

JEFFERSON IB STEAM
MAGNET



2024-2025

Parent Handbook

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

619-344-3300
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Letter from Principal Morga

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 2024-2025 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, a dance, 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, are exposed to a rigorous 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, School Site Council (SSC), and our monthly Family Fridays. Please attend parent/teacher conferences, and get to know your child's teacher.

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

Sincerely,
Francisco Morga
Principal

2024-2025 Bell Schedule

8:00 **Breakfast Choice - All - Lunch Court**

8:15 **First Bell** 8:20 **Instruction Begins**

Recess (Monday - Friday)

	Kinder Playground	Big Playground
1st Recess	UTK - 9:30-10:00	1st / 2nd - 10:20-10:35 Rooms 5, 7, 3, 6 & 8
2nd Recess	K - 10:00-10:30	3rd -10:40-10:55 Room 12 & 15
3rd Recess		4th/5th - 11:00-11:15

Lunch (M,T,Th,F)

11:20 - 12:00	UTK	11:20-11:40 - Cafeteria
		11:40-12:00 - Play
	K	11:20-11:40 - Play
		11:40-12:00 - Cafeteria
12:05 - 12:45	1st/2nd	12:05-12:25 Cafeteria
		12:25-12:45 Play
	3rd/ 4th / 5th	12:05-12:25 Play
		12:25-12:45 Cafeteria

Lunch (Wednesday)

UTK - 10:50	3rd - 11:45
K - 11:05	4th - 12:00
1st - 11:15	5th - 12:10
2nd - 11:30	

12:30 **Wednesday Dismissal** (UTK/K - 12:25)

2:40 **Dismissal** (UTK/K - 2:35)

*Recess and lunch schedules may change.

2024-2025 Holidays and Early Dismissal Days

September 2- Monday	Labor Day - No school
October 4 – Friday	Non Instructional Day - No School
November 11 – Friday	Veterans Day - No school
November 15, 18, 19, 21, 22	*Parent Teacher Conf. - Minimum Days
Nov. 25- 29 Monday thru Friday	Thanksgiving Break - No School
Friday, December 20	Minimum Day
Monday Dec. 23 thru Tuesday, Jan 6	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 7 - Friday	Non Instructional Day - No School
March 24, 25, 27, 28	*Parent Teacher Conf. - Minimum Days
March 31 - April 4- Monday thru Fri	Spring Break – No School
May 26 - Monday	Memorial Day Holiday - No school
May 29 – Thursday	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.

Faculty and Staff List

Staff	Position	Grade Level
Dana Archer	Teacher	1st
Margaret Ballante	Teacher	1st
Monica Blagrove	Teacher	UTK
Emma Borromeo	Teacher	Kindergarten
Kathryn Brandos	School Nurse	
Toni Brundage	Teacher	2nd
Toni Burnett	Special Ed Assistant	
Renee Burns	Education specialist	
Lourdes Cerros	Health Tech	
Sarah Conner	Teacher	3rd
Michael Curtis	Occupational Therapist	
Martha Davalos	School Clerk	
Jane Doros	SLP	
Dorothy Dunham	Teacher	5th
Lee Ann Eshenbaugh	Library Assistant	
Cindy Hernandez	Noon Duty	
Daniel Hubbard	Teacher	Kindergarten
Jasmine Hubbard	Teacher	Kindergarten
Sonya Jimenez	Special Ed Assistant	
Cristina Kinslow	Spanish Teacher	

Erin Knight	Teacher	2nd
Reyna Koci	Noon Duty	
Allison Koll	Education Specialist	
Erin Leavitt	IB/STEAM Coordinator	
Joseph Liscio	P E Teacher	UTK-5
Kandy Livesley	Teacher	UTK
Blanca Loya	Elementary School Assistant	
Siham Magid	Cafeteria	
Marisol Marin	Teacher	VAPA
Lisa Martin	Teacher	4th
Aimee Martinez	School Psychologist	
Frankie McBurney	Education Specialist	
Ginny McKelvy	Teacher	5th
Francisco Morga	Principal	
Julie Mudgett	Guidance Assistant	
Margarita Navarro	Cafeteria Manager	
Roleen Nicolas	Special Ed Assistant	
Michelle Parrington	Teacher	4th
Erika Perez	Teacher	UTK
Susan Purtell	Special Ed Assistant	
Claudia Ramirez	Noon Duty	
Gloria Robles	Special Ed Assistant	
Nora Rosiles	Teacher	UTK
Leah Santa Ruiz	Health Tech	
Caroline Starnes	Teacher	3rd
Jennifer Valenzuela	Teacher	2nd
Erika Wright	Counselor	

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.

Local Control Funding Formula (LCFF)

LCFF forms for the school year 2024-2025 will be in the Parent Portal. It needs to be completed as soon as possible. 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.

Jefferson Elementary School Handbook

Attendance Policy & Absence Procedures

School attendance is required by law. Education Code section 48200 of the State of California requires every child between the ages of 6 and 18 to attend school every day and [to be] on time.

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.

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.

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.

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.

Short Term Contract for Independent Study (ISC) Policy: District procedures governing short-term ISC during the regular school year allows students to complete academic requirements during a pre-approved short-term absence of **no less** than 5 days and **no more** than 14 days from the school.

The following steps describe the standard operating procedure for handling ISC:

- Contact the school office to receive an ISC, **at least one week prior to absence**
- Parent will fill out and sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in completed work to teacher upon their return

- Teacher will review the work and mark it as complete giving the student attendance credit or they will mark incomplete and attendance credit will not be given.

*We understand that sometimes there are special circumstances where accommodations to this procedure are needed, the school will handle special requests on a case by case basis.

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.**

After School Childcare Programs

PrimeTime Extended Day Program

The PrimeTime program is a collaboration among San Diego Unified School District Extended Learning Opportunities staff, PrimeTime Partner organizations, and other SDUSD departments. PrimeTime is free to all participating families! For more information visit: <https://sites.google.com/sandi.net/primetimeprogram/home>

For Jefferson Elementary, our PrimeTime partner is:

Company Name: Harmonium

Number: (858) 225-8299

E-mail: PTenrollment@harmoniumsd.org

Site Supervisor: Tiffany Thompson, (619) 743-7029

SAY San Diego

SAY San Diego (Social Advocates for Youth) offers licensed before and after school programs for a fee, space is limited so sign up early. The program is licensed by the State of California and maintains a ratio of at least one teacher for every 14 children. Enrollment is open to all students attending Jefferson Elementary. Fees are established to cover the cost of the program. To register for a SAY program create a Parent Portal: Parent Portal (ezchildtrack.com).

Register: <https://www.ezchildtrack.com/saysandiego/parent>

Program Contact: Lini Koria, (858) 565-4148 x238

E-mail: sayextendeddayprograms@saysandiego.org

Jefferson Site Supervisor: Sheila Skinner, (858) 380-8817

Jefferson Site E-mail: Jeffersonlic@saysandiego.org

Additional Resources: The San Diego Unified School District also has **extended learning opportunities** which includes free summer programs.

www.sandiegounified.org/departments/extended_learning_opportunities_el

Arrival

Children **may not** be on campus **before 8:00 a.m.** Those enrolled in the Primetime Program or SAY S.D. may arrive at the designated time for that program. The bell rings at 8:15 a.m. and class begins at 8:20a.m.

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 to a 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.

Bullying, Harassment, and Intimidation Prohibition Policy

San Diego Unified School District - Safe Schools Task Force

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 cyberbullying, 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 recurrence 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.

Cafeteria/Lunch Program

Both breakfast and lunch are **free for all students**. The school cafeteria menus can be found by selecting "Jefferson" on the following SDUSD website:

https://www.sandiegounified.org/departments/food/menus_special_diets

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.

Celebrations

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 wish to recognize your child's birthday with a classroom celebration, **please check with your child's teacher first to determine the best time of day and if there are any restrictions.** If you send an item to school for your child's birthday, please remember: **Non-food items are preferred**, some examples include: pencils, stickers, glow sticks or a new book for the classroom.

If you choose to send a food item, it should be a healthy treat. Cookies, candy, cake, cupcakes, soda, juice and chips **are NOT allowed**. Some examples of a healthy treat include: fruit, pretzels, or un-buttered popcorn.

Child Safety and Emergency Procedures

We provide a nurturing, clean, and safe environment for your child. 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, 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, nurses and principals 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.

Communications

You will get weekly Sunday Message from Mr. Morga with the school updates and reminders for the week, you can call the school at any time at 619-344-3300 or connect to Class Dojo.



**Join Jefferson Elementary
School on ClassDojo**

ClassDojo is a communication app for teachers, students, and families. It helps teachers easily share what's happening in the classroom with families through photos, videos, and messages. It also allows students to showcase their work and receive feedback in a positive, supportive environment. The platform encourages engagement and collaboration, fostering a stronger connection between school and home.

A great way to communicate!

TEACHERS - STUDENTS - STAFF - ASB - FOJ - GARDEN - CLUBS - EVENTS



Scan here to join our school!

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 arrangements 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.

Hair Brushes 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.

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
Safety Patrol	Art Reach
Counseling Services	Library
Education Specialist	Friends of Jefferson (FOJ)
Language & Speech	Garden Club
Primetime Tutoring Program	4 th & 5 th Grade Music Program
After School Clubs	Dance Classes

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 affect the school.

Homeless Policy

Our counselor has resources for anyone in this situation.

Homework Policy

In order to reinforce classroom learning, homework may be assigned by the classroom teacher. 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 or school materials.

How Can You Help?

Here is how you can get involved:

- 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).

IB Program

Jefferson is an authorized International Baccalaureate World School offering the prestigious IB Primary Years Programme. We are one of five schools in the San Diego High IB Pathway and one of eight authorized schools offering the IB program to students in the San Diego Unified School District. An important component of being an IB school is collaboratively developing a set of policies that support the school community in reflecting the IB culture. As an accredited IB World School, we focus on the development of the whole child as an inquirer, both in the classroom and in the world. Students strive to reflect the IB learner profile which represents 10 attributes that can help individuals and groups become responsible members of local, national and global communities. We prepare students to be active participants in a lifelong journey of learning.

Developing **School Culture** through implementation of our

IB POLICIES

School Culture: Schools develop, implement, communicate and review effective policies that help to create a school culture in which IB philosophy can thrive.

ACCESS

COMPLAINT

INCLUSION

ACADEMIC HONESTY

LANGUAGE

ASSESSMENT

READ OUR POLICIES HERE →



Created and reviewed by Teachers and our Site Governance Team (SGT)

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.**

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, 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. 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 with the student's name can usually be returned.

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.

Positive Consequences and Incentive Programs

Classroom Rewards: Each teacher will implement a **daily positive reward** system.

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.

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.

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 and back 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.

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 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.

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 619- 344-3300 if you are interested in service on the SSC.

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.

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.

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.

Wait in line in a quiet, safe and orderly manner. Keep your hands to yourself.

Always speak in a soft voice.

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 trash cans. Pick up any food or trash that you spill.

Walk to the play area or line area.

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.

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 grass area, not on blacktop)

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

Never go to 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 the wall in front of the library and no standing on planters.

No chasing or playing tag.

Each teacher will:

Teach the playground and game rules with the children.

Discuss the positive consequences with the students.

Discuss the negative consequences 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.

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

Use the outside door only for the downstairs bathroom.

Student Discipline - District

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 results 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 Non-Discrimination Notice

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.

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.

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

STEAM program

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, 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 619- 344-3300 to report a child's absence on the **first day**. A message may be left if the office is closed.

At 8:15 a.m, students are expected to report to their classroom by lining up on the playground to meet the teacher who will escort them to their classroom for instruction. Instruction will begin promptly at 8:20 a.m. Any student arriving after 8:15 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 voicemail. 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, please make arrangements with the teacher/staff before your visit.

Volunteers

We have lots of opportunities to volunteer, stop by the office to pick up an application or visit <http://sdusdfamilies.org/volunteer-2/>