

JEFFERSON **MIDDLE SCHOOL**

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www.jefferson.tusd.org



PARENT HANDBOOK

TABLE OF CONTENTS

Administration’s Welcome	1
Mission Statement	1
School Information, Policies and Programs	2
JEFFERSON STAFF AND FACULTY MEMBERS w/Ext.	2
School Hours.....	4
Bell Schedules.....	5
Courses of Study.....	7
Textbooks.....	8
Supplies.....	9
Homework.....	9
Honor Roll Standards.....	10
Gifted and Talented Education (GATE).....	11
Student Recognition Rewards Program.....	11
Library/Media Center.....	12
Lockers.....	12
Cafeteria.....	12
Lunch & Snack.....	13
Backpack Policy.....	13
Personal Property.....	14
Physical Education.....	14
Physical Education Excuse (P.E.).....	14
Report Cards.....	15
Progress Reports.....	15
Parent Connect.....	15
Parent Conferences.....	16
Promotion & Retention Information.....	16
Special Education.....	17
School News.....	18
Student Council.....	18
Student Identification Card.....	19
Sustained Silent Reading.....	19
Office Procedures	19
Attendance.....	19
Absences.....	20
Tardy Policy.....	21
Student Emergency Cards.....	21
Students Leaving Campus.....	22
Use of Telephone.....	22
School/Home Communication.....	23
Health Office.....	23
Accidents.....	24

Medication at School	23
Visitors on Campus.....	24
Lost & Found	25
Rules, Standards & Expectations	25
Bicycles, Skateboards & Scooters	25
Roller skates & In-line Skates	26
School Rules & Expectations	26
Traffic Safety	28
Bus Safety	28
Bus Transportation.....	28
Saturday School	28
Dress Standards.....	29
Electronic Signaling Devices.....	30
Laser Pointers/Shock Pens.....	31
Safe School: Suspension & Expulsion Policy	31
Suspension & Expulsion Policy.....	31
Parent Involvement Opportunities	34
PTSA Information.....	34
Parent Volunteers.....	34
School Site Council.....	34
Disaster Preparedness	35
Community Resources.....	37
SCHOOL DISTRICT ADMINISTRATION.....	37
BOARD OF EDUCATION	37
NOTES	38



Administration's Welcome

The Jefferson Middle School administration and staff welcomes you as this new school year begins! We are proud of our students and look forward to working together with students, parents and staff to make our school a productive, supportive, and safe place for student learning.

This parent handbook provides a major form of communication between school and home regarding school policies, procedures, programs, and rules as well as PTSA and community resources information.

Mission Statement

As major stakeholders in the overall success of Jefferson Middle School, the staff and faculty of Jefferson Middle School are committed to the following school-wide values:

- All students can learn and will achieve
- Students are educated together
- Staff holds high standards and expectations for all students
- Staff works as one.

Mission Statement

Jefferson Middle School has high expectations for all students, staff, and the contributing community. Together, all children will learn and benefit from district, state, and national standards. As a community, we are dedicated to guiding students to achieve positive moral character and reach their maximum social, intellectual, and emotional potential. We are committed to a comprehensive system of support to assure this outcome.

School Information, Policies and Programs

JEFFERSON STAFF AND FACULTY MEMBERS w/Ext.

Mrs. Lee Lee Chou	Principal	8580
Dr. Kimberly Vladovic	Assistant Principal	8590
Ms. Golnaz Balooch	Counselor	8584
Mrs. Crista Gonzalez	Psychologist	8572
Mrs. Sara Brown	Speech Pathologist	8530
Mrs. Cathy Drabeck	Secretary	8581
Mrs. Shelley Morse	Office Assistant	8583
Ms. Christina Martinez	Health Aide	8591
Mrs. Diane Judt	Librarian	8522
Mr. Martin Godinez	Security	8516
Mr. Robert Bradley	Day Custodian	Office
Mr. Ninh Qui Bui	Night Custodian	Office
Mrs. Margarita De La Garza, Mrs. Nancy Barba	Cafeteria	6910
Mrs. Arpy Karkouzian	A La Carte	6910

Teacher	Subjects	Ext.	Rm.
Mrs. Michele Aragon	SS 8	8518	18
Mrs. Stephanie Barnes	Earth Science 6, Art 6	8504	4
Mr. John Berry	LC, Paraeducator	8513	13
Mrs. Susie Chan	Learning Center ELA 6-8	8513	13
Mr. Bradley Cheney	English 8	8524	24
Mrs. Catherine Cheney	English 7, SS 7	8523	23
Mrs. Seunghee Choi	Algebra 1	8529	29
Mrs. Gayle Davies	Life Science 7, Physical Science 8	8510	10
Mrs. Sarah Gagner	Pre-Algebra, Physical Science 8	8501	1
Mr. David Gelbaum	Inst. Music/Chorus 6-8, Tech & Ed	8502	2
Mrs. Nicole Hagerman	English 7, SS 8	8528	28
Mr. Kenneth Johnston	Spanish 8, Intro to For. Lang. 8	8520	20
Mr. Aron Kaay	Physical Education 6-8, Health 8	8531	31
Ms. Alison Kallik	English 6, SS 6, PE 6	8503	3
Mrs. Nikki Marlette	Math 6, SS 6, Bridges	8508	8
Ms. Melissa Mazzie	Physical Education 6-8	8531	31
Mrs. Rocio Mosley	Math 6, Earth Sci. 6, Study Skills	8506	6
Ms. Tracy Numark	SS 7, Life Mgmt 7	8515	15
Mrs. Ana Maria Salfity	English Language Dev. 6-8, Eng. 6	8507	7
Mr. Luke Santos	Learning Center Study Skills, Writ.	8512	12
Mrs. Julie Stoll	English 8, Reading 8	8520	20
Mr. Joseph Trovato	Learning Center Math 6-8	8514	14
Ms. Dena Van Devender	Life Science 7	8526	26
Mr. D. Sione White	Pre-Algebra, Algebra 1	8525	25
Ms. Denise Yamagata	English 6, SS 6, Tech 6	8505	5

School Hours

School begins at 8:10 A.M. and students are expected to be in their classrooms when the tardy bell rings. Students who are tardy to their first period class three times will receive detention.

Excessive tardies may result in firmer disciplinary actions. The regular school day ends at 2:57 P.M. Students must leave campus by 3:15 P.M. unless they are participating in an after-school club. Students violating this guideline will receive letters home to their parents.

Parents must provide their students with after-school day care or enroll them in an after-school club if they cannot pick up their child by 3:15 P.M. There is no campus supervision after 3:15 P.M. After 3:15 P.M., students must return to the office to wait for parents, and when the parents arrive, they must come into the office and sign the student out of school.

All students are expected to leave school promptly at dismissal time and go directly home unless a student is receiving special help from a teacher, serving a 30-minute detention Tuesday or Thursday, serving a 1-hour detention during the week, or participating in an after-school club.

Tuesday Late Start Days begin with an all-school assembly at 9:10 A.M. There is a supervised Study Hall from 8:00 to 9:10 A.M. for parents who need to bring students at the regular start time. Late Start Days end at 2:57 P.M.

Minimum days end at 1:20 P.M. Minimum days do NOT have after-school programs, since teachers will be in meetings. All students must be off-campus by 1:30 P.M. on minimum days. There will be NO supervision after that time.

Bell Schedules

Regular Bell Schedule

Period	Time / Event	Minutes
Period 1	8:10 - 9:03 (Pledge of Allegiance)	53
Period 2	9:06 - 9:59	53
NUTRITION	9:59—10:13	14
Period 3	10:16—11:09	53
Period 4	11:12—12:06 (Bulletin)	54
8th Grade: Schedule "A" LUNCH "A" SSR	12:06 - 12:49 12:54- 1:08	43 14
6th / 7th Grade: Schedule "B" SSR LUNCH "B"	12:06 - 12:20 12:20 - 1:03	14 43
Period 5	1:08 - 2:01	53
Period 6	2:04 - 2:57	53

Late Start (PLC) Bell Schedule

Period	Time / Event	Minutes
Staff Development	7:40—9:05	85
Assembly & Pledge of Allegiance	9:10 —9:20	10
Period 1	9:25—10:05	40
Period 2	10:08—10:48	40
NUTRITION	10:48—11:03	15
Period 3	11:06—11:46	40
Period 4	11:49 - 12:31 (Bulletin)	42
8th Grade: Schedule, "A" LUNCH "A" SSR	12:31-1:14 1:19—1:34	43 15
6th/7th Grade: Schedule "B" SSR LUNCH	12:31—12:46 12:46—1:29	15 43
Period 5	1:34—2:14	40
Period 6	2:17—2:57	40

Assembly Bell Schedule (By Grade Level)

Period	Time / Event	Minutes
Period 1	8:10 -8:57 (Pledge of Allegiance)	47
Period 2 (Grade 7/8 Per. 2)	9:00 - 9:44 (6th grade assembly)	44
Period 3 (Grade 8 Per. 3, Grade 6 Per.2)	9:47 - 10:31 (7th grade assembly)	44
Nutrition	10:31 - 10:46	15
Period 4a (Grade 6/7 Per. 3)	10:49 - 11:33 (8th grade assembly)	44
Period 4b (all grades Per. 4)	11:36 - 12:23 (Bulletin)	47
8th Grade: Schedule "A" LUNCH "A" SSR	12:23 - 1:06 1:11 - 1:26	43 15
6th / 7th Grade: Schedule "B" SSR LUNCH "B"	12:23 - 12:38 12:38 - 1:21	15 43
Period 5	1:26 - 2:10	44
Period 6	2:13 - 2:57	44

Minimum Day Schedule

Period	Time / Event	Minutes
Period 1	8:10 - 8:47 (Pledge of Allegiance)	37
Period 2	8:50 - 9:27	37
Period 3	9:30 - 10:07	37
Nutrition	10:07 - 10:21	14
Period 4	10:24—11:01 (Bulletin)	37
Period 5	11:04-11:41	37
8th Grade Lunch SSR	11:41 - 12:24 12:29 - 12:43	43 14
6th and 7th SSR Lunch	11:41 - 11:55 11:55 - 12:38	14 43
Period 6	12:43 - 1:20	37

Courses of Study

Middle schools in the Torrance Unified School District will be reporting grades on a quarter and semester basis. Progress reports will be sent home mid-semester, around the 5th-week point. Report cards are carried home within 1 ½ weeks after the close of the quarter. Student grades are available for viewing online using Parent Connect located on the home page of our school website, www.jefferson.tusd.org.



The Torrance Unified School District Board of Education adopted the course outline below for middle schools. These classes are designed to develop basic skills in reading, language arts, math, science, and social science. All 6th and 8th grade students are required to take Health.

Jefferson's instructional program includes the following classes:

Grade 6

- English/Language Arts
- Math
- Earth Science
- Social Science (Ancient Civilizations)
- Physical Education/Health
- Electives:
Art, Health, & Technology or Instrumental Music or Vocal Music (all year)

Grade 7

- English/Language Arts

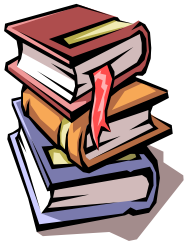
- Math
- Life Science
- Social Science (World History)
- Physical Education
- Electives: Life Management & Technology, or Instrumental/Vocal Music

Grade 8

- English/Language Arts
- Math
- Physical Science
- Social Science (United States History)
- Physical Education
- Electives: Introduction to Foreign Language, Health, & Spanish I, or Instrumental/Vocal Music

Note: Most English language learners will have an ELD support class as their elective at all grade levels. In addition, students will receive ELD support from an English/Language Arts teacher who has special training to deliver such instruction.

Textbooks



Pupils will be issued textbooks in various classes and held responsible for textbooks checked out to him/her, paying for any loss or damage. This includes all textbooks that are loaned to other students or left unattended. All textbooks must have book covers. Paper book covers are available free of charge in the office. “Stretchy” book covers are sold during registration and at our Jaguar Junction school store throughout the school year.

Supplies

As part of our commitment to assist students in developing their organizational skills, we at JMS recommend that all students have a three-ring loose leaf notebook to help them keep their school work organized. The binder should have:

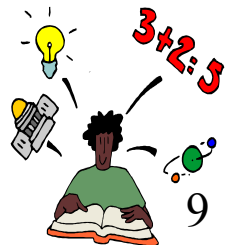
- Subject-indexed dividers for 6 classes with pockets
- Notebook paper, pens, pencils, and erasers
- Plastic case for pens, pencils and erasers
- Snapper-type Velcro binders may be used with subject indexed dividers
- Jefferson Student Planner.

These items are necessary for successful years at Jefferson. Basic school supplies are also for sale at the Jaguar Junction school store. Planners will be given to every student during the first week of school or when students enroll at JMS. Replacement planners will be sold for \$10 in the attendance office. For financial aid in replacing a student's planner, please call (310) 533-4794 for assistance in obtaining a new one. Individual teachers may have requirements in addition to these general supplies. Please refer to the class syllabus.

Homework

Current research studies point to the value of regular homework as part of the instructional program. Some benefits of homework include the following:

- Essential practice in needed skills
- Growth in academic achievement



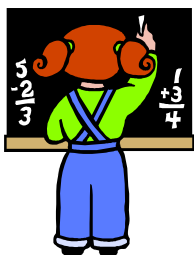
- Opportunities for developing responsibility, self-discipline and organizational skills
- Extending the school experience or enriching a learning activity.

To secure the benefits of regular homework for students, the following guidelines for homework assignments have been established by our Board of Education:

GRADE	TIME ALLOCATION (<i>Per Week</i>)
K	20 to 40 minutes
1-3	One hour thirty minutes to two hours
4-5	Three hours twenty minutes to four hours
6-8	6-8 hours (<i>average</i>)
9-12	10-15 hours

The quality of student performance on homework assignments will affect both the achievement and effort grades for specific subject areas. Students can usually expect homework in up to five subjects, four nights per week. Therefore, students would be required to spend anywhere from 20 to 30 minutes per subject daily. Students taking advanced classes for high school credit are required to spend more time due to the accelerated pace of these classes.

Honor Roll Standards



The following criteria must be met in order to be on the Honor Roll at the end of each quarter. Only classes taken at Jefferson are used for the Honor Roll.

A minimum 3.50 grade point average based on the combined achievement and effort grades is required. The Physical Education grade is included. Grade point averages are not rounded off (a 3.49 is not rounded off to a 3.50). All grades must be A, B, or C. All citizenship grades must be E or S.

Gifted and Talented Education (GATE)

Students qualify for the GATE program based upon their intellectual capability, test performance, teacher evaluation and parent/student surveys as outlined by State and District guidelines. Classroom teachers provide an on-going enrichment program for high-achieving and GATE students through differentiated instruction and clustering, thus encouraging students to develop to their fullest potential.

All students have the opportunity to take math classes above their grade level. Additionally, our eighth grade GATE students have the opportunity to attend class(es) at West High School and receive high school credit. Jefferson also offers Spanish 1 to advanced students on campus.

Student Recognition Rewards Program

At Jefferson, we believe in positively recognizing students who are being Safe, Responsible, and Respectful. We strongly feel these characteristics create a positive school environment that fosters academic and social growth.

Therefore, students who demonstrate these characteristics are recognized daily by staff members and receive Jaguar Paws for their accomplishments.

Library/Media Center

The Library/Media Center is open for browsing and checking out books during recess and at lunch. Overdue books will incur a fine for up to two weeks. Beyond two weeks students may lose their Library/Media Center privileges. Students will be assessed for lost or damaged books.



Lockers



A locker will be issued to each JMS student within the first week of school according to availability. **The combination is given to that student only and should not be shared by the student with anyone else.** We encourage parents to review how to work a combination lock, especially with incoming 6th grade students in order to minimize student frustration. The school cannot be responsible for losses from lockers when students have shared combinations. Lockers are on loan to the student and are subject to opening by the school administrators at any time. Some of the lockers are enclosed in a locker bay that is locked shut at the end of each school day and on weekends.

Cafeteria



The school cafeteria is open daily for snack and lunch. Snack items are offered during morning nutrition. The price for a complete lunch, beverage included, is approximately \$3.50*. (Parents may deposit money to their students' lunch account. This money can be used to purchase a complete lunch each day.) The price for a la carte

(“Red Cart”) items will be announced in the Fall. (Students must pay cash for the a la carte service.) Cafeteria service will begin the first day of school.

NOTE: The school will not lend money to students.

Forms are available upon request for those who qualify for free or reduced price lunches. The “Red Cart” offers a variety of food (a la carte) choices for both snack and lunch. “Red Cart” privileges may be revoked if students cannot maintain proper behavior.

All students will remain on campus for lunch. **We do not issue permanent student lunch passes.**

*Prices are subject to change.

Lunch & Snack

Every day, students can choose to eat in the cafeteria or eat at the red cart. The red cart has a different selection each day. Students can eat at the tables but not on the field. In addition, students are expected to clean up after themselves and throw away their own trash. Please help us keep our campus clean!

Backpack Policy



Students may bring backpacks or messenger bags to class. The backpack should contain books and materials for only two classes, and it must fit safely and neatly beneath the student’s desk and/or chair for the duration of the class period. No backpacks or loose books are allowed on the blacktop playground, on the grass field, or in the

hallways during lunchtime. They are to be kept in the students' lockers when not in classroom use.

Personal Property

Personal property (such as radios, ipods, tape recorders, cameras, cards, and toys) is not permitted at school except by special permission. Unauthorized property will be held in the office until claimed by a parent. Students should bring only enough money to school each day to purchase lunch. Students are discouraged from bringing valuables to school.

Physical Education



Students are expected to participate daily in physical activity, as mandated by California state law. All students must wear appropriate clothing and athletic shoes. Failure to regularly participate will adversely affect their academic, effort, and citizenship achievement.

Physical Education Excuse (P.E.)

P.E. excuses require a note from the parent, explaining the reason for the student's non-participation. Notes must be brought to the attendance office between 7:40 A.M. and 8:05 A.M. Any student who must be excused more than 3 consecutive days will be required to bring a note from a doctor. This is the **ONLY** way a student may be excused from P.E. Students who have casts/bandages will not be permitted to participate in any P.E.

NOTE: On “Mile Run Day” a doctor’s note **MUST accompany a request to be excused from P.E. participation.**

Questions regarding P.E. participation excuses should be directed to the attendance office.

Report Cards

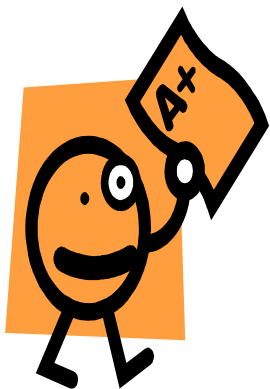
All middle school report cards are carried home quarterly approximately one week after the end of the reporting period. The traditional letter grades “A”, “B”, “C”, “D”, and “F” are used to indicate achievement. Effort is evaluated on the same scale. Citizenship is graded E (excellent), S (satisfactory), N (needs improvement), or U (unsatisfactory).



Grades are completed by the students’ teacher.

Any concerns regarding grades should be addressed with the teacher.

Progress Reports



At the mid-point of each quarter, students will take home a progress report, which includes updates from each teacher. This report will reflect your student’s achievement, effort and citizenship in all classes up to that point in the (grading period) quarter. Students are required to return to school a signed parent confirmation slip indicating that parents saw the

Progress Report. An interim progress report may be sent to parents during the quarter when a student is displaying unsatisfactory achievement, effort, or citizenship.

Parent Connect

In addition to progress reports and quarterly report cards, parents have access to Parent Connect. Parent Connect allows parents

to monitor students' academic progress and attendance from any computer. Each parent has a log-on ID and password and can access the website via our school website www.jefferson.tusd.org or directly at www.parentconnect.tusd.org. Please contact the office if you need assistance with the log-in procedure.

Parent Conferences

Our staff believes that communication is the key to the students' success. Parents are encouraged to contact the teachers if they have any questions or concerns. Each teacher has an email (which is available through our website www.jefferson.tusd.org) and a conference period. Parents are requested to make appointments with the teachers or the administrators to discuss any concerns they may have regarding their child's progress or behavior.

Promotion & Retention Information

The Board of Education has adopted a promotion and retention policy that is consistent with CA Ed. Code 48070-48070.5, the state of California's pupil promotion and retention policy. According to state and local policies, students may be considered for retention at any grade level, but they must be considered for retention at the end of grades two, three, four, five, and eight.

Retention in middle school is based on the student's reading, language arts, and mathematics proficiency. Students will be considered as candidates for retention based on the following criteria:

1. Test scores in the 25th percentile or below on the State Testing and Reporting (STAR) program

2. Below average achievement grades, work products, and/or failure to make minimum proficiency scores on the STAR writing proficiency exam. (Report card grades of D or F represent below average achievement grades.)

We will also identify students who need continued skill reinforcement. These students may be considered at-risk for retention. Students needing continued skill reinforcement will be identified based on the following criteria:

1. Grades of D and/or F in core classes
2. CA Standards Test scores of 'Basic', 'Below Basic' or 'Far Below Basic'
3. Teacher recommendation
4. Parent/teacher/administrator conference recommendation.

The Jefferson staff has worked to develop additional intervention programs for helping at-risk students bring their achievement to grade level. Interventions include in-class support and academic support classes.

Special Education

State law mandates that all individuals with exceptional needs have a right to participate in a free and appropriate public education with special education and services where necessary. Assessment for special education placement is provided for children from birth to 21 years of age and there are some preschool programs for the handicapped. Please contact the school if you are aware of handicapped children who are not being served.

School News

Students are responsible for knowing the school news in the Daily Bulletin which is read over the school intercom everyday during 4th period. The Daily Bulletin is read at the beginning of fourth period so that students attending class(es) at West High School will be on campus to hear these important announcements.

Additionally, the Principal's Newsletter and the PTSA Newsletter are available monthly/quarterly (hardcopies in office) and are accessible on our website www.jefferson.tusd.org.

Student Council

This Jefferson student leadership organization is comprised of student volunteers who work throughout the year in all aspects of student life. Elections and interviews are held in the Spring to select the following year's Student Council 8th grade officers, with 6th and 7th grade elections held in the Fall. The student council consists of the following positions:

8th Grade Officers:

President

Vice President of Activities

- Events Director
- Spirit Director

Vice President of Communications

- Publicity Director
- Artistic Director
- Press Officer

Vice President of Records

- Secretary
- Treasurer
- Historian

6th & 7th Grade Officers:

Class Presidents

Class Spirit Directors

Student Identification Card

Each student will be issued an ID card. This card should be kept on their person daily and must be shown to school personnel upon request. A student may be asked to turn over his/her ID card to school authorities for other disciplinary actions.

Sustained Silent Reading

JMS has a Sustained Silent Reading Program (SSR). SSR is fifteen minutes each day, during which time students and teachers read a book. Most importantly, it allows for a positive climate in which our students see teachers model good reading habits.



Office Procedures

Attendance

School districts no longer receive funding from the State of California for pupils who are absent from school. This includes all absences. If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least part of the day so that your child will not be counted absent and also will not miss out on important school assignments.

Every student is required by state law to attend school full time until age sixteen. Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you, as parents, to reinforce the importance of good school attendance and to make every effort

to send your child to school on a regular basis. Students who are away from school for travel or other family circumstances from 5 to 15 days during the school year are required to complete an Independent Study Contract. This can be arranged through the office. Please allow 1 week before the student's departure date for the office to secure all necessary paperwork. Teachers and the site administrator must sign this document upon the student's return to school.

Absences

A child is legally absent from school for illness, dental appointments, medical services, court appearances, bereavement, and quarantine by a health official. A legal absence does not mean that the school receives funds from the state.

Common illegal absences including working at home, baby-sitting, entertaining guests, running errands, outings, vacations, private lessons, and truancy. **When a student is absent for ANY reason, the school does not receive funding (approximately \$35.00 per day) from the state of California.**

Schools are required by law to account for absences. When a pupil returns to school following a full or partial day absence, he/she must bring a note signed by a parent or guardian stating the exact dates and reason for the absence. All students are to bring notes to the office between 7:40 and 8:05 A.M. in order to receive a class readmit slip. After 8:10 A.M., students coming to the office with a readmit note will receive an unexcused tardy to class. Students will be allowed a 1 day grace period to bring in their excuse. After that, a 30-minute detention may be issued for students who do not clear their absences. Readmit slips are to be signed by the teachers whose classes were missed.

All notes from parents must include the child's first and last name and must be signed by a parent or legal guardian. Letters will be sent home to the parents of students with excessive absences. Continued excessive absences will result in a referral to the School Attendance Review Board (SARB). Thank you for helping follow legal requirements.

Tardy Policy

Tardiness not only interrupts the instructional program but also can cultivate bad habits in students. All students arriving late to school (after the first period tardy bell) must report to the attendance office for re-admittance to class. Students who arrive late to school or class may face the following consequences:

Three (3) tardies per quarter – After-school detention

Six (6) or more tardies per quarter – Saturday School.

During the school day students are considered “on-time” when they are in their seats “ready-to-work” when the tardy bell rings. Ample time is provided between classes. The consequences above apply here as well. Please see individual teacher's course descriptions and class expectations for additional consequences.

Student Emergency Cards

Student emergency information cards are kept on file in the school office and the health office, and they should be kept constantly up to date by the parents. Parents are requested to provide JMS with any changes in their student's emergency information.

Emergency cards are required by law and need home, as well as work phone numbers, where parents/guardians may be reached during the school day. Pager numbers should be avoided unless no other telephone number is available.

Students Leaving Campus

Parents must notify the Attendance Office in writing if their child needs to leave campus during the school day. It is against school policy to release any student from campus on the authority of a phone call only. Request to leave early must be brought to the Attendance Office prior to the start of the school day. A parent must come to the attendance office to sign their student out of school. Students will not be released to wait on the sidewalk due to safety concerns. Students who leave campus without permission will be considered truant and will receive an appropriate consequence.

Use of Telephone

Office telephones are for official school business and are not for student use except in cases of emergency. Keep a copy of the school calendar close at hand so you are aware of appropriate pick up time and discourage your child from using the office phone for other reasons. (The school calendar is also available on our website www.jefferson.tusd.org.) Also, please make special arrangements with your child before he/she leaves home in the morning so he/she knows what to expect that day.

School/Home Communication

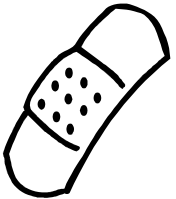
Communication between the school and home is most important. To ensure that all flyers and school memos reach home, we will generally send them home on a specified day of the week. Each student will bring home informational flyers and memos on Thursday. Please be sure to ask your student for this information. This Thursday packet will also be available on our website www.jefferson.tusd.org.

Health Office

A health clerk will be on site five days per week for three hours a day. Please take this into consideration when deciding if your child is well enough to send to school.

Accidents

When accidents occur at school, they must be reported immediately to the adult in charge. School personnel may administer first aid. In case of serious injury, the parents will be contacted. It is important that parents complete and return the green emergency information card at the beginning of the school year and make updates as information changes throughout the year. Individual student insurance is available on a voluntary basis. Forms may be obtained in the office.



Medication at School

Board Policy 462.2 Medication Request states “no medication will be given without written request from parent or guardian and a licensed physician.”

1. Written statement from the licensed physician shall detail the method, amount, and time schedule by which such medication is to be taken.
2. A written request from the parent or guardian of the pupil granting their permission that the physician's orders are carried out.
3. No medication is to be kept in the classroom or in the student's care. It must be brought to the JMS health office. It is the student's responsibility to come to the office to take the prescribed medication at designated times. Student **will not** be called to the office.
4. A parent or guardian may bring a prescribed medication to the JMS health office and give it to their child directly.
5. If an "over the counter" medication is needed, the same procedures will be followed.

These policies are for the protection of all school children.

Visitors on Campus

To protect the welfare and security of students and staff, the Torrance Unified School District requires that individuals having legitimate school business who wish to enter or remain on school campuses, must first obtain permission from the principal.

- Visitors are required to check in at the JMS office and obtain a visitor's pass before entering JMS grounds or classrooms.
- All visitors (including parents) are required to wear a visitor's badge at all times while on the JMS campus for safety and security reasons.



- School-age friends or relatives are not permitted on campus during school hours without administrator approval.

Classroom and teacher visitations are welcome. **Advance arrangements with the teacher or principal are required** in order to not disrupt the on-going instructional program.

Loitering in or nearby a public school is prohibited by law. This includes older friends waiting off campus for school to dismiss. Please advise your student's friends of this law (Penal Code 6536).

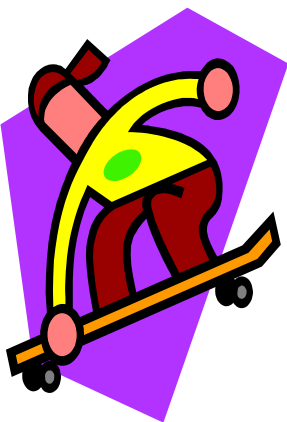
Lost & Found

The Lost and Found is located in front of the attendance office. Outer garments, tee shirts, hats, and small valuables such as wallets, glasses, calculators, books, and jewelry may be claimed in the office. Any unclaimed articles will be donated.

Rules, Standards & Expectations

Bicycles, Skateboards & Scooters

Students who ride bicycles, skateboards, or scooters to school are expected to follow the following rules:



- ✓ Students riding bikes, skateboards, or scooters are **REQUIRED BY LAW TO WEAR A HELMET** to and from school.
- ✓ Upon entering the campus off Talisman Street, **WALK THE BIKE, SKATEBOARD, OR SCOOTER** directly to the bike rack area, park and lock the bike, skateboard, or scooter.

Locks are not to be shared.

- ✓ At the end of the day students are to retrieve their bikes, skateboards, or scooters and safely walk them to the sidewalk on Talisman Street.
- ✓ Students may not walk or ride bicycles, skateboards, or scooters on any other part of the campus.
- ✓ All bicycles should be licensed by the Torrance Police Department.
- ✓ Students are responsible for the security of their bicycle, skateboard, and/or scooter.

REPEATED DISREGARD OF THESE RULES MAY RESULT IN THE LOSS OF BICYCLE, SKATEBOARD, OR SCOOTER PRIVILEGES AT SCHOOL.

Roller skates & In-line Skates

Roller skates and in-line skates may not be ridden on school grounds at any time. Students should not ride these to school as students must have a secure place to leave these items if they bring them to school. They will not be housed in the office. Helmet rules apply to roller skates and in-line skates just as they do for bikes when used outside of school hours.

School Rules & Expectations

In order to have a well-run school where people can work and achieve together, a system of rules is needed to provide an equal balance for all. Students need to demonstrate good citizenship and conduct. The following school rules and expectations are posted in all classrooms and in the office.

BE RESPECTFUL

- Use appropriate language

- Leave other people's property alone
- Follow classroom rules
- Turn off cell phones during class time

BE RESPONSIBLE

- Follow the dress code
- Place trash in cans
- Eat and drink in designated areas
- Permanent markers must be left at home
- Writing or carving on school property is prohibited.

BE SAFE

- Keep hands, feet, and objects to yourself
- Walk quietly in hallways during snack and lunch.
- Only students participating in school activities should remain on campus after 3:15 P.M.
- Bikes, skates, scooters, and skateboards should be used off campus with a helmet.

Students come to school to learn. Teachers come to school to teach. Anything that keeps these things from happening is not acceptable. Failure to follow these rules will result in appropriate consequences. Possible consequences include:

- Warning
- Parent contact
- After-school detention
- Campus service
- Saturday School
- Class suspension
- Suspension from school
- Parent visitation to school to monitor student

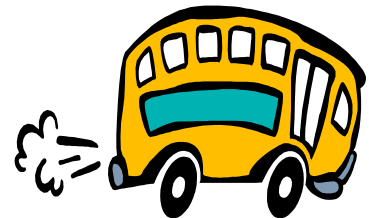
- Adjustment transfer to another school.

Traffic Safety

If bicycles, skateboards, skates, or scooters must be ridden to school, students do so at their own risk. Students are expected to obey the safety code rules for bicycles, observe the same crossing regulations as pedestrians & follow the school policy. Jefferson has no control over citations issued by the Torrance Police Department for violation of city traffic and safety codes.

Bus Safety

On January 1, 1998, the Thomas Edward Lanni School Bus Safety Act went into effect. This law requires ALL traffic (traffic going in both directions) to STOP when a school bus has its red lights flashing. Motorists can be cited and fined for failure to stop.



Bus Transportation

Bus transportation is provided for JMS students taking high school classes at West High School when returning to the Jefferson campus after first period.

Saturday School

The Torrance Unified School District has implemented a Saturday School program as a positive alternative to suspensions and as a means for students who are truant or frequently tardy to make up missed school time.

Students may also be assigned Saturday School for discipline and behavior problems as deemed appropriate by a site administrator. Students who fail to attend an assigned Saturday School will receive another one and those who refuse to attend any Saturday Schools, the school will suspend the student for willful defiance of school authority. Additional defiance may result in adjustment to another school.

Dress Standards

Students should dress in a manner that is conducive to the educational environment. Students are expected to look neat and clean and show good judgment in all clothing they wear to school. Closed toe shoes shall be worn at all times. Athletic shoes are required for physical education.

The Jefferson Middle School dress standards are aligned with those approved by the Torrance Unified School District Board of Education.

- Students should dress in a manner that is conducive to the educational environment.
- All clothing shall be clean.
- Closed toe shoes shall be worn at all times. (No Heelies, slippers, or other footgear not conducive to safety will be permitted.)
- Hair shall be neat and clean.
- Students who violate the dress code may be asked to wear a large t-shirt to cover themselves or to telephone home for appropriate clothing items.
- Hats and sunglasses must be removed in the classroom. All hats must be worn “bill-front”.

The following are deemed unacceptable for school:

- Clothing that is flagrantly revealing including but not limited to halter tops, tube tops, undershirts, sagging pants, and garments with bare midriffs.
- Clothing shall conceal undergarments of both female and male students at all times.
- Clothing, jewelry and/or accessories shall not be unsafe, offensive, provocative or intimidating in nature. This includes items that display symbols, sign, pictures or language that are obscene, that slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation, that impose a threat of imminent violence or disruption to the order of the campus, that are divisive in nature, that support drugs (alcohol and tobacco included) or that reference sexual activities.

Failure to comply with the school dress code will result in consequences that include but are not limited to wearing a t-shirt to cover exposed areas, contacting parents to bring more appropriate clothing, and/or detention. Excessive noncompliance may result in suspension or removal of privileges such as assemblies or grade-level activities.

Electronic Signaling Devices

(Cell Phones & Pagers)

Revised state law authorizes the possession of cell phones or pagers provided that these devices do not disrupt the educational program or school activity. Cell phones and pagers must be turned off during class time and at any other time directed by a district employee. If a disruption were to occur, the employee may

direct the student to turn off the device and/or confiscate the device until the end of the class period, school day, or activity.

Laser Pointers/Shock Pens

No student shall possess laser pointers, “shock pens”, or other harmful devices on school grounds. Harmful devices shall be immediately confiscated. Students possessing such objects will face disciplinary action, including suspension and possible police citation.

Safe School: Suspension & Expulsion Policy

Suspension & Expulsion Policy

Schools must be safe for all students if learning is to take place. No person has the right to deprive another of an education or from feeling safe from harm. Our school district, from the Board of Education to every employee, is dedicated to this concept.

SUSPENSIONS: Students may be temporarily removed from the school for the following behaviors:

- a.(1) Caused, attempting to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, (including firecrackers & poppers), or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or being under the influence of any controlled substance, as

defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - e. Committed robbery or extortion.
 - f. Caused or attempted to cause damage to school property or private property.
 - g. Stolen or attempted to steal school or private property.
 - h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
 - k. Disrupted school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - l. Knowingly receiving stolen school or private property.
 - m. Possessed an imitation firearm.
 - n. Committed or attempted to commit a sexual assault; or committed a sexual battery as defined in the penal code.
 - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- (.2) Committed sexual harassment.

- (.3) Caused, attempted to cause, threatened to cause or participated in an act of hate violence.
- (.4) Intentionally engaged in harassment, threats or intimidation, directed against a pupil or groups of pupils.
- (.7) Made terroristic threats against school officials or school property, or both.

EXPULSION: This is for the most serious violations and will result in a student being removed from the school district for one or more semesters. Expulsion will be recommended for the following:

- Possession of a firearm (including imitation firearms),
- Brandishing a knife,
- Sale of controlled substance,
- Committing or attempting to commit a sexual assault or battery,
- Harassing, threatening or intimidating a witness.

Serious violations of any of the above may result in expulsion*** from the Torrance Unified School District. Due process shall be afforded each student suspended** or expelled***. All such action will be taken in strict conformity with the procedures and limitations set forth in the California Education Code.

****Suspension:** Removal of a student from school for a specified length of time after which, he/she may return.

*****Expulsion:** The Board of Education has taken action to remove a student from all Torrance Unified School District Schools for a specified length of time.

Parent Involvement Opportunities

PTSA Information

JMS is fortunate to have an active Parent-Teacher-Student Association on its campus. For information about the PTSA, please contact a PTSA officer. Information is located on our website www.jefferson.tusd.org.

Parent Volunteers

At JMS, we welcome and need parent volunteers to assist teachers and students. Parents may volunteer their time to work in the library/media center, to monitor the lunch area and playgrounds at lunchtime as a noon aide, to chaperone school activities and events, and to assist or facilitate after-school programs as well as participate in PTSA events.

School Site Council

Jefferson Middle School has a School Site Council (SSC), which is our school's governing body. The School Site Council is an elected organization made up of teachers and parents to represent staff and community in a shared decision-making process. The Council meets once a month to discuss concerns and makes decisions about various issues such as school goals, curriculum areas of emphasis, budget considerations, community concerns, programs and activities for our students. Meetings are scheduled for the first Wednesday of each month at 3:15 P.M. in Jefferson's Library/Media Center. Everyone is invited to attend.

Please check our website, www.jefferson.tusd.org, for information regarding School Site Council meeting dates for the year.

Disaster Preparedness

Should an emergency or disaster ever occur in our area while school is in session, know that JMS and the TUSD have plans in place and preparations have been made to handle such situations. In fact, since schools are constructed with safety in mind, they may well be safer than your own home in the event of a disaster.



Reminders:

- Please keep your emergency record card up to date. Let us know when changes occur.
- Discuss emergency plans with your household members. Planning ahead may well save lives.

As you know, much has been said recently about earthquakes in California. Should we have a major quake or other disaster during school hours, your students will be cared for.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication. Call the Hotline at 1-310-533-4724.
2. Do not drive to school. If you wish to pick up your student, walk to school. Streets must be kept open for emergency vehicles.
3. Pick up your child at the reunion gate on Carson Street.
4. Tune your radio to KFI 640 AM, KNX 1070 AM or KFOX 93.5 FM for emergency announcements.
5. Impress upon your children the need for them to follow the directions of any school personnel. All have had special emergency training.

6. Should an emergency arise, all children will be kept at school until we are able to make some type of contact with you or someone listed on the (green) emergency card.

Community Resources

Torrance Unified School District

Administrative Offices

2335 Plaza Del Amo

Torrance, CA 90509

(310) 972-6500

SCHOOL DISTRICT ADMINISTRATION

Superintendent Dr. George Mannon

Deputy Superintendent,

Administrative ServicesDr. Donald Stabler

Chief Academic OfficerDr. Laurie Love

Senior Director – Secondary Schools....Dr. Tim Stowe

Senior Director – Elementary Schools ...Dr. E. Don Kim

BOARD OF EDUCATION

President.....Mr. Albert Muratsuchi

Vice President.....Mr. Mark Steffen

Clerk....Mr. Don Lee

MemberMrs. Terry Ragins

MemberDr. Michael Ernst

Board of Education meetings are generally held on the first and third Mondays of each month at 7:30 P.M. in the District Board Room, which is located in the Educational Materials Building (EMB) at 2336 Plaza Del Amo, Torrance. All regularly scheduled meetings are open to the public. Also, the meetings are televised live on Time Warner Cable, Channel 51, and repeated several times during the following week.

NOTES