

PARENT-STUDENT HANDBOOK

2021-22



SAN JOSE
PRIMARY

4072 Sunbeam Road
Jacksonville, FL 32257
(904) 425-1723



San Jose Primary: Learning Today, Leading Tomorrow

Your Child is Empowered to Take a Hands-on Approach to Learning

Our staff is committed to getting to know you and your children during this journey together. We pride ourselves as educators of the "whole child." San Jose Primary creates an environment that is physically safe and where your children are challenged academically. We aim to foster confidence, independence and connectivity.

We use the most current technology and innovative educational methods, such as Kagan Structures and a Project-based Learning Approach, to create a truly Authentic Learning Experience. We offer a balanced academic approach to include English Language Arts, Math, Science and Social Studies, plus electives and time for physical activity and hands-on learning. Our goal is to build a foundation so that our students thrive academically, socially and emotionally all the way from K-12.

We are excited to begin this new school year. Let's do this together.

Please read our handbook that covers policies and procedures so that we all get the most out of the San Jose Schools experience.





ACADEMIC INTEGRITY

At San Jose Primary, students are members of a community committed to honor and integrity. Therefore, students are expected to show academic integrity at all times. All student work should be done individually unless the teacher clearly states otherwise. It is the responsibility of the student to know what is acceptable in each class. Academic honesty extends to all work that a student produces. Unless a teacher has granted student permission to seek outside help, it is assumed that a student has completed his/her assignments, tests, quizzes, etc. independently. Representing work as one's own when it is done by family, friends, students, tutors, etc. is academic dishonesty.

By our definition, **academic dishonesty** includes, but is not limited to, the following:

- Cheating
- Plagiarism
- Stealing an assignment, a test, or other related material
- Allowing someone else to copy a student's assignments or homework
- Copying (writing, photographing, etc.) assignments or homework from another student
- Having or using a communication device to send or obtain unauthorized information
- Sharing answers to any graded work such as essays, homework, projects, quizzes, tests, etc.
- Having or using notes, formulas or other information in either written or programmable calculator or another technology-based format without teacher permission

When there is evidence of academic dishonesty, after a thorough investigation, the parent/guardian will be notified. The student will receive a failing grade on the assignment or assessment. The severity of the violation will determine the severity of any additional consequences. This is covered in the Code of Conduct.

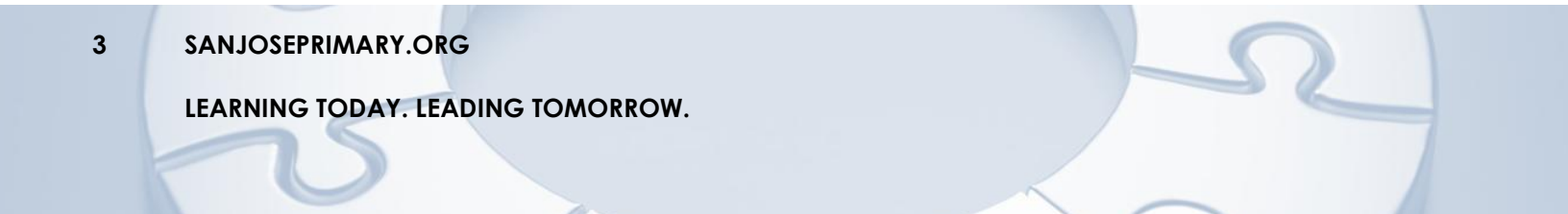
ACADEMIC MODEL

School Hours: Monday through Thursday, 8 a.m. to 2:30 p.m., Friday, 8 a.m. to 1 p.m.

The goal of San Jose Primary is for all students to achieve academic success. This assures high levels of learning for all students. For all students to learn, there are four components: 1) Highly effective core instruction; 2) systematic identification of each student's level of success during instruction; 3) a multi-tiered system of support to ensure that all students learn; and 4) accurate and meaningful reporting of student achievement.

ACADEMIC SUPPORT – AFTER SCHOOL

Academic support classes may be available after school. Each content area will offer tutoring services on a rotating basis. Students who are in danger of failure will be scheduled to attend these





sessions at the request of the teacher. Tutoring schedules will be communicated by the teacher directly to parents. Prompt pickup from tutoring sessions is the responsibility of the parent.

AFTERCARE

The aftercare program is run through the YMCA, and you must register through them. They provide financial assistance for those that qualify.

ANTI-DISCRIMINATION POLICY

In accordance with federal and state antidiscrimination laws and in accordance with the Florida Education Equity Act, the school will not discriminate based on any legally protected category in the admission of students. San Jose Schools strictly prohibits any type of discrimination or harassment by students and staff members. Any student who believes they have been the victim of discriminatory or harassing conduct should immediately report such conduct to their teacher or an administrator. Students may also report such conduct to the administration using our online anonymous tip line, which can be accessed from the home page of our website. San Jose Schools administration takes serious reports of discrimination and harassment and will investigate them to the fullest extent.

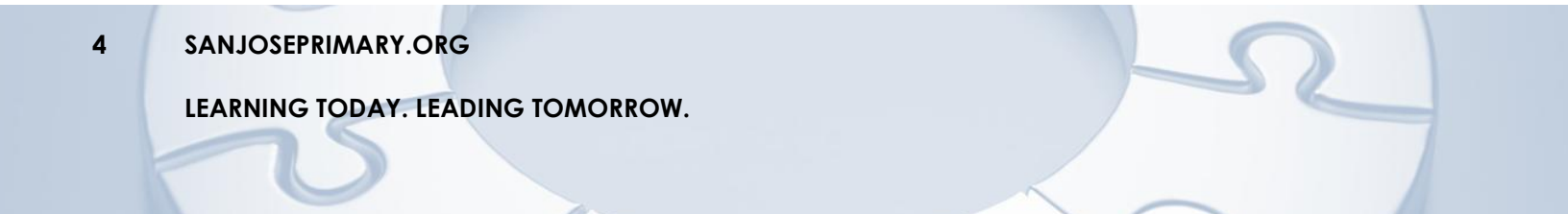
ASSESSMENTS

Students will take a combination of summative and formative assessments.

- Students grades three through five will be required to take the Florida Standards Assessment (FSA) in both Math and Language Arts.
- Testing accommodations will be provided for ELL, ESE or any students whose 504 Plan indicates such a need.
- Kindergarten students will take FLKRS (Florida Kindergarten Readiness Screener).
- English Language Learners (ELLs) will take ACCESS based on WIDA English Language Development standards.
- I-Ready Benchmark assessments will be administered three times per year. Diagnostic data will be reported to parents via email.

ATTENDANCE/ABSENCES

It is the parent/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. The following causes are acceptable excuses for excused absence: (1) illness or injury of the student; (2) serious illness or death in the student's family; (3) official religious holiday. There is an online form that can be used to submit for absence excuses as well.





Failure to attend school regularly can cause a student to fail from school. If a student has more than 18 full-day, unexcused absences for the year, or misses any one particular class more than 9 times per quarter, the student is in jeopardy of receiving an F for that particular quarter(s).

A physician's note is needed when: (1) the student has been absent for 3 or more consecutive days; (2) has had surgery; (3) is returning to school after hospitalization, (4) has been under the doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

If a student needs to leave school before the end of the school day, the parent or guardian must come to the school office and sign him/her out. A photo ID must be presented every time a student is being signed out. Students will not be dismissed from the classroom, only the front office. Students will not be dismissed 30 minutes prior to the end of the school day due to traffic and safety concerns.

Family Leave

Please be mindful of the state assessment dates, which begin in April, before planning vacations. If you have scheduled a vacation that does not correspond with our calendar school closing dates, please send in a note with those dates. These can be excused absences if the child submits the work assigned by the teacher for the missed days. The teacher may post the assignments to Google Classroom or provide the work in another format. See below.

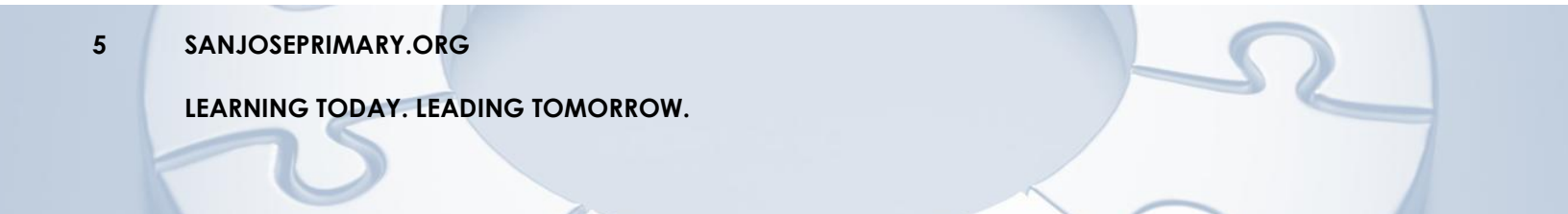
Make-Up Work - Excused Absences

Students are expected to make up all work missed during **excused absences**. The student must contact the teacher **on the first day back** to school to make arrangements to make up the work. The student will be given the same number of days to complete the make-up work as the number of days absent, with an excused absence. For example, if the student missed two days of school, then they will have two days to make up the work. The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation. All assignments including tests and exams announced in advance of the student's absence must be made up. If assignments have been scheduled more than seven (7) days out, work must be turned in/on/or before the due date.

If a student is suspended for one to three days, the student must make up their work within (5) five school days.

Medical/Dental Appointments

Appointments should be made outside of school time whenever possible. Please plan to pick up your child when classes change, we cannot interrupt instruction. Tardiness and absences impede scholastic progress. When such appointments are impossible to obtain outside of school time, an excused absence is granted for medical and dental appointments only when official verification is received from the doctor or dentist and submitted by a parent in writing.





BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems.

To be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Children who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once and are intentional.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of Bullying

Verbal bullying is saying or writing mean things. Verbal bullying includes:

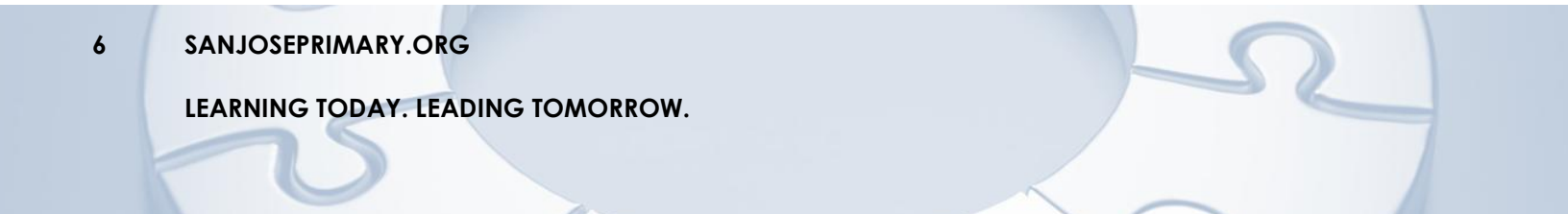
- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures
- Stalking





Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Children who are being cyberbullied are often bullied in person as well. Additionally, children who are cyberbullied have a harder time getting away from the behavior.

- Cyberbullying can happen 24 hours a day, 7 days a week, and reach a child even when he or she is alone. It can happen any time of the day or night.
- Cyberbullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source.
- Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent.

It is the policy of San Jose Schools that ALL students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. All allegations of bullying will be thoroughly investigated. Students found to be bullying another student will be subject to disciplinary, as well as legal action.

CALENDAR

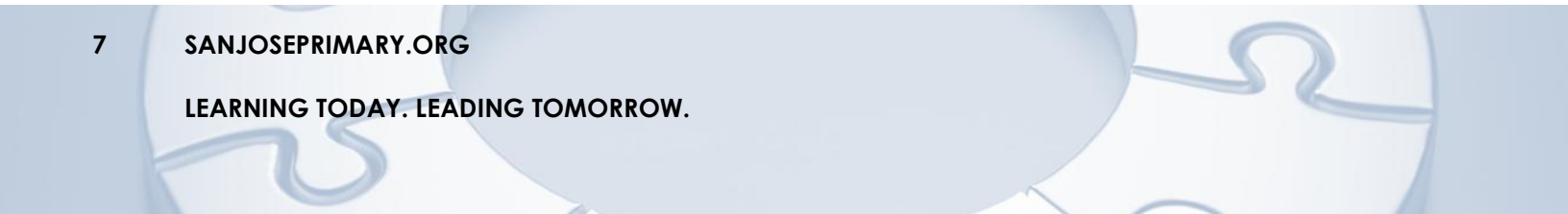
We follow our own calendar, and it may or may not match the DCPS calendar. Please refer to the website for up to date information at SanJosePrimary.org.

At San Jose Primary, **every Friday** is an early release day with dismissal at 1 p.m.

CHILD ABUSE REPORTING REQUIREMENTS

State law and San Jose Schools policy require all persons responsible for the welfare of children to report any **SUSPECTED INSTANCES OF CHILD ABUSE OR NEGLECT**.

Any teacher or staff member who notices physical neglect or bodily harm or who has reasonable suspicion of emotional or sexual abuse will be required to make an official report to the appropriate legal agency. Florida legislation requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families (DCF), while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.





CLOSED CAMPUS

San Jose Primary is a closed campus. After arrival at school, students must not leave campus at any time without checking out in the front office with their parent or guardian's permission. Students who leave campus without permission are skipping and will be subject to disciplinary action.

CLUBS

San Jose Primary offers clubs to meet individual student interests. Clubs meet after school and under the supervision of a faculty club sponsor. A list of clubs and after school activities will be provided at the beginning of each school year. Health concerns caused by the COVID-19 pandemic mean that club activities are suspended until further notice.

CONFERENCES

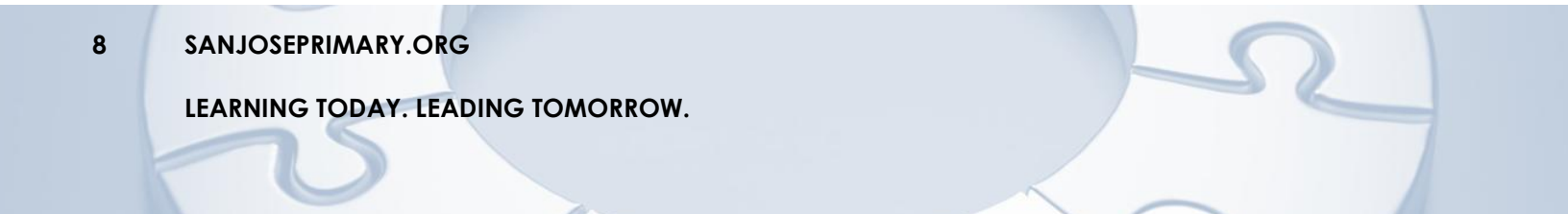
We promote a system of ongoing interactivity between families and the school with the primary source of electronic mail. Parents/guardians are encouraged to participate in parent/teacher/student conferences each academic year. Please keep your e-mail updated for weekly electronic newsletters and follow our updates and posts on our school website or app. A parent/teacher conference may be requested with an administrator and will be scheduled at the first available time.

CONFISCATED ITEMS

Personal items may be confiscated when there is a disruption to the learning environment. Confiscated items include, but are not limited to, cell phones, smart watches, electronic devices, hats or other headwear, toys or other items as necessary. Initial infractions allow students to claim items at the end of the school day. Repeated infractions will require parents/guardians to come to school to retrieve the item from a school official.

CONTACT INFORMATION

It is critical that parent contact information must be kept up-to-date in the school records. Please assure that your mailing addresses, phone numbers and email address is current with the school. San Jose Schools communicate primarily with parents/guardians through email, so it is of utmost importance that we have your correct email address. Please be sure that the student's Emergency Contact form is accurate throughout the school year as it is our means of contacting parents/guardians in the event of an emergency.





San Jose Schools sends out newsletters and updates to parents/guardians via email. These emails contain important information related to school activities and events; **parents/guardians and students are expected to take responsibility for receiving these communications.**

DETENTION

The purpose of the detention policy is to deter inappropriate behavior and have an immediate response to such behavior. The detention policy will also serve as an alternative to suspension, help to eliminate disruptive behavior and preserve the high standard of behavior at San Jose Primary.

The detention policy is devised to address all issues that are most disruptive to the teaching and learning environment. These include, but are not limited to defacing school property, disobedience, disrespect, disturbing class, excessive talking, failure to complete work, littering and poor attitude. The Dean of Students will conduct detention. The set time for detention is 2:45 to 3:15 p.m. A parent/guardian must pick up their child at 3:15 p.m.

DISCIPLINE

Building a strong sense of community in schools is an integral part of ensuring safety; therefore, teachers are expected to provide students with rituals and routines that will ensure a positive classroom environment. Parents/guardians will be notified of any concerns related to their child's behavior. San Jose Schools a school choice and not a zoned school. At San Jose Primary, we follow the DCPS Code of Conduct Policies.

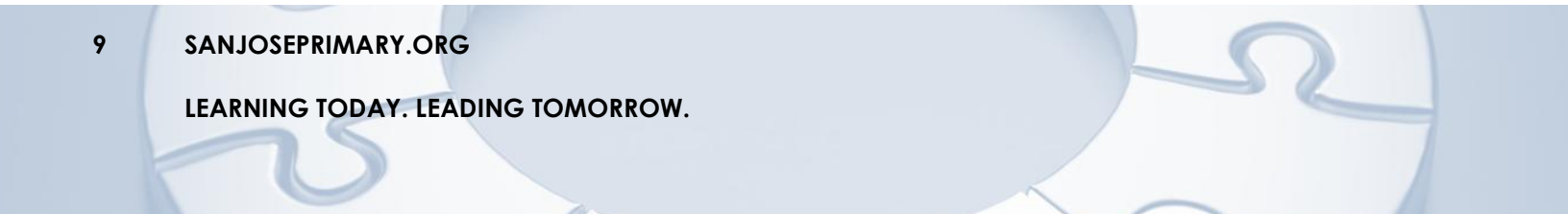
DISMISSAL AND PICKUP

Students should be picked up in a timely manner after school. Students should be picked up by **2:45 p.m.** or **1:15 p.m.** on Early Release days, unless they are staying after school for a scheduled and supervised after-school activity; in which case they should be picked up by 3:15 p.m.

Pick-up plans should be finalized before the student comes to school. However, should an emergency arise, the parent is to contact the front office and their student will be notified. If an individual attempts to pick up a child without proper school issued placards, they will be asked to check in to the school office with ID and verified parent permission.

Before releasing a student from the front office, individuals listed on the student's Emergency Information Form will be the only ones authorized to retrieve the student from the school. The individual must be an adult and be prepared to provide a picture ID.

Parents/guardians should submit to the front office personnel copies of any legal documents which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names





appear on the student data card. Friends and strangers will be denied access to a student in the absence of verified parental consent. Even if we know you are a parent, but you do not have court specified rights to pick a child up at a time different from that specified, we will need to secure permission prior to release.

EARLY RELEASE

Early Release is *every* Friday at 1 p.m.

EMERGENCIES

Illness

The importance of regular attendance cannot be over-emphasized; however, students should not be sent to school when they are ill. If a student becomes ill during the school day, and it appears they would be best cared for at home, the parent/guardian will be notified. Due to limited space, we are unable to accommodate a sick child for an extended amount of time. School personnel must be notified of any student's chronic illness (i.e., asthma, diabetes, heart conditions or seizures).

Injury

The procedures listed below will be followed for an injured student:

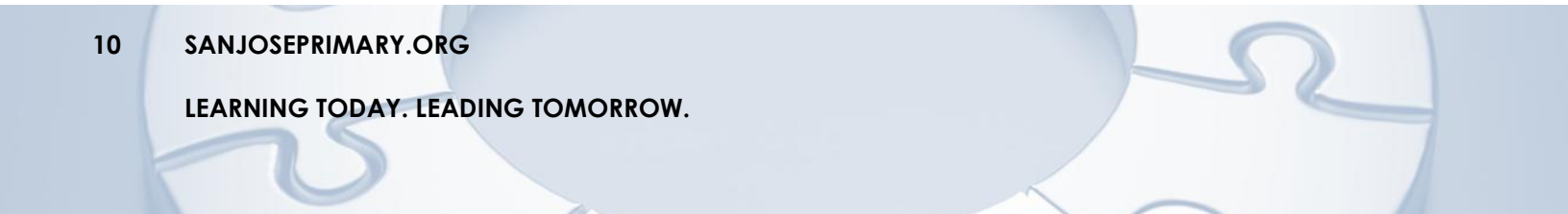
1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer first aid.
4. The parent(s) will be called, and the injury described. For a minor injury the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. In the event of a critical injury the parent/guardian will be notified immediately followed by 911. If no parent is available an emergency contact will be contacted.
6. An incident report will be completed for any injury.

FALSIFICATION OF INFORMATION

Falsification of statement, forgery of documents, dishonesty, fraud, deceit, collusion, or conspiracy will be cause for immediate disciplinary action.

FAMILY RIGHTS AND PRIVACY ACT

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records. An employee of San Jose Schools will be present during the viewing of all records.





FEES

Students and families may be asked to make a monetary contribution towards some activities. Donations are welcome to help support all families.

FIELD TRIPS

Teachers are encouraged to plan field trips as an extension of classroom learning. The students must wear the San Jose Storm shirt or their PE t-shirt, with no exceptions, on these excursions.

Chaperones

Parents/guardians can support by assisting teachers as a chaperone. Parents/guardians serving in this capacity may not have other children accompany them. For a parent/guardian to be a chaperone, they need to do a background check through the county with the following website: www.dcps.duvalschool.org/volunteer. The school must be notified when the parent/guardian has been cleared.

Conduct

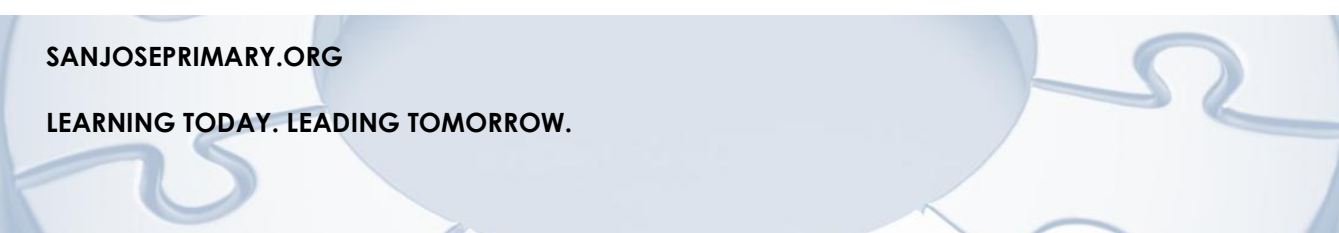
Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct, or grades. Any student with multiple referrals or an 'F' in any subject will not participate. Any student with an out of school suspension during that marking period will not participate.

Permission and Fees

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip prior to each field trip. Money and permission slips must be turned in to the teacher, prior to the field trip or the student will not be permitted to go on the field trip. The student is expected to attend school. Failure to do so will result in an unexcused absence.

Field Trip Authorization forms must be filled out completely and signed and returned by the preset deadline for each field trip. The Authorization for Medical Treatment form is required to be filled out completely.

Once fees are paid for a field trip the fees are non-refundable. Field trip costs are predetermined based upon a certain number of participants who will share the total expense. The only consideration for a refund would be due to death in the family or an injury to the student that precludes them from field trip participation. A student being removed due to disciplinary reasons is not an instance when a refund will be granted.





FOOD AND DRINK

Food, drinks (other than water), candy, gum, etc. are NOT allowed in the classrooms due to the potential damage to school property unless specifically directed by the classroom teacher or for a medical necessity. A teacher, at his/her discretion, may select one day a month to have a birthday celebration for all students with birthdays that month. Parent contributions of store-bought foods in sealed containers can be arranged with the classroom teacher.

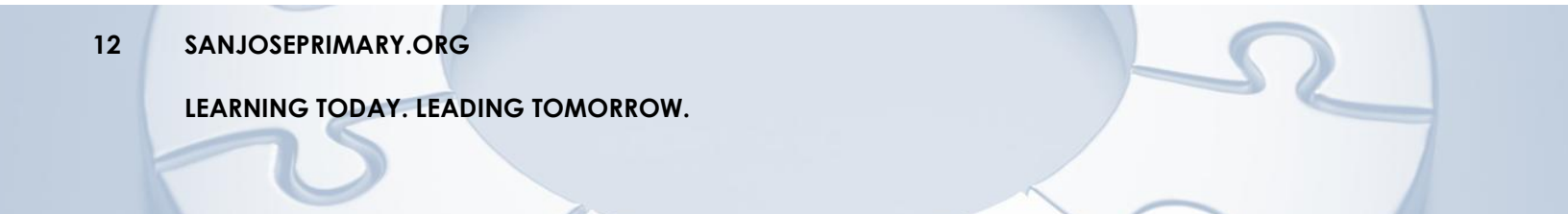
GRADING AND REPORTING

Assessment and reporting of students’ classroom performance is the responsibility of the classroom teacher. Grades will be based on factors including, but not limited to:

- Participation in classroom discussions, and other oral performances graded against a rubric
- Quality of submitted written work, including essays, answers to questions and reports
- Performance on tests and examinations
- Quality of projects completed
- Classroom presentations

Students will receive a combination of formative and summative grades in each class. **Every teacher will post grades weekly in FOCUS** so that parents/guardians and students may review student progress.

Grade Scale for Students in Grades 3-5	
Achievement (%)	Progress Level
A = 90-100	Indicates superior proficiency and achievement.
B = 80-89	Indicates above average proficiency and achievement.
C = 70-79	Indicates fair proficiency and achievement.
D = 60-69	Indicates minimum proficiency and achievement – credit given. Intervention needed.
F = 0-59	Unacceptable work – no credit given. Intervention required.





Grading Scale for Students in Grades K-2	
Achievement	Progress Level
E = Excellent	Indicates superior proficiency
S+ = Satisfactory	Indicates above average proficiency and achievement
S = Satisfactory	Indicates fair proficiency and achievement
NE = Needs Improvement	Indicates minimum proficiency and achievement, with intervention needed.
U = Unsatisfactory	Indicates unacceptable work, with interventions required.

HOMework

Good study habits and consistent completion of homework are necessary for success in life. At San Jose Schools students will be assigned homework. Students are expected to complete and submit assignments by the teacher's deadline. Students will be provided with a time extension based on the number of excused absences, i.e., three excused days out, three extension days to turn in all work.

HONOR ROLL

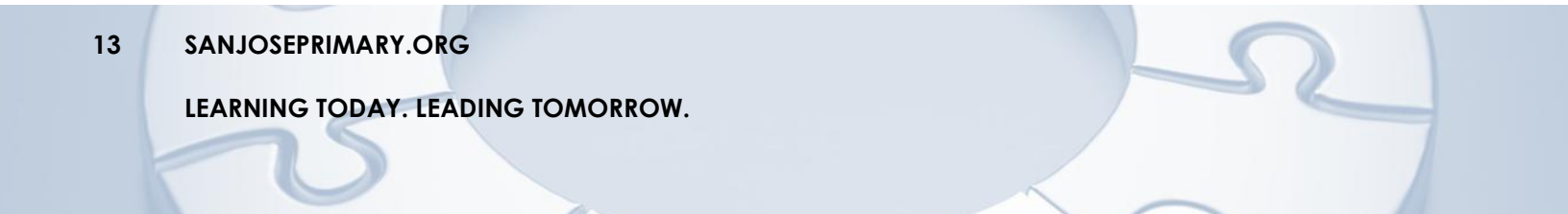
Students who earn all A's or A/B on his/her report card will be recognized quarterly as an Honor Roll student.

LOST AND FOUND

Students frequently misplace clothing or items brought to school. A Lost and Found collection is kept in the cafeteria. Students are welcome to check for missing items in the Lost and Found. Please encourage your child to check for lost items. Items not claimed within a 9-week period will be given to charity.

LUNCH PROGRAM

San Jose Schools is a member of the National School Lunch Program. San Jose Primary is a CEP school therefore all students eat breakfast and lunch for free. Students who do not participate in the lunch program can bring their own lunch. Students are not permitted to order food to be delivered.





MEDICATION

The practice of administering medications in school is governed by several areas of Florida Law. The administration of any medication in school is discouraged, unless necessary to optimize a student's health and ability to attend school. Except in the case of emergency medications, parents/guardians are requested to administer a student's medication before or after school, safely at home. The school has the right to refuse to administer medication that is not required to be given during the school hours.

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of San Jose Primary without specific written authorization by the parents/guardians and physician of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the parent must sign an authorization form and have the form completed by their physician. Please obtain this form in the school office. The medication will be kept in the office and will be administered by office personnel. A parent may also choose to come to school and administer medication.

Please be aware that San Jose Primary does not have a nurse present at the school. Parents/guardians are ultimately responsible for ensuring that their child is receiving medication at school as expected and ordered, that medication guidelines are being followed, medications are not expired, supplies from home are available, unused medication is picked up, documentation is complete, health and medication changes are communicated, that their child has been educated about their personal responsibilities when taking medication at school, and that a current phone contact number is available on the emergency contact list.

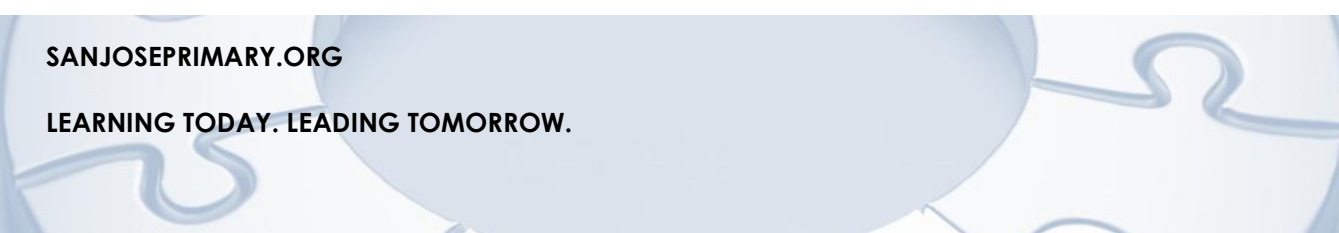
Guidelines for administering medication are strictly enforced to adhere to professional best-practices that ensure a student's safety. Lack of cooperation with or not following the Guidelines for Administering Medication will result in the school's inability to administer medication to a student.

MENTAL HEALTH PLAN

In accordance with SB 7029, San Jose Primary has its own plan to address matters of mental health. In accordance with the law, all students are given a behavioral assessment when they become a student here at San Jose Primary. All matters that may arise regarding a student's mental health status will be referred to the Mental Health Plan. This plan, and its remedies, are outside of the Code of Conduct and is handled as a separate matter.

PARENT SURVEYS

The School Climate Survey measures student perceptions of school climate. The surveys are brief, reliable, and valid for assessing perceived school climate among students and an overall understanding of how middle and high school students perceive the quality and character of school





life. Students complete the survey during school hours using campus computers under the guidance of teachers or other appropriate school personnel. Parents/guardians shall be notified in advance via the principal's newsletter and the notice shall include dates during the school year of its administration.

PARENT-TEACHER CONFERENCES

San Jose Primary teachers will communicate regularly with parents/guardians regarding their child's academic performance and/or behavior. In the event a parent would like to meet with the child's educational team, a parent may request a conference. Teachers may also schedule parent-teacher conferences.

PERSONAL ELECTRONIC DEVICES

In the age of technology, we do understand that cell phones play an integral part in communicating with others. However, at San Jose Primary cell phones are not to be used during school hours. Students will have access to classroom phones as well as the front office phone. Electronic devices are not permitted in the hallways or in the restrooms at any time. Misuse of these items will result in confiscation. The school shall not be responsible for any damage, theft, or loss of any electronic device brought to the school property or at any school related function.

San Jose Primary students are not allowed to have personal electronic devices on campus at any time. If a request is made and approved by school administration, the student will have to check their device with the Front Office prior to school beginning and can retrieve items at the conclusion of the school day. San Jose Primary and the San Jose Schools Administrative Offices are **NOT** responsible for loss, damage or theft of any devices brought to school.

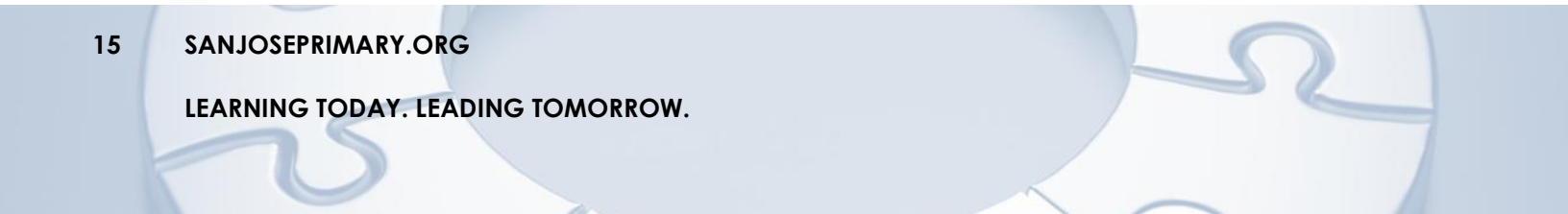
PROGRESS REPORTS

Progress reports will be provided quarterly. Parents/guardians are expected to check on their student's grades via the FOCUS parent portal system. Parents/guardians are also expected to review, sign and date each progress report and students will submit a signed report to their teacher. Parents/guardians will be informed of mid-term progress report dates and should request teacher conferences whenever the grade falls below a C in grades 3-5 or Satisfactory (S) in grades K-2.

PROMOTION REQUIREMENTS

San Jose Primary follows the promotion requirements of the Duval County Schools. See requirements at the following link, beginning on page 44:

[https://dcps.duvalschools.org/cms/lib07/FL01903657/Centricity/Domain/5670/STUDENT PROGRESSION PLAN 1314 rev 010714.pdf](https://dcps.duvalschools.org/cms/lib07/FL01903657/Centricity/Domain/5670/STUDENT_PROGRESSION_PLAN_1314_rev_010714.pdf).





RELEASE OF LIKENESS AND IMAGES

By signing the acknowledgement, you understand that all our students are susceptible to having their likeness or image used in social media posts, marketing materials, and school communications. If you would like to opt your student out of this, please see San Jose Primary's administrative assistant for an opt-out form.

REPORT CARDS

Students will receive report cards four times per year at the end of each 9-week grading period. Report cards are available on the FOCUS parent portal. Students or parents/guardians who have a question regarding a report card grade should contact the teacher of that grade in question, directly.

SAFETY AND SECURITY

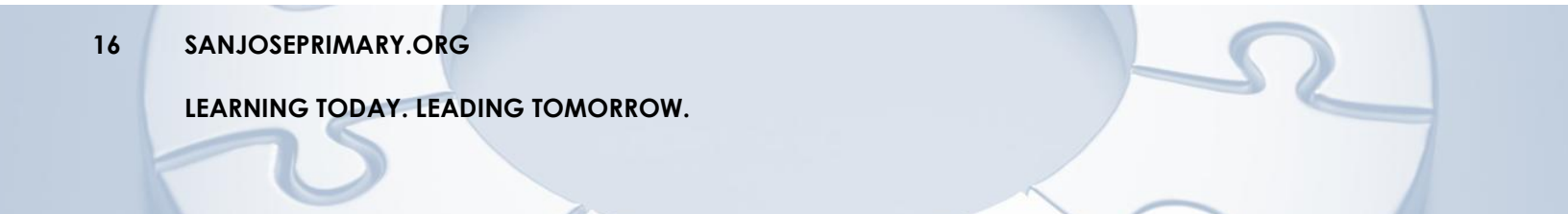
San Jose Primary has a safety plan in place. Reviews of the plan, drills conducted by students and staff, and district-based training are ongoing items that make the school safety plan a living document. San Jose Primary conducts monthly fire drills along with other safety drills in accordance with state and local laws. Students are required to comply with teacher directives during such drills.

Exterior doors to the school will remain locked and alarmed at all times during the school day including the front office entry. All visitors must enter the school using these doors and **MUST** report to the front office to sign in. ***Please be prepared to show proper identification at every visit to the school as part of our check in system.***

Classroom doors remain locked at all times throughout the school day. Students must have a hallway pass to leave a classroom for any reason, and unnecessary movements during class time are restricted. A security camera system is in place school-wide with viewing accessibility conducted by the front office, all administrators, and the School Resource Officer (SRO). This footage is only viewed by school staff or members of the Jacksonville Sheriff's Office when necessary. Parents/Guardians/Students will not see video footage as this violates the right to privacy of other students.

SAN JOSE PARTNERS (SJP)

The SJP is designed to support volunteerism and school functions. Details regarding the organization and meeting schedules will be provided at the beginning of each year. Parents/guardians and other family members are encouraged to participate. You may join the organization for \$5 per membership at most school events, at the front desk with our administrative assistant, or online at SanJosePrimary.org. All funds raised are poured back into supporting our school community, including teacher appreciation events and contributions to student activities and materials that serve the entire student body.





SCHOOL HOURS

- 7:30 a.m. – Office opens, students report to classrooms after exiting vehicle from Car Rider line
- 8:00 a.m. – School day officially begins - **ALL students should be in class**
- 2:30 p.m. – School day officially ends (1 p.m. on Early Release Days)
- 3:15 p.m. – School and front office close
- 6:00 p.m. – After-care closes

SEVERE WEATHER INFORMATION

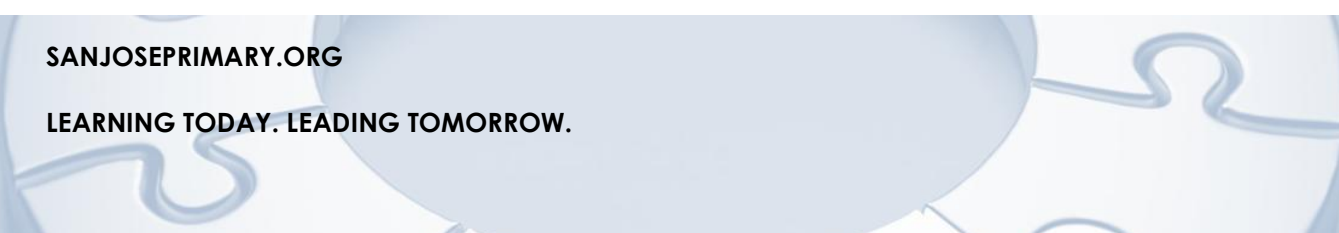
San Jose Schools will follow the same or similar instructions as Duval County Public Schools in the case of severe weather emergencies. Parents/guardians should watch the local news for information about school closings. Please refer to the school website, school app and/or emails from school administration regarding closing and/or re-opening of school following a closure.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in other school activities.
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances. And/or,
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment committed by students against students or staff is inappropriate behavior and violates San Jose Primary policies. If a student believes they are the subject of sexual harassment or the focus of inappropriate behavior, they should report such incidents to their parent/guardian and school authorities. A student can report the information verbally or in writing to the principal, assistant principal, SRO, a teacher or support staff. When reporting an incident, it is helpful to provide as much information as possible. Such information includes: (1) a description of the event or events, (2) the number of occurrences with dates and places, (3) the names of any witnesses, and (4) if appropriate, documents, papers and/or other exhibits. At the conclusion of the investigation, depending on the findings, San Jose Primary will uphold the consequences as outlined in the Code of Conduct.





SOCIAL EVENTS

San Jose Primary may sponsor several social events throughout the school year. All school rules and policies apply to school-sponsored events on-or-off campus. The following rules apply to student participation:

1. Students must be picked up at the time the event concludes.
2. Once a student has entered the social event facility they must stay until they are picked up. If a student leaves, they are not allowed to return.
3. Student attire at social events must not be provocative or inappropriate in a social environment. Any student who violates these parameters or is deemed to be dressed inappropriately will be sent home immediately.
4. A student's discipline history may exclude a student from partaking in a social event.

STUDENT RECORDS

Pursuant to Florida Law, adult students and the parents/guardians of a student under age 18, currently or formerly in attendance in the Duval District School system, and/or San Jose Schools shall have the following rights regarding public education records maintained by the district or school.

Right of Access

The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The district/school shall presume that either parent of a student has a right to inspect their child's records unless the district/school has been provided with a legally binding instrument or court order which provides to the contrary.

Right to Privacy

The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.

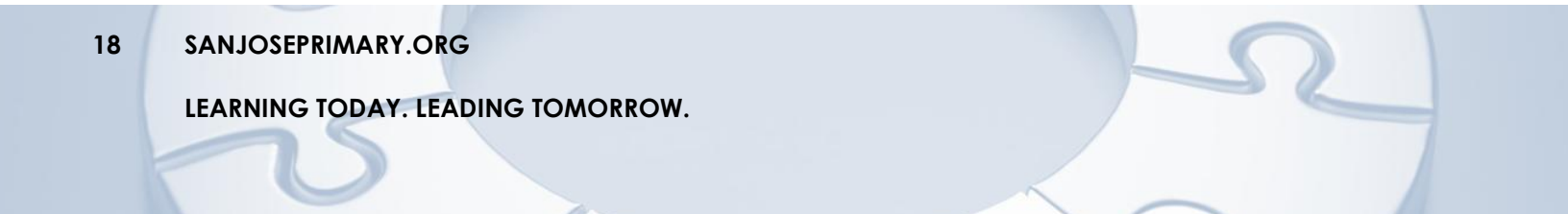
Right to Waiver of Access

The right to allow another party access to all personally identifiable student records.

Right to Challenge and Hearing

The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. San Jose Schools will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a)(ii)).





STUDENTS' RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in disciplinary action, including but not limited to exclusion from participation in class activities, suspension, In-School Suspension, Out-of-School Suspension, or in an extreme case, recommendation to the hearing office for alternative placement.

Parents/guardians who have a conflict with a student are requested to speak to the Administration. At no time may parents/guardians approach students directly. All students and employees will be treated with respect. Slurs, innuendo, hostile treatment, violence, or other verbal or physical conduct against a student or employee will **NOT** be tolerated.

SAFETY NETS FOR ACADEMICS

The following list of academic “safety nets” help us to ensure the academic success of all students: Academic warning letters, accommodations, administrative conferences, annual evaluations, differentiation, interventions, notifications, parent/student/teacher conferences, progress reports and tutoring.

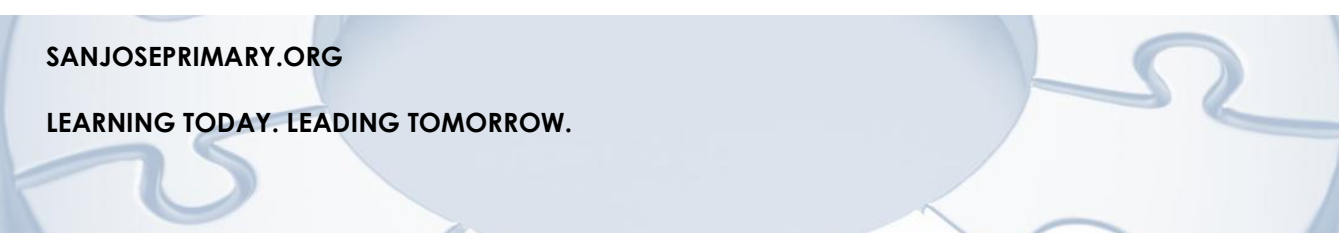
SUSPENSION NOTICE

Parents/guardians will be notified when their child receives a suspension. Per district policy, upon request a copy will be given directly to the parent. The referral will indicate the number of days for ISS or OSS. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school after the required parent conference for readmittance has been held. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay. Prior to students being allowed to return to class a restorative process will be implemented by the dean of students, a school resource officer or administration.

TARDY POLICY

Good attendance and punctuality correlate to higher academic achievement and success in life and careers. San Jose Schools students are expected to be on time and attend every class daily. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present.

For security reasons, all outside doors will be locked at 8 a.m. Therefore, students are expected to be in their classrooms by 8 a.m. Students arriving after 8 a.m. are considered tardy and must get a tardy pass to enter the classroom. Students late to school must check in at the front office to receive





a tardy pass. All tardy occurrences are documented in the electronic tardy tracking system. For every three (3) Unexcused tardies in a quarter, that equates to one (1) absence for that quarter. Tardy counts will revert to zero at the beginning of each quarter.

TARDY CONSEQUENCES

1st, 2nd	Verbal warning
3rd	Letter informing parent/guardian of tardy policy
4th	Second letter informing parent/guardian of tardy policy
5th	Parent invitation to Attendance Intervention Team

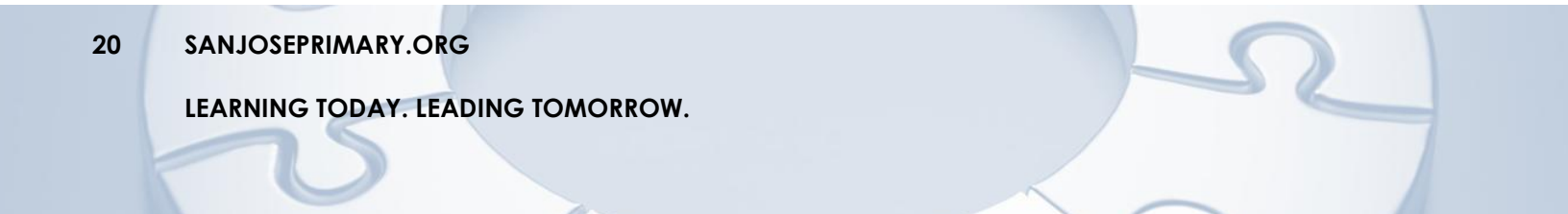
The Attendance Intervention Team (AIT) meets monthly to review student attendance and serves as the primary point of contact for students who miss school. The team, which also involves the social worker, contacts parents/guardians when their child begins to miss school, meets with parents/guardians to discuss student attendance, works collaboratively to identify barriers to regular school attendance, and serves as a resource for teachers who are dealing with students who fail to attend class regularly. Excessive tardy consequences restart at the beginning of each quarter.

TECHNOLOGY USE POLICY

San Jose Primary provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. By signing the handbook acknowledgement, you are agreeing to the following: Use of school computers, networks and access to the Internet are privileges that may be restricted or revoked at any time. Obscene or offensive use of computer tools may result in disciplinary action, to include but not limited to threat assessment team and/or mental health counseling.

TELEPHONE

At San Jose Primary, we strive to keep the lines of communication open amongst students and their families. To discourage students defaulting to their cell phones to contact parents/guardians, students are expected to contact parents/guardians via the front office phone. Students may use classroom phones at the teacher's discretion when necessary. Front office phones should only be used with permission from school officials or front office staff.





THREAT ASSESSMENT TEAM

In accordance with SB 7029, San Jose Primary has a threat assessment team which consists of members of the San Jose Staff as well as the Jacksonville Sheriff's Office. This team meets monthly or as the need arises, to conduct threat assessments on students, staff, and school grounds. If someone is deemed a possibility to become a threat to themselves or others, a referral is made to the threat assessment team. The threat assessment team will determine what course of action will be followed next. The individual could be referred to the safety plan, mental health plan, or both. These plans run parallel to the Code of Conduct but are not part of it.

UNIFORM POLICY

On-Campus Dress Code Requirements

The school uniform consists of school logoed top and khaki, navy or black bottoms and closed toed shoes. The school uniform top consists of a school polo or Tee. A school sweatshirt may be worn over the Tee or polo. A non-school jacket may be worn outside the building, at PE, and at recess times on cold days. The non-school jacket must be taken off upon entering the school building. The school uniform bottom consists of khaki, navy blue or black shorts, slacks, or skorts. These items may be purchased from any retail location you choose.

The only restrictions are as follows:

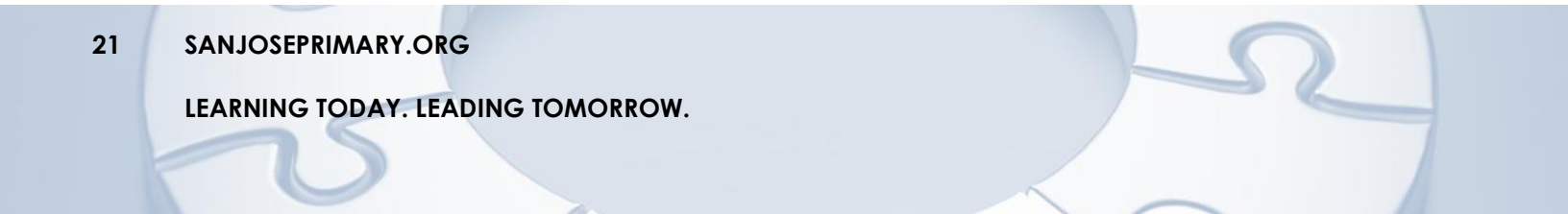
- No cargo pockets
- No jeans of any kind
- No leggings, tights, yoga pants, sweatpants or elastic cuffs
- Shorts must be no shorter than 2 inches above the knee, as determined by administration.

General

- No visible undergarments.
- Nothing that causes a distraction, i.e., sagging pants where undergarments are exposed.
- No visible piercings other than modest earrings or studs in ears/nose only.
- In cases where an individual student must be reminded of any of the policies more than once, the student will be referred to the front office for disciplinary action, including calling home to either have proper attire brought to school so the student can change or being signed out and sent home.

Hair and Headgear

Hair must be neat and clean with no "unnatural" colors that will pose a distraction to the learning process will be permitted (i.e., fluorescent, pink, bright green, etc.). No hats, bandanas or headbands wider than 2 inches may be worn unless it coincides with a school activity. Headbands must either be solid blue, black or white. No athletic headbands can be worn at any time unless at P.E. Head coverings associated with a religious preference are permissible.





Shoes

To ensure the safest environment for your child, students are prohibited from wearing the following footwear: Slides, “croc,” flip-flops, heels higher than two inches or any shoe that will cause a distraction or are deemed unsafe, to include combat boots, cowboy boots, steel toed shoes or anything with a pointed toe. This includes dress down days.

Student ID

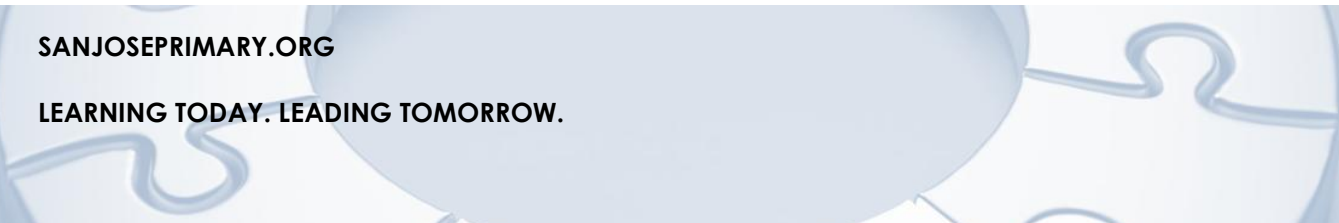
As part of the uniform, students are expected to wear their ID daily to include all school functions and on dress down days. The first I.D. card is free, but a replacement card will need to be purchased at a cost of \$3.

Violation of Uniform Policy

Dress code will be strictly enforced. Parents/guardians will ensure that their child is dressed in uniform clothing in accordance with the dress code established by San Jose Primary. Repeated violations will result in a referral to the administrative staff for disciplinary action.

VISITORS

To minimize the flow of unauthorized individuals in the school building, all visitors must first report to the front office. For the safety and protection of all students, guests will receive a visitor’s pass which must be kept visible during their visit at San Jose Primary. Cooperation will enable the school to provide an orderly learning environment for all students. *PLEASE NOTE: Visitors, including parents/guardians, are not permitted to go to their child’s class unannounced at any time.



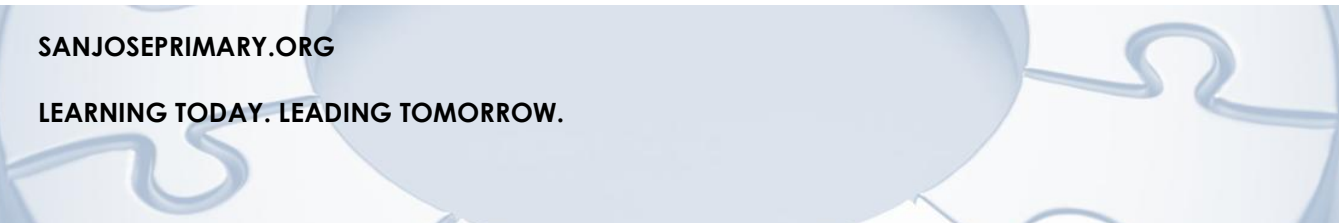


ADDITIONAL INFORMATION

Including Forms to Sign and Return

2021-22

SAN JOSE
PRIMARY





COVID-19 AND OTHER INFECTIOUS DISEASES

In the best interest of student and employee safety, the wearing of facial coverings (masks) is required for all San Jose Schools students, unless parents opt their child out by completing an electronic form that can be found at SanJosePrimary.org. This policy is in effect as of August 10, 2021. It is subject to review and changes by the managing school board, River City Education Organization.

All employees, vendors and visitors will be required to wear face coverings (with no option to opt out) during the school day and at school-related events that are held off campus. This policy is based on information provided to our administrative team and managing board by the U.S. Centers for Disease Control (CDC), the Florida Department of Health, the Florida Department of Education and the Duval County School District.

At the San Jose Schools, we strongly recommend that all students wear masks, and only those whose parents have specifically opted out may not wear a mask on campus or off campus if they are at school-related events.

The CDC has provided data that mask-wearing by every member of a school community protects most strongly the unvaccinated and the immuno-compromised - including those who are vaccinated but also have respiratory or immune health concerns. All people ages 12 and older are eligible to receive a COVID-19 vaccine free of charge. Vaccination sites are available at local pharmacies, grocery stores and many health centers. Visit Duval County's health department online for the most up to date information on testing and vaccines, <http://duval.floridahealth.gov/>.

Our schools will enforce social distancing and hand sanitizing stations throughout the buildings. Students will also benefit from enhanced disinfecting practices. At this time, student temperatures will not be taken upon arrival.

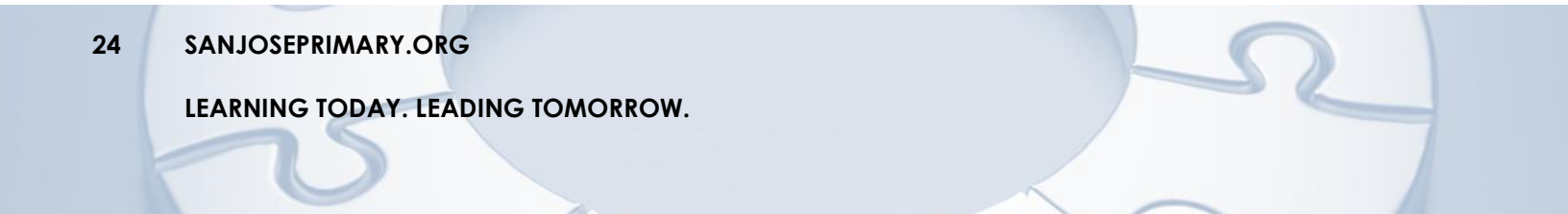
We are limiting visitors to our school buildings; therefore, only students, staff and scheduled vendors may enter the buildings at this time.

If there is a COVID-19 exposure in a classroom, a certified COVID safety manager who is on staff will follow all CDC recommendations for contact tracing and quarantine practices.

The River City Education Organization, which is our managing school board, will review its decisions on COVID-19 safety measures, including face coverings, every 30 days. It is our intention to get back to a sense of normalcy as quickly as possible. Let's work together to keep our San Jose Family safe and healthy. That's how we keep our children learning, and our community prospering.

Definitions

"Symptoms" means the following regarding COVID-19: Fever of 100.4 degrees or higher, or chills, coughing, shortness of breath or difficulty breathing, fatigue, muscle or body aches,





headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

“**Close contact**” means a scenario where an individual (a) was within 6 feet of someone who was confirmed to have COVID-19 for at least 15 minutes; (b) provided care at home to a person who is sick with COVID-19; (c) had direct physical contact with a person confirmed to have COVID-19; (d) shared eating or drinking utensils with a person confirmed to have COVID-19; or (e) where a person confirmed to have COVID-19 sneezed, coughed, or somehow got respiratory droplets on the individual suspected of having been exposed.

Restrictions on Campus Visitations

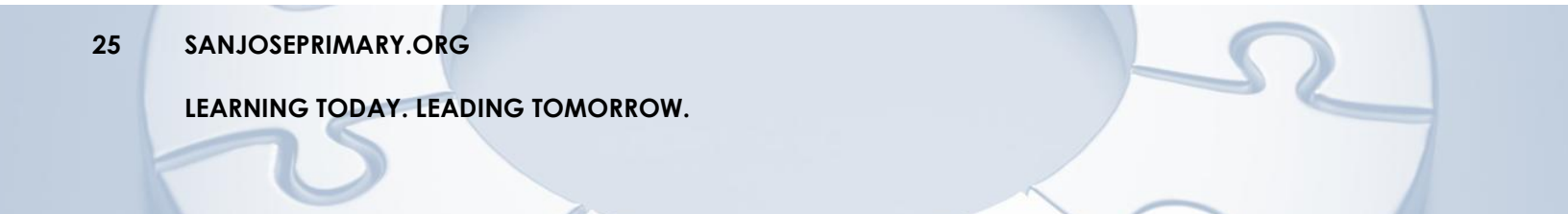
San Jose Primary is restricting visitors on campus during the COVID-19 pandemic. Any visitor who comes to the campus must wear a face mask covering their nose and mouth. Parents/guardians will not be allowed to visit on campus during the day or to eat lunch with their student. San Jose Primary may require parents/guardians to attend parent conferences using a telephone call-in number or video conferencing software. San Jose Primary may also alter its arrival and dismissal procedures to minimize contact between individuals and ensure social distancing.

Preventing the Spread of Infectious Diseases

All San Jose Primary students and families are required to take measures to prevent the spread of infectious diseases such as COVID-19. Students and families should take the following precautionary measures:

- Check the temperature of your student each day before arriving on campus. Students with a fever of 100.4 degrees or higher or who are feeling ill or displaying symptoms of COVID-19 or any other infectious disease must stay home. Immediately consult with your health care provider.
- Maintain a distance of 6 feet between you and other individuals when practical to do so.
- Wear a mask covering your nose and mouth during all times that you cannot socially distance.
- Frequently wash hands. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Wash hands before and after touching electronic devices or other equipment that is used by others.
- Avoid touching your mouth, eyes, and nose or otherwise touching your face.
- Cover your nose and mouth when sneezing or coughing. Wash your hands immediately after. Throw used tissues in the trash.
- Try to avoid mixing with other individuals or using other spaces when possible.
- Wipe down and disinfect surfaces throughout the day.
- Limit nonessential travel outside of school when possible.
- Avoid using public water fountains or sharing utensils with others.

In addition, San Jose Primary is taking its own measures to prevent the spread of COVID-19 or similar infectious diseases on our campus, including the following:





- We are providing hand sanitizer stations throughout the campus.
- We are providing more frequent cleaning of the campus and sanitization of surfaces.
- We are requiring all employees, students and visitors to always wear face masks when social distancing is not possible.
- We are providing face masks to students who do not have one.
- We are requiring employees, students and visitors to practice social distancing when possible.
- We are restricting having visitors on campus.
- We will attempt to conduct meetings virtually when possible.
- We are limiting non-essential school events.

Required Reporting

Parents/guardians have an affirmative duty to report to the administration any known or suspected COVID-19 exposure related to the student, including whether the student is suspected of having symptoms of COVID-19, has tested positive for COVID-19, or has had close contact with a person confirmed to have COVID-19 or any similar infectious disease.

Responding to Infectious Disease Exposure

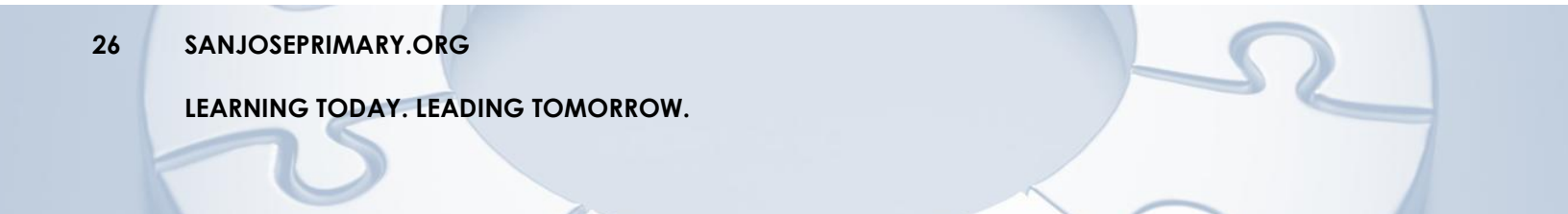
In the event the school administration believes a student is experiencing symptoms of or has been exposed to COVID-19 or a similar infectious disease, the student will be isolated from other students and faculty. The student's parent/guardian will be contacted immediately to discuss the situation and administrators may also question the student and parent/guardian to gather additional information. The administration will seek to determine whether there is indeed a risk that the student is experiencing symptoms consistent with COVID-19 or has been exposed to COVID-19.

If the administration makes an initial determination that the student may have been exposed to or is otherwise experiencing symptoms consistent with COVID-19, the student's parent/guardian will be advised to pick up the student as soon as possible. The student cannot return to school unless the student meets the criteria for returning to school outlined below.

Upon making an initial determination of confirmed or possible exposure, any areas that were utilized by the exposed student will be closed off. The administration will immediately contact the local health department and seek guidance on how to respond. Any mandates or recommendations of the health department will be followed. Areas used by the exposed student will be cleaned and disinfected, except that staff should wait at least 24 hours to do so unless directed otherwise by the local health department. The families of any students who are believed to be at risk of exposure will be notified. The school will take all precautionary measures to safeguard the identity of the student who is confirmed or suspected of having been exposed to COVID-19.

Returning to School

A student who has been excluded from school due to a confirmed or potential COVID-19 exposure can return to school based on the most up-to-date criteria set by the Centers for Disease Control (CDC). Our on-campus, certified COVID-19 manager will provide support to parents and school administrators to determine when a student is eligible to return.





Persons with COVID-19 Who Have Symptoms

Those students diagnosed with COVID-19 or who have exhibited symptoms of the disease and have been directed to care for themselves at home by a healthcare professional may not return to school until: At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and other symptoms have improved (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.

Persons with COVID-19 Who Have Never Developed Symptoms

Those students who have tested positive for COVID-19 but have never exhibited symptoms of the disease may not return to school until at least 10 days have passed since the date of the student's positive COVID-19 diagnostic test (assuming the student has not subsequently developed symptoms since the positive test).

Persons Who Have Close Contact with a Person Confirmed to Have COVID-19

Those students who had close contact with an individual confirmed to have COVID-19 have different requirements depending upon if they are fully vaccinated or not; whether they test positive or not; whether they show symptoms or not; and whether they were wearing a mask during the exposure or not. This information is updated regularly by the CDC, and our certified COVID-19 manager will assist with best practices.

Negative Test Results

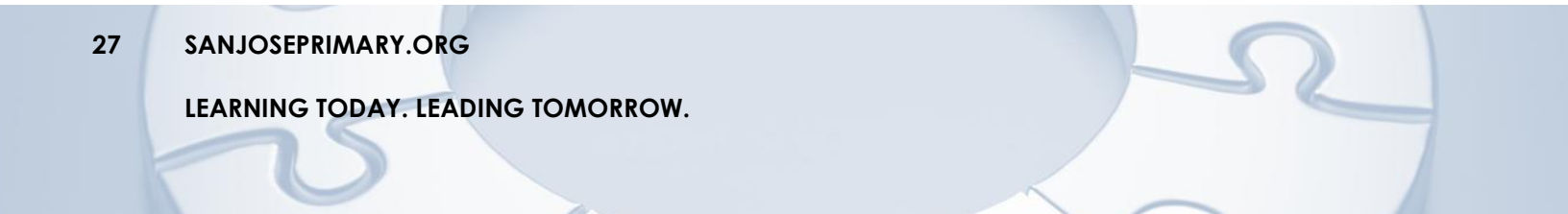
A student may return to school, regardless of the policy outlined above, if they do not have any symptoms of COVID-19, do not have ongoing close contact with someone who has COVID-19, and provide San Jose Primary with the negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (a total of two negative specimens).

Confidentiality of Medical Information

The medical information of students will be maintained in the strictest confidence and will not be disclosed to anyone outside of San Jose Primary's administrative and medical staff, except that such information may be disclosed to public health officials or other authorities as necessary. Any notifications to employees or families will not contain the name of the student who is suspected or confirmed to have COVID-19.

Assumption of Risk

Please be aware that COVID-19 is an extremely contagious infectious disease that is believed to spread from person to person. Your student's participation in in-person instruction at San Jose Primary could increase their risk of contracting COVID-19 or similar infectious diseases. San Jose Primary is taking precautionary measures to reduce the spread of COVID-19 on our campus. However, by allowing your student to attend class at San Jose Primary's campus or to otherwise participate in school related activities, you assume the risk that your student could contract COVID-19 or a similar infectious disease.

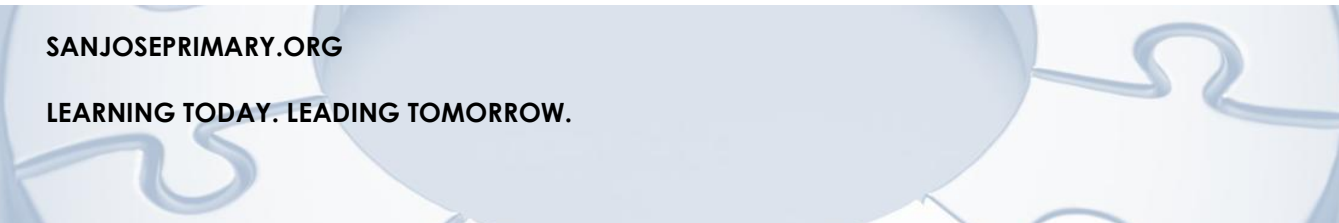




ACCEPTABLE USE POLICY (AUP) AGREEMENT FOR INTERNET/INTRANET/EQUIPMENT

I understand that the San Jose Primary provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

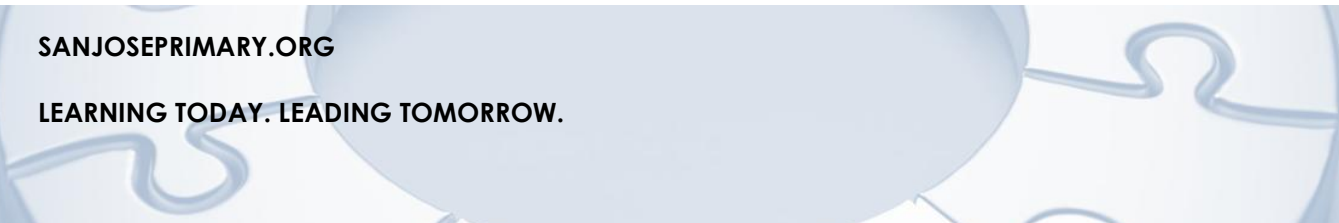
- I will use the electronic resources, including storage space, only for educational purposes related to work in San Jose Primary, and not for any personal, commercial or illegal purposes.
- I will use the Internet only with the permission of the staff member in charge.
- I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
- I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
- I will not upload, link, or embed an image of myself or others to unsecured, public sites without my teacher's permission and a signed parental permission slip.
- I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
- I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
- I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
- I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of San Jose Primary and are used for school-related purposes by students, their parents and staff.
- I will not imply, directly or indirectly, either publicly or privately that any program or "app" I create is associated with, or a product of, the San Jose Primary, nor will I either directly or indirectly associate any such program with any San Jose Schools logos or images.
- I will report any problems to the supervising staff member.
- I understand that my use of the school's computers is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
- I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the





educational process, and that such off-campus violations may lead to disciplinary measures.

- I understand that in each classroom I may be assigned a numbered Chromebook. Any damage done is my responsibility and the appropriate costs will be paid for accordingly by myself or family. Failure to make just compensation may result in losing technology privileges and withholding of final transcripts.





ACCEPTABLE USE POLICY (AUP) AGREEMENT FOR INTERNET/INTRANET/EQUIPMENT

Print Student's Name: _____ Grade: _____

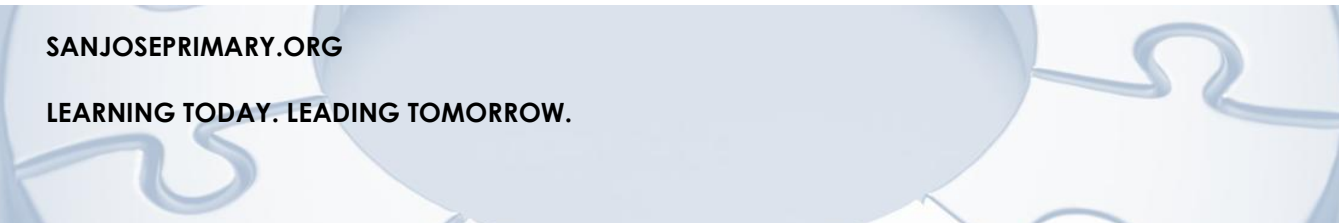
Student's Signature: _____ Date: _____

Parents: I have read, understood and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and/or use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and/or I may consider inappropriate or not of educational value.

Print Parent's Name: _____ Date: _____

Parent's Signature: _____

*** STUDENTS MAY NOT USE COMPUTERS OR BRING THEIR OWN DEVICES
UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE MAIN OFFICE.**





AUTHORIZATION FOR MEDICAL TREATMENT

I, _____, being the parent and/or legal guardian of _____ do hereby authorize San Jose Schools to seek and obtain medical care for my child in the event that my child needs medical care. I agree to be financially responsible for the cost of any medical care provided to my child under this Authorization.

Insurance Information

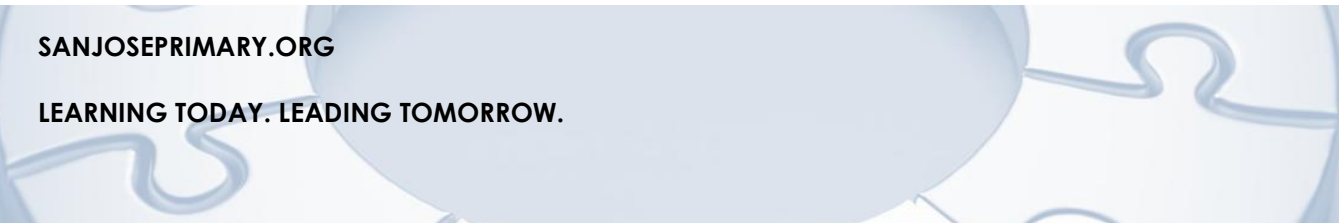
Insurance Carrier: _____

Policy or Certificate number: _____

Doctor's Name: _____ Phone: _____

Medical Information: Allergies/Medications/Concerns etc.

Signature of Parent or Legal Guardian _____ Date _____





ACKNOWLEDGEMENT OF RECEIPT 2021 -22 Parent-Student Handbook

- We acknowledge that we have received a copy of the Parent-Student Handbook. We understand that it contains important information on policies and procedures. We realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.
- We understand that it is our responsibility to familiarize ourselves with the information and that we agree with the policies and rules of the school.
- We further understand and acknowledge that San Jose Primary may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.
- We acknowledge and understand that this Parent-Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Signature of Student

Date

Signature of Parent/Guardian

Date

Please print the student's first and last name: _____

Grade level: _____

Please print clearly.

Parent/guardian email: _____

Student email: _____



PROCEDURE TO REPORT DISCRIMINATION AND HARASSMENT

A. Reporting an Act of Discrimination or Harassment

Any person who believes that she or he has been discriminated against, harassed or placed in a hostile environment based on race, color, religion, gender, age, disability, or religious belief, by an employee, volunteer, agent or student of San Jose Primary should within sixty (60) days of the alleged occurrence make a written or oral complaint.

The complainant may report the discriminatory or harassing conduct to any administrator or Board member with whom the complainant feels comfortable discussing the matter. If the complainant is a student, the student may also report the discriminatory or harassing conduct to any teacher. Any complaint must immediately be forwarded to the principal, or if the complaint involves the principal, to the superintendent of schools, chief executive officer, or to any Board member, in that order.

B. Investigation of Allegations

Within thirty (30) days following receipt of the complaint, the principal or his or her designee(s) will conduct and complete an impartial investigation of the allegations. The investigation should include interviews with relevant witnesses and a review of all relevant documents. Upon conclusion of the investigation, the findings of the investigation must be detailed in a written report. The written report must be forwarded to the principal within the thirty (30) daytime period described herein.

C. Final Determination

Within five (5) days of receipt of the written report detailing the findings of the investigation, the principal will make a final decision as to whether the alleged discrimination or harassment occurred. The complainant and the person alleged to have committed the offense must be promptly informed of the decision. The decision of the principal is final.

D. Disciplinary Action

If the principal determines that discrimination or harassment did occur, he or she will take appropriate disciplinary action against the offender. For employees, this may include warnings, reprimands, reassignment, or termination. If the offender is a student, the student will be disciplined in accordance with the Code of Conduct. Criminal conduct will be immediately reported to the appropriate authorities.

E. Complaints Against the Principal

If a complaint of discrimination or harassment is made against the principal, the superintendent of schools, the CEO and/or the managing Board (in that order) will assume the responsibilities of the principal described herein regarding investigating the complaint, making a final decision, and taking any necessary disciplinary action.