Paramount Unified School District

Student/Parent Handbook

Jackson Middle School

2026-2027

PRINCIPAL'S WELCOME LETTER

Dear Parents/Guardians and Students,

As we look ahead to the 2026-2027 school year, it continues to be an honor and privilege to serve as the principal of **Jackson Middle School**. I am excited to welcome both returning and new families to a year filled with opportunity, growth, and connection.

We are proud to share that Jackson Middle School continues to be recognized as an **AVID National Demonstration School**, a distinction that reflects our unwavering commitment to preparing all students for college readiness and success in a global society. In addition, we are honored to be a **Capturing Kids' Hearts National Showcase School**, a testament to the strong, positive relationships we build with our students and the safe, supportive environment we cultivate every day. At Jackson, we believe that when students feel connected and cared for, they thrive—and these recognitions affirm the heart and hard work of our entire school community.

Our goal remains clear: to provide a high-quality education that prepares students to be life-long learners, problem solvers, and innovative thinkers. In addition to strong academics, one of our top priorities is ensuring that every student feels safe, valued, and engaged. We encourage all students to get involved in the many activities and programs we offer throughout the year.

We also know that parent involvement is essential to student success. We invite you to take an active role in your child's education by participating in opportunities such as PTSA, School Site Council (SSC), English Learners Advisory Council (ELAC), monthly parent workshops, Back to School Night, Open House, and parent/teacher conferences. Together, we can build a strong foundation for every child's success.

For the latest updates on school events and our calendar, please visit the Jackson Middle School website.
My staff and I deeply value your partnership and look forward to working closely with you throughout the 2026-2027 school year. Let's make it a year to remember!

Sincerely,
Kelly Anderson, Principal

Mission, Vision & Goals

PUSD Mission
The mission of Paramount Unified School District is to empower every student to achieve their full potential by providing innovative, high- quality educational programs tailored to their individual needs and goals. We are committed to fostering a life-long love of learning in a safe and supportive environment where students from diverse backgrounds feel valued and inspired.

PUSD Vision
The vision of Paramount Unified School District is to create a district where quality education, equity, diversity, and inclusivity are at the core of everything we do. We aim to provide a safe and supportive environment with exemplary, highly qualified staff. Through strong partnerships and open communication, we will work collaboratively to empower our students to become successful, resilient, well-rounded individuals ready to make a positive impact on the world.

PUSD Strategic Priorities

- Elevate deeper learning and college, career, and life readiness.
- Implement comprehensive professional learning, leading to effective change.
- Cultivate a nurturing and emotionally safe environment to strengthen well-being, belonging, and a sense of safety.
- Enhance family and community engagement.
- Build an inclusive and equitable school district.

SCHOOL INFORMATION

Jackson Middle School
7220 E. Jackson St.
Paramount, Ca 90723

Phone Number	(562) 602-8020
Fax Number	(562) 602-8021
Email Address	jackson@paramount.k12.ca.us
School Website	https://jackson.pusdschools.net/

Office Hours	7:30 a.m. — 4:30 p.m.
School Hours	8:30 a.m. — 2:55 p.m. (Regular Day)
	8:30 a.m. — 1:35 p.m. (Minimum Day)
Breakfast	8:00 a.m. — 8:25 p.m.

Thursdays are Minimum Days

Grades 6-8 8:30 a.m. — 1:35 p.m.

The purpose of these minimum days is to allow teachers to attend staff development meetings and in-services designed to enrich the instructional program. They also serve as a time for teachers to meet collaboratively with their grade-level team to discuss effective tools and strategies for a quality program.

Administration and Office Staff

Kelly Anderson, Principal
Kristine Pinel, Assistant Principal
Angelica Lopez, Administrative Assistant
Claudia Rodriquez, Health Technician
Tami Sanchez, Data Technician
Patricia Bolanos, Office Assistant

Nondiscrimination Statement

The Paramount Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when they witness an act of discrimination, sexual harassment, harassment, intimidation, or bullying. For questions or complaints, contact:

Title IX Coordinator
Dr. Pamela Salgado, *Assistant Superintendent Educational Services*
15110 California Avenue, Paramount, CA 90723
(562) 602-6006 • lgotanda@paramount.k12.ca.us

Compliance Officer & Section 504 Coordinator
Lisa Kirk, *Director of Pupil Services*
15110 California Avenue, Paramount, CA 90723
(562) 602-6035 • lkirk@paramount.k12.ca.us

PARENT & FAMILY ENGAGEMENT

Home/School Communication

It is a goal of the District to engage parents in meaningful interactions with the school as it supports a partnership among staff, parents, students, and the community to improve student academic achievement. Parents will be informed of student- and school-related matters through parent-staff conferences; individualized and/or automated phone calls, emails and text messages; postings on the district or school websites and social media accounts; and/or letters. To ensure that information is provided to parents in a timely manner, please make sure that the school has the most current phone number(s), email address, and mailing address on file. Students and parents may also monitor up-to-date student progress, attendance, and other important information through ParentVUE (Synergy Parent Portal).

Parents may communicate with staff by phone, via email, or in person by appointment. Please note that phone calls will not be transferred to the classroom during instructional time. Any messages sent to staff or left on voicemail will receive a response within a 48-hour period. Messages for students from their parents will only be delivered during instructional time if the matter is of EXTREME emergency or great urgency.

Parents who have concerns regarding student- or school-related matters are asked to take the following steps until they are satisfied with the resolution:

1. Address the concern directly with the student's teacher, or appropriate staff member
2. Bring the concern back to the student's teacher, or appropriate staff member
3. Bring the concern to the attention of the site administrator
4. Refer to the appropriate complaint procedure provided on the District's website

Parent Conferences

Parent conferences will be conducted within the first trimester of each year; however, a parent conference may also be initiated throughout the school year by either the parent or teacher. Parents should contact their student's teacher to request a conference.

Committees & Advisories

Parents have many opportunities to be involved in the decision-making process for the school and for the District. The descriptions below provide information on the different types of organizations and their functions.

School Site Council (SSC)

The SSC is composed of elected parents and staff volunteers. The purpose of the SSC is to advise and assist in the development of the Single Plan for Student Achievement. The SSC is also responsible for developing and updating the Comprehensive School Safety Plan unless they have designated the task to a school safety committee. All members of the school community are invited to attend SSC meetings.

English Learner Advisory Committee (ELAC)

Each California public school with 21 or more English learners must form an ELAC composed of elected parents of English learners. The ELAC is responsible for:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Making parents aware of the importance of regular school attendance.
- Electing at least one member of the ELAC to the District English Learner Advisory Committee.

District English Learner Advisory Committee (DELAC)

Each California public school district with 51 or more English learners must form a DELAC unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee. The DELAC advises the Board of Education on at least the following tasks:

- Development of a district master plan for education programs and services for English learners. The district

master plan will take into consideration the school site master plans.
- Conducting of a districtwide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and services for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Review and comment on the school district reclassification procedures.
- Review and comment on the written notifications required to be sent to parents.
- If applicable, review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

Multi-Tiered Systems of Supports (MTSS)
The MTSS is composed of teachers and support staff. The team meets regularly and acts upon referrals for students with challenges in academic, attendance, and/or behavioral areas. This group works with parents and students to develop interventions and individual plans to assist students in becoming successful.

Parent Teacher Association (PTA)
Our Parent Teacher Association (PTA) serves to foster collaboration between parents, teachers, and school staff to support student success and well-being. Its purpose includes organizing events, fundraising for school needs, and advocating for educational improvements that benefit the entire school community.

Volunteering

Volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. Parents and other members of the community are encouraged to share their time, knowledge, and abilities with students. Volunteers must act in accordance with District policies, regulations, and school rules. Volunteers may not bring siblings and other younger children, who are not enrolled in school, into the classrooms.

In order to volunteer at school, individuals must complete the Volunteer Request Form on the PUSD website and follow the guidelines from Personnel Services.

It's a Team Effort!

To promote student learning and success and to support each student's intellectual, emotional and physical growth, all educational partners must work as a team. Students, parents, teachers, and administrators will sign a Title I Compact at the start of each school year agreeing to the following:

As the **STUDENT**, they realize that their education is important and that they are the one responsible for their own successes; therefore, they agree to carry out the following responsibilities to the best of their ability:
- Arrive at school on time and ready to learn.
- Respect the school, staff, classmates, and their families.
- Follow school rules, dress appropriately, and keep the school clean.
- Communicate regularly with their parents and teachers so that their parents and teachers can help them be successful in school.
- Complete all schoolwork and homework on time, including reading at home daily.
- Maintain a positive attitude about themselves and ask for help when it's needed.

As the **PARENT**, they understand that by participating in their child's education, they can help their child succeed; therefore, they agree to support their child's learning in the following ways:
- Get involved in their child's education by attending parent workshops, school events, & volunteering their time.
- Ensure that their child attends school daily and gets adequate sleep, regular medical care, and proper nutrition.
- Provide a quiet time and place for studying, reading, and completing homework
- Communicate with the teacher or the school when there is a concern or question.
- Promote the importance of education to their child by:
    - Monitoring their child's use of media (television, radio, and internet).
    - Ensuring their child arrives at school on time each day.
    - Confirming that their child completes all schoolwork and homework regularly and on time.

As the **TEACHER**, they understand the importance of a high-quality education for each student and their responsibility to be a positive school model; therefore, they agree to support students in the following ways:

- Maintain a welcoming, supportive, nurturing, and safe learning environment where all perspectives are valued.
- Provide high quality curriculum and instruction based on State content standards
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports and other available means.
- Provide reasonable opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities.
- Respect and validate cultural and linguistic diversity.
- Maintain high expectations and help every child develop a love of learning.

As the **PRINCIPAL**, they understand and support the importance of a high-quality education for each student and their responsibility to be an effective leader; therefore, they will:

- Create a welcoming, accessible environment for all students and parents.
- Support the District's and school's mission, vision, goals, discipline guidelines and rules.
- Ensure a warn, safe, and caring learning environment.
- Serve as an instructional leader by supporting teachers in the classrooms.
- Provide parents the opportunity to volunteer, participate in and observe classroom activities.
- Facilitate frequent and on-going communication between parents and teachers.

SCHOOL SAFETY

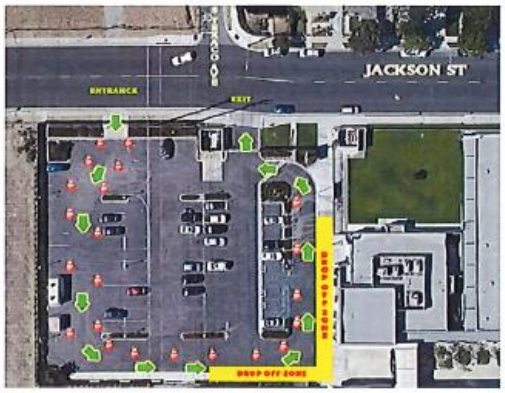
Arrival & Dismissal

Parents are expected to follow traffic laws and not block traffic or neighboring driveways or direct children to cross through traffic.

Ingress

Vehicles and school buses enter through the west gate on Jackson Street and proceed to the drop-off lane in the parking lot. Students will exit vehicles from the drop off lane only. When school buses arrive between 8:00 and 8:15, they stop before reaching the vehicle drop off area. Bus riders disembark onto the sidewalk. During this time, vehicles are monitored and directed to pass the parked bus on the left and proceed to the vehicle drop off area. Vehicles and school buses exit the parking lot using the east gate and are only allowed to make a right turn onto Jackson Street from 7:00 – 8:30 a.m. as posted on city signage at the driveway. Students enter campus through the main gate.

Students walking to school enter through the pedestrian gate on Jackson Street, to the east of the east vehicle gate. They proceed past the main office and enter campus through the front gate.
All parents and visitors will enter school through the office in order to sign in and receive a visitor's badge.



Jackson Drop Off

Egress

All students exit campus through the main gate. Students who ride the bus walk on the sidewalk to the bus loading zone in the parking lot. Students who walk or are picked up exit through the pedestrian gate onto Jackson Street. Only school buses and taxis are allowed into the parking lot at dismissal.

Parking Lot

All visitors, including parents, must park in designated areas and adhere to all curb markings and staff directions. There is no double-parking or parking in loading and red zones or in bus loading zones. The speed limit in the parking lot is 5 MPH.

Bicycles, Scooters & Skateboards

Students are allowed to ride their bicycles, scooters, or skateboards to and from school, but must walk/carry them onto and off school grounds in the morning and after school.

Bicycle Helmet Law

California law requires all students to wear a properly fitted and fastened bicycle helmet in order to operate, or ride as a passenger on, a bicycle, nonmotorized scooter, or a skateboard, or to wear in-line or roller skates. This requirement also applies to a minor who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle. Additionally, students are required to follow California law regarding e-bikes and e-scooters.

Bike Racks

All bicycles, scooters, and skateboards must be locked up in the bike rack area; they cannot be stored in the front office or in any classrooms nor carried around on campus during the school day. Students must provide their own lock and key as none will be provided by the school. The school is not responsible for the loss or damage to bicycles, scooters, skateboards, or helmets.

School Bus Safety

The safety of students while riding the bus to and from school is of utmost importance. In order to ensure bus safety for all students, the following rules for behavior will be strictly enforced:

- All students must remain seated in their assigned seats with their seatbelts fastened at all times.
- The bus driver can change a student's assigned seat if the student does not follow the rules.
- Students may place their personal items on the floor, in their laps, or in the seat next to them if there is room. Students may not sit on their backpacks or other personal items.
- Students must face forward and keep the isles clear at all times.
- Windows must remain closed unless otherwise directed by the bus driver.
- Students must refrain from yelling on the bus. This includes shouting comments to pedestrians or people in vehicles.
- Eating or drinking on the bus is not permitted.
- Students must refrain from defacing or destroying bus property.
- All students must comply with the request of the bus driver and/or any school staff while getting on and off the bus and/or while riding the bus.
- Fighting, cursing, or any kind of disturbance on the bus will not be tolerated. This includes while students are getting on and off the bus and while waiting at the bus stop.

For the safety of students, the bus driver, and staff, all buses are equipped with surveillance cameras with audio capabilities. Bus violations will result in a bus referral, parent notification, and other consequences such as bus privileges being revoked. All school rules apply; therefore, violations of any school rules while riding the bus will be addressed in the same way as if the incident occurred on campus.

Visitors to Campus

All visitors who wish to gain access to the school, including parents, contractors, and volunteers, must report to the main office to register and receive a visitor's badge through the Raptor Visitor Management System. Registration includes presenting a photo ID and stating the purpose for entering school grounds. Raptor will scan the photo ID and log the name of the visitor as well as the date, time, and purpose of the visit. Visitors without a photo ID will have their information manually inputted into the system by a staff member. Raptor will screen the visitor's name and date of birth against the national database of registered sex offenders. No other data from the photo ID is gathered or recorded and the information is not shared with any outside agency.

Once a visitor has been approved, a visitor's badge will be printed for them to wear for the duration of the visit. Unless otherwise directed by the principal or designee, a staff member will accompany visitors while they are on school grounds. Upon completion of the visit, a visitor must return immediately to the school office to turn in the visitor's badge and sign out.

Anyone on school grounds without permission is in violation of the law and may be reported to law enforcement. The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if there is a reasonable basis for concluding that the visitor's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt, or is disrupting, the school, students, or staff.

No Interruption Policy

To maintain an optimal learning environment that is free from distractions, the school will not accept items delivered to the school – such as balloons, flowers, presents, etc. sent on birthdays, Valentine's Day, or other special occasions. Students should also not bring these items to school as gifts for others. If they are brought to school, or left at the office by the delivery person, the items will be held in the office until the end of the school day. The school is not responsible for contacting the recipient of the item(s) nor does the school assume responsibility for any items that are lost, stolen or damaged.

Student's forgotten homework assignments, smartphone, backpack, books, lunch, or money will be accepted in the main office. However, these items may only be picked up by the student during non-instructional time. Parents can help avoid classroom interruptions by doing the following:

- Before leaving for school each day:
  - Checking that the student has their P.E. clothes, Chromebooks, backpack, school supplies, and sports equipment, as applicable.
  - Ensuring the student has their homework and project.
  - Ensuring the student knows whether to stay after school, wait for a ride, or walk home; especially when it rains.
- Not calling the office to relay messages to their student unless it is an absolute emergency. (*Note:* All emergencies will need to be cleared by an administrator.)
- Scheduling their student's doctor and dentist appointments after school.

Birthday Celebrations

While the school recognizes students' enjoyment in celebrating their birthdays at school, the focus needs to be on instruction. As such, the following are guidelines regarding birthday celebrations:

- Celebrations may not take place during instructional time.
- With teacher approval, a parent can arrange with the teacher to have treats distributed to their student's classmates during lunch or after school.
  - Parents are encouraged to send non-food items, such as stickers or pencils, in consideration of the District's wellness policy and for students with food allergies and/or dietary restrictions.
  - All treats must be pre-packaged and store-bought and delivered to the teacher before school begins in the morning.
- Delivery of balloons and gifts for any student will not be accepted.

Emergency Information

Emergency cards are required to be completed and submitted at the beginning of each school year and should be updated whenever there is a change. For each student, there must be at least two adults listed with their current contact information so that they may be contacted if the school is unable to reach a student's parent or in case of an emergency where the student must be removed from school.

Only the individuals listed on a student's emergency card may remove a student from school. If there is a restraining or protective order against a former spouse or another individual, a copy of the order must be provided to the school office.

Disaster

In the event of a disaster (*e.g.,* earthquake, fire) during school hours, students will be kept at school until it is safe to release them. Students will only be released to their parents or authorized adults who are listed on the student's emergency card and who can present a photo ID. Parents should prepare their students for an emergency by:

- Reviewing the school's comprehensive school safety plan, which is available on the school's website.
- Being aware of the emergency procedure instructions given to their student at school.
- Keeping their student's emergency card on file at the school and updated at all times.

During an emergency, it is essential that the school telephone lines are available to school personnel and those providing emergency relief; therefore, the school should be called only if it is absolutely necessary.

INSTRUCTIONAL PROGRAM & SUPPORTS

Evaluation of Academic Performance

Grades serve a valuable instructional purpose by helping students and parents understand performance expectations and identifying students' areas of strength and those areas needing improvement. Teachers will use multiple measures of student performance (*e.g.,* assessments, assignments, classwork, classroom activities), to determine student progress and achievement. Criteria for academic performance is based on the following grades:

A Excelling at District course standards
B Significantly proficient at District course standards
C Proficient at District course standards
D Minimal proficiency at District course standards
F Not proficient at District course standards

Teachers will be the final determinant in issuing the student grade. However, parents have the opportunity to meet with their student's teacher(s) to discuss the grade issued and strategies to improve their student's performance.

Grade Reporting

Schoology, the District's Learning Management System, is a tool for students, parents, and teachers to keep track of student progress. Parents need to have a ParentVue and Schoology account to take advantage of this tool.

Progress reports will also be sent home for each student approximately 10 weeks into each semester, and final grades will be issued after the end of each semester. Parents will be notified in advance if their student is in danger of failing a course.

Academic Awards

At Jackson Middle School, we proudly celebrate student achievements through a variety of academic and character-based awards. These include **Perfect Attendance**, **Honor Roll**, and **Principal's Honor Roll** for outstanding academic performance. We also recognize students who show remarkable growth with the **Most Improved** award, and those who excel in athletics with **Sports Awards**. Our **Shining Knight** award honors students who consistently demonstrate exceptional character and integrity. Each quarter, we also present the **P.A.C.K. Award**, which stands for *Phenomenal Academics* (3.0 GPA or higher), *Attendance* (no tardies during the school day), and *Citizenship* (no time-outs or referrals). These recognitions reflect our commitment to excellence and our school spirit—**Go Knights!**

School Supplies

All students will receive a Chromebook, binder, pencil pouch, lined paper, pencils, pens, a highlighter, sticky notes, and our school planner at the beginning of the year.

Chromebooks

Each student will be provided with a Chromebook as part of their daily educational tools – to use in class for academic purposes and for homework and research at home. Students are responsible for the care and security of the device both on and off campus and will be asked to sign the "Rules Concerning Use of District-Owned Chromebooks and Related Accessories" agreement with their parent at the start of each school year. Students will be held responsible for inappropriate use and will be disciplined accordingly.

Students are expected to bring their fully charged device to campus daily. If a student's Chromebook is lost or damaged, the student and the parent are to go to the ROP trailer at the District Office to report it and receive a replacement device. However, the loss or damage of Chromebooks will be addressed similarly to any loss or damage to textbooks and library books.

Textbooks & Library Books

Students are issued textbooks for certain courses and have the option to borrow books from the library. These books are the property of the school and need to be returned at the time specified by the school. If a student disenrolls before the end of the school year, then all books must be returned on the last day of enrollment. It is the student's responsibility to take care of their books and return them in the same condition in which they were received. The following are guidelines to assist students with understanding the textbook and library book policy and student responsibilities:

- Each book contains a barcode, allowing the school to track the specific book(s) that have been loaned to each student.
- Trading books with another student is not allowed. As provided above, books are barcoded and identified in the system under the applicable students' name. If damage is caused to a book that has been traded, responsibility for the damage will still fall on the student who is assigned to that book.
- Students are responsible for any loss and/or damage of all books loaned to them. *(See notification on "Property Damage" in this publication for more information.)*

Homework Policy

Homework is a valuable and necessary extension to education. It has been proven through research that appropriate homework activities coupled with parent support has a great impact on learning. The following are the established guidelines and purposes for homework:

- Homework is a part of the school curriculum.
- Homework is designed to reinforce daily class work.
- Homework gives students opportunities to deepen their understanding.
- Homework will help students develop personal responsibility.
- Homework will help students raise their test scores and grades.

Homework is typically assigned Monday through Thursday. Long-term projects may be assigned over a weekend or during vacation. It is the student's responsibility to complete homework assignments and projects and turn them in by the deadline determined by the teacher. Parents can contact their student's teacher, call the office, or check Schoology if there are any questions or concerns.

Make-Up Work

Students should take the initiative to make up missed assignments due to absences. The following provides specific guidelines based on the type of absence:

1. ***School Activities.*** Students must clear all school activities with their teacher(s) in advance in order to receive the make-up assignments. Lists of students involved in activities will be approved and distributed to teachers (for verification purposes) by administration.

2. ***Excused Absence.*** Students will be given the opportunity to make up the schoolwork missed because of an excused absence and to receive full credit if the work is turned in by the established deadline.
3. ***Unexcused Absence.*** Students who miss schoolwork because of unexcused absences will be given the opportunity to make up missed work for full or reduced credit at the discretion of the teacher.
4. ***Out-of-School Suspension.*** If the student's absence is the result of a suspension, the teacher may require the student to complete any assignments and tests missed during the period of suspension. When a parent of a student who has been suspended for two or more days from school requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment may not be included in the calculation of the student's overall grade in the class.

Physical Education

Uniforms

To prevent any health or safety hazard, all students are expected to wear standardized clothing for their physical education class. The uniform consists of a gray or black T-shirt, plain black athletic shorts or sweats, and shoe-laced rubber soled tennis/athletic shoes. Students may not wear Crocs during P.E. Students may purchase a compliant uniform through the school office or from outside sources. A student's grade will not be lowered or otherwise impacted upon any failure to wear compliant uniform for the physical education class if such failure was clearly beyond that student's control. Students unable to comply with the uniform requirements should inform their physical education teacher and/or the office for assistance.

Medical Excuse

A student who is ill may be excused from participation in physical education for the day if a note from the parent is provided. A doctor's note is required to excuse a student from participation for three or more consecutive days. All notes must be turned in to the school office, who will notify the physical education teacher accordingly. Students will be given an alternative assignment while not participating in any physical education activities. If a student becomes sick or is injured in class, the student MUST REPORT IT TO THE TEACHER IMMEDIATELY.

Religious Fasting Excuse

A student will be granted an accommodation in connection with any physical activity components of a physical education course during a period of religious fasting. The parent must submit a written note to the principal to request for the accommodation. Students will be given an alternative assignment while not participating in any physical education activities.

P.E. Lockers and General Use Lockers

Each student will be assigned a locker. Students must TAKE CARE OF THEIR OWN LOCK AND LOCKER, and follow these guidelines:

- Store and lock any items of value in the locker
- Do not give out or share locker combinations
- Do not share lockers
- Do not leave the locker unattended
- Check the lock before leaving class

Any items left out or not locked are not the responsibility of the school; the school is not liable for lost or stolen personal items, clothes, or locks.

Assigned lockers remain the property of school and are subject to inspection by school authorities at any time. Each student will be financially responsible for the care of their assigned lock and locker. The site reserves the right to remove by key, or by cutting, all unauthorized locks.

STUDENT ATTENDANCE

Attendance Expectations

Middle school is a crucial time for students as they develop both academically and socially. Educational research shows that school attendance is directly linked to student success – students are more likely to perform better academically and are more likely to graduate high school on time. Specifically, regular attendance:

- Helps students stay engaged with lessons, complete assignments on time, and participate in valuable classroom activities.
- Helps students develop important social skills through daily interactions with teachers and peers, including communication, teamwork, and problem-solving abilities.
- Promotes a sense of responsibility and punctuality, both of which are essential skills for success in school and later in life.

Each day of learning builds upon the previous one, and when students miss school, they risk falling behind in their understanding of key concepts. It can also be distracting to the other students and the teacher.

Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays and school vacations. Parents must make school attendance a priority.

School Year Calendar 2026-2027

Absence Verification

Whenever a student is absent from school, the student's parent must contact the school within three school days by phone or in writing (*e.g.,* written note, email, fax, ParentSquare) and provide the student's name, date(s) of absence, and reason for such absence. Absences that are not verified within three school days following the absence change from an *unverified absence* to an *unexcused absence*.

It is important for parents and students to understand that writing a note to verify an absence does not excuse the absence. Absences can only be excused if they meet the criteria listed under "Excused Absences"; however, a doctor's note may be requested by the principal or designee when the student has been absent more than 10% of days enrolled in the school year due to illness. Absences that are not excused are marked as unexcused in the student's attendance record.

Truancy & Attendance Accountability

A student is classified as a *truant* after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the school has made a conscientious effort to meet with the family, the student is considered a *habitual truant*. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a *chronic truant*.

Tardy Policy
School begins promptly at 8:30 a.m. – there is no "grace" period. A warning bell rings at 8:25 a.m. Any student not in class by the 8:30 a.m. bell will be considered tardy.

Leaving School Early
All class time is essential learning time. The end of the school day is extremely busy as this is the time when teachers may be explaining homework, passing out important materials and communications to take home, and ensuring all students are ready to be dismissed. However, a student who must leave school during the day must be signed out by the student's parent or a person listed on the student's emergency card – any person not listed on the emergency card will not be permitted to remove the student from school. Upon arrival at the main office, the parent or other authorized adult must present a valid photo ID and the student will be called out of class.

Excessive Absences & Chronic Absenteeism

A student is considered a *chronic absentee* when the student is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused absences, as well as suspensions from school – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Excessive absences may result in the student failing a class due to missed assignments and/or inability to show mastery of the content. They may also result in the student's loss of privileges and/or referral to the School Attendance Review Board (SARB). Parents and students should regularly check the attendance records for any errors.

Excused Absences

Once verified by a parent, a student's absence will be excused for any of the following reasons:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, or chiropractic appointment
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent, a person so closely associated with the student as to be considered the student's immediate family (limited to up to five days for each incident)
5. Jury duty
6. Illness or medical appointment of the student's child
7. Upon advance written request by the parent and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
    a. Attendance or appearance in court
    b. Attendance at a funeral service
    c. Observance of a religious holiday or ceremony
    d. Attendance at religious retreats for no more than one school day each semester
    e. Attendance at an employment conference
    f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment (limited to three days)
10. Attendance at the student's naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event which relates to the practices, habits, beliefs, and traditions of a certain group of people
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (limited to one school day-long absence each school year, unless otherwise permitted by the Superintendent or designee)
13. When a student's immediate family member or, as determined by the student's parent, a person so closely associated with the student as to be considered the student's immediate family has died: (limited to not more than three days for each incident)
    a. To access services from a victim services organization or agency
    b. To access grief support services
    c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent to be in such close association with the student as to be considered immediate family
14. Participation in military entrance processing
15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (limited to not more than four days per school month)
16. Work in the entertainment or allied industry (limited to not more than five consecutive days, and not more than five absences per school year)

Commented [MH1]: This is just an example – what is the Superintendent's decision on this?

17. Participation with a nonprofit performing arts organization in a performance for a public school audience (limited to not more than five absences per school year)
18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, immediate family means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

STUDENT LIFE

Dress & Grooming

Students are expected to wear clothing that is suitable for the school activities in which they participate and may not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. The following guidelines apply to regular school activities:

1. Appropriate shoes must be worn at all times.
2. No hats, baseball-type caps or other headgear including hairnets are to be worn on campus or at school activities, unless such headgear is school-affiliated and approved by the school principal or designee.
3. Clothing and jewelry must be free of writing, pictures, or any other insignia which are related to gangs; which are crude, vulgar, profane, or sexually suggestive; which propagate racial, ethnic or religious hatred and intolerance; or which promote the use of drugs or alcohol.
4. Students may not wear articles of clothing, jewelry, dark glasses, or other accessories which, in the opinion of the school principal or designee, pose a threat to the physical well-being and safety of students or others (including, but not limited to, spike collars, wristbands, large belt buckles, rings, wallet chains, etc.)
5. META glasses are not allowed on campus to protect student/staff privacy and maintain a safe, distraction-free learning environment.
6. No clothing or articles of clothing (including, but not limited to, baggy pants, gloves, bandanas, shoestrings, wristbands, jewelry) that are safety hazards or related to a group or gang, which may provoke others to acts of violence or to be intimidated by fear of violence may be worn on campus or at any school activity.
7. Clothes must be sufficient to conceal undergarments at all times. Clothing which is intended as undergarments may not be worn as outer garments. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, skirts or shorts briefer than mid-thigh, and biker shorts/leggings are prohibited.
8. Sun-protective clothing, including but not limited to hats, may be worn for outdoor use only during the school day. Sun-protective clothing cannot violate school rules governing dress and grooming. The school principal or designee must approve the type of protective clothing to be used.

The dress code can be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

College Day Wednesdays
Every Wednesday, everyone is encouraged to wear a college shirt or sweatshirt – staff can show pride in their alma mater and students can indicate the college or university they would like to attend in the future.

Spirit, Sport, and Club Gear
To show school pride, students are encouraged to wear shirts representing school clubs, sports, or spirit wear.

Student Council

Student Council is an elective course that provides students with a voice in school decisions and helps build leadership skills through service and school spirit activities. Members work together to plan events, support school initiatives, and represent the student body with pride and responsibility.

Clubs

Clubs at Jackson offer students a chance to explore their interests, build new skills, and connect with peers outside the classroom. From academic and creative clubs to leadership and service groups, there's something for everyone to get involved and grow—both personally and socially. A variety of clubs will be offered throughout the year.

Sports

Our middle school offers a dynamic sports program that encourages teamwork, discipline, and school spirit. Students can participate in a variety of sports including **flag football, volleyball, basketball, soccer, cheerleading, and wrestling**, providing opportunities for both competitive play and personal growth.

School Dances

Dances at Jackson are fun, school-sponsored events where students can socialize, enjoy music, and celebrate in a safe, supervised environment. These dances often feature themes, decorations, and activities that help build school spirit and lasting memories.

Field Trips

Academic field trips are meant to supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. They are to be conducted in connection with the adopted course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. Field trips may also be intentionally planned to incentivize appropriate behavior and academic progress during the school year. For these trips, students who do not meet the established criteria (e.g., grades, behavior, attendance) will not be eligible to participate.

Before a student can participate in a school-sponsored trip, parent permission slips must be signed and returned to the school. All school rules apply on school-sponsored field trips; therefore, violations of any school rules will be addressed in the same way as if the incident occurred on campus. If a student is serving suspension on the day of the scheduled field trip, that student is not eligible to attend the trip. School administration may also exclude from the trip any student whose presence on the trip poses a safety or disciplinary risk. All students must ride on the bus to and from the field trip location.

All chaperones must be 18 years of age or older. To maintain student safety during a field trip, a student's siblings and/or other family members are not permitted to accompany the chaperone. Additionally, anyone who is not cleared by administration to serve as a volunteer or chaperone will not be allowed to have contact with students at any time during the field trip.

HEALTH & WELLNESS

Nutrition

All students are entitled to one free breakfast and one free lunch each school day. Meals are provided through the Student Nutrition Services Department.

Parents who prefer to have their student eat food that was prepared at home should have the student bring it in a proper lunch bag when they come to school in the morning. Parents are asked to avoid packing food and beverages that are high in sugar content, such as soda, cookies, gum, candy, etc. Additionally, outside food delivery (e.g., parent or relative, DoorDash, Grubhub, Uber Eats) is prohibited.

Food Allergies/Special Dietary Needs

There are students who have special dietary needs and/or are allergic to certain foods or ingredients (*e.g.,* peanuts, tree nuts, wheat, milk, etc.). When exposed to an allergen, affected students may experience shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma.

Students will not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Please help keep all students safe and healthy at school by keeping in mind the following:

1. Parents are responsible for notifying the principal or school nurse, in writing, regarding their student's food allergies or other special dietary needs.
2. When a student's food allergy or food intolerance substantially limits one or more major life activities, the student may be evaluated to determine if accommodations pursuant to Section 504 are required.
3. School lunch meals make dietary accommodations for students who have a medically certified disability that is verified by a medical statement.
4. Each school site may designate an allergen-free area to ensure students with allergies are safe.
5. Students should not share or exchange meals or utensils with other students.
6. Without identifying the student, the principal or teacher may notify parents of other students in the class that a student is allergic to a specific food and may request those certain foods not be provided at class parties or other school events.
7. Parents are encouraged to bring non-food items, such as stickers or pencils, for school celebrations in lieu of food items which present a challenge for students with food allergies.
8. When sending food for others to consume, do not send any foods that do not have food labels.

Water Consumption

Students have the right and are encouraged to bring a reusable bottle to fill and refill water to consume while at school. Drinking water plays an important role in maintaining a child's overall health in the following ways:

- Supports muscles, joints, and tissues
- Improves digestive system
- Keeps growing bodies hydrated
- Positively impacts cognitive performance, particularly short-term memory
- Improves visual attention and fine motor skills
- Can prevent excess weight gain when substituting sugary drinks

Water bottle filling stations and/or water fountains are accessible for all students in multiple locations throughout campus. Students are encouraged to bring reusable plastic water bottles to school each day.

Automated External Defibrillators

Sudden cardiac arrest (SCA) is a life-threatening emergency that occurs when the heart suddenly stops beating. It strikes people of all ages who may seem to be healthy, even children and teens. When SCA happens, the person collapses and doesn't respond or breathe normally. They may gasp or shake as if having a seizure, but their heart has stopped. SCA leads to death in minutes if the person does not get help right away. Survival depends on people nearby calling 911, starting CPR, and using an automated external defibrillator (AED) as soon as possible.

An AED is a portable, easy-to-use medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock (or defibrillation) to help the heart re-establish an effective rhythm. An AED will be installed in the health office in our main office. Instructions on how to use the AED are posted next to each unit so that anyone can render aid with an AED.

Medications at School

If a student is on a continuing medication regimen for a non-episodic condition, the student's parent must notify the school through the data confirmation process at the start of each school year or notify the school's Health Office Technician at any time during the school year. The notification must include the name of the medication being taken, the current dosage, and the name of the supervising doctor. With parental consent, the principal or school nurse may communicate with the doctor and may counsel with staff regarding possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Parents should talk to their student's doctor about making a medicine schedule that does not require the student

to take the medicine while at school. However, when necessary, please follow the guidelines provided below. All written requests must be provided on an annual basis or when the medication, dosage, frequency of administration, or reason for administration changes.

Assistance with Administration of Medication
The school nurse or other designated school employee may assist a student who needs to take prescribed medication during school hours only upon written request of both the doctor and the parent. The written request from the doctor must include details as to the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent indicating the desire that the school assist the student in matters set forth in the doctor's statement.

Self-Carry and Self-Administration of Medication
In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent must provide a written statement consenting to the self-administration and a written statement from the doctor detailing 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 auto-injectable epinephrine or inhaled asthma medication. The parent's written statement must provide a release for the school nurse or other designated school personnel to consult with the student's health care provider regarding any questions that may arise with regard to the medication, and release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. A student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

Delivery, Storage, and Disposal of Medication
Parents must supply the school with all medicine the student must take during the school day, with each medicine stored in a separate container labeled by a pharmacist licensed in the United States. The container must list the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. The medicine must be delivered to the school by a parent or other adult, unless the student is authorized to carry and take the medication by themselves. All discontinued, outdated, and/or unused medicine must be picked up before the end of the school year.

Illness: When to Stay Home

Under California law, a student may be required to stay home (or go home) from school in specified circumstances where an apparent illness presents a significant risk to other students or school personnel. Safe, in-person learning is critical to the well-being and development of children. The following information from the California Department of Public Health provides guidance on considerations when a student has symptoms of illness.

Fever (over 100 degrees). Keep the student home until the fever has gone away in the night without using fever-reducing medications and is still gone in the morning AND other symptoms are improving and the student can participate comfortably in routine activities.

Sore throat. Students may attend school unless they have one of the following:
- Fever (see fever guidance)
- Inability to swallow
- Breathing difficulties

Note: If a student is diagnosed with strep throat, they should receive antibiotics for at least 12 hours before returning to school.

Abdominal pain or stomachache. Pain experienced anywhere between the chest and groin; pain may be continuous or may come and go. Students may attend school unless they experience one of the following:
- Pain is severe enough that the student has difficulty participating in routine activities
- Pain starts after an injury
- Bloody or dark stools
- Diarrhea (see diarrhea guidance)
- Vomiting (see vomiting guidance)

- No urine for 8 hours
- Fever (see fever guidance)

Eyes that are irritated, pink eye or drainage. Students may attend school unless they have one of the following:
- Fever (see fever guidance above)
- Problems seeing (vision changes)
- Pain/discomfort the student cannot tolerate
- An injury to the eye

Note: Pink eye is often caused by a virus. Children typically get better after 5-6 days without antibiotics. Staying home from school is not necessary. Frequent hand washing should be encouraged.

Vomiting or diarrhea. Students may attend school unless they experience one of the following:
- Vomiting has occurred 2 or more times in 24 hours
- Fever (see fever guidance above)
- Vomiting or diarrhea appears to be bloody
- Stool cannot be contained in toilet

Note: If the student has been diagnosed with a specific infection (such as Salmonella, E. Coli, norovirus, etc.) or if there is concern over an outbreak, the local health department will be contacted for guidance.

Rash or itching. Students may attend school unless they have one of the following:
- Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others
- Skin that looks bruised without a known injury or in an unusual location
- Rapidly spreading dark red or purple rash
- Tender, red area of skin, rapidly increasing in size or tenderness
- Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting or wheezing)
- There is concern for diseases like chickenpox or measles

Note: For diagnosed conditions, follow the advice of the health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies and pinworms, students may return after appropriate treatment is started.

Head Lice

Head lice can happen to anyone. They are very common and can live in the scalp and hair of all children regardless of sex, race, color, cleanliness, or economic status. Head lice do not jump or fly; they are spread person-to-person through head-to-head contact and will die within 1-2 days away from a person's head. The most important fact to remember is that the problem needs to be treated quickly before it spreads to others in the home and community.

Signs of lice infestations:
- Persistent scratching of the head or back of the neck. Head lice are very tiny and extremely difficult to see.
- Nits (lice eggs) which are white specks attached to the hair are usually near the scalp. Nits are difficult to remove from the hair whereas dandruff is very easy to remove.

Treatment:
- Contact the student's physician or the local health clinic to obtain the most effective lice shampoo treatment.
- Wash all clothing, towels and bed linens that have been in contact with the infected person in hot water and dry in a hot dryer.
- Spray and vacuum all carpets, furniture and mattresses, with a lice killing spray.
- Combs and brushes should be soaked in a lice shampoo for one hour.

Preventing re-infestation:
- Check all family members every other day for two weeks. If any nits are seen, another shampooing in 7-10 days may be needed.
- Instruct the infected person not to borrow personal items such as combs, brushes, head bands, and clothing from other people.

If live head lice are seen on a student at school, the student's parent will be contacted, and the expectation is that the student be picked up from school. The parent will be provided with educational materials and instructions on how to properly treat and control head lice. To be readmitted to school, the student will need to be checked by qualified school personnel to ensure that no live head lice are present. For more information, visit the California Department of Public Health website.

Tdap Booster Shot

California law requires all students entering 7th grade to present evidence of having received an adolescent whooping cough booster shot (Tdap) **before** starting school in the new school year. Students will not be able to attend school until proof is provided to the Health Office Technician. Parents should not wait until the last minute and risk their student missing the first days of school.

Access to Student Mental Health Services

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors. As such, the District is committed to promoting the well-being of its students by ensuring that, at least twice a year, students and parents are each provided with information on how to initiate access to available student mental health services at school and/or in the community. This annual notification serves as one form of notification; the other notification will be provided during the school year through a ParentSquare message.

Access to student mental health services may be accessed by contacting the administrator, counselor, or social worker at the school site. Minors covered by Medi-Cal have the same right to consent to mental services as minors who do not rely upon Medi-Cal.

STUDENT CONDUCT

Behavior Expectations

The school and each of its classroom teachers have established behavior expectations for students that are consistent with Board policy and applicable state and federal laws. It is the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee will hold students to a strict account for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus.

Students must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

General Rules

- Display appropriate and respectful behaviors towards adults and peers.
- Follow instructions of all school staff members the first time they are given.
- Respect the property of the school and of others.
- Keep the school clean and safe.

Break Guidelines

- Remain in designated areas in full view of staff.
- Do not run in common areas.
- Do not participate in any type of wrestling, play fighting, or dog piling.
- Settle differences peacefully: STOP-THINK-WORK IT OUT.
- Keep personal electronic devices in the classroom or backpack.
- Return to class on time.

Lunch Rules

- Go to lunch with the class even if not eating.
- Use quite voices in the lunch line.
- Walk, not run, in the lunch area.
- Eat quietly and use good manners.
- Do not throw food (or any other objects) around or at anyone.
- Place all trash in proper containers
- Do not take any cafeteria food out of the eating area/tables.

Restroom Rules

- Do not use the restroom as a play area or gathering place to socialize.
- Use the restroom when needed and then leave immediately: GO-FLUSH-WASH-LEAVE.
- Keep the restroom clean.

Search & Seizure

In promoting a safe learning environment, school officials will take appropriate action to eliminate, to the extent possible, the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may conduct a search when there is a reasonable suspicion that the search will uncover evidence that a student is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion must be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, and backpacks.

All student lockers, desks, and school-issue electronic devices are the property of the District. The principal or designee may conduct a general inspection of school properties on a regular, announced basis, with students standing by their assigned lockers, desks, or school-issued electronic devices. Any items contained in a locker or desk will be considered to be the property of the student to whom the locker or desk was assigned.

Searches of individual students are conducted in the presence of at least two district employees. The parent of a student subjected to an individualized search will be notified as soon as possible after the search.

Mobile Communication Devices

Unrestricted use of smartphones and other mobile communication devices by students during the school day interferes with the educational mission of the school, lowers student performance, promotes cyberbullying, and contributes to an increase in teenage anxiety, depression, and suicide. As such, students are prohibited from possessing or using a mobile communication device except under the following circumstances:

- In the case of an emergency, or in response to a perceived threat of danger
- 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
- When a licensed physician or surgeon determines that the possession or use of a mobile communication device is necessary for the student's health and well-being
- When the possession or use of a mobile communication device is required by the student's individualized education program or Section 504 plan

To keep students focused and engaged in learning, all mobile communication devices and other personal technology (*i.e.,* music players, ear buds, headphones, etc.) must be turned off and stored in backpacks before coming onto school grounds. The school is not responsible for the loss, theft, or damage of a student's mobile communication device or other personal technology which is brought onto school grounds or to a school activity off school grounds. If a student's mobile communication device or other personal technology is confiscated for improper use during the school day (*i.e.,* videotaping, taking pictures, playing games, recording conversations, etc.), the student's parent will be contacted; the device can be retrieved at the end of the school day.

Dangerous Objects

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (*e.g.,* nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others, which could then lead to disciplinary consequences.

If a student is in possession of a prohibited weapon, imitation firearm, knife of any kind, or other dangerous instrument which creates a threat or perceived threat of a homicidal act, any employee or other school official who is alerted to or observes such threat will immediately report the threat to law enforcement. The principal or designee will also notify law enforcement when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. If the student commits any of the acts described in this notification, the student will be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

Other Prohibited Items

To ensure the safety of all students and to maintain an environment focused on instruction, students are not to bring the following items to school or to a school activity off school grounds:

- Incendiary devices (*e.g.,* matches, lighters, firecrackers)
- Laser pointer
- META Glasses
- Jewelry, such as large hoop or dangling earrings
- Toys, stuffed animals, and blankets
- Photo or card collections
- Handheld video games
- Personal sports equipment
- Gum and candy
- Large amounts of money
- Items to sell (*i.e.,* candy, food, drinks, merchandise, etc.) that are not part of a school-approved fundraiser

If any of the prohibited items are brought onto campus, and are deemed to be disruptive to the learning environment or dangerous to persons, such items will be confiscated by school personnel. The student's parent will need to pick up the confiscated items at the main office.

Property Damage

Parents may be held financially liable if their student willfully cuts, defaces, or otherwise injures any property, real or personal, of the District or school employee, or willfully does not return District property loaned to the student upon demand of an authorized school employee. School property includes, but is not limited to, electronic files and databases. The school may further withhold the grades, diploma, and transcript of the student until the parent has paid for the damages. If the student or the parent is unable to pay for the damages, or return the property, a program of voluntary work will be assigned to the student in lieu of the payment of monetary damages.

Disrespectful, Unacceptable Language

The use of any disrespectful, unacceptable language is not conducive to a safe and secure learning environment. Students are expected to refrain from such use while on school grounds and at school-sponsored activities.

The following are types of speech/language that are considered disrespectful and unacceptable, whether spoken or written:

- ***Habitual profanity.*** The regular and/or frequent use of expletives and/or language which is profane.
- ***Verbal abuse.*** A form of abusive behavior involving the use of language, such as language that is countering, discounting, accusing/blaming, judging/criticizing, trivializing, undermining, threatening, name-calling, controlling, or punishing.
- ***Racial or religious slurs.*** Offensive words used to describe individuals of a race, a particular color, country or

faith.

- ***Hate speech.*** Language which degrades, intimidates, or incites violence or prejudicial action against another person based on that person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic.
- ***Vulgarity.*** Language which offends good taste and manners and is deemed to be raunchy, gross, offensive, crude, rude, and/or suggestive.
- ***Obscene language.*** Language which is abhorrent to morality or virtue, specifically designed to incite lust or depravity; considered to be taboo in polite situations; repulsive by reason of crass disregard of moral or ethical principles.
- ***Roasting.*** Language used in a joking manner to degrade another student.

Public Display of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors at school or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary action. Public displays of affection deemed inappropriate include, but are not limited to, kissing, fondling, lewd or other inappropriate conduct.

Sexual Harassment

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment of students at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity will be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) will be taken into account. Any employee found to have engaged in sexual harassment or sexual violence toward any student will be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

The following individual has been designated as the District's Title IX Coordinator: Dr. Linsey Gotanda, Deputy Superintendent, at 15110 California Avenue, Paramount, CA 90723, lgotanda@paramount.k12.ca.us, or (562) 602-6006. The Title IX Coordinator is responsible for coordinating the District's efforts to comply with Title IX sexual harassment complaint procedures, as well as to oversee, investigate, and/or resolve sexual harassment complaints processed under the Uniform Complaint Procedures.

Instructional Program

As a preventative measure, students will receive age-appropriate instruction and information on sexual harassment, including:

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 instances of sexual harassment even when the 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, will be investigated and action will be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the District's procedure 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 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.

Defining Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent:

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking.

Examples of Sexual Harassment

Examples of types of conduct which are prohibited, and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Reporting/Investigating Allegations of Sexual Harassment

Students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored

or school-related activity by another student, an employee, or a third party or who have experienced off-campus sexual harassment that has a continuing effect on campus are strongly encouraged to report the incident to 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 must notify the Title IX Coordinator within one school day. The report must be made whether the alleged victim files a formal complaint or requests confidentiality.

Once notified, the Title IX Coordinator will determine whether the complaint or allegation is to be addressed through AR 5145.71 – Title IX Sex Discrimination and Sex-based Harassment Complaint Procedures or BP/AR 1323.3 – Uniform Complaint Procedures. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator will ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3. The Title IX Coordinator will offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances. If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, will take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Records of all reported cases of sexual harassment are maintained in accordance with law and District policies and regulations to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

To review the full text of BP 5145.7, Sex Discrimination and Sex-Based Harassment, please click on the link.

Disciplinary Consequences

Specific behaviors are forbidden by state and federal laws and by District policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents, detention after school hours, loss of privileges, community service, involvement of law enforcement, placement in alternative programs, suspension, or expulsion, as provided in the chart below.

Tier 1 Interventions	*Tier 2 Interventions*	*Tier 3 Interventions*
• Positive reinforcements • Use of social contract • Reteach expectations • Non-verbal cues • Warning; redirection • Teacher proximity to student • Seat change • De-escalation strategies • Time out with reflection • Teacher/student conversation • Parent contact • Teacher/parent conference • Detention • Student Success Team (SST) referral	• Peer mediation • Counseling support • Restorative circles • Conflict resolution • Community service • Targeted lessons • Parent conference • Parent attendance in class • Behavior/academic contract • No contact agreement • Safety plan • Detention • Loss of privileges • Referral to services/resources • Referral to multidisciplinary team	• Class change • DIS counseling • Suspension from class • In-school suspension • Out-of-school suspension • Referral to law enforcement • Law enforcement citation • Expulsion

The severity of disciplinary consequences depends upon several factors such as the nature or seriousness of the offense and whether the offense is a first offense. Ordinarily, suspension (and expulsion) is imposed only when other means of correction fail to bring about proper conduct, or whenever the student has committed a serious, first-time offense; or when it is also determined that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Corporal punishment will not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property is not considered corporal punishment.

Suspension & Expulsion

Suspension means the removal of a student from ongoing instruction for adjustment purposes. A student may be suspended from school for up to five consecutive school days for an incident, depending on the severity of the offense. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed an act in violation of EC 48900, 48900.2, 48900.3, 48900.4, and 48900.7, as listed below, in any of the schools of the District or in another district, and the act is related to a school activity or school attendance which occurs at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or returning from school.
3. During lunch period whether on or off campus.
4. During or while going to or coming from a school sponsored activity.

The following are grounds for which a student may be suspended or expelled:
EC 48900.

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(a)(2) Willfully used force or violence upon another person, except in self-defense.
(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
(c) Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, 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 such controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stole or attempted to steal school property or private property.
(h) Possessed or used tobacco, or products containing tobacco or nicotine products.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. *(Note: Only teachers may suspend a student from class for this reason.)*
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. 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.
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.
(o) 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.
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Engaged in, or attempted to engage in, hazing.
(r) Engaged in an act of bullying.
(t) Aided or abetted the infliction or attempted infliction of physical injury on another person.

EC 48900.2. Committed sexual harassment. (Grades 4-12 only)

EC 48900.3. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4-12 only)

EC 48900.4. Intentionally engaged in harassment, threats, or intimidation against district personnel or students. (Grades 4-12 only)

EC 48900.7. Made terrorist threats against school officials and/or school property.

Suspension from Class by the Teacher

When all attempts to correct a student's behavior have failed, the teacher may suspend the student from class for the remainder of the day and the following day for any act listed under the notification on "Suspension & Expulsion".

A student suspended from class will not be returned to class during the period of suspension without the approval of the teacher of the class and the principal. During this period of suspension, the student will not be placed in another regular class; however, if the student is assigned to more than one class per day, the student may be placed in any other regular classes except those held at the same time as the class from which the student was removed. The teacher may require the student to complete any assignments and tests missed during the suspension.

As soon as possible, the teacher will ask the student's parent 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 will attend, if requested by either the parent or teacher.

When suspending a student from class for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, and/or willful defiance, the teacher may require any parent who lives with the student to accompany the student for a portion of a school day in the class from which the student has been suspended. A written notice will be sent to the parent regarding the implementation of this requirement.