TRAJAN ELEMENTARY

CoopEration
Respect
Responsibility
Self-Discipline
HonESty

TRAJAN SCHOOL
6601 Trajan Drive
Orangevale, CA 95662
(916) 971-5200

PARENT/STUDENT HANDBOOK
2013-2014
I would like to welcome you to Trajan School. We have a very professional teaching staff that believes strongly in the academic success of every child. We have created this handbook for each family to keep throughout the year. It includes specific policies and procedures. Please refer back to it as needed. We will continue to send home the monthly newsletter and calendar for your convenience. Please refer to the calendar and special dates as needed.

The San Juan Unified School District will be implementing the Common Core State Standards for the 2013-2014 school year. These standards will guide teachers in specific curriculum requirements. As we transition to these standards the report cards will still reflect the California State grade level standards. Teachers will continue to assess students in order to show and communicate academic growth throughout the school year. Our report card supports the reporting of student achievement for each of the 3 trimesters during the year.

Trajan has a schoolwide behavior/character education program "Trajan Pride". Each month we have an assembly to "kick off" the new character trait. We have found this to be very positive for students and staff creating a caring school environment. We continue to foster positive behavior and good self-esteem in everyone.

We also continue to encourage open communication between parents and staff. We value your support as a parent and partner in educating students. Join us in promoting a positive learning environment in which students and staff enjoy attending each day.

Thank you for choosing Trajan!

Sincerely,
Cris Petroni, Principal
# Trajan School
## Daily Schedule 2013-2014

### KINDERGARTEN
**Monday - Friday**
- **Early:** 7:45am - 11:35am  
  230 Minutes
- **Late:** 8:25am - 12:15pm  
  230 Minutes

### GRADE 1
**Mon, Tues, Wed, Fri**
- **Early:** 7:45am-1:35pm  
  - 7:45 - 8:25: Early Reading 40
  - 8:25 - 9:40: 75
  - 9:40 - 9:55: Recess 15
  - 9:55-11:25: 90
  - 11:25 - 12:05: Lunch 40
  - 12:05 - 1:35: 90
  - 1:35 - 2:15: Late Reading 40
  - **Total:** 295 Minutes

### GRADE 2
**Mon, Tues, Wed, Fri**
- **7:45am-2:15pm**
  - 7:45 - 9:40: 115
  - 9:40 - 9:55: Recess 15
  - 9:55 - 11:25: 90
  - 11:25 - 12:05: Lunch 40
  - 12:05 - 1:25: 80
  - 1:25 - 1:35: Recess 10
  - 1:35 - 2:15: 40
  - **Total:** 325 Minutes

### GRADES 3-5
**Mon, Tues, Wed, Fri**
- **7:45am-2:15pm**
  - 7:45 - 10:00: 135
  - 10:00 - 10:20: Recess 20
  - 10:20 - 12:10: 110
  - 12:10 - 12:50: Lunch 40
  - 12:50 - 2:15: 85
  - **Total:** 330 Minutes

### Grades 1st-5th
**Thursday - 7:45am - 1:05pm**
MISSION OF TRAJAN SCHOOL

Valuing every individual's contribution, Trajan Elementary School will challenge and prepare students to become critical thinkers who demonstrate personal accountability and responsible citizenship by promoting lifelong learning in a safe, collaborative community with innovative and relevant instruction.
POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL
In order for the teacher to carry out his/her plans, it is necessary for every student to arrive "on time". Children are asked to arrive at school no earlier than 15 minutes before the starting of class. All students should go directly home or to their assigned pick-up area following the close of the school day. Students may not leave the campus during school time without permission of a parent and the principal. Students that arrive to school late, need to bring a note to the office stating the reason why he/she is late and receive a tardy note in order to be admitted into class. At dismissal time, please do not stand in the front of your child’s classroom because this tends to distract the students and interrupt the final minutes of instruction. Please wait in the quad area to pick up your child. At the end of the student's instructional day, students must be picked up promptly within 10 minutes of dismissal.

School begins at 7:45 a.m. Students may NOT be dropped off or appear on campus before 7:30 a.m. unless they are having breakfast. Staff does not begin supervision until this time. You will need to make arrangements with day care providers in order to make sure the students are not dropped off before 7:30 a.m. Parents that do not follow this procedure will be referred to the appropriate Child Protective Authorities.

If your child is going home or being picked up by someone other than the regular pick-up person; the office needs to be notified of this change.

RELEASE DURING CLASS HOURS
For the welfare and protection of your children, your cooperation in the following procedures will be appreciated.

- Children leaving school during the day for any reason should bring a signed note from a parent or guardian permitting us to excuse your child.

- Any adult, who picks a child up from school, must come to the office first. The person taking the child is to give his/her name, their relationship to the child, and reason for excusing the child from school. While the parent or guardian is signing the student out, the secretary or clerk will call the students class and ask that child to come to the office for early dismissal.

- A student may only be released to a parent, guardian or adult stated on the child’s emergency card. If an adult other than the above stated comes to pick up a student, we must have parent consent to release that child to the adult. The adult will be asked to show identification.
STUDENT EMERGENCY CARDS
At the beginning of the school year, emergency cards are sent home asking for student emergency information (i.e., medical information, telephone numbers, addresses, notification of adults in case of an emergency). It is necessary that we have these cards filled out for each student so we can act promptly in an emergency situation. Please advise the school of any change in this information immediately. When a friend or a neighbor's name is provided as a contact in the parent or guardian's absence, the friend or neighbor should be informed. It is imperative that this information is updated and accurate at all times. A student may not be released to any person not identified on the emergency card. Also, student information may not be shared with anyone not on the card. Please remember, the office cannot release your child during the school day to anyone other than parents and those persons who are specified in writing as emergency contacts on the Emergency Cards.

STUDENT ATTENDANCE
Your child’s teacher carefully plans each day in order to introduce new learning and concepts, as well as build upon ideas and prior knowledge. This makes it necessary that your child attend school each day that he/she is physically able in order to get the most from his/her education. Students also miss valuable instructional time whenever they are tardy. Every minute at school builds on a child’s education and increases the knowledge so needed for learning. If a student is tardy or absent an excessive amount, the school attendance clerk, along with the principal, is obligated to refer the student to the San Juan Unified School Attendance Review Board (SARB) for further action. We feel punctuality and attendance are very important for our students’ academic success at Trajan School.

IN CASE OF AN ABSENCE
Please notify the school office if your child is going to be absent as soon as possible. To do so, call the attendance phone number, 971-5202, to report the absence. State the student’s name, teacher, date, and reason for the absence. If a child does not show up at school, and we have not been notified, the attendance clerk will make a call to your home to verify the absence. We truly appreciate your call the morning of the absence. If you are unable to verify your child’s absence by phone, please send a note the day she/he returns to school.

INDEPENDENT STUDY-HOME INSTRUCTION
In the event that your child is unable to attend school for an extended period of time, please contact the school attendance clerk five (5) school days before your child’s absences to schedule his/her independent study/home instruction program. An independent study may only be approved for a period of more than 5 days. (Students that miss school for any length of time for reasons other than illness will be marked as "unexcused" absences.)
TARDIES
It is important that students arrive to school on time. It is very difficult for a student to come into the classroom late. They miss important instruction, and it also draws unwanted attention to them when they come into the classroom after the beginning of class. If a student is more than 30 minutes late, the tardy becomes unexcused absence.

ATTENDANCE LETTERS
Attendance letters are computer generated at the district office and automatically sent by the Attendance Improvement Office of the district. Truancy letters are sent for unexcused absences. The first truancy letter is for three unexcused absences, the second truancy letter is sent for the equivalent of five unexcused absences, and the third truancy letter is sent for the equivalent of six unexcused absences. The third letter results in a student being classified as being habitual truant. If you have received a third letter, then you will be referred to the district’s Student Attendance Review Board.

STUDENT TRANSFERS
The office and classroom teachers should be notified when you are planning on a move to another school. Please help us out by indicating your child’s last day at Trajan and your forwarding address if possible. A transfer slip is made out by the office and forwarded to the teacher, to be filled out with all academic information needed to make the child’s transition into the new school as smooth as possible. We will send the records directly to the new school. A school may not release the records to a parent for transfer. Records are mailed when requested from the new school.

CLASSROOM INTERRUPTIONS
If your child is at school and you need to leave a message concerning their welfare, contact the office and we will do our best to contact your child’s teacher during recess or lunch with the message. We cannot guarantee that the teacher will receive the message. The message will be sent immediately in the case of an emergency. With the large number of students and families at Trajan, we don’t encourage parents to rely on the office to relay family business. Please make any needed arrangements and communications with your child prior to the school day.

CLASS PARTIES
Generally, there will be three class parties permitted during the school year. If you wish to help with these, you should let your child’s teacher know in advance. If your child is not permitted to participate in the activity or party, he/she will be placed in another classroom until the activity or party is completed. Please contact your child’s teacher in advance in order to become aware of the scheduled day for the activity or party. The district has initiated the Wellness Policy. Please confer with your child’s teacher prior to bringing food items for celebrations.

ANIMALS/PETS
No live animals/pets are to be brought on school grounds (i.e., sharing) in order to insure the safety of all students.
VISITATION TO TRAJAN SCHOOL
Please feel free to visit Trajan School at any time. When you visit our school we ask that you come to the office, sign the visitor register, obtain a visitor's pass, and we will direct you to the classroom you would like to visit. We encourage parents to make arrangements ahead of time with the classroom teacher for consideration to the classroom instructional time. It is not advisable to hold a conference during informal visits since the teacher is responsible for carrying out the education of many students. (Planned conferences are welcomed and permit the teacher time to assemble the materials and information to share with you at that time. Please contact the teacher to schedule a conference.) At the end of the visit, please sign out in the office informing us that you are leaving campus. Communications are improved if the office is informed of the activities of all persons on the school site. Also, in case of an emergency, we know where to contact anyone on campus.

PARENT VOLUNTEERS
Adults that plan to work in classrooms or attend field trips are required to be fingerprinted. The San Juan Unified School District provides these services at NO cost. (Inquire in the office for the necessary paperwork.) We encourage any parent planning to volunteer to complete this task in early September as the tests are good for the entire school year. Once fingerprinting has been completed and approved, the fingerprinting is valid for the entire time your child attends Trajan School. Parents that plan to drive for a field trip will also need to complete the insurance verification form and provide a copy of your license and declaration page of your insurance. We need to have them on file at least 2 weeks prior to the field trip.

LOST AND FOUND
You are strongly urged to mark your family name on the inside of all apparel, lunch boxes, backpacks, etc...belonging to your child. Unmarked items are difficult to identify and return to their rightful owners. Articles of clothing or other personal belongings left in the classrooms or on the playground will be placed in the MP room lost and found. Items that are not claimed will be donated to Good Will at the end of each month.

SCHOOL LUNCH PROGRAM
Student Breakfast - $1.75  Student lunch - $2.75  Milk - $ .40

Students may bring $2.75 each day or purchase a lunch ticket of 10 lunches for $27.50. Each child in the family must have his/her own lunch ticket. You may bring a check to the cafeteria or purchase lunches for your child on line. To do this, please go to www.myschoolbucks.com. For families who qualify for free or reduced lunch/breakfast, there are forms available in the school office which must be completed and approved. If you believe you are eligible, please complete the form and return it to the school office. Applications must be done each school year. It is the responsibility of students and parents to make arrangements for lunches.
STUDENT MEDICATION AT SCHOOL
It is the policy of the San Juan Unified School District to cooperate with the pupil's parent/guardian and his/her physician by administering and providing a safe place for the storage of medication deemed necessary for pupils who have potentially LIFE-THREATENING MEDICAL CONDITIONS or who need medication administered during the school day. Selected school personnel may store and/or dispense such prescribed medication to pupils upon written request of a physician only when the medication is in the original container. A Medical Release form (filled out by your physician) for any medication is required to be on file prior to administering. Medical Release forms are available in the office. Inhalers must be kept in the office while a child is at school. No medication may be with a student at any time.

Please do not ask the office or teaching staff to dispense medication to your child, such as cough drops, pain relievers, and/or over the counter medications. We are not allowed to do this. Any medication MUST have a Medical Release form completed by your child's physician and parent in order for medication to be dispensed.

BICYCLES/SKATEBOARDS/SCOOTERS
Students may ride their bicycles to school and lock them in the bike racks. By county ordinance Skateboards and Scooters are not allowed to be ridden on school property at any time. Bicycles are not to be ridden on school grounds or in the school parking lots or drive ways. When arriving and departing, bicycle, skateboard, and scooter riders MUST walk their modes of transportation. During school hours bicycles must be locked to the bicycle racks in the back parking lot. Locks and chains are to be removed each day. Students are to avoid loitering in the bicycle area. The student must realize that the bike area is not supervised and that the school cannot accept the responsibility for loss or damage to the bicycle. We urge you to continuously reinforce our efforts to promote bicycle, skateboard, and scooter safety.

1. Bicycles must be locked properly in the bike rack at all times.
2. Learn about and obey all laws relating to bike riding to ensure safety.
3. Students may not ride their bicycle/skateboard/scooter on the school grounds at any time.
4. Students are required to wear helmets as stated by CA law, when riding a bike.

ITEMS THAT SHOULD STAY AT HOME
Knives, gun replicas, squirt guns, ipods, Nintendo DS, radios, MP3's, silly bands, headsets, cell phones, magazines, sports equipment, stuffed animals, dolls, gigapets, trading cards, electrical devices or battery operated objects, personal property, toys, etc... should not be brought to school. Prior permission must be obtained from a student's teacher before any deviation from this rule can be made (i.e., sharing). These items tend to distract student learning and become available for theft.
PERSONAL CELEBRATIONS
We would like to encourage parents to keep birthdays a family activity. Students may bring a store-bought treat to share with their classmates, but please no outside deliveries (i.e., balloons and flowers) this will only cause a distraction to students during the academic day. If your child brings party treats to share, they must be from a bakery or store packaged items, NO home baked items. This supports the Health Department guidelines.

HOMEWORK
Purposeful homework is an important part of the total school program.
- Each teacher will explain the homework guidelines and his/her classroom practices to parents and students.
- Teachers will assign homework to improve and reinforce skill, encourage good work and study habits.
- Teachers will assign homework to fit the needs of the child.
- Teachers will be responsible for developing a means of communicating homework assignments to students and parents, such as homework folders, planners, etc...
- Homework is not assigned as a punitive measure.
- Parents may assist with homework by providing a quiet place, appropriate materials, and a regular time to do homework.
- Parents will review homework assignments, to verify that they are done neatly and accurately.
- Parents of students having difficulties with the homework assignments will need to contact the teacher for additional help or modifications.
- Students should practice reading at least 20 minutes each day. Please see your child’s teacher for Accelerated Reader level and/or suggestions for books to read.
DRESS CODE
Trajan students are expected to come to school clean and tidy. Students shall dress appropriately for school. We realize the type and style of clothing, and hair are individual and personal, however, the school shall be concerned when these styles are extreme and could cause distracting, disruptive, or unsafe conditions. Therefore, we have established the following guidelines:

✓ Clothing and other items worn or carried by students, including buttons and backpacks, MAY NOT: denigrate any group (racial, ethnic, or religious prejudice) promote violation of school rules: depict drugs, tobacco, alcohol, violence, weapons, intimidation, gang/cult affiliation, inappropriate language or graphics, or be sexually suggestive.

✓ No makeup, lipstick, glitter, gloss, perfume, fake nails, perfumed lotion, unsafe earrings (hoops, spikes, dangling, etc...) body piercing other than ears, fake tattoos, may be worn in elementary school.

✓ Sagging/bagging, and/or oversized pants are not permitted

✓ Garments where the torso or undergarments are exposed, I.E., sports bras, tube tops, tops with spaghetti straps, half shirts, sports jerseys and halter tops are not permitted. Tank tops are permitted as long as there is a two inch shoulder strap.

✓ Spandex shorts are not permitted. Shorts and skirts must have at least a 3 inch inseam (fingertip length).

✓ Footwear must be worn at all times for student's safety (as mandated by state law).
  × shoes must have a back strap
  × shoes must have flat soles no heels, or platforms
  × shoes with hidden wheels are not permitted (heelies)

These expectations are to insure student safety during recess and P.E. classes.

✓ Hair must be kept clean and free of lice or nits. No colored hair gel, hair paint, or extreme hair dyes or styles are permitted. This includes unnatural hair color.

Addendum
✓ Sunglasses may only be worn with prior approval from the office.

✓ Hats may only be worn outside the classroom and must be worn appropriately.

✓ Bandanas, wristbands, headbands, silly bands, jelly bands, etc., are not permitted as they cause a distraction to the child's learning.

Students who persist in violating the above guidelines will be considered willfully defiant and will be disciplined according to the district policy, i.e., suspension.
FIELD TRIP EXPECTATIONS FOR PARENTS

- All parents interested in chaperoning a Trajan field trip must be cleared. Interested parents must talk with the attendance clerk in the school office to ensure that they have the following on file: a current TB test, current fingerprints and all necessary District clearances. Sometimes, there may be a delay in this process due to unforeseen circumstances. To ensure that you are able to accompany your child’s class on their field trips, or to work in their classroom, please take care of this clearance requirement as soon as possible.

- All field trip permission slips must be filled out completely, signed and returned to your child’s teacher NO LATER than 48-hours prior to the departure date. Failure to do so will result in your child being unable to accompany his/her class on their field trip. Absolutely, no exceptions!

- All parents who are interested in being a parent driver must: a) have a valid California drivers’ license, b) have proof of vehicle registration, c) have proof of insurance with a minimum of following limits: $25,000 Property Damage and $50,000 Bodily Injury, d) have one working seatbelt in their vehicle for each child to be transported. Prior to the field trip, all information listed above must be copied and given to the attendance clerk in the office and she will have you complete and sign the required San Juan Unified School District Vehicle Usage form. In the event that there are not enough parent drivers, the field trip will be cancelled.

- When your child’s class is being transported by bus to/from their field trip destination, and you are chaperoning but driving separately, please be advised that the District prohibits you from transporting your child to/from field trips. Teachers cannot release students to go home directly from a field trip. All students will take the District provided transportation back to school and must wait until their usual dismissal time.

- Students on field trips require constant supervision from teachers and chaperones. Therefore, siblings are not encouraged to attend.

- When required, please provide a paper or plastic bagged lunch (no lunch boxes, please). Please remember to label your child’s lunch with his/her name. If chaperoning a field trip, parents may not take their child to get a lunch. Students and chaperones must bring a bagged lunch.
FIELD TRIP EXPECTATIONS FOR STUDENTS

× All students are expected to follow Trajan school rules and any other rules established at the destination. This includes behaving safely and appropriately on the bus and in a parent chaperone's vehicle. Students who fail to follow the rules while on a field trip may have future field trip privileges revoked.

× Sometimes students may need a parent to accompany them on field trips to help control their behaviors. This option is available after all parties (parent, teacher and student) have discussed the frequency and severity of the student’s behavior. The classroom teacher reserves the right to revoke the field trip privilege at any time due to inappropriate behavior.

× Students who have difficulty behaving appropriately on the playground, in the classroom or both, may have their field trip privileges revoked by the principal and/or classroom teacher at any time.

× Students should wear appropriate clothing and shoes for the field trip. Trajan dress code applies on field trips.

CELL PHONES ON CAMPUS

Current state law allows students to bring cell phones to schools, with parental permission, for use during an emergency. District policy permits the use of cell phones for emergencies only and their presence on school grounds will be allowed as long as students follow these guidelines:

1. Cell phones are to be turned off while on school grounds except for extreme emergencies.*

2. Cell phones are to be kept out of sight at all times while on the school campus. This includes before and after school. If a student fails to abide by these rules, he/she will lose the right to carry a cell phone with him/her during school hours. If the parent states that a phone is required for after school reasons, the phone will be left in the office during school hours.

3. Cell phones are not to be used to call parents, friends, or relatives while on campus or in place of school phones except for extreme emergencies.*

4. The school is not responsible for cell phones brought to school and will not be liable for damaged, destroyed, or lost cell phones.

* Extreme emergencies refer to life threatening situations where the school does not have other communication options available.
LIBRARY USAGE
The Trajan Library is maintained as a place for pleasure reading, research and learning how to use an organized book collection. Magazines and reference books are available for a student to use while in the Library.

LIBRARY SCHEDULE
Students may come to the library during their assigned day and time to check out a book. Students will be able to check out or renew a book each week. A new book will not be checked out until the previous book has been checked in.

Students may also use the library under the supervision of their classroom teacher.

CHECKING OUT BOOKS
Library books may be checked out for one week. Books may be RENEWED. Students may check out one book at a time.

RETURNING BOOKS
Library books are to be returned on or before the date due. Return the books to the designated area for check-in. The previous book must be scanned into the circulation system before a new book can be checked out.

DAMAGED AND LOST BOOKS
Students will be asked to pay for the replacement of any book damaged or lost while in their possession.

Students are responsible for any book checked out in their name.

SCHOOL MATERIALS
All materials required for instruction will be provided for students. Care and prudent use of them is expected. Students will be charged for neglect or vandalism of all school materials or equipment.

REPORT CARDS
Report Cards will be held if the student is not cleared from the Library at the end of each trimester and/or payment of damaged books is not received.
STUDENT SAFETY INFORMATION

PARKING LOT - PROCEDURES AND EXPECTATIONS
The Safety committee, in conjunction with Trajan staff and parents, have worked hard to come up with the following plan to provide safe access to school for children.

1. The staff has specified parking spaces. Please do not park in the designated areas.

2. All other non marked spaces are for visitor/parent parking.

3. Two spaces have been marked for handicapped access in the front and back parking lots.

4. The front drive-thru is designated for special education busses and designated day care vans. Please do NOT drop your students in this area. Please use CAUTION.

5. You may NOT block the parking lot entrance or exit of the school, or wait in the fire lane when dropping off or picking up students.

6. Students entering the front of the school must use the front crosswalk. Please look out for students walking in and to the crosswalk. Use caution all ALL times.

7. Students entering the back of the school must use the crosswalk also. Students must stay on the sidewalks at all times.

8. If dropping off or picking up students on Gordian Way, please use caution at all times.

9. RED ZONE: Please do not leave your vehicle in the red fire lane zone.

Please use caution and follow parking lot guide lines when entering, dropping off, and exiting the parking lot and driving on Gordian Way or Trajan Drive. We want to ensure SAFETY for ALL students, parents, and staff members.

If you see habitual traffic problems off Trajan campus, please call the Sacramento County Sheriff’s Department for assistance.
STUDENT PROGRESS

STANDARDS GRADING
Grading in all grade levels is based on standards that are specific to each grade and each subject area. Grade level standards are distributed to parents at the beginning of each school year and at each reporting period. Student progress in meeting grade level standards is reported in the following manner:

"4" (Advanced) Consistently exceeds the expectations for reported standards.
"3" (Proficient) Consistently meets the expectations for reported standards.
"2" (Approaching) Student is making progress for reported standards, but not meeting standards.
"1" (Below) Student is far from meeting the reported standards.

GROUP CONFERENCES
Group conferences for all parents (Back to School Night) will be held within the first four weeks of school. Parents will receive information about grade level standards, the school philosophy, behavior expectations, and a written description of classroom practices and procedures.

INDIVIDUAL CONFERENCES
Individual conferences with parents will be held for each student at the end of the first trimester using the report card as the basis for the conference.

Second individual conferences with parents will be held at the end of the second trimester for the students who are not meeting grade level standards. Summer school will be discussed at this time.

Parents are welcome and encouraged to meet with teachers regarding student achievement and behavior as needed.

PROGRESS REPORTS
Progress reports are issued the seventh week of each trimester or whenever it becomes evident to the teacher that a student is in danger of failing a subject.

REPORT CARDS
Report cards will be issued three times a year. The first and second trimester report cards will be handed out the Friday following the last day of the trimester. The third trimester report card will go home on the last day of school. A parent signature is required for report cards for the first and second trimesters.
SCHOOL CLIMATE
It is important to establish a school environment that is safe, healthy and academically productive. The Trajan staff has developed a philosophy, supported by expectations, which attempt to satisfy these criteria and provide an atmosphere conducive to learning. With the support of teachers, parents and students, our goals can be achieved.

BELIEFS
We hold the following beliefs:
* Every student has the right to learn and every staff member has the right to facilitate that learning without due interference
* Every student is capable of appropriate behavior
* Every student has the right to be treated with dignity, respect and equality
* Every student should be held accountable for his/her actions

STUDENT RIGHTS
We feel that students and parents have the right to expect school to be a safe and positive environment in which to learn. Therefore, we believe students have the right to:

* A safe environment (both physical and psychological)
* Respect from adults and peers
* Freedom from slurs which are racial, ethnic, religious, disabled or sexually demeaning fair treatment
* Freedom to express their opinions and beliefs in an appropriate manner
* Learn in a quiet and disciplined classroom
* Competent teachers, appropriate materials and adequate facilities
* Know and understand the rules
* Privacy (including restrooms)
**STUDENT RESPONSIBILITIES**

In a democratic society, rights are accompanied by responsibilities. At Trajan school, students are to:

<table>
<thead>
<tr>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use equipment safely</td>
<td>Listen to supervising adults</td>
<td>Come to school on-time and be prepared</td>
</tr>
<tr>
<td>Walk in designated areas</td>
<td>Follow directions promptly</td>
<td>Use pass whenever leaving the classroom</td>
</tr>
<tr>
<td>Keep hands, feet, body and objects to yourself at all times</td>
<td>Use appropriate language</td>
<td>Enter/exit all rooms in an orderly fashion</td>
</tr>
<tr>
<td>Stay clear of back fence and storage units</td>
<td>Use appropriate voices</td>
<td>Eat your own food</td>
</tr>
<tr>
<td>Stay in staff supervised area at all times</td>
<td>Take care of school property</td>
<td>Clean up after yourself</td>
</tr>
<tr>
<td>Follow playground rules for games</td>
<td>Be kind and courteous to others</td>
<td>Leave gum, personal property, and toys at home</td>
</tr>
<tr>
<td>Balls are to be kicked on grassy areas only</td>
<td>Include everyone</td>
<td>Follow the dress code</td>
</tr>
<tr>
<td>Wear helmets when riding bike; or scooters</td>
<td>Play fairly and use good sportsmanship</td>
<td>Leave school promptly when dismissed</td>
</tr>
<tr>
<td>Follow <em>How To Rules</em>, walk bikes and scooters in halls, playground and parking lot</td>
<td>Keep campus clean</td>
<td>Return equipment at the of recess</td>
</tr>
<tr>
<td></td>
<td>Allow others privacy</td>
<td>Line up promptly-no drinks or bathroom visits after signal</td>
</tr>
<tr>
<td></td>
<td>Follow <em>How To Rules</em></td>
<td>Use bathroom properly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Follow <em>How To Rules</em></td>
</tr>
</tbody>
</table>

**PARENT RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that my child attends school every day, gets adequate sleep, receives regular medical attention, and proper nutrition</td>
<td>Return all school communications promptly</td>
<td>Send students to school clean, rested and prepared for learning</td>
</tr>
<tr>
<td>Go over Trajan school rules with child</td>
<td>Attend all parent conferences</td>
<td>Provide a quiet place for my child to complete homework</td>
</tr>
<tr>
<td></td>
<td>Attend Back to School Night and Open House</td>
<td>See that my child arrives and is picked up at the appropriate time each day</td>
</tr>
<tr>
<td></td>
<td>Support Trajan School by attending PTA meetings and/or school function whenever possible</td>
<td>Spend 15 minutes reading with my child each day</td>
</tr>
<tr>
<td></td>
<td>Respect the staff, students, and families at Trajan</td>
<td>To support and reinforce school programs at home</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accept responsibility for your child’s behavior</td>
</tr>
</tbody>
</table>
**SCHOOL RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To provide a safe, healthy and academic environment</td>
<td>• Communicate to Parents each student’s progress and other school related information</td>
<td>• Teach standards based lessons using BOARD adopted materials Have high expectations and motivate every student according to his/her individual needs</td>
</tr>
<tr>
<td>• Provide assistance to families on what they can do to support their child’s learning</td>
<td>• Grade student progress fairly</td>
<td>• Will participate in professional development to improve teaching</td>
</tr>
<tr>
<td></td>
<td>• Listen to parent and student concerns; respect all</td>
<td>• Participate in shared decision committees and family activities</td>
</tr>
<tr>
<td></td>
<td>• Invite parents on field trips, participate in classrooms, and help with school activities</td>
<td>• To help students develop responsibility and good character traits</td>
</tr>
<tr>
<td></td>
<td>• To help students develop a positive self image, while accepting the difference of others</td>
<td></td>
</tr>
</tbody>
</table>

**PLAYGROUND SAFETY EXPECTATIONS**

1. Baseball, tag games, soccer, and playing "catch" are restricted to the field area.
2. Throwing sand, bark, rocks, sticks, or other inappropriate objects are not allowed.
3. Students must stay in designated boundary areas during recesses.
4. No equipment from home may be brought to school.
5. Balls are not to be thrown on the blacktop except in an organized game.
6. Rough play is not permitted. Pushing, shoving, tripping, etc... is not permitted.
7. Students must not climb trees, play equipment, baseball backstops, soccer goals, etc...
   They may not ride on tether balls, pull on basketball nets, or hang on soccer goals.
8. Follow game and play equipment rules at all times.
9. Injuries must be reported to the yard duty supervisor immediately.
10. Be courteous and a good sport.
11. Kicking, hitting, and taking another student’s ball or otherwise interfering with games is not acceptable. Students are to avoid pushing, crowding, and shoving.
12. Students are to get drinks and use the restroom in a safe manner.
13. Fighting, physically or verbally (name calling, cursing) is not acceptable.
14. When warning bell rings students are to freeze. When whistle is blown, students are to walk to their lines. When the second bell rings, teachers will walk students to class.
15. Snacks must be eaten in designated areas. Trash is to be disposed in garbage cans.
16. Students must follow Trajan’s “How To’s”.

**See playground rules on Trajan’s website**
CAFETERIA SAFETY EXPECTATIONS
1. Students are to come to the lunchroom in an orderly manner as directed by their teacher.
2. Students are to eat using an inside voice at assigned tables, be courteous, exhibit good manners and clean their eating area before being dismissed. All food must be eaten in the cafeteria.
3. Students may not trade or share food at any time as regulated by the Health Department.
4. Students may not cut in line or save places.
5. When the "quiet signal" is given, all talking is to stop. Attention should be given to the supervisor until the signal is off.
6. Students must remain seated until dismissed by lunch room supervisors.

GENERAL STUDENT SAFETY & CONDUCT EXPECTATIONS
1. Courteous conduct is expected.
2. Students are to take care of all school property and materials.
3. Gum chewing is not permitted at school.
4. Personal property is not to be brought to school.
5. Students must have a hall pass in the hallways or going to the restroom or office.
6. Students are to follow classroom rules.
7. Fights, willful destruction of property and disrespect/defiance toward school personnel will result in suspension.
8. No bikes, skateboards, scooters, roller blades or skates in hallways during or after school at any time. Security will be called.
RECOGNITION OF POSITIVE BEHAVIOR
The major emphasis at Trajan School is on positive recognition for appropriate school behavior. Special recognition is given to students who follow the rules of safety and good citizenship in the classroom, on the playground, and in the cafeteria.

1. In Classroom
   Each teacher will have their own student recognition program to be shared with parents at Back-to-School night.

2. Schoolwide
   * Spirit Day: Every Friday students are encouraged to wear our school colors, (Dragon T-shirt, Red )
   * Trajan Pride Boosters
   * Trajan "Tracker" Assemblies
   ** Student of the Month'/Character Education assemblies will be done at the completion of each month. The teacher and student’s picture will be taken. Pictures will be displayed in the lunchroom on the bulletin board.
   * Attendance Awards (daily, weekly, at each trimester)
   * Compliment Cards (for students and classes)
   * Trajan Pride Tickets (for positive behavior)
   * Silver Lunch Box (lunchroom incentive)

POSITIVE SCHOOL CLIMATE
At the beginning of the school year, staff members will teach students what is expected in class, on the playground, in the halls, and in the cafeteria. The reason for rules will be emphasized. These expectations will be revisited throughout the school year. The staff will explain consequences for inappropriate behavior and describe behavior that will result in suspension.

The goal is:
1. To provide a safe and orderly environment for learning.
2. To help students cooperate with others
3. To help student’s manage one’s self.
4. To help students learn to respect rights and property of others.

The Trajan staff has been working hard on “teach to’s” (learning desired behaviors) so that all students know the expected behaviors. By having consistent expectations we hope to make school an enjoyable positive experience for everyone.
SCHOOLWIDE BEHAVIOR ACCOUNTABILITY SYSTEM:
Students who choose not to follow classroom or school rules (outside the classroom) will be issued a Parent Communication Notice. We hope that in working with parents and students we can encourage positive behavior. The notices are used specifically as a communication to parents. We believe that by communicating with parents, we can work together to see that each child is accountable for his/her behavior. Each communication notice must be signed by the parent and student, then returned to the teacher the next day. If a student develops a pattern of not returning these notices to school, he/she may receive a recess detention for lack of responsibility or be issued another communication notice for harsher consequences.

Students who do not follow classroom or school rules will be given:

1. A verbal warning
2. REFOCUS
3. YELLOW communication notice
4. ORANGE communication notice
5. BLUE communication notice
6. OFFICE REFERRAL

* YELLOW Notice: This can be a warning or loss of recess. The teacher will continue to work with the student to help modify the behavior.

* ORANGE Notice: The teacher will contact the parent. Teacher and parent will work together to help modify the behavior as needed. The student may receive detention or community service as appropriate to the incident.

* BLUE Notice: Student/Parent/Teacher/Principal Conference may be scheduled by the classroom teacher to develop a plan to improve students’ behavior. Participants may be the parents, student, teacher, principal and other staff as needed. Based on this conference, a plan may be written so that all members of the team know what to do to help improve the student’s behavior. The student may receive loss of recesses, time out in another class, removal from peers, etc...

* OFFICE REFERRAL: Parent contact made. Infraction may result in on site detention, on site suspension, or home suspension.
POSSIBLE CONSEQUENCES
Possible consequences to be considered when working with students that don’t show responsibility for their own behavior.

× **RECESS DETENTION**: Recess detention may also be served for not following a playground rule. Students who do not return the signed communication notice will also receive recess detention for not following through on this responsibility.

× **SCHOOL SERVICE**: The natural consequence for some student’s misbehavior is school service. This might include performing school cleaning tasks and otherwise "working off" their misbehavior. Students may also be required to pay for any damages that occur due to their lack of responsibility.

× **POSITIVE ALTERNATIVE SCHOOL SUSPENSION/BUDDY CLASS**
Students that exhibit behavior in the classroom that is disruptive to the teacher or other students may be removed from the class and placed in on-site suspension. Students attend school in another class while they complete assigned tasks and school work. This may be used as an alternative to sending students home during the school day.

**SERIOUS MISBEHAVIOR:**
For more serious violations, office referrals will be issued immediately! An office referral will be given immediately for these offenses:

<table>
<thead>
<tr>
<th>Rough behavior</th>
<th>Restroom Abuse</th>
<th>Disrespect/Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profanity</td>
<td>Verbal Abuse/Name Calling</td>
<td>Bike Abuse</td>
</tr>
<tr>
<td>Racial Slurs</td>
<td>Abuse/School Property</td>
<td>Disrupting Class</td>
</tr>
<tr>
<td>Misbehavior during detention</td>
<td></td>
<td>Bullying</td>
</tr>
</tbody>
</table>

**SOME MISBEHAVIOR, SUCH AS FIGHTING AND DEFIANCE CAN LEAD DIRECTLY TO SUSPENSION.**
SUSPENSION AND EXPULSION

A pupil may be suspended or expelled for acts which are numerated in this section and related to school activity or attendance which can occur at any time, including but not limited to:

1. while on school grounds.
2. while going to or coming from school.
3. during the lunch period, whether on or off campus.
4. during, or while going to or coming from a school-sponsored activity.

Suspension means the removal of a student from ongoing instruction for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Parents are required to respond to a conference regarding the suspension before the suspended student is returned to class. Expulsion means removal of a student from the supervision and control or the general supervision of school personnel. A student who is expelled will not attend any school or alternative instructional program within the San Juan Unified School District for the duration of the expulsion. Students are recommended for expulsion from the San Juan Unified School when any of the acts listed under suspension involve a continuing danger to the physical safety of the student or others, or involve a threat to disrupting the educational process.

*IMMEDIATE SUSPENSION MAY OCCUR FOR CERTAIN OFFENSES, FIGHTING AND SERIOUS DEFIANCE OF A STAFF MEMBER ARE EXAMPLES.
The K-12 Pupil Disciplinary Guidelines are designed to allow school administration to assess incidents on an individual basis, issue pupil discipline that is age appropriate, and based on a progressive discipline model. Under California Education Code section 48900.5 (a), “Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons."

<table>
<thead>
<tr>
<th>Education Code Violation</th>
<th>1st Violation</th>
<th>2nd Violation</th>
<th>Additional Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>• Threats</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
</tr>
<tr>
<td>• Fight</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
</tr>
<tr>
<td>48900(a)(2) Willfully used force or violence upon another person.</td>
<td>Alternative to suspension or home suspension, and law enforcement notification</td>
<td>Home suspension, law enforcement notification, and possible request for expulsion</td>
<td>Home suspension, law enforcement notification, and request for expulsion</td>
</tr>
<tr>
<td>48900(b) Possession, sale, or furnishing of any knives, firearms, or other dangerous objects.</td>
<td>Alternative to suspension or home suspension, law enforcement or fire marshal notification, and possible request for expulsion</td>
<td>Home suspension, law enforcement or fire marshal notification, and possible request for expulsion</td>
<td>Home suspension, law enforcement or fire marshal notification, and request for expulsion</td>
</tr>
<tr>
<td>48900(c) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substance, or an intoxicant.</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>• Under the influence</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>• Possession</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>• Furnishing</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>• Sale</td>
<td>5 day home suspension, law enforcement notification, and mandatory expulsion</td>
<td>Home suspension, law enforcement notification, and possible request for expulsion</td>
<td>Home suspension, law enforcement notification, and request for expulsion</td>
</tr>
<tr>
<td>48900(d) Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.</td>
<td>Alternative to suspension or home suspension, and law enforcement notification</td>
<td>Home suspension, law enforcement notification, and possible request for expulsion</td>
<td>Home suspension, law enforcement notification, and request for expulsion</td>
</tr>
<tr>
<td>48900(e) Committed or attempted to commit robbery or extortion.</td>
<td>Home suspension, law enforcement notification, possible request for expulsion</td>
<td>Home suspension, law enforcement notification, and possible request for expulsion</td>
<td>Home suspension, law enforcement notification, and request for expulsion</td>
</tr>
<tr>
<td>Education Code Violation</td>
<td>1st Violation</td>
<td>2nd Violation</td>
<td>Additional Violations</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>48900(f) Caused or attempted to cause damage to school or private property.</td>
<td>Alternative to suspension and restitution</td>
<td>Alternative to suspension, home suspension, and restitution</td>
<td>Home suspension and restitution</td>
</tr>
<tr>
<td>* Minimal damage</td>
<td>Alternative to suspension, home suspension, restitution, law enforcement notification, possible request for expulsion</td>
<td>Home suspension, restitution, law enforcement notification, and possible request for expulsion</td>
<td>Home Suspension, restitution, law enforcement notification, and request for expulsion</td>
</tr>
<tr>
<td>* Extensive damage</td>
<td>Alternative to suspension, home suspension, restitution, and possible law enforcement notification</td>
<td>Alternative to suspension, home suspension, restitution, and possible law enforcement notification</td>
<td>Home suspension, restitution, law enforcement notification, and possible request for expulsion</td>
</tr>
<tr>
<td>48900(g) Stealing or attempting to steal school or private property.</td>
<td>Alternative to suspension, restitution, and possible law enforcement notification</td>
<td>Alternative to suspension, home suspension, restitution, and possible law enforcement notification</td>
<td>Home suspension, restitution, law enforcement notification, and possible request for expulsion</td>
</tr>
<tr>
<td>48900(h) Possessed or used tobacco or nicotine products.</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
</tr>
<tr>
<td>48900(i) Committed an obscene act or engaged in habitual profanity</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Obscene act</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Habitual Profanity</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension, or home suspension</td>
<td>Home suspension</td>
</tr>
<tr>
<td>48900(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
</tr>
<tr>
<td>48900(k) Willful Defiance and/or Disruption of School Activities</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension, home suspension, and possible request for expulsion if there is a pervasive pattern of defiance and disruption</td>
</tr>
<tr>
<td>* Cheating/Plagiarism</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Forgery</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Dress code violation</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Gang affiliation or behavior</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Gambling</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Defiance of authority</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Unauthorized parking</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Failed to serve Saturday detention</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Electronic device violation</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Closed campus violation</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Initiating a false fire alarm</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Inappropriate computer access</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Reckless driving</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Trespassing</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Verbal altercation</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>* Other disruptive or defiant behavior</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension, and possible request for expulsion</td>
</tr>
<tr>
<td>48900(l) Knowingly received stolen school or private property.</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension</td>
</tr>
<tr>
<td>48900(m) Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.</td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
</tr>
<tr>
<td>48900(n) Committed or attempted to commit sexual assault or battery.</td>
<td>5 day Home suspension, law enforcement notification, and mandatory recommendation for expulsion</td>
<td>Alternative to suspension or home suspension, and possible request for expulsion</td>
<td>Home suspension and possible request for expulsion</td>
</tr>
<tr>
<td>48900(o) Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension, and possible request for expulsion</td>
<td>Home suspension and possible request for expulsion</td>
</tr>
<tr>
<td>48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</td>
<td>Alternative to suspension or home suspension, and law enforcement notification</td>
<td>Home suspension and possible request for expulsion</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>48900(q) Engaged or attempted to engage in an act of hazing initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, or personal degradation, or disgrace resulting in physical or mental harm, to any student or other person attending any school.</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension, and possible request for expulsion</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>Education Code Violation</td>
<td>1st Violation</td>
<td>2nd Violation</td>
<td>Additional Violations</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>48900(t) Engaged in an act of bullying, including, but not limited to, bullying</td>
<td>Alternative to suspension and possible law enforcement notification</td>
<td>Alternative to suspension or home suspension, and possible law enforcement</td>
<td>Home suspension, possible request for expulsion, and possible law enforcement</td>
</tr>
<tr>
<td>committed by means of an electronic act.</td>
<td></td>
<td>notification</td>
<td>notification</td>
</tr>
<tr>
<td>48900(t) Aided or abetted in the infliction or attempted infliction of physical injury to</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension and possible request for</td>
<td>Home suspension, and request for expulsion</td>
</tr>
<tr>
<td>another person.</td>
<td></td>
<td>expulsion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alternative to suspension</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
</tr>
<tr>
<td>48900.2 Prohibited sexual harassment includes, but is not limited to, unwelcome</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension and possible request for</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>sexual advances, requests for sexual favors, and other verbal, visual, or physical</td>
<td></td>
<td>expulsion</td>
<td></td>
</tr>
<tr>
<td>conduct of a sexual nature (Applies to grades 4-12).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48900.5 Causating, threatening, or attempting to cause, or participating in an act of</td>
<td>Alternative to suspension or home suspension</td>
<td>Alternative to suspension or home suspension and possible request for</td>
<td>Home suspension and request for expulsion</td>
</tr>
<tr>
<td>hate violence as defined as willfully interfering with or threatening another person or</td>
<td></td>
<td>expulsion</td>
<td></td>
</tr>
<tr>
<td>property rights because of race, ethnicity, national origin, religion, disability, or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sexual orientation, speech that threatens violence, when the perpetrator has the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>apparent ability to carry out threat, may be considered an act of hate violence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Grades 4-12).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48900.4 Students in grades 4 through 12: Intentionally engaged in harassment, threats</td>
<td>Alternative to suspension or home suspension</td>
<td>Home suspension and possible request for expulsion</td>
<td>Home suspension, and request for expulsion</td>
</tr>
<tr>
<td>and/or intimidation which are directed against school district personnel or pupils, that</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>is sufficiently severe or pervasive, and invading the rights of either school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>personnel or pupils by creating substantial disorder, and creates an intimidating or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hostile educational environment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alternative to suspension, home suspension, law enforcement notification,</td>
<td>Home suspension, law enforcement notification and possible request for</td>
<td>Home suspension, law enforcement notification and request for expulsion</td>
</tr>
<tr>
<td></td>
<td>possible request for expulsion</td>
<td>expulsion</td>
<td></td>
</tr>
<tr>
<td>48915(a)(1)(A) Causing serious physical injury to another person, except in self-</td>
<td>3-5 day home suspension, law enforcement notification, request for expulsion</td>
<td>5 day home suspension, law enforcement notification and request for expulsion</td>
<td></td>
</tr>
<tr>
<td>defense.</td>
<td>unless the principal finds that expulsion is inappropriate, due to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular circumstance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(a)(1)(B) Possession of any knife, or other dangerous object of no reasonable use</td>
<td>3-5 day home suspension, law enforcement notification, request for expulsion</td>
<td>5 day home suspension, law enforcement notification and request for expulsion</td>
<td></td>
</tr>
<tr>
<td>to the pupil.</td>
<td>unless the principal finds that expulsion is inappropriate, due to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular circumstance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(a)(1)(C) Unlawful possession of any controlled substance except for the first</td>
<td>3-5 day home suspension, law enforcement notification, request for expulsion</td>
<td>5 day home suspension, law enforcement notification and request for expulsion</td>
<td></td>
</tr>
<tr>
<td>offense of possession of not more than one ounce of marijuana.</td>
<td>unless the principal finds that expulsion is inappropriate, due to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular circumstance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(a)(1)(D) Robbery or extortion.</td>
<td>3-5 day home suspension, law enforcement notification, request for expulsion</td>
<td>5 day home suspension, law enforcement notification and request for expulsion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>unless the principal finds that expulsion is inappropriate, due to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular circumstance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(a)(1)(E) Assault or battery upon a school employee.</td>
<td>3-5 day home suspension, law enforcement notification, request for expulsion</td>
<td>5 day home suspension, law enforcement notification and request for expulsion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>unless the principal finds that expulsion is inappropriate, due to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular circumstance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(c)(1) Possession, selling, or otherwise furnishing a firearm.</td>
<td>5 day home suspension, law enforcement notification, and mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>recommendation for expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(c)(2) Brandishing a knife.</td>
<td>5 day home suspension, law enforcement notification, and mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>recommendation for expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(c)(3) Unlawfully selling a controlled substance.</td>
<td>5 day home suspension, law enforcement notification, and mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>recommendation for expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(c)(4) Committing or attempting to commit sexual assault or battery.</td>
<td>5 day home suspension, law enforcement notification, and mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>recommendation for expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48915(c)(5) Possession of an explosive.</td>
<td>5 day home suspension, law enforcement notification, and mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>recommendation for expulsion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
School District Responsibilities
A pupil shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the pupil is enrolled determines the pupil has violated one or more parts of the California Education Code. A pupil may be disciplined, suspended or excelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

Student Responsibilities
All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools - California Education Code section 48908.

Parent/Guardian Home Interventions - When Pupil Is Suspended
Home suspension is an effective intervention when it is used as a teachable moment with a pupil. Consider the following strategies: Require homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together for you). Make sure the pupil completes any missed assignments. During the suspension, try to make this time as boring as possible so they won't want to be on suspension again. Provide adult supervision on the day(s) of suspension. Limit or restrict access to television, phone, internet, video games and friends. Help the pupil think of other ways they could have dealt with the situation. Pupils are less likely to get into trouble when they are involved in positive activities. Find something the pupil likes and get them involved (sports, arts, youth groups, drama, etc.). Connect with community resources to help the pupil - see www.211sacramento.org or ask a school counselor/administrator. Model forgiveness. We all make mistakes. The goal of suspension is for the pupil to learn from their mistakes and not repeat them.

Definitions
• Suspension: is the removal of a pupil from the classroom for disciplinary reasons for a defined period of time. A principal or designee may suspend a pupil for up to five days. A suspension may be extended under certain conditions. Pupils placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension.
• Expulsion: as ordered by the Board of Education, is the removal of a pupil from all schools in the San Juan Unified School District for violating the California Education Code. The expulsion is for a defined period of time not to exceed one calendar year.
• Brandishing: is to wave a weapon menacingly.
• Assault: is an unlawful attempt, coupled with present ability, to commit a violent injury on the person of another.
• Battery: is any willful and unlawful use of force or violence upon the person of another.
• Serious bodily injury: means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.
• Self-defense: to establish the defense, the person must be free from fault or provocation; must have no means of escape or retreat; and there must be an impending peril.
• Terroristic threat: shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.
• Bullying: any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  (A) Placing a reasonable pupil or pupil in fear of harm to that pupil’s or those pupils’ person or property.
  (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
• Electronic act: the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  1. A message, text, sound, or image.
  2. A post on a social network Internet Web site including, but not limited to:
     a) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in the definition of bullying.
     b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of bullying. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
     c) Creating a false profile for the purpose of having one or more of the effects listed in the definition of bullying. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. Notwithstanding an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Alternatives To Suspension Include But Not Limited To:
• Student Study Team
• Helping the lunch staff
• Involuntary transfer
• Student mentor
• Parent/Guardian conference
• Positive Behavior Intervention Support
• Daily attendance check
• Substance abuse contract
• Parent/Guardian to school
• Behavior contract
• Detention
• Creates “awareness” packet
• Assign as teacher assistant
• Assign to “buddy” classroom
• Loss of recess
• Administrative check-in
• Saturday school
• Assist with the sports program
• Class/Schedule change
• Teen Intervene Program
• No contact contract
• Write letter of apology
• Join student activity group
• Timeout from classroom
• Campus beautification
• Visit from law enforcement
• Restorative justice
• Conflict mediation
• Voluntary transfer
• Gang contract
• Community service
• Social restrictions
Please sign and return to your child’s teacher

TRAJAN ELEMENTARY SCHOOL

“Trajan Pride”

I have read the Parent/Student handbook for the 2013/2014 school year and understand the procedures.

Parent Signature  Date          Student Signature  Date
# San Juan Unified School District
## 2013 – 2014 School Year

<table>
<thead>
<tr>
<th></th>
<th>FIRST WEEK</th>
<th>SECOND WEEK</th>
<th>THIRD WEEK</th>
<th>FOURTH WEEK</th>
<th>FIFTH WEEK</th>
<th>School Days</th>
<th>School Days</th>
<th>Non-Inst Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>Elem</td>
<td>Sec</td>
<td>Days</td>
</tr>
<tr>
<td>July</td>
<td>1 2 3 4 5</td>
<td>8 9 10 11 12</td>
<td>15 16 17 18</td>
<td>22 23 24 25</td>
<td>29 30 31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>1 2 5 6 7</td>
<td>8 9 10 11 12</td>
<td>12 13 14 15</td>
<td>16 19 20 21</td>
<td>26 27 29 30</td>
<td>12 12 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>2 3 4 5 6</td>
<td>9 10 11 12 13</td>
<td>16 17 18 19</td>
<td>23 24 25 26</td>
<td>30</td>
<td>20 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>1 2 3 4 5</td>
<td>7 8 9 10 11</td>
<td>14 15 16 17</td>
<td>21 22 23 24</td>
<td>28 30 31</td>
<td>23 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>1 2 3 4 5</td>
<td>11 12 13 14</td>
<td>15 18 19 20</td>
<td>23 25 26 27</td>
<td>28 29 30</td>
<td>14 15</td>
<td>1-Elem</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>2 3 4 5 6</td>
<td>9 10 11 12 13</td>
<td>16 17 18 19</td>
<td>23 25 26 27</td>
<td>30 31</td>
<td>15 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>1 2 3 4 5</td>
<td>6 7 8 9 10</td>
<td>13 14 15 16</td>
<td>20 21 22 23</td>
<td>27 28 29 30</td>
<td>19 18</td>
<td>1-Sec</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>3 4 5 6 7</td>
<td>10 11 12 13</td>
<td>17 18 19 20</td>
<td>24 26 27 28</td>
<td>31</td>
<td>15 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>3 4 5 6 7</td>
<td>10 11 12 13</td>
<td>17 18 19 20</td>
<td>24 25 26 27</td>
<td>28</td>
<td>21 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>1 2 3 4 5</td>
<td>7 8 9 10 11</td>
<td>14 15 16 17</td>
<td>21 22 23 24</td>
<td>28 29 30</td>
<td>17 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>1 2 3 4 5</td>
<td>2 5 6 7 8</td>
<td>12 13 14 15</td>
<td>19 20 21 22</td>
<td>26</td>
<td>21 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>2 3 4 5 6</td>
<td>8 9 10 11 12</td>
<td>16 17 18 19</td>
<td>23 25 26 27</td>
<td>30</td>
<td>3 3 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Holidays**
- September 2, Labor Day
- November 11, Veterans' Day
- November 28, Thanksgiving Day
- November 29, Local Holiday
- December 25, Christmas Day
- December 26, 27, 30, 31 Winter Recess
- January 1, New Year's Day
- January 20, Martin Luther King, Jr. Day
- February 17, Presidents' Day
- February 18, Lincoln's Day Observed
- April 18, Local Holiday
- May 26, Memorial Day

**Teacher Work Year**
- August 14 - June 5

**Instructional Days** 180
**Non-Instructional Days** 5
**Total Days** 185

**Student First/Last Day**
- August 15 - June 4

**Last day of the HS semester**
- December 20

**High School Semester Dates**
- August 15 - December 20 (18 weeks)
- January 7 - June 4 (19 weeks)

**Non-Instructional Days**
- August 14 - Teacher Work Day
- November 15 - Elementary Teacher Work Day
- January 6 - Secondary Teacher Work Day
- June 5 - Staff Development Day
- Plus Staff Development Day: by site

**Strike through days represent "School Recess Days"**
KIDS

Some of us have black hair.
Some have blond or brown.
Some of us are city kids.
Some live in a small town.
Some of us ride buses.
Some walk to school each day.
Some of us like studying.
Some only want to play.
Some of us are quiet kids.
Some love making noise.
We're every color, shape, and size.
We're girls and we are boys.
Some are learning English.
And that's quite hard to do.
(What makes it even harder,
is if kids laugh at you.)
We're different in so many ways.
The list could get so long.
But think of how we are alike,
and that list won't be wrong:
All of us are children.
All of us like fun.
All of us are special -
every single one.
All of us share just one home.
It's called the planet, Earth.
All of us are dreamers...
and all our dreams have worth.