resolve complaints of sex discrimination promptly and equitably. Information on filing a complaint alleging sex-based discrimination is provided below.

- United States Department of Education Office for Civil Rights:

<http://www2.ed.gov/about/offices/list/ocr/index.html>

<http://www2.ed.gov/policy/rights/guid/ocr/sex.html> (sex discrimination)

<http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf> (prohibition against sexual harassment and sexual violence)

<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201104.html> (addressing sexual violence)

<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.pdf> (pregnant or parenting individuals)

- California Department of Education Office of Equal Opportunity:

<http://www.cde.ca.gov/re/di/eo> <http://www.cde.ca.gov/re/di/eo/genequitytitleix.asp> (Gender Equity/Title IX))

- District nondiscrimination statements, policies and regulations:

✓ [STATEMENT OF NON-DISCRIMINATION](#)

✓ [4030 BP: Nondiscrimination in Employment](#)

✓ [1312.3BP](#) and [1312.3AR](#) : **UNIFORM COMPLAINT PROCEDURES**

The District Title IX coordinator:

Emily Stroup, Director of Human Resources

1219 Whispering Wind Dr.

Tracy, CA 95377

(209) 836-3388

estroup@jsdtracy.com

How Do I file a complaint of sex discrimination?

A student, parent, guardian, employee, individual, or organization may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic under the District's Uniform Complaint Procedure ("UCP") process by sending a complaint to:

Emily Stroup, Director of Human Resources

1219 Whispering Wind Dr.

Tracy, CA 95377

(209) 836-3388

estroup@jsdtracy.com

The UCP information, including the ability to access District Board Policy/Administrative Regulation 1312.3, is available on the Uniform Complaint Procedure Page. If you need assistance putting your complaint in writing, please contact the Human Resources Department. You may file a complaint anonymously, but the District's ability to investigate and respond may be limited by a lack of information.

You may also file a discrimination complaint with the United States Department of Education Office for Civil Rights ("OCR"). For more information, visit <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. The electronic complaint form for OCR is available online at <https://ocrcas.ed.gov>. You may contact OCR at:

San Francisco Office

Office of Civil Rights

U.S. Department of Education 50 United

Nations Plaza

San Francisco, CA 94102 (415) 486-5555

Fax: (415) 486-5770; TDD: (800) 877-8339

Email: ocr.sanfrancisco@ed.gov

For information about how to file other types of complaints and the procedures for those complaints, please contact the District's Human Resources Department, (209) 836-3388.

When must a complaint be filed?

A complaint alleging unlawful discrimination or retaliation must be filed no later than two (2) years from the date the discrimination or retaliation occurred, or two (2) years from when the complainant first learned of the unlawful discrimination. The Superintendent or designee may extend this timeline by up to ninety (90) days for good cause, upon written request by the complainant setting forth the reasons for the extension.

How will a complaint be investigated?

Complaints filed under the District's UCP process will be investigated and a decision made within sixty (60) calendar days of the District's receipt of the complaint, unless the complainant agrees to an extension. The District's compliance officer or designee may interview alleged victims, alleged offenders, and relevant witnesses, as well as review available records, statements, or notes related to the complaint, including evidence or information received from the parties during the investigation. The compliance officer may visit reasonably accessible locations where discrimination is alleged to have occurred. The complainant will be notified in writing when the decision is made.

Other types of complaints not filed under the UCP process will be investigated and decided pursuant to the applicable procedure.

What happens when the investigation is complete?

For complaints filed under the UCP process, the compliance officer will prepare and send a final written decision to the complainant within sixty (60) calendar days of the District's receipt of the complaint (unless the timeline is extended by mutual agreement, in writing).

If the complainant is not satisfied with the decision, the complainant may, within five (5) days, file an appeal in writing to the District's Board of Education. The Board of Education may consider the matter in closed session at a regularly scheduled board meeting.

Complainant has the right to appeal the decision to the State Superintendent of Public Instruction, California Department of Education ("CDE"), within fifteen (15) days of receipt of the decision. When appealing to CDE, Complainant must specify the reason(s) for the appeal and whether the District's facts are incorrect and/or the law is misapplied. The appeal must include a copy of the original complaint to the District and the District's decision. For more information, visit the CDE's webpage on Uniform Complaint Procedures at <http://www.cde.ca.gov/re/cp/uc/>.

For complaints alleging unlawful discrimination based on state law, the complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys, sixty (60) days after filing an appeal with CDE. (California Education Code section 262.3.) The sixty (60) day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (California Education Code section 262.3.)

Complaints may also be filed with OCR within 180 days of the alleged discrimination. For more information: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

If the compliance officer finds that a complaint has merit, the District will take appropriate corrective action.

Education Code section 221.61:

(a) On or before July 1, 2017, public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county offices of education, and charter schools shall post in a prominent and conspicuous location on their Internet Web sites all of the following:

- (1) The name and contact information of the Title IX coordinator for that public school, private school, school district, county office of education, or charter school, which shall include the Title IX coordinator's phone number and email address.
- (2) The rights of a pupil and the public and the responsibilities of the public school, private school, school district, county office of education, or charter school under Title IX, which shall include, but shall not be limited to, Internet Web links to information about those rights and responsibilities located on the Internet Web sites of the department's Office for Equal Opportunity and the United States Department of Education Office of Civil Rights, and the list of rights specified in Section 221.8.
- (3) A description of how to file a complaint under Title IX, which shall include all of the following:
- (A) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filed beyond the statute of limitations.
- (B) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including, but not limited to, Internet Web links to this information on the United States Department of Education Office for Civil Rights' Internet Web site.
- (C) An Internet Web link to the United States Department of Education Office for Civil Rights complaints form, and the contact information for the office, which shall include the phone number and email address for the office.
- (b) On or before April 1, 2017, and annually thereafter, the Superintendent shall send a letter through electronic means to all public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county offices of education, and charter schools informing them of the requirement specified in subdivision (a) and of their responsibilities under Title IX.
- (c) A public school that does not maintain an Internet Web site may comply with subdivision (a) by posting the information specified in paragraphs (1) to (3), inclusive, of subdivision (a) on the Internet Web site of its school district or county office of education.
- (d) Nothing in this section shall be construed to require a school or local educational agency to establish an Internet Web site if the school or local educational agency does not already maintain one.

LANGUAGE ACQUISITION PROGRAM

LANGUAGE ACQUISITION PROGRAM

Jefferson Elementary School District implements a language acquisition program pursuant to Education Code section 310, information on the types of available language programs available and a description of each program are provided.

A description of the programs provided, including Structured English Immersion;

Structured English Immersion

Description: The Structured English Immersion Program is taught in English using specific strategies to promote English language development with Specially Designed Academic Instruction in English (SDAIE) in the content areas. The purposeful use of a student's native language may be used for (but not limited to): 1) clarifying content, 2) utilizing preview activities, and 3) monitoring student comprehension. Using a student's home language is beneficial, but all English learners must learn to manipulate the English language successfully. Therefore, direct instruction in English is a major component of the program. Classes should be balanced as much as possible to prevent the segregation of English learners, encourage positive cross-cultural attitudes, and provide native English-speaking role models.

Goal: To ensure the rapid acquisition of English and academic success using SDAIE and ELD strategies, primarily focusing on redesignation. English Learner Levels: ELPAC 1-2

English Mainstream with Support Program

Description: The mainstream program is taught in English using effective teaching strategies together with an ELD component. Teachers conduct all instruction in English. Teachers in the mainstream program will use Specially Designed Academic Instruction in English (SDAIE) in the content areas when necessary in order to deliver understandable lessons to their English learners. EL students are provided with additional and appropriate services based on individual student needs.

Goal: To ensure rapid acquisition and academic success comparable to their native English-speaking counterparts with the primary focus on reclassification. English Learner Levels: ELPAC-4

Staffing: Requires teachers appropriately certified with Bilingual Cross-Cultural Language and Academic Development (BCLAD), Cross-Cultural Language and Academic Development (CLAD), SB1969 or in training for authorization, not to exceed three years.

The process to request the establishment of a language acquisition program not offered at the school.

This request must be submitted in writing to:
Jefferson Elementary School District
1219 Whispering Wind Drive, Tracy, Ca. 95377
Att: Student Service Department
Or
Tessa Bunch at tbunch@jsdtracy.com



Administration of Medication and Liability Release

JEFFERSON ELEMENTARY
SCHOOL DISTRICT
1219 Whispering Wind Drive
Tracy, CA 95377

School Year 20__ / 20__
School: _____

Section 49423 of the California Education Code allows students to take medications prescribed by a physician during the school day, to be assisted by designated school personnel with the medication or to carry and self-administer **CERTAIN** medication when authorized in writing by the student's parent/guardian **AND** physician.

STUDENT NAME: _____ BIRTH DATE: _____

CURRENT ADDRESS: _____ CONTACT NUMBER: _____

PARENT/GUARDIAN AUTHORIZATION (Please refer to page 1 for medication requirements)

In accordance with Education Code 49423 sections (a), (b 1, 2 & 3), and (c), 49423.1 sections (a), (b 1, 2 & 3) and (c) and 49407, I, the undersigned parent/guardian of the above named student hereby authorize:

A School Nurse or designated school personnel to **ASSIST** my child with medication administration, monitoring, and testing according to the physician's instructions and authorization below.

IF APPLICABLE, my child to **CARRY AND/OR SELF-ADMINISTER**: auto-injectable epinephrine () inhaled asthma medication () and/or insulin and blood sugar monitor/supplies () according to the physician's instructions and authorization below.

In accordance with California Education Code 49407, I hereby RELEASE, DISCHARGE, AND HOLD HARMLESS the **JEFFERSON ELEMENTARY SCHOOL DISTRICT**, its officers, employees and agents from all liability, including injury, death, adverse reactions, or other damages which may arise from the self-administration or assistance with medication administration according to the undersigned parent/guardian and physician described herein.

I agree to provide the medication(s) indicated below in original prescription or manufacturer's containers, which are labeled with the name of the child, the prescribing physician, the medication and dosing instructions. I further authorize the School Nurse or designated school personnel to consult with the prescribing physician should any questions arise, (49480).

I understand that continuous medication requires **ANNUAL AUTHORIZATION** to the school's office at the beginning of each year.

Print Parent/Guardian Name

Parent/Guardian Signature

PHYSICIAN AUTHORIZATION (This section to be completed by the prescribing physician only)

Condition for which medication(s) are being administered: _____

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

Possible reaction(s) requiring physician notification: _____

Storage Requirements: _____ START DATE: _____ STOP DATE: _____

I authorize my patient to **CARRY AND/OR SELF-ADMINISTER**: auto injectable epinephrine () inhaled asthma medication () and/or insulin and blood sugar monitor/supplies () according to my instructions and authorization stated herein.

I confirm that I have instructed my patient in the procedures, dosing, and timing by which the above medication(s) is/are to be administered and he/she is **COMPETENT** in the self-administration of prescribed medication(s) California Education Code(s) 49423 sections (a), (b 1, 2 & 3) and (c), 49423.1 sections (a), (b 1, 2 & 3) and (c)

Print Physician

Physician's

Date

Physician's

Phone Number

Fax Number



Instructions for Completing the Medication Administration Form

In compliance with Education Code 49423, no medication will be accepted or administered at school without meeting the following requirements. The procedure for administration of medication by prescription and/or non-prescription/over the counter (OTC) medication listed on the medication administration form will be expedited as follows:

1. Only medication prescribed by the student's physician as being necessary to be taken by the student in the manner listed on the medication administration form should be brought to school. The form **MUST BE COMPLETE** and include required parent and prescribing physician signatures.
2. Medication brought to the school to be administered to the student according to the provisions listed on the medication administration form shall be in the **ORIGINAL** prescription or manufacturer's container/packaging, clearly marked with the student's name, the prescribing physician, and the medication name, dose, route, time/frequency and the pharmacy, if physician prescribed.
3. Medications that contain narcotics (Some pain and cough relief medications) **WILL NOT** be administered at school.
4. All medications will be in a cool dry and secured place inside the school office. Any special instructions for storage or security measures of any medication should be written by the prescribing physician on the medication administration form.
5. Parent/Guardian or adult 18 years or older shall deliver the medication and the completed administration form to the school office. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR STUDENT.**
6. Parent/Guardian or adult 18 years or older shall pick up remaining medication during the last week of school. **THE SCHOOL SITE IS NOT RESPONSIBLE FOR MEDICATION LEFT IN THE OFFICE DURING THE SUMMER.**
7. If continuance of medication is necessary, a new medication administration authorization form **MUST** be completed **ANNUALLY** at the beginning of the year.

DIABETES TYPE 1 & 2 INFORMATION SHEET

TYPE 1 DIABETES INFORMATION SHEET

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about his disease.

Type 1 diabetes usually develops in children and young adults, but can occur at any age.

- According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.
- The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

Type 1 diabetes affects insulin production.

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells. In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

Risk Factors Associated with Type 1 Diabetes

- It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.
- Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes.
- Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses.
- Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes

- Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:
 - Increased thirst.
 - Increased urination, including bed-wetting after toilet training.
 - Increased hunger, even after eating.
 - Unexplained weight loss.
 - Feeling very tired.
 - Blurred vision.
 - Very dry skin.
 - Slow healing of sores or cuts.
 - Moodiness, restlessness, irritability, or behavior changes.
- DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include:
 - Fruity breath.
 - Dry/flushed skin.
 - Nausea.
 - Vomiting.
 - Stomach pains.
 - Trouble breathing.
 - Confusion.

Types of Diabetes Screening Tests that are Available

- Glycated hemoglobin (A1C) test:
 - A blood test measures the average blood sugar over two to three months.
 - An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test:
 - A blood sample is taken any time without fasting.
 - A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes.
- Fasting blood sugar test:
 - A blood sample is taken after an overnight fast.
 - A level of 126 mg/dl or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test:
 - A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.
 - A reading of more than 200 mg/dl after two hours indicates diabetes.

Type 1 Diabetes Treatments

- There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment.
- If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan.
- Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes. Please contact your student's school nurse, school administrator, or health care provider if you have any questions.

TYPE 2 DIABETES INFORMATION SHEET

- Type 2 diabetes is the most common form of diabetes in adults.
 - Until recently, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens
 - According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in their lifetime.
- Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.
 - As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
 - The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
 - In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
 - Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
 - Untreated hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

- It is recommended that students displaying warning signs associated with type 2 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.
- Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:
 - Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children
 - is overweight. The chances are more than double that an overweight child will develop diabetes.
 - Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
 - Inactivity. Being inactive further reduces the body's ability to respond to insulin.
 - Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
 - Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

- Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.
 - Increased thirst, dry mouth, and frequent urination.
 - Increased hunger, even after eating.
 - Unexplained weight loss.
 - Feeling very tired.
 - Blurred vision.
 - Slow healing of sores or cuts.
 - Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms.
 - Irregular periods, no periods, and/or excess facial and body hair growth in girls.
 - High blood pressure or abnormal blood fat levels.

Type 2 Diabetes Prevention Methods and Treatments

- Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal body weight and normal blood glucose levels.
 - Eat healthy foods. Make wise food choice. Eat foods low in fat and calories.
 - Get more physical activity. Increase physical activity to at least 60 minutes every day.
 - Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.
- The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests that are Available

- Glycated hemoglobin (A1C) test:
 - A blood test measures the average blood sugar over two to three months.
 - An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test:
 - A blood sample is taken any time without fasting.
 - A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes.
 - This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test:
 - A blood sample is taken after an overnight fast.
 - A fasting blood sugar level less than 100 mg/dl is normal.
 - A level of 100 to 125 mg/dl is considered pre-diabetes.
 - A level of 126 mg/dl or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test:
 - A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.
 - A reading of more than 200 mg/dl after two hours indicates diabetes.

Type 2 diabetes is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Please contact your student's school nurse, school administrator, or health care provider if you have any questions.

IMMUNIZATION INFORMATION SYSTEMS RECORD SHARING

IMMUNIZATION INFORMATION SYSTEMS RECORD SHARING

Pursuant to Health and Safety Code section 120440, the District is required to disclose certain immunization records to California Immunization Registry (CAIR), 7617 Alma Vista Way, Ste C, Sacramento, CA 95831 or website: <https://www.immunizeca.org/ca-cair-registry/> and the State Department of Public Health (6101 W. Centinela Avenue, Suite 300, Culver City, California, 90230), including:

1. The name of the pupil and names of the parents or guardians of the pupil;
2. Date of birth of the pupil;
3. Types and dates of immunizations received by the pupil;
4. Manufacturer and lot number for each immunization received;
5. Adverse reaction to immunizations received;
6. Other nonmedical information necessary to establish the pupil's unique identity and record;
7. Results of tuberculosis screening;
8. Current address and telephone number of the pupil and the parents or guardians of the pupil;
9. Pupil's gender;
10. Pupil's place of birth;
11. Pupil's race and ethnicity;
12. Pupil's information needed to comply with education and childcare immunization requirements including:
 - a) Diphtheria;
 - b) b. Hepatitis B;
 - c) Haemophilus influenza type b;
 - d) Measles;
 - e) Mumps;
 - f) Pertussis (whooping cough);
 - g) Poliomyelitis;
 - h) Rubella;
 - i) Tetanus;
 - j) Varicella (chickenpox);
 - k) Any other disease deemed appropriate by the State Department of Public Health.

Any of the information shared with California Immunization Registry (CAIR), 7617 Alma Vista Way, Ste C, Sacramento, CA 95831 or website: <https://www.immunizeca.org/ca-cair-registry/> and the State Department of Public Health shall be treated as confidential medical information and shall be used only to share with each other, and, upon request, with health care providers, schools, childcare facilities, family childcare homes, Women, Infant, and Child service providers, county human services agencies, foster care agencies, and health care plans. These providers, agencies, and institutions shall, in turn, treat the shared information as confidential, and shall use it only to:

1. Provide immunization services to the pupil, including issuing reminder notifications to parents or pupils when immunizations are due.
2. Provide or facilitate provision of third-party payer payments for immunizations;
3. Compile and disseminate statistical information of immunization status on groups of pupils in California, without identifying information for these pupils included in these group or populations;
4. Carry out the responsibilities regarding immunization for attendance or participation benefits in education programs;

You and your pupil have the right to examine any immunization-related information or tuberculosis screening results shared pursuant to this requirement and to correct any errors therein.

You or your pupil may refuse to allow this information to be shared pursuant to this requirement or to receive immunization reminder notifications at any time, or both. If you do not want this information to be shared or to receive reminder notifications, please contact: District Nurse – Crystal Snell Email: csnell@jsdtracy.com

Regardless of whether you do wish to share immunization-related information, your pupil's physician may maintain access to this information for the purposes of pupil care or protecting the public health. In addition, California Immunization Registry (CAIR), 7617 Alma Vista Way, Ste C, Sacramento, CA 95831 or website: <https://www.immunizeca.org/ca-cair-registry/> and the State Department of Public Health may maintain access to this information for the purposes of protecting the public health.

HPV INFORMATION

Christina Orsi, Director of Student Services
1219 Whispering Wind Drive, Tracy, CA 95377
July 1, 2026

Dear Parent or Guardian and Jefferson Elementary School District student:

As a parent or guardian, I know how important your child's health is to you. That's why I want to share information about human papillomavirus (HPV) and an effective way to protect your child from the cancers it can cause through immunization.

What is HPV?

HPV is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life.

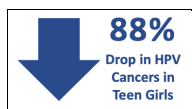


HPV is estimated to cause about 37,000 cases of cancer in men and women every year in the U.S. – that's the same as the average attendance for a major league baseball game!

Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers.

How can I protect my child from HPV?

HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.



HPV vaccination works extremely well. Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers have dropped 88% among teen girls and 81% among young adult women.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act.

Who Would get the vaccine and when should they get it?



Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade.

(Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

Ask your healthcare provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or local health department about VFC, or learn more here. Find doctors participating in VFC in your area. For more information on HPV, the vaccine, and cancer prevention, visit the Centers for Disease Control and Prevention.

Sincerely,

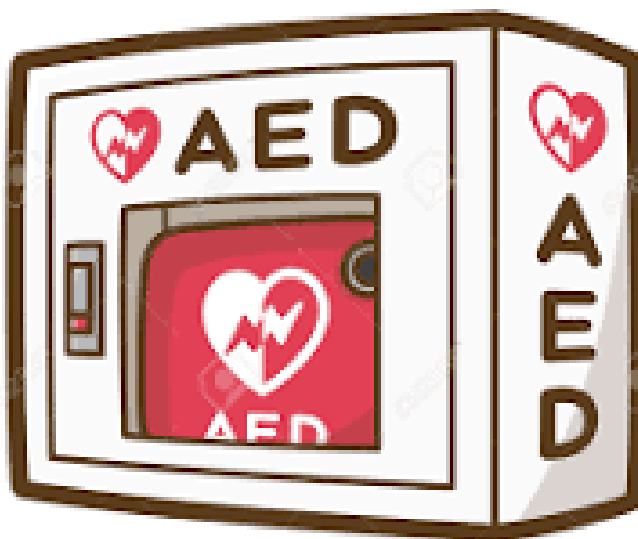
Christina Orsi, Director of Student Services

AUTOMATED EXTERNAL DEFIBRILLATOR PLACEMENT

AUTOMATED EXTERNAL DEFIBRILLATOR PLACEMENT

In accordance with California Health and Safety Code section 1797.196, the locations of all automated external defibrillators (“AED”) on District campuses are as follows:

SITE	LOCATIONS
District Office	Business Services Office
Anthony Traina School	Main Office & Gymnasium
Corral Hollow School	Main Office (Nurse’s Office) & Multi-Purpose Room (MPR)
Monticello School	Main Office (Nurse’s Office) & MPR-Food Storage Room
Tom Hawkins School	Main Office & Gymnasium-Stage
Jefferson School	Main Office (Nurse’s Office) & Gymnasium



NOTE: Insert locations of AEDs at every school site, or link to websites if locations are displayed there.

This is only required if your District serves students in grades 6-12.

You may instead direct your principals to provide this information to parents individually in lieu of including it in this packet.

NOTE: This information must also be provided to employees

ORAL HEALTH ASSESSMENT

ORAL HEALTH ASSESSMENT

Dear Parent or Guardian,

Having a healthy mouth helps your child do well in school. To make sure your child is ready for school, California law *Education Code* section 49452.8 requires that your child have an oral health assessment or dental check-up in their first year in public school (transitional kindergarten, kindergarten or first grade). Every child needs an oral health assessment from a licensed dentist or other licensed or registered dental health professional, and a completed Oral Health Assessment form (attached to this letter) to meet this requirement.

If your child has not had an oral health assessment in the past 12 months, they will need one before May 31. For two-year kindergarten programs, proof of an oral health assessment is required once. Take the form located at:

(https://www.ab1433.org/assets/KOHA_Assessment_Form_508_7.2022_ADA.pdf?utm_source=SCOHR&utm_medium=Reporting&utm_campaign=Forms)

to your child's dentist to complete if your child had an oral health assessment or dental check-up in the past 12 months. The following information will help you find a dentist:

1. You can call the Medi-Cal Telephone Service Center at 1-800-322-6384 or visit Smile California – Find a Dentist (<https://smilecalifornia.org/find-a-dentist/>) to find a dentist that accepts Medi-Cal. For help enrolling your child in Medi-Cal, you can apply by mail, go in person to your local Social Services office, or online at Apply for Medi-Cal (<https://www.dhcs.ca.gov/services/medi-cal/pages/applyformedi-cal.aspx>).
2. For additional resources that may be helpful, contact your local public health department, click Apply for Health Coverage (<https://www.dhcs.ca.gov/services/medi-cal/Pages/CountyOffices.aspx>) to find yours.

When you take your child to the dentist, please bring the form to be completed.

If you cannot take your child for an oral health assessment, please fill out the separate Waiver of Oral Health Assessment Requirement Form at:

https://www.ab1433.org/assets/KOHA_Waiver_Form_508_7.2022_ADA.pdf?utm_source=SCOHR&utm_medium=Reporting&utm_campaign=Waiver

Please return to the form to the front office of your child's school. Your child's identity will not be in any report. Schools keep students' health information private. You can get more copies of the form at your child's school or on-line from <https://www.cde.ca.gov/Is/he/hn/oralhealth.asp>

We want your child to be healthy and ready for school! Even though they fall out, baby teeth are very important. Children need healthy baby teeth to eat, talk, smile, and feel good about themselves. Children with cavities may have pain, difficulty eating, stop smiling and have problems paying attention and learning at school.

Here is important advice to help your child stay healthy:

- Take your child to the dentist. Dental check-ups can keep your child's mouth healthy and pain free.
- Choose healthy foods for the entire family, like fresh fruits and vegetables.
- Brush teeth at least twice a day with toothpaste that contains fluoride.
- Limit candy and sweet drinks like punch, juice, or soda. Sweet drinks and candy contain a lot of sugar, which causes cavities and leaves less room for your child to have healthy foods and drinks. Sweet drinks and candy can also cause weight problems, which may lead to other diseases, such as diabetes. Give your child healthy choices like water, milk, and fruit instead.

If you have any questions about the new oral health assessment requirement, please contact:

District Nurse – Crystal Snell Email: csnell@jsdtracy.com

Thank you!

Sincerely,
David Viss
District Superintendent



Title: Student Illness Assessment and Dismissal Policy

Purpose:

To ensure the health and safety of students and staff, this policy provides guidance for school personnel in assessing student illness and determining when a student should be sent home.

Policy Statement:

All students exhibiting signs of illness or injury that may compromise their health or the health of others will be assessed by designated staff. Students may be sent home if symptoms are severe, contagious, or interfere with participation in school activities.

Scope:

Applies to all students, staff, and school health personnel during school hours, including field trips or school-sponsored events.

Assessment Guidelines:

Designated school staff will use the following criteria:

- **Immediate Dismissal Indicators:**
 - Fever $\geq 100.4^{\circ}\text{F}$
 - Vomiting or diarrhea within the last 24 hours
 - Persistent cough impacting breathing
 - Possible contagious rash or eye infection
 - Injury with moderate to severe pain limiting mobility
 - Significant behavioral change (lethargy, confusion)
 - Head injury with more than one symptom (pain, vomiting, confusion, light sensitivity)
- **Monitoring While at School:**
 - Mild cold symptoms without fever
 - Occasional mild headache
 - Minor stomachache
 - Runny nose without fever
 - Mild head injury with one symptom (pain, vomiting, confusion, light sensitivity)
 - Minor injury with mild pain

Procedure:

1. Staff assess the student using the **Student Illness Assessment Matrix**.
2. Parent/guardian will be notified immediately if the student meets criteria for dismissal.
3. Student will be supervised in the health office until picked up.
4. Staff document symptoms, time of dismissal, and parent contact in student health record.
5. Students may return when symptom-free or as cleared by a healthcare provider.

Training Requirements:

- All staff authorized to assess student health must receive annual training on:
 - Recognizing signs of illness
 - Proper documentation
 - Emergency procedures
 - District COVID and infection-control guidelines

References:

- California Education Code § 49423, § 49423.5
- California Department of Education, Health Services Guidelines
- CDC School Health Guidelines

Approval:

Approved by: James W. Bridges, Ed.D.

Effective Date: July 1, 2026

Review Cycle: Annual

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