

Thomas Jefferson
International Baccalaureate S.T.E.A.M. Magnet
Elementary School

619-344-3300
Fax 619-344-3340



2019-2020
Parent Handbook

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**Thomas Jefferson IB S.T.E.A.M.
Magnet School**
International Baccalaureate World School
Science Technology Engineering Art Math
Francisco Morga – Principal
3770 Utah St.
San Diego, CA 92104
619-344-3300
Fax – 619-344-3340

Dear Parents or Guardians:

It is my pleasure and an honor to serve as principal at Jefferson IB S.T.E.A.M. Magnet School. As we begin the 2019-2020 school year, I look forward to continuing to work collaboratively with our students, parents, and community partners to make our school the best.

Jefferson is an authorized International Baccalaureate World School. The International Baccalaureate program is a prestigious and rigorous educational program of inquiry that promotes diversity and international mindedness. Jefferson is also a STEAM Magnet school. The integration of these two programs prepares students for intellectual challenges, in science and engineering, and prepares them for higher education and future technological and innovative careers. At Jefferson, we also offer our students weekly enrichment classes, PE classes, Garden program, a music program for 4th and 5th grade students, Art Reach lessons and Spanish language instruction for all.

The Jefferson staff is committed to providing the best education possible to every child in every classroom. We work as a team with you to make sure that students meet the Common Core State Standards, the IB S.T.E.A.M. program of inquiry and are prepared to be successful in school and in life. You can help by making sure that your child arrives on time every day and is ready for learning. Most importantly, read, read, read with and to your child! Reading is the very foundation of your child's education.

We invite you to participate in the **Friends of Jefferson School Foundation, Parent Teacher Association (PTA), School Site Council (SSC)**, our weekly **Monday Morning Assemblies** and our monthly **Family Fridays**. Please attend parent/teacher conferences, and get to know your child's teacher.

At Jefferson, we feel we have the coolest school around. Just stop by and feel the cool air flowing through our school thanks in part to the installation of air conditioning throughout the school. To that end, our campus continues to receive improvements and truly looks great! Stop and admire student work, art and our wonderful garden.

Thank you in advance for all of your support in making Jefferson great!

Sincerely,
Francisco Morga
Principal

(1)

We emphasize academics and expect all students to learn and succeed. Literacy is a major focus. We have high expectations for the children and ourselves. We welcome parents and value the vital role they play in their child's education. The staff is dedicated, confident and passionate about the importance and responsibility of their jobs to improve student achievement.

Faculty

Our fulltime/part-time faculty includes:

Staff	Position	Grade Level
Olga Aguirre	Teacher	Preschool
Dana Archer	Teacher	1 st
Margaret Ballante	Teacher	1 st
Ismael Barajas	Building Services Supervisor	
Sadhana Bhatt	Teacher	1 st
Monica Blagrove	Teacher	2 nd
Emma Borromeo	Teacher	5 th
Allison Brown	Elementary School Assistant	
Toni Brundage	Teacher	2 nd
Toni Burnett	Special Ed Assistant	
Regina Campbell	Cafeteria	
Michelle Cannizzaro	Teacher	4 th
Sarah Conner	Teacher	3 rd
Brenda Darden	Cafeteria Manager	
Elizabeth Delgadillo	Child Development Assistant	Preschool
Dulce Downs	Special Ed Tech	
Dorothy Dunham	Teacher	5 th
Lee Ann Eshenbaugh	Library Assistant	
Teresa Flores	Noon Duty	
Dinah Garcia	Head Start Coordinator	
Robert Goldberg	Night custodian	
Ivan Gutierrez	Spanish Teacher (TK-5)	
Anna Hradsky	Music Teacher	4 th & 5 th
Kelly Hinch	Counselor	
Marlene Hunt	Teacher	K
Sonya Jimenez	Special Ed Assistant	-
Jason Radcliff	Education Specialist	
Anne King	Teacher	P.E. Coach K-5
Erin Knight	IB Coordinator	
Reyna Koci	Noon Duty	
Allison Koll	Education Specialist	K-3 rd
Eric Kurzenberger	Occupational Therapist	
Claudia Lane	Child Development Assistant	Preschool

Staff	Position	Grade Level
Erin Leavitt	Teacher	K
Kandy Livesley	Teacher	Preschool
Blanca Loya	School Clerk	
Siham Magid	Cafeteria	
Dominick Maldonado	Music Teacher	4 th /5 th
Lisa Martin	Teacher	4 th
Bertha Martinez	Guidance Assistant	K-5
Ginny McKelvy Hubbard	Teacher	2 nd
Kathe Moore	Noon Duty	
Francisco Morga	Principal	
Paula Musgrove	Cafeteria	
Roleen Nicolas	Special Ed Assistant	
Maria Pacheco de Rodriguez	Child Development Assistant	Preschool
Erika Perez	Teacher	K
Martina Quintero-Salas	Psychologist	
Cathy Reams-Dow	Teacher	TK
Gloria Robles	Special Ed Assistant	
Nora Rosiles	Teacher	Preschool
Irma Sanchez	Child Development Assistant	Preschool
Teresa Siedenbug	Language and Speech Pathologist	
Caroline Starnes	Teacher	3 rd
Cathie Summerford	Adapted P.E. Teacher	
Christian Tordahl	Music Teacher	4 th & 5 th
Araceli Trujillo	Child Development Assistant	Preschool
Jennifer Valenzuela	Teacher	3 rd
Shannon Wilson	Health Tech	
Nhia Yang	Child Development Assistant	Preschool

Teachers and staff regularly attend conferences, workshops, program demonstrations, and visit other schools. Instructional assistants and teacher assistants receive on-site training in support of teachers and students.

Each Wednesday afternoon, teachers are engaged in meetings to work together to plan curriculum and implement Jefferson's programs.

**DAILY SCHEDULE
2019-2020**

PRESCHOOL HOURS:

Preschool Gate Opens at 7:45 am

Full Day Preschool: 7:50 am -2:20 pm Lunch 10:50 am - 11:20 pm

Half Day Preschool AM: 7:50 am -10:50 pm; Lunch 10:20 -10:50 am

Preschool PM: 11:20 am – 2:20 pm; Lunch 11:20 am – 11:50 am

**Elementary (TK/Kinder – 5th Grade) School Hours
Monday, Tuesday, Thursday, Friday:**

8:00-8:15	Gates Open - Students arrive on campus (go to Playground or Lunch Arbor)
8:15	First Bell
8:20 Tardy Bell	Student Instruction Begins
10:05-10:35	Recess TK/Kinder - Rooms 204, 205, 206, 207
10:20-10:35	Recess 1 st /2 nd Grades - Rooms 3, 4, 5, 6, 7, 8
10:45-11:00	Recess 3 rd /4 th /5 th Grades - Rooms 9, 10, 12, 13, 14, 15
12:00-12:35	Lunch TK/Kinder/1 st /2 nd Grades
12:45-1:20	Lunch 3 rd /4 th /5 th Grades
2:35	TK Dismissal Monday, Tuesday, Thursday, Friday
2:40	K-5th Dismissal Monday, Tuesday, Thursday, Friday

Wednesdays are Minimum Days

8:15	First Bell
8:20 Tardy Bell	Student Instruction Begins
12:26	TK-5th Dismissal for All Students Every Wednesday

Breakfast Program & Lunch Program

For the 2019/2020 school year, breakfast and lunch are free for all students.

Local Control Funding Formula (LCFF)

You will find a lunch survey form for the school year 2019-2020 in your first week packet that was sent home during the first week of school. It needs to be completed by you, the parent and returned no later than September 9th. The district Office of Accountability needs to gather the information to help determine the socioeconomic status for additional district funding. All information will be kept confidential.

School Holidays and Early Dismissal Days

September 2 - Monday	Labor Day – No school
November 11 – Monday	Veterans Day – No school
November 15 thru November 22	*Parent Teacher Conf. - MINIMUM DAYS
Nov. 25 - 29 Monday thru Friday	Thanksgiving Break – No School
Monday Dec. 23 thru Friday Jan 3	Winter Break – No School
January 20 - Monday	Martin Luther King Jr. Day - No school
February 14-17 – Fri/Mon	President’s Day - No school
March 24 thru 27	*Parent Teacher Conf. - MINIMUM DAYS
Mon March 31 thru Fri April 3	Spring Break – No School
May 22 - Friday	Non Instructional Day – No School
May 25 - Monday	Memorial Day Holiday - No school
June 9 - Tuesday	Last Day of School – Minimum Day

*Parent – Teacher Conferences: Please be sure to arrange an appointment with your teacher for the November Conferences; for the March Conferences your teacher will contact you if needed.

After School Childcare Programs:

“Primetime” “6 to 6”

The Primetime program is on site at Jefferson. For details on childcare please call 858 684-3080. There is no childcare provided during breaks (school vacations) or holidays. (Applications can be picked up in school office).

SAY'S Extended Day

The Extended Day Program offers high-quality on-site child care before and after school. The program is licensed by the State of California and maintains a ratio of at least one teacher for every 14 children. The program is a fun and rewarding experience for your child, providing a wide range of activities especially designed with your child's age, skills and interests in mind. Enrollment is open to all students attending Jefferson Elementary. Fees are established to cover the cost of the program. There is a 20% discount for additional siblings from the same family. For more information, please call (858) 380-8817.

Absence & Attendance Procedures

When your child is absent, we ask that parents call the **attendance office** at **619-344-3300** early, on the day of the absence. Children miss valuable instruction if they are not in school and may not pass to the next grade if absences are excessive. They should not be absent except in case of illness or attendance at a funeral of a family member. We strongly encourage you to schedule medical and dental appointments during school vacations or after school hours.

Parents may request an Independent Study Contract from the principal by contacting the Counseling Office for their students for absences that can be expected to last beyond 5 days. **Arrangements for these contracts should be made at least two weeks ahead of time.** This will allow the teacher to prepare meaningful work.

It is the parent's responsibility to get their child to school on time. **PARENTS MUST ACCOMPANY THEIR CHILD TO THE OFFICE IF THEY ARE TARDY.** Children who are late miss instruction and disrupt the classroom. We do not want interruptions in instruction while the teacher records the late child's entry and catches them up on missed directions. Children may be required to serve detention if they are tardy.

Two of the most important predictors of school success are the parent's high value for education and the student's consistent attendance at school. Students can never experience and learn from the days they miss from school. Lessons build upon each other throughout the school year. Students who miss school are greatly disadvantaged and may never catch up with their same age peers. Our goal is to have all students attend regularly and stay in school. The attendance staff will call parents to verify the absences of any children if we have not heard from the parents. This is done in order to reduce unexcused absences. The counselor or attendance clerk may make home visits as well as counsel students and parents on attendance.

According to California Education Codes 48200 and 48260

“Each person between the ages of 6 and 18 years is subject to compulsory full-time education. Also, any pupil who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district”.

Arrival

Children **may not** be on campus **before 7:55 a.m.** Teachers are not on yard duty until 7:55 a.m. Those enrolled in the Primetime Program (6 to 6) or SAY S.D. may arrive at the designated time for that program. The bell rings at 8:10 a.m. and class begins at 8:15a.m. **We ask that you respect our instructional program by not entering the buildings at the beginning of the school day.**

After School

Students are to go straight home after school, unless they are enrolled in Primetime, SAY S.D. or an after-school program. **Students are not permitted to play on the playground. They may wait in the office only in an emergency.**

Bicycles/Skateboard/Scooters on Campus

Students in the 3rd, 4th, and 5th grades are allowed to ride their bicycles/scooters/skateboards to school for transportation only. A Bicycle Registration Form must be signed by the student and the parent and kept on file at the school.

The essential rules are:

Helmets must be worn in accordance with state law. Students that do not have a helmet will not be permitted to leave the school grounds and a parent will be called.

Walk bicycles while on school grounds.

Bicycles will be locked in bike rack immediately upon arriving at school.

Parents and students will take responsibility for bicycles while riding to and from school.

Jefferson and the school district will not be responsible for the loss or damage of any bike, scooter or skateboards. Any of these items parked on campus that are not registered may be confiscated.

**San Diego Unified School District
Safe Schools Task Force
Bullying, Harassment, and Intimidation Prohibition Policy**

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above. Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

Child Safety and Emergency Procedures

We provide a nurturing, clean, and safe environment for your child. All visitors who enter the school buildings are required to check in at the main office and receive a visitors' badge. No one may take a child from the school grounds during the school day **unless their names are on the registration card. Children who have not been picked up by the time the office closes will be picked up by a San Diego Police officer and housed at the Polinsky Center. It is important to have emergency phone numbers on your child's registration card.**

Please update cell phones, work and home phone numbers and addresses if they change.

We hold disaster “duck and cover” drills during the school year. Pupils in each classroom are instructed on what to do if there is an earthquake or other disaster. Fire drills are conducted monthly.

In case of a disaster, pupils would be kept on campus until picked up by parents or their designees, **as indicated on registration cards**, or until both pupils and staff are required to evacuate the campus by civil defense authorities, police or other agents. Teachers, nurse and principal are required by law to remain with our children for up to three days.

Classroom Placements/Assignments

The previous year's teacher and the administrators make all student placements. Changes often need to be made to balance our classrooms. There are many factors to consider when balancing our programs, therefore parent requests for a particular teacher are not accepted.

All classroom assignments of students should be considered tentative for the first two weeks of school. When enrollment stabilizes, some students may be moved to different rooms. If we must form combination grade classes, it is done with great care.

Educational Programs and Services

Listed below are the programs and services in place to help your child. For more details, contact your child's teacher or the school office. We have a highly trained staff who will be happy to answer your questions.

International Baccalaureate World School STEAM Magnet

Gifted and Talented Program (GATE)	Spanish Instruction
Mainstreamed English Program	Parenting Classes
Sheltered English Program	Counseling Services
Education Specialist	Library
Language & Speech	Science Lab
Primetime 6 to 6 Tutoring Program	Safety Patrol
4 th & 5 th Grade Music Program	Friends of Jefferson
Art	Parent Teacher Association (PTA)
Theater	Dance

School Site Council

This is a decision-making committee that makes recommendations to improve the education of your children. Please call and ask for the Parent Volunteer Coordinator at 344-3300 if you are interested in service on the SSC.

Governance

The School Site Governance Team is the shared decision making team between staff, community and parents that set goals, to improve the quality of learning for all students. SGT is empowered to make decisions on budget, staffing and discipline among other issues that effect the school.

Homeless Policy

Our counselor has resources for anyone in this situation. Please call Sue Martin-O'Connell or Blanca Loya for assistance.

Homework Policy

In order to reinforce classroom learning, homework is assigned Monday through Thursday for all students. The amount and kind of work is planned in accordance with the student's achievement level. Studying at home is a school requirement.

It is the **student's responsibility** to:

- Know what has been assigned.
- Have necessary materials on hand.
- Apply and practice skills learned in class.
- Strive for the best quality work possible.
- Complete and return assignments on time.
- Care for and return books and other materials supplied by the school.

It is the **parent's responsibility** to:

- Encourage daily study.
- Show interest in assignments.
- Praise good work.
- Provide quiet, comfortable conditions for home study (desk, chair, good lighting, pencils, paper, dictionary, etc.)
- Pay for damaged or lost books.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve skills that have been taught, and complete assigned projects. Homework will be evaluated on the child's report cards. . . . Cont'd

Monday through Thursday homework will consist of reading and incomplete work; writing, math or other work to support classroom instruction.

How Can You Help?

We welcome **volunteers!**

Here is how you can get involved:

- We have a very active parent group under the direction of our Parent Volunteer Coordinator. All parents are warmly welcomed. The Parent Room is a great place to make friends, share food and work to improve our school. There are papers to grade, materials to make and many activities for which to prepare. Please call 344-3300 and ask for the Parent Volunteer Coordinator.
- Participate in all parent-teacher conferences and other school activities as well as help your child with homework. Contact the teacher whenever you have questions or concerns.
- "Friends of Jefferson" is the name of our foundation and parent club. Many parents, staff, and community members are active in the club. The club raises funds for educational and enrichment opportunities for Jefferson students, as well as participating in community outreach events. We encourage you to attend meetings and share your ideas for improving our school! (Schedule to be announced).
-

Chaperones

Chaperones are responsible for assisting classroom teachers on school sponsored educational field trips.

Chaperones may not bring other children when supervising on a field trip.

Chaperones **are not allowed** to purchase items on field trips for their own child.

Chaperones must travel with the class to and from field trip sites.

Chaperones are under the guidance and supervision of the classroom teacher.

**All classroom volunteers must have a current TB test and
Volunteer Application YEARLY!**

Immunizations & Physicals

All students must have up-to-date immunizations. Students entering Kindergarten must have a complete physical. Students will be excluded for non-compliance. **All new students and Kindergartners entering school for the first time are required to have a dental exam.**

Independent Study Contracts

We encourage parents to keep their children at Jefferson during the complete academic year. If your child needs to miss school because of a family emergency, court appearance, out of town funeral, etc., please make arrangements for an Independent Study Contract that allows your child to complete school work and continue with learning while away from school.

Come to the office to sign a contract for the absence **at least two weeks in advance**. It is required that children complete all of the assigned work while on contract to receive credit for contract days.

Leaving School Grounds During the Day

State law prohibits students from leaving school grounds once they have arrived, without a written request from the parent or guardian, or a personal visit to the office by a parent or guardian. Parents or guardians who need to have children released during the school day need to come to the office to sign a "Permit to Leave" form. Your child will not be released from the classroom without this form.

A child will not be released to anyone whose name is not on the registration card. This requirement is for the protection of all concerned.

Please update cell phones, work and home phone numbers and addresses if they change.

Library Media Center

Our library has a broad selection of books that address our multicultural population. You will be asked to sign a permission slip for your child to receive a library card at the beginning of the year. Children are responsible for returning books in good condition and on time.

Lost Articles

Write your child's full name on sweaters, jackets, lunch boxes, backpacks, etc. Lost articles can usually be returned. The lost and found container is located by the door in the back of the auditorium. Small items such as keys, glasses, and jewelry are kept in the school office.

Medication Guidelines

Any student who is required to take medication prescribed for him/her by a physician during the regular school day may be assisted by designated school personnel, if the school district receives:

A written statement from physician detailing method, amount, and time schedules by which medication is to be taken **and.....**

The Physician's Recommendation for Medication form which can be obtained in the school office.

The parent or designated adult delivers medication to school in containers clearly marked with:

Name of student.

Name of prescribing physician.

Name of medication.

Amount of medication to be taken.

Time medication is to be taken.

Medications that need to be given fewer than 3 times a day are best managed at home to prevent transportation and administration problems. If you have questions, please call the school health office.

Proof of Residency

All families are required to show proof of residency according to State Law (Title 5, California Code of Regulation, Section 432). This includes a rental contract, a recent gas and electric bill in your name, property tax payment receipt mortgage documents or military housing orders. This is the only way we can assure rooms for the children who live in our area.

Safety and Safety Patrol

The Safety Patrol does an excellent job in keeping students safe in the morning and at dismissal. Please follow their instructions. They are trained by the San Diego Police Department and are there for the safety of the students. The Safety Patrol is located on 28th Street. Students should use the gate on 28th Street for greater safety. If they enter or leave on Utah Street they are to walk to the street light on University Avenue or the crosswalks on Gunn Street or North Park Way. **DO NOT CROSS IN THE MIDDLE OF THE STREET. Parents, please set a good example.** Park only where parking is permitted. We recommend you park a distance from the school to decrease the potentially dangerous traffic situation. Then walk to pick up your child. Please be courteous to our neighbors and do not park in or block any driveways. Cont'd

Please do not call to your children to cross the street anywhere but in the crosswalk area. A white "3 minute" drop off zone has been provided in front of the school. Please honor the time limit. We realize parking is difficult around the campus, but it is important to keep traffic flowing and students safe.

School Books and Equipment

Parents are responsible for school books and equipment that is sent home with students. Parents and students are responsible for lost and/or damaged books and/or equipment, and will be contacted for payment.

Scholarly Behaviors

Our Eyes and Ears are on the speaker!
We are in school to learn. We are ready to think and participate!
We follow directions so we know what to do!
We stay on task and we finish what we start!
We do our best! We don't give up!
We respect everyone!
We are responsible for our learning.
We ask questions.

School Wide Essential Agreements

At Jefferson Elementary we are dedicated to helping students learn to be responsible and respectful. Our essential agreements are clearly stated and posted in classrooms, and around campus. Expectations are taught, implemented, and consistently enforced by all staff members and parents. We believe that all children can learn and thrive in a positive environment. We believe that all children deserve the best possible education in the safest possible environment. We believe that teachers and other staff members have the right to work in a setting where real learning can take place. We believe that all this can happen if staff members, students and parents work together.

Interventions

All teachers consistently use the card system for classroom behavior. At the beginning of each day all students have a green card. If the student adheres to essential agreements, the student has an opportunity to earn a star and he/she will be rewarded for his/her good behavior. If a student does not adhere to essential agreements, the card will be changed and consequences will be enforced.

Procedures for discipline steps 1-6

STEP 1 (GREEN)

No star

STEP 2 (BLUE)

Student receives a **warning** for not following school rules (teacher documentation)

STEP 3 (YELLOW)

Student will have **alternative for recess**.

STEP 4 (ORANGE)

Note sent home informing parent/guardian of behavior and requesting **signature and return**.

STEP 5 (PINK)

Student will be **referred to the counselor**.

The referral may result in one or more of the following consequences: parent contact, parent conference, behavior contract, parent visit to classroom, after school detention, etc.

STEP 6 (RED)

Student will be **referred to the principal**. The referral may result in one or more of the following consequences: parent contact/conference, loss of privilege, in-school suspension, formal suspension at home, etc.

If a Step 6 instance occurs, Step 1-5 may be skipped.

STEP 6 instances include:

Zero tolerance offenses (no weapons, toys that resemble weapons, drugs, cigarettes, or matches).

Fighting/biting.

Defiance of school personnel (personnel discretion – dependent upon the severity).

Vandalism.

Positive Consequences and Incentive Programs

Classroom Rewards: Each teacher will implement a **daily positive reward** system that will recognize students are on the **green-star** card at the end of the day.

Possible rewards:

Write student names on board and add stars for continued good behavior.

Students who are on green-star at the end of the day get their name in the box for Friday prize drawing in the classroom.

Place a little sticker on green-star card at end of the day. Once student receives 10 stickers he receives a prize. . . Cont'd

All staff members will use tickets and will reward positive behavior. Other positive rewards may include:

Verbal praise.

Certificates.

Positive notes and phone calls to parents.

Free time in class.

Treasure chest.

Special treats.

Positive trip to Principal's office.

Counseling Center Rewards:

Students may be rewarded in the Counseling Center in many ways. Some of these rewards may include:

Positive calls to parents.

Game time.

Arts and crafts.

Certificates.

Treasure Chest.

Outstanding Students Awards

Students from grades TK-2nd will be honored monthly and 3rd-5th will be honored bi-monthly at an assembly with family members invited to attend. The students will receive certificates and have their pictures displayed on a special bulletin board.

Essential Agreements:

Assembly

Follow directions the first time they are given.

Enter and leave assemblies quietly.

Show appreciation by being courteous and attentive.

Applaud only when appropriate.

Keep hands and feet to yourself.

No hooting, whistling or other inappropriate sounds.

ANY VIOLATION WILL RESULT IN CLASSROOM CARD BEING TURNED

Cafeteria/Lunch

Students are to eat in designated areas and to be dismissed by lunch supervisors. Each student will contribute to the maintenance of the lunch and breakfast areas. Students are to follow these standards in the cafeteria:

Follow directions the first time they are given. . . .Cont'd

Wait in line in a quiet, safe and orderly manner. Keep hands to yourself. Always speak in a soft voice. Students speaking loudly will be sent to a separate table.

No walking around once you have taken a seat.

Do not throw or play with food.

Wait to be excused.

Leave your area clean. Pick up all food and trash.

Walk to the trashcans. Pick up any food or trash that you spill.

Walk to the play area or line area.

ANY VIOLATION WILL RESULT IN CLASSROOM CARD BEING TURNED

Classroom

Follow directions the first time they are given.

Be on time and be prepared.

Keep hands, feet and objects to yourself.

Use appropriate language. No racial slurs, profanity, put – downs or threats.

Be respectful to all. Never talk back to an adult.

Leave candy, gum and toys at home.

Detention of Pupils

Occasionally it is necessary for a teacher to keep a pupil after school for purposes of making up assignments or meeting other school obligations. Teachers are authorized to keep pupils after school for these purposes. If a pupil is detained for longer than 15 minutes, the school policy is that the teacher or pupil must notify that parent before the pupil remains at school for a longer period.

Dress Code

Clothing must be clean, neat and appropriate for the age. Please do not allow your child to wear shorts, skirts or dresses that are shorter than mid-thigh or clothing that exposes the shoulders, midriff or stomach. **For safety reasons closed toed, rubber-soled shoes must be worn.** No sandals or high heels.

In cases where the dress code has been disregarded, the child may not be permitted to remain in class. Parents will be called and arrangement made to provide the child with a change of clothing.

In the best interest of the whole student body, there are certain articles of clothing that are too distracting for elementary students. Please take a quick look at your children before they leave for school each day. In addition to the dress code described above, please adhere to the following:

Caps may be worn for protection from the sun. **Brim on caps must be worn forward.**

The following items may not be brought or worn to school:

“Do rags” or bandanas. (Boys and girls).

Oversize pants and shirts.

Gang related attire.

T-shirts displaying profanity, gang affiliation or controlled substances.

Halter-tops, or spaghetti straps.

Cell phones must remain off while at school. If a cell phone is confiscated, it will be the responsibility of the parent to pick up.

Make-up, including lipstick, eye shadow and nail polish.

Hairbrushes or combs.

"Shoe" skates.

Hoop earrings or earrings that are larger than 1 in. in diameter.

Jewelry that has monetary value.

Tattoos.

Toys and trading cards.

Body piercing other than ears.

Hairstyles that distract from the learning environment.

Cologne.

Friday is always Spirit T-shirt Day. It is our belief that students who come dressed appropriately for school will have greater success and fewer behavioral and interpersonal problems.

Hallway

Follow directions the first time they are given.

Students will walk when they are in the hallway.

Class will walk in a quiet, single line, accompanied by an adult, always staying to the right side of the hall.

Students must have a pass in order to be out of a classroom, unless accompanied by an adult. Students are not allowed in the hallway before school, during recess, or during lunch.

Students may not return to a classroom after school, unless accompanied by an adult.

Each teacher will

- Teach the students the rules.
- Reinforce positive behavior frequently with praise, tickets, etc.
- Discuss with students the positive rewards for good behavior.
- Discuss with the students the negative consequences.
- Review the rules each day during the first week of school.
- Review the rules each Monday for the first six weeks of school.
- Review rules upon returning from vacations.

Playground

Follow directions the first time they are given
No running on playground or lunch arbor area (Can run on dirt, not on blacktop)

Stay in the lunch arbor until 8:55 a.m. when teachers come on duty.
Obey the game rules and use the equipment properly as instructed by the supervising teacher.

Do not take any food or beverage on to the playground.

Never go in the literacy gardens or off school grounds.

Do not throw or kick rocks, sand, or other harmful objects.

Do not kick balls on the blacktop. Do not throw balls against the school buildings.

Freeze immediately after each bell. Kneel, wait for the whistle, and then **walk** to your line.

No climbing on wall in front of library and no standing on planters.

No playing on playground before or after school.

No chasing or playing tag.

*Any violation will result in classroom card being turned. Repeat violations will result in restrictions or loss of privileges.

Each teacher will:

- Teach the playground and game rules with the children.
- Discuss the positive consequences (**spirit ticket**) with the students.
- Discuss the negative consequence (**pink slip**) with the students.
- Review the rules each day during the first week of school.
- Review the rules every Monday for the first six weeks of school.
- Review the rules upon returning from vacations.
- Review the game and equipment rules frequently.
- Teach the students' games for each assigned area. . . .Cont'd

Teach the students to “**kneel**” at the bell and **walk** to their line after the whistle. Instruct the students to use the restroom and get water before the bell.

Use positive reinforcers (praise, tickets, etc.) for the following the rules.

Restroom

Students must have a pass to use the restroom during class time.

Nothing goes in the toilet except toilet paper.

Students will not: Play in the restroom, flood toilets or sinks, smear the mirrors, throw water or paper towels, deface the doors or walls.

Use outside door only for downstairs bathroom.

ANY VIOLATION WILL RESULT IN CLASSROOM CARD BEING TURNED AND PARENTS BEING NOTIFIED.

District Student Discipline

Suspensions:

Teachers are expected to go over classroom rules and to alert students to the consequences of their behavior. Teachers have the right to suspend a student from their class for the remainder of the day that an incident occurs and during the following day. When a student is removed from class under those circumstances, principal and parent notification is required.

Students may be suspended at the discretion of the principal, or Principal’s designee, for several reasons, including offenses relating to fighting, drugs or alcohol, robbery, obscenity, disruption/defiance, sexual harassment or possession of an imitation firearm. Out of school, or formal, suspension means students are not allowed to be on campus during the period of suspension except for official meetings relating to their suspension. In-school suspension usually means that a student is sent to a particular area at the school where they are monitored by school staff. In-school suspensions do not go on the student’s record and may be used as an alternative consequence before rising to the level of a formal suspension.

Expulsions:

Offenses involving firearms, brandishing knives, explosives, sexual assault and/or sexual battery, and selling controlled/ prohibited substances always result in a recommendation for expulsion. Although the Zero Tolerance Policy is for secondary students (middle, junior and senior high) only, some of the guidelines still apply to elementary students, and certain offenses outlined by the Ed. Code always result in a recommendation for expulsion. The Board of Education may expel a student after an Expulsion Review Hearing Panel recommends expulsion. Only the Board of Education may expel a student. . . .

In Lieu of Expulsion Process for Elementary Students:

For serious offenses that do require mandatory expulsion, the principal may choose to lead a multidisciplinary team to determine appropriate interventions in lieu of expulsions for elementary students. Students who commit offenses in this category are suspended for five (5) days and required to participate in activities designed to address their poor conduct. Intervention activities may include daily contact between the school and student's parents, referral to a district counselor or a community agency, parent education classes, behavior contracts, tutoring or other academic interventions, a review of the Individualized Education Plan (IEP) for Special Education students or other available interventions.

Student Sexual Harassment Policy

San Diego City Schools is committed to making the schools free from sexual harassment and prohibits harassment by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that 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. The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct. Students should report any sexual harassment to their school principal, counselor, or teacher. The responsible school official shall conduct a prompt, thorough, and impartial investigation into the complaint, and shall provide a written decision within ten (10) workdays of the filing of the complaint. Students who violate the policy shall be disciplined appropriately. This includes suspension or possible expulsion (grades 4-12)). Employees who violate the policy will be disciplined according to personnel procedures.

The district believes that it can resolve harassment issues at the school site. If not, students may contact the Legal Department, 4100 Normal Street, Room 2148, San Diego, CA 92103; (619) 725-5630

Notice of Student Non discrimination

San Diego City Schools is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination and harassment on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability, or any other unlawful consideration. The district shall promote programs that ensure that discriminatory practices are eliminated in all district activities. Any student who engages in discrimination against another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who believes that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If not resolved, contact the Legal Department 4100 Normal Street, Room 2148, San Diego, CA 92103; (619) 725-5630.

To file a complaint, parents or students must obtain a copy of the Uniform Complaint Form from the district's Legal Office.

School Readiness (Headstart) & State Preschool

Jefferson Preschool consists of a State Preschool and Headstart Program serving children 3 ½ - 4 year olds (prioritizing 4 year olds). Both programs offer children developmentally based learning activities within a safe nurturing environment. These activities promote the intellectual, social/emotional and physical development of each child so that he/she may become a contributing member of our literate integrated society. For availability and registration please contact Dinah Garcia at 619-344-3314

Student Insurance

In this packet is the student insurance form. This is a completely voluntary program. The district is **not** liable for accidents or injuries to children at school. You are encouraged to participate in this program especially if you do not have medical insurance.

Student Problem Solving Plan

Children are taught the following problem solving steps:

1. Tell the person to stop, i.e., say, “Please stop (describe behavior)”.
2. Tell the person again.
3. Ignore or move away from the person.
4. Ask for help.

Snack Policy

If you send a snack with your child, please provide a healthy snack (e.g., fruit, veggies, crackers, etc.). No gum, candy, or soda is allowed. Students are not allowed to share food so the snack should be “snack size”. Students should be able to eat it in 5 minutes so they have time to use the restroom and have recess.

STEAM Grant

Our school is a **Science Technology Engineering Arts Mathematics (STEAM)** Magnet School. The **S.T.E.A.M.** program is an interdisciplinary approach to learning where rigorous academic concepts are coupled with real world experiences as students apply Science, Technology, Engineering, Arts and Mathematics. The focus and goal of our program is to integrate rigorous academic concepts with real world experiences to prepare students for school and for life.

Student Study Team (S.S.T.)

The Student Study Team meets on a weekly basis to discuss needs of particular students. It is essential that parents attend as they know their children best and can give us insight to their child's needs. The team consists of the Principal, Student's Teacher, Resource Specialist, Staff Developer, Counselor, Speech and Language Specialist, Nurse and Psychologist.

Tardy Policy

It is essential for students to arrive on time. Students who are late often miss important announcements and activities at school. Additionally, each student must be at school for a mandated amount of time per day for the school to receive funds for educating that student on that day. Avoidable tardies and unexcused absences actually cost the school money that could well be spent on teaching. We are required by law to keep a record of tardies/absences, and the reasons. Call the school at 344-3300 to report a child's absence on the **first day**. A message may be left if the office is closed. . . .

At 9:10 a.m., students are expected to report to their classroom by lining up in playground to meet the teacher who will escort them to their classroom for instruction. Instruction will begin promptly at 9:15 a.m. Any student arriving after 9:15 a.m. **must** report to the office, **escorted by an adult, before** proceeding to class. Being prompt to school is the beginning of the development of life-long good habits. Those with excessive tardies will be counseled on an individual basis.

Telephone calls to your child's teacher

Each classroom is equipped with a telephone for safety reasons. **It is not to be used to interrupt the instructional program with incoming calls.** When you call, the office can take a message for your child's teacher or transfer you to their voice mail. The teacher will not be called to the telephone. The teacher will then return your call when it is convenient.

Cell phones are not permitted to be turned on in classrooms or used during the school day. **If a student is caught using a cell phone during school hours, it will be confiscated and the parent will need to stop by the school office to pick it up.**

Toys

Pellet, airsoft, paintball, and BB guns – many of which closely resemble real firearms – have become popular toys for children of all ages. These toys, while increasingly common, **ARE NOT** allowed on our campus. Under district policy, students found in possession of these or any other replica firearm are automatically suspended for five days and recommended for expulsion.

Please talk with your child and help him or her understand that anyone caught with one of these dangerous toys – even if the replica gun is found in a backpack, or if the student is seen holding it for only a moment – will be subject to disciplinary action. If your student finds any of these items in his or her backpack, pockets, or on the school grounds, he or she should immediately tell a teacher. Students will not be penalized if they notify staff immediately.

Translations

We have staff that speak Spanish. Whenever possible, Jefferson provides interpreters and translates important information. Limited resources make it hard for the school to translate all materials.

Visiting the School

Visitors are welcome at school. **Arrangements to visit classrooms must be made with the teacher in advance to avoid interruptions in instruction.** To ensure the safety of students and staff, all visitors must check in at the school office. Please understand that teachers are not free to conference with you during school hours. To schedule a classroom observation or parent/teacher conference, please send a note to the teacher or call the office at 344-3300. Visitation by non-enrolled children is not permitted. Parents who are picking up their students after school must remain outside the buildings and not in the hallways for ease of traffic.

For safety reasons, strollers will not be permitted on the second floor of either of the classroom buildings.

Celebrations

If you would like to bring a treat to school to celebrate your child's birthday, please make sure that you make prior arrangements with their teacher and let the office know. **Celebrations must be kept to a minimum so as not to disrupt the other classes. Large family celebrations will not be permitted.** Students will not be allowed to be pulled out of their class to attend their sibling's birthday during instructional hours.

If you choose to provide a treat for your child's class, a non-food item such as stickers or pencils is preferred. If you choose to send a food item, please choose a healthy, simple snack such as fruit, popcorn or granola. Please check with your child's teacher in advance as there are many students with food allergies.

Jefferson's main phone # for attendance and transfers to other extensions is:
619-344-3300.

Please feel free to call with any questions you may have.