

**C. A. Jacobs  
Intermediate School**

**Student Handbook 2010-2011**



***Home of the Cougars***

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## C. A. JACOBS FACULTY AND STAFF MEMBERS

### *Administration and Office Staff*

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Cindy Moody-Perkins	Principal	Jill Camp	Office Manager
Phoebe Girimonte	Vice Principal	Carolina Aguardo	Attendance Secretary
Adrian DeMola	Counselor	Margarita Rios	Intervention Coord.

### *Classified Staff*

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Dianne Campbell	Instructional Asst.	Robin Kilkenny	Food Service Asst.
Susan Walline	Instructional Asst.	Irene Leal	Food Service Asst.
Lupe Ortiz	Custodian	Susan Lowe	Food Service Asst.
Benjamin Perez	Custodian	Allyson Sanchez	Food Service Asst.
Veronica Mejia	Food Service Coord.		

### *Teachers*

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Steve Russo	Band	Greg Ngo	Physical Education
Mary Grace Brooks	Language Arts	Kurt Riedel	Physical Education
Dean Goodwin	Language Arts	Colleen Turner	Physical Education
Sharon Henriod	Language Arts	Jennifer Fung	Science
Debra Hulbert	Language Arts	Juanita Lupercio	Science
Rebekah Jimenez	Language Arts	Stephanie Marquez	Science
Tanya LaBass	Language Arts	Deena Stanley	Science
TBA	Language Arts	Tom Camp	Social Science
Nadia Bakhos	Mathematics	Mike Reed	Social Science
Roland Bell	Mathematics	Amy Whorral	Social Science
Erica Burnison	Mathematics	TBA	Social Science
Scott Immel	Mathematics	Diane Burke	Special Education
Julie Felkins	Physical Education	Don Duncan	Special Education

## DIXON UNIFIED SCHOOL DISTRICT

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Roger Halberg, Superintendent  
 Brian Dolan, Assistant Superintendent  
 Sandra Harrington, Chief Business Official  
 Jesus Contreras, Senior Director of Education Services; Facilities/Maintenance  
 Betty Jo Wessinger, Director of Special Education  
 Susan Girimonte, Director of Special Projects

### Dixon Unified School District Governing Board

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Jim Ernst, President  
 John Gabby, Vice President  
 Herb Cross, Clerk  
 Irina Okhremtchouk  
 Gil Pinon

# BELL SCHEDULES

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There are different bell schedules for regular days, common planning days (every Wednesday) and minimum days. Occasionally an alternative schedule may be used for orientation, testing, or assemblies.

## 7<sup>th</sup> Grade Regular Day Schedule

Zero Period	7:30 - 8:22
Early Bell	8:30
Period 1	8:34 - 9:28
Period 2	9:32 - 10:24
Break	10:24 - 10:29
Period 3	10:33 - 11:25
Lunch	11:25 - 12:10
Period 4	12:14 - 1:06
Period 5	1:10 - 2:02
Period 6	2:06 - 2:58

## 8<sup>th</sup> Grade Regular Day Schedule

Zero Period	7:30 - 8:22
Early Bell	8:30
Period 1	8:34 - 9:28
Period 2	9:32 - 10:24
Break	10:24 - 10:29
Period 3	10:33 - 11:25
Period 4	11:29 - 12:21
Lunch	12:21 - 1:06
Period 5	1:10 - 2:02
Period 6	2:06 - 2:58

## Minimum Day Schedule

Period 0	7:55 to 8:30 (35 min)
Early Bell	8:30
Period 1	8:34 to 9:14 (40 min)
Period 2	9:18 to 9:53 (35 min)
Period 3	9:57 to 10:32 (35 min)
Break	10:32 to 10:38
Period 4 for 8 <sup>th</sup> Grade	10:42 to 11:17 (35 min)
Period 5 for 7 <sup>th</sup> Grade	10:42 to 11:17 (35 min)
Period 6	11:21 to 11:56 (35 min)
Period 7	12:00 to 12:35 (35 min)

## 7<sup>th</sup> Grade Wednesday Schedule

Zero Period	7:43 - 8:22
Early Bell	8:30
Period 1	8:34 - 9:13
Period 2	9:17 - 9:56
Break	9:56 - 10:01
Period 3	10:05 - 10:44
Lunch	10:44 - 11:29
Period 4	11:33 - 12:14
Period 5	12:18 - 12:57
Period 6	1:01 - 1:40

## 8<sup>th</sup> Grade Wednesday Schedule

Zero Period	7:43 - 8:22
Early Bell	8:30
Period 1	8:34 - 9:13
Period 2	9:17 - 9:56
Break	9:56 - 10:01
Period 3	10:05 - 10:44
Period 4	10:48 - 11:29
Lunch	11:29 - 12:14
Period 5	12:18 - 12:57
Period 6	1:01 - 1:40

## Grading Periods

End of Grading Period	Sept. 22	End of Trimester #2	Feb. 23
End of Trimester #1	Nov. 3	End of Grading Period	Apr. 13
End of Grading Period	Dec. 15	End of Trimester #3	May 27

**Important Dates:** Back to School Night, Aug. 18 & Open House, May 11

**Parent/Teacher Conferences:** November 8 - 10    March 2 - 4

**DIXON UNIFIED SCHOOL DISTRICT 2010 - 2011 SCHOOL CALENDAR**

<b>July 2010</b>	<b>August 2010</b>	<b>September 2010</b>	<b>October 2010</b>
First Day of School - Aug 11 Last Day of School - June 2 Teacher Workday - Nov 1 K - 6 Conferences: Nov 2 - 11 & Feb 28 - Mar 8 CA Jacobs Conferences: Nov 8 - 10 & Mar 2 - 4 DHS Minimum Days: Oct 29 & Mar 11 DHS Finals: Last 3 days of semester	S M T W T F S 1 2 3 4 5 6 7 8 9 10 <i>First</i> 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 <i>H</i> 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 <i>H</i> 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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<b>March 2011</b>	<b>April 2011</b>	<b>May 2011</b>	<b>June 2011</b>
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*Board Approved 1/21/10*

## INTRODUCTION

The primary goal at C. A. Jacobs is for students to feel safe and secure in a caring environment which maximizes academic success and development of age-appropriate social skills. The entire staff will help students to meet that objective.

The purpose of this handbook is to advise parents and pupils of all regulations of the district and of the school related to academics, attendance, student discipline, and extracurricular activities. Families should review this handbook with their student and address any concerns or questions to the school administration.

## ACADEMICS

### Academic Honesty

All C.A. Jacobs students are expected to demonstrate academic integrity. Using notes and other items not allowed on assignments or tests, purposely deceiving the instructor, unauthorized collaboration, theft or alteration of materials, and test avoidance are instances of cheating. Work that is copied or stolen from another student or not appropriately taken and cited from a printed or electronic source is plagiarism. Consequences for cheating and/or plagiarizing range from zero points awarded to more severe disciplinary actions.

### Class Schedules

Class schedules are developed based on student proficiency level, teacher recommendations, and student course requests. Schedules will only be changed if a student has been enrolled in a course or courses that are inappropriate for his/her proficiency level. Schedule changes will ONLY be completed as follows:

1. During the first two weeks of the first trimester. Student class schedules will not be changed after this deadline has passed.
2. With permission obtained from the student's teacher and counselor.
3. With parental approval for the schedule change.

*Note: Students must attend their originally assigned courses until they receive official notification that their schedule has been changed!*

### Conferences

Parent conferences are held biannually (fall and spring) on minimum days. Teacher-scheduled conferences are hosted between the hours of 1:30 p.m. and 4:00 p.m. (approximate). Teachers will contact parents to schedule a conference for any of the following reasons:

1. Student is failing the class (required)
2. Student is in danger of failing the class
3. Student's behavior is having a detrimental impact on academics
4. Student has exhibited a drastic change in grades, homework completion, attitude, etc.

Parents who do not receive a scheduled conference invitation, but wish to conference with their student's teachers are welcomed to attend the Arena Conferencing event held between the hours of 4:30 p.m. and 6:30 p.m. (date TBA).

Parents who would like to schedule a conference at any other time of the year may do so by contacting their child's teacher(s) directly through school phone or email.

### Eligibility

Any student who has a grade point average less than **2.0** (C average) is not eligible for participation in extra-curricular activities, including sports. Eligibility is based upon report card grades, progress and

trimester. Students remain ineligible for an entire six-week period. Additional details regarding eligibility are outline in the “Athletics” section of this handbook.

### **Grade Change Requests**

Changes to posted grades for a progress or trimester report will be changed only when one of the following three circumstances applies:

1. The teacher made a mistake when the grade was submitted.
2. The student had an excused absence(s) and could not submit work in time to be assessed when grades where due.
3. The student was on a short-term independent study contract and thus received a grade of “Incomplete.” Upon his/her timely return, the work was completed, submitted, and assessed to earn a letter grade in the course.

All grade change requests will be authorized or denied by the principal.

### **Grading Periods**

Progress report cards are mailed to students at the end of the sixth, eighteenth, and thirtieth (approximate) weeks of school. The grades received at these intervals are formal reports of student progress. These grades are not permanent and are not part of a student’s permanent school record. These grades are used to determine eligibility for extracurricular activities. The trimester report card mailed at the twelfth, twenty-fourth, and thirty-sixth (approximate) weeks are considered permanent grades. These grades become part of a student’s official school record (transcript) and are also used to determine eligibility for extracurricular activities.

### **Grading Policy**

Students shall be assigned grades on a trimester basis. These grades, in all cases, reflect measurable achievement based on assignments, examinations, classroom participation and other clearly understood learning activities. No grade may be assigned which cannot be illustrated or validated by written records. The following grades will be used to report a student’s achievement:

<b>A</b> Superior	<b>I</b> Incomplete (special circumstances)
<b>B</b> Above Average	<b>P</b> Pass (does not impact GPA)
<b>C</b> Average	<b>NP</b> No Pass (does not impact GPA)
<b>D</b> Below Average	<b>*NM</b> No Mark (student not in class long enough to get a grade)
<b>F</b> Failed	

### **Intervention**

Students wishing to receive assistance in their coursework are invited to visit their teachers at pre-determined times for additional support. The Teacher Intervention Schedule posted on the school website details the times and locations where tutoring is offered. Parents and students may also request a hard copy in the office.

### **Promotion/Retention Criteria**

All students must meet the following requirements in order to be promoted to the next grade. 8<sup>th</sup> graders not meeting these criteria will not be allowed to participate in the end-of-the-year activities.

1. Students must have a minimum of a 2.0 cumulative G.P.A at the end of the academic year.
2. Students must pass the majority of Math Proficiency Assessments
3. Students must pass the majority of Language Arts Proficiency Assessments

### **Testing**

The staff at C.A. Jacobs relies upon a variety of assessment measures to evaluate student proficiency, inform instruction, and make placement recommendations. All students will take subject-area proficiency assessments in their core classes. These tests are aligned with state standards and help

instructors to gauge student preparedness for the California Standards Test (CST) or Standardized Testing and Reporting (STAR).

“The California Standardized Testing and Reporting (STAR) Program measures how well the California education system and its students are performing. These tests measure student achievement in:

Mathematics  
English-language Arts  
Science  
History-social science

Teachers, parents and education officials can use the results to identify strengths and weaknesses in order to improve student learning. Students and their parents can compare individual academic abilities against grade-level requirements and the results of other students in that grade. The goal in California is to have all students perform at the proficient or advanced level.”

<http://starsamplequestions.org/about.html>

## ATTENDANCE

### Absence Verification

Parents/guardians are required to verify their student’s absence from school in writing, by telephone, or by personal visit to the attendance office within **48 hours**. Absences not verified within 48 hours will become unexcused absences.

Students are required to show official written proof (i.e. doctor’s note, etc.) to verify all excused absences in excess of ten per trimester. All absences over ten will be counted as “unverified” or “unexcused”, unless a doctor’s note or other official documentation is provided (AR 5113). Based on Education Code 48205, absences may be excused for the following reasons only:

- ✓ Personal illness
- ✓ Quarantine
- ✓ Medical, dental, or chiropractic appointments
- ✓ Funerals one day for in state, three days for out of state
- ✓ Upon advance written request by the parent/guardian and the approval of the principal or designee for justifiable personal reasons

“Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours” (BP 5113).

### Home and Hospital Instruction

Students temporarily disabled by accident or by physical, mental or emotional illness may receive individual instruction at home or in a hospital or residential health facility within the District. Such instruction may be given from one to five hours a week.

Home or hospital instruction shall be provided only when a student is expected to be out of school for two weeks or longer. If a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital. The Superintendent or designee may require verification through any reasonable means that the student requires home instruction.

### Homework Requests

When a student plans to be absent, he/she should provide teachers with sufficient notice and request work to complete during the period of nonattendance.

If a student has an unanticipated absence of three or more days, a parent/guardian may request homework by calling or visiting the office. To allow teachers adequate time to prepare student work, homework requests will be processed over a period of 24 hours. Please call the office to verify that work has been submitted and make a pick-up arrangement.

### **Make-Up Work**

“Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit for work that is turned in according to a reasonable make-up schedule” (Education Code 48205; cf. 5113 - Absences and Excuses).

Students with excused absences are given the opportunity to make up their missed assignments. Generally, students receive a *day for day* time frame to turn in missed assignments. For example if absent two days a student has two days upon return to school to make up class assignments. Students missing school for a school related activity/sport should obtain class work prior to their absence. Unexcused, unverified and truant absences are at the discretion of the classroom teacher for make up work. Teachers are not required to give students the opportunity to make up missed assignments for unexcused, unverified, truant and suspension absences.

### **School Attendance Review Board (SARB)**

SARB was established by the California Legislature in 1975 for the purpose of:

1. Making a better effort to meet the needs of students with attendance or behavior problems in school.
2. Promoting the use of alternatives to the juvenile court system.

“Students who are habitual truants, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor” (Education Code 48263, 48264.5).

### **Short-Term Independent Study (Pre-Arranged Absence)**

When students will be away from school for between five and twenty consecutive school days, the parent/guardian can request a Short-Term Independent Study program contract. Parents must inform the office at least one week in advance to have their student participate in this program. If the work is completed during the allotted time frame and the Independent Study Contract is fulfilled, the student will receive credit for being in school. The Independent Study Contract must be completed and work returned to the office on the day of the student's return in order to receive full credit for missed assignments and have the attendance codes entered as verified.

*Note: Due to high academic demands and the importance of classroom instruction, it is not advised that students participate in extended vacations that would cause them to miss school.*

### **Tardiness**

Academic success is directly correlated to attendance and timeliness. Students are expected to arrive to each class on time. Progressive consequences for tardiness include:

- Warnings from teacher
- Parent contact by teacher, counselor, or administrator
- Administrative “lockouts”\*\*
- Detention
- Saturday School
- School Attendance Review Board (SARB) hearing

Students who arrive to school late should report to the office to receive a pass to class before reporting to their assigned teacher.

The tardy policy will be cumulative and administered on a trimester basis. All students begin with a clean slate at the beginning of each trimester.

\*Students who receive a tardy lockout detention are required to serve their detention that same school day without exception. Students who fail to attend their tardy lockout detention will be assigned additional progressive consequences.

### **Truancy**

California Education Code 48260 defines truant pupils as, “any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof....”

Students may be assigned detention and Saturday School for truancies. After a student’s third day of unverified or unexcused absence (or 18 cumulative periods of absence), a first notification of truancy may be mailed to the student’s home address. Each truant period that follows may result in disciplinary action up to and including a School Attendance Review Board (SARB) hearing.

## **SCHOOL ROUTINES**

The routines outlined in this section are intended to ensure that day to day student needs are met in a timely, orderly, and efficient manner.

### **Change of Address/Phone Number**

Please report all address/phone number changes to the office as soon as possible. It is important to have current contact information on file for each student. Update forms are available in the office to help keep this information current.

### **Hall and Bathroom Passes**

Students are not permitted outside of classrooms during class periods unless a school staff member accompanies them or they have a hall pass from an authorized staff member. Hall passes must be written on a school hall pass form provided by a teacher or staff member and must include the student’s name, date, period, time of departure from class, destination, and teacher signature. Students are not permitted to carry objects as a substitute for authorized hall passes. If a staff member questions a student’s purpose for being out of class, it is expected that the student will furnish his/her pass and cooperate with the staff member.

The same policies and procedures remain in effect for bathroom passes. It is expected that students will use their own time (passing periods, lunch, etc.) to use the restroom, and will only request a bathroom pass when it is a necessity.

*Note: The first and last five minutes of class are considered “dead-time” during which teachers will not issue hall or bathroom passes.*

### **Lost and Found**

All items found should be turned into the office. Lost articles may be picked up before and after school. All items not claimed at the end of each trimester will be given to a local charity.

### **Special Occasion Deliveries**

Due to the volume of requests and multiple classroom interruptions, flowers, balloons, candy, and other gift items excluding those available at school-sponsored events, may not be delivered to a student during the school day to acknowledge a special occasion. Students may not carry balloons,

flowers, etc., on campus during the school day because they are disruptive to the educational process. If these items are delivered to school, they will be kept in the office until the end of the school day. Thank you for understanding and recognizing that interruptions disrupt the school routine.

### **Student Identification Cards**

Each student will be issued an identification card to be carried at school at all times for purposes of safety, cafeteria meal purchase, entrance to dances, etc.

### **Visitors**

“For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises” (BP 1250). Upon arrival, all visitors, including parents/guardians, must sign in at the attendance office and wear a visitor’s badge.

“The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time” (cf. 1112 - Media Relations; cf. 3515.2 - Disruptions).

## **SCHOOL POLICIES**

C.A. Jacobs has developed the following policies which will establish and maintain an orderly environment where students can learn and teachers can teach.

### **Bicycles, Skateboards, and Scooters**

Bicycles, skateboards, and scooters are to be operated strictly in keeping with city or county ordinances. All students riding bikes, skateboards, and scooters to school must wear protective head gear (helmets) in accordance with the law.

Bicycles, skateboards, and scooters are not to be ridden on school grounds at anytime (before, during or after school). The basketball courts and front parking lot are considered school grounds and are included within these restrictions. The bike/scooter rack area is off limits to students during the day for the protection of the bike/scooter owners and in accordance with the closed campus policy.

Bicycles should have reflectors, and be locked when parked on the provided racks.

Skateboards must be carried by the student owner while on school grounds or be stored in a classroom by agreement with the teacher.

Scooters that fold may be carried in the folded position by the student owner or stored in a classroom by agreement with the teacher. If the scooter does not fold, it must be parked and locked on the provided racks.

The administration will not investigate stolen bike, skateboard, and scooter reports.

### **Campus Maintenance and Beautification**

The students and the staff of C.A. Jacobs work hard to maintain a clean, beautiful campus. Please share in that pride by using trash/recycling receptacles, eating in appropriate areas only, and keeping the campus clean.

If a student litters or otherwise fails to show proper care for school property, he or she will be subject to disciplinary consequences or assigned campus clean-up. “As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of

schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs" (Education Code 48900.6).

### **Cellular Phones and Electronic Devices**

Dixon Unified School District Board Policy states:

"Students may possess or use personal electronic signaling devices including, but not limited to pagers, beepers, and cellular/digital phones, except those devices with the capability to capture digital images and/or take photographs of any kind shall be prohibited. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes (Education Code 48901.5).

Permitted devices shall:

1. Be turned off during class time and at any other time directed by a district employee.
2. Not disrupt the educational program or school activity."

Cell phones and other electronic devices (MP3 players, cameras, etc.) must be turned off and stored in the student owner's backpack upon arrival to the school campus. These devices should not be audible or visible at any point during the school day including passing periods, break, and lunch. Students may not take pictures or videos with their devices while on school grounds, during school hours or at any school function. If students need to contact parents/guardians during the school day, they may use the school's phones to do so. Parents should not call their student on his/her cell phone during school hours. If you wish to contact your child, please call the school directly.

If a student violates these conditions, the following progressive discipline plan will be followed:

- **1<sup>st</sup> Offense:** Staff member will take the electronic device, record it in the confiscation log, and file it in the office. Student may claim the device from the office at the end of the day.\*
- **2<sup>nd</sup> Offense:** Staff member will take the electronic device, record it in the confiscation log, and file it in the office. A parent/guardian must come and claim the device from a school administrator.\*
- **3<sup>rd</sup> Offense:** Staff member will take the electronic device, record it in the confiscation log, and file it in the office. A parent/guardian must come and claim the device from a school administrator. The student is prohibited from possessing an electronic device at school or school-related events for the remainder of the trimester.\*

\* Refusal to relinquish an electronic device to be confiscated by a staff member or administrator may result in home suspension for defiance of authority. Repeat offenses will be considered defiance and additional disciplinary consequences will be administered for each subsequent offense. (Education Code, 48900K)

Additionally, if upon confiscation of an electronic device, the administration has reasonable suspicion to believe that examination of the contents would indicate violation of a school rule or committing a crime, a search may be conducted.

*Note: C.A. Jacobs Intermediate School is not responsible for and administration will not investigate reports of any lost, stolen, or damaged cell phones, electronic devices, or personal property. Students bring these items at their own risk. Staff will not be held responsible for items that are lost, stolen, or damaged subsequent to confiscation and reimbursements will not be made. Confiscated items left after the last day of school will be donated to a local charity.*

### Closed Campus

C.A. Jacobs is a closed campus. Any student leaving campus during the school day must have authorization. To expedite this process, please call in the morning to arrange for an off-campus pass for your student.

Students who live near the school that would like to go home for lunch must have their parent/guardian submit a completed permission slip to the office. The student will be issued an off-campus permit for the lunch period. Students must be supervised by their parent/guardian while off campus. Students are not allowed to take fellow pupils off campus during lunch even if a parent is willing to give consent. Off-campus permits will only be issued to those living at the residence.

There is no loitering on school campus. Students should arrive at school 15 minutes prior to their 1<sup>st</sup> period class and must leave as soon as school is over unless they are involved in after school activities or are supervised by a staff member.

### Dress Code

REVISED: August 13, 2008

The following guidelines are intended to define appropriate student attire and personal grooming. The purpose is to prevent disruption of the classroom atmosphere and educational process, eliminate disturbances among students, ensure student safety, and encourage appropriate dress for post-secondary life.

“The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process” (cf. [5132](#) - Dress and Grooming; cf. 4119.22 - Dress and Grooming).

“Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action” (cf. [5144](#) - Discipline).

C.A. Jacobs staff members have established the following guidelines for student dress and grooming:

1. Student dress shall be safe, neat, and clean in appearance.
2. Pocket chains of any length, collars or bracelets with spikes, removable/decorative mouthpieces (i.e. “grills”), clothing with revealing holes and cutouts are all inappropriate for school wear.
3. Clothing may not glorify or advertise drugs, alcohol, tobacco, tobacco products, or sexual behavior.
4. Clothing must be free of violent, vulgar, or obscene words, pictures, or symbols.
5. No item may be worn which would create or tend to create an insulting, demeaning, threatening, embarrassing or otherwise hostile environment for any other student due to that other student's gender, race national origin, cultural or national heritage or religion. The standard for applying this policy shall be whether such an item(s) would be objectionable to a person of average reason and sensitivity.
6. Footwear must be worn at all times. Footwear must be safe, practical, and not limit student participation in school activities.
7. Clothing, backpacks, make-up, and other adornment may not demonstrate or suggest gang-related symbols or colors. This item specifically prohibits the wearing of bandanas of any color in any fashion. The administration reserves the right to ban students from wearing a color that demonstrates a real or perceived gang affiliation. Failure to comply with this directive will result in home suspension for defiance.
8. Undergarments/underwear must be covered. This includes bra straps and boxer shorts. “Sagging” pants is not permitted.

9. Shirts and blouses must cover the back to the shoulder blade and all of the stomach and cleavage. Shirts and pants/skirts must be touching in both front and back. Inappropriate tops include but are not limited to the following: midriff tops, crop tops, strapless tops, tube tops, halter and over one shoulder tops, and all tops with straps less than three-finger widths wide.
10. All of the buttocks must be covered. Shorts, pants, or skirts should be of an appropriate length. To determine appropriate length stand with arms at side with fingers extended. The clothing should come to at least the bottom of the fingertips.
11. Students may not wear sun glasses while inside a classroom or other school building. Before entering, a student must remove his/her sunglasses and leave them off until they exit the classroom or building.
12. Approved head-gear includes baseball caps, bucket caps, and beanies/knitted caps. These may be worn when a student is outside of a classroom and/or during P.E. courses for shade or warmth. As such, billed hats must be worn with the bill facing forward. Students may not wear any of the approved hats or other head gear (hoods, etc.) inside a classroom or other school building. Before entering, a student must remove his/her hat and it may not go back on until leaving the classroom or building. This policy remains in effect on spirit and “dress-up” days as well. Hairnets are also considered “head-gear” and are not approved for school wear.
13. Finally, clothing may not disrupt the educational process.

Students who do not follow the dress code will be referred to the office by staff to change into appropriate school clothing. Phone calls home for a change of clothes will not be permitted. Students who do not have an appropriate alternative item may wear their P.E. uniform or a provided school shirt. Inappropriate attire must be given to an administrator before the student will be allowed to return to class. The student may pick up his/her clothing item at the end of the school day. For repeat offenses and/or refusing to change, progressive consequences ranging from parent pick-up of confiscated item(s) to home suspension for defiance of authority will be imposed (Education Code, 48900K).

#### **Prohibited Items**

School staff reserves the right to confiscate any items that distract from learning or jeopardize student safety. Possession of prohibited items at school will result in confiscation and assignment of additional disciplinary consequences if appropriate. Confiscated items will be surrendered to the student’s parent upon request or submitted to the school resource officer when required by law.

#### **School Fees and Fines**

All fees and fines are payable at the time they are incurred. Students will be billed for lost or damaged textbooks, willful destruction of school property, etc. Failure to pay fees and or fines may result in the following:

- ✓ Prohibition from attending school dances
- ✓ Fee carry-over to student’s next school of enrollment

#### **Technology Acceptable Use Policy**

Each year students and parents are required to sign and consent to an acceptable use policy (AUP) agreement to use the C.A. Jacobs computers. Students are not allowed Internet access until both the parent and student have signed this agreement and it has been submitted to their homeroom teacher.

#### **Vandalism**

Destruction of school property, graffiti, tagging, or other marks made on school or private property is strictly prohibited. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other students, staff, and community members who use the facilities.

“The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any District-owned real or personal property, including the writing of graffiti” (cf. [3515.4](#) - Recovery for Property Loss or Damage).

Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or clean up of any damage to school buildings, books, or equipment caused by their child. (Education Code, 48904) “If reparation of damages is not made, the District also may withhold the student’s grades, diploma and/or transcripts in accordance with law” (cf. [5125.2](#) - Withholding Grades, Diploma or Transcripts).

## **BEHAVIOR GUIDELINES & DISCIPLINE**

C. A. Jacobs’s staff, students, and parents are obligated to establish a safe and orderly school climate where students and staff are free to learn and teach.

We do not tolerate violence, threats, intimidation, spreading of rumors, fighting, hateful or profane speech, and any form of harassment. While at times difficult, we expect students to walk away from teasing, taunts, and physical challenges. We expect students to take positive and proactive steps in preventing and solving conflicts through their parents, counselors, teachers, and administrators. Verbal or physical retaliation are not proper steps to solve problems. We expect parents to act responsibly and cooperate with school officials in solving problems and eliminating negative behavior

School policies and rules will be reinforced when students are on campus, in transit to or from C.A. Jacobs, and while attending any school-sponsored events on or off campus.

### **Proactive Discipline**

The following is a list of rewards that students will enjoy if they exercise self-discipline:

1. Personal and academic success
2. Praise from teachers and administrators
3. Positive communication to parents/guardians from staff
4. Recognition Awards
5. “Proferrals” to their administrator
6. Participation in special campus events

When students fail to follow the school’s rules of conduct the following disciplinary consequences will be imposed in accordance with the severity of the situation and violation of school rules:

### **Informal Talk/Warning**

An informal talk can occur between a teacher, counselor and or administrator regarding how the student should behave.

### **Conference**

A conference can be held between a student, teacher, counselor, administrator and/or parent to discuss how the student should behave and disciplinary actions that will be taken.

### **Loss of Privileges**

As a consequence for misbehavior, students may lose the privilege to attend or participate in sport events, dances, rallies and assemblies, and other school-sponsored activities for a given period of time.

### **Detention**

Detention is a supervised 25-minute period held during lunch or 55-minute period held directly after school. If a student fails to attend detention, he/she will be considered in defiance of authority and will be assigned Saturday School as a minimum consequence.

### **Saturday School**

Saturday School may be assigned to make up absences when a student is unexcused from a class period or a school day. It may also be assigned in the case of excessive tardies or in lieu of more serious disciplinary action. Students assigned Saturday School will work on academic subjects for classes at C.A. Jacobs. Books for outside reading are acceptable. Students must bring sufficient study materials to occupy their time or they will be asked to leave. Students must work independently and silently. All electronic devices are prohibited and sleeping in not permitted. Food and drink, with the exception of water are not allowed.

Students will also “perform community service on school grounds” (Ed. Code 48900.6.). “‘Community service’ may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs” (Ed. Code 48900.6.).

Saturday school begins promptly at 8:30. Students arriving at 8:31 or later will not be admitted. Should your student be unable to attend his assigned date please notify the office prior to 8:15 a.m. the morning of the assigned date. Failure to attend Saturday School or misbehavior during Saturday School will result in home suspension.

### **Period/Class Suspension**

Period/class suspensions may be assigned by an administrator as a disciplinary consequence when suspension is permitted (Education Code 48900).

### **Teacher-Imposed Suspension**

A teacher may suspend any pupil from class for the day of the infraction and the day following. The teacher will contact the parent or guardian in order to set up a parent-teacher conference. (Education Code 48910)

### **Out-of-School Suspension**

Out-of-school suspension is the temporary removal of a student from school as a disciplinary consequence (Education Code 48900). A student may be suspended from attending school and school activities for one to five days.

During Out of School Suspension the following expectations should be observed:

1. The student is expected to be at home under the supervision of an adult during school hours when serving suspension days (7:00 - 4:00 pm.). Students shall not appear on or about any school in the district during the period of suspension, unless coming to the office on official business accompanied by the parent/guardian and by prior arrangement with a school administrator.
2. The student is not to attend any school-sponsored event on or off any school campus during suspension. This is extended to include weekend and holiday activities, and would include, but is not limited to, field trips, athletic events, theater events, dances, and band events.
3. Violation of suspension rules may result in a minimum consequence of a warning and a maximum consequence of a referral to the appropriate law enforcement agency.
4. The responsibility of obtaining and doing class work lies with the student. The teacher may allow the student to complete any assignments and tests missed during the suspension; however, the teacher is not required to provide any class work or assignments (Education Code, 48913).

### **Expulsion**

Expulsion is the removal of a student by the Dixon Unified School District Board of Education. Students who are expelled may not attend any public school within the Dixon USD (Education Code 48900 and 48915).

*Note: Parents will be notified by phone and/or in writing of all cases of serious disciplinary problems or consequences. Parents are encouraged to contact either an administrator or counselor regarding their child's behavior and/or academic status each term.*

### **Mandatory Recommendation for Expulsion**

A five-day suspension and recommendation for expulsion is mandatory for any student who: (1) possesses, sells, or furnishes a firearm; (2) brandishes a knife; (3) sells or furnishes drugs or other controlled substances; (4) commits or attempts to commit sexual assault/battery; (5) possesses an explosive. (Education Code 48915) In such cases, the offense must be reported to the police department.

### **Recommendation for Expulsion**

An administrator shall also recommend expulsion for the following violations unless the administrator finds that expulsion is inappropriate due to a particular circumstance. (1) Causing serious physical injury to another person, except in self-defense; (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil; (3) Possession and/or use of any substance listed in Chapter 2 of Division 10 of the Health and Safety Code...; (4) Robbery or extortion; (5) Assault or battery, or threat of, on a school employee. (Education Code 48915) An administrator may also make a discretionary recommendation for expulsion for other violations of education code.

### **Reasons for Suspension or Expulsion**

Students may be suspended up to five days and/or recommended for expulsion for any of the acts listed below (E.C. 48900, 48915):

- a. Caused, attempted to cause or threatened to cause physical injury to another person
- b. Possessing, furnishing or selling a firearm, knife, explosive or other dangerous object.
- c. Possessing, selling, furnishing, using or being under the influence of any illegal drug, controlled substances, alcoholic beverage or intoxicant.
- d. Offering, arranging, or negotiating to sell any controlled substance, look-alike drug, alcoholic beverage or intoxicant of any kind.
- e. Committing or attempting to commit robbery or extortion.
- f. Causing or attempting to cause damage to school property or to private property.
- g. Stealing or attempting to steal school property or private property.
- h. Possessing or using tobacco or nicotine products.
- i. Committing an obscene act or engaging in habitual profanity or vulgarity.
- j. Possessing, offering, Arranging, or negotiating to sell any drug paraphernalia,
- K. Disrupting school activities or willfully defying the valid authority of school personnel
- l. Knowingly receiving stolen school property of private property.
- m. Possessing an imitation firearm.
- n. Committing or attempting to commit sexual assault or sexual battery.
- o. Harassing, threatening or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Committing sexual harassment
- s. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence.
- t. Intentionally engaging in harassment, threats, or intimidation against a pupil(s).
- u. Making terroristic threats against school officials or school property, or both.

### Due Process

All students are entitled to due process in disciplinary matters. Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal/designee prior to any future appeal (Education Code 48914).

### Discipline Matrix

The following matrix indicates the type of disciplinary action(s) that may apply to behavior infractions. The corrective measures stated are intended to assist in maintaining consistent student discipline. The site administrators reserve the right to determine whether a specific infraction warrants the corrective action detailed below. Alternate disciplinary action may be imposed for any of the listed infractions if determined appropriate. This list does not include all possible infractions, nor all of the possible corrective actions for such infractions.

<b>C.A. JACOBS DISCIPLINE GUIDELINES</b>				
INFRACTION - State Education Code Violation	MINIMUM INFRACTION or 1 <sup>st</sup> Offense Consequence	INTERMEDIATE INFRACTION or 2 <sup>nd</sup> Offense Consequence	INTERMEDIATE INFRACTION or 3 <sup>rd</sup> Offense Consequence	MAXIMUM INFRACTION or 4 <sup>th</sup> Offense Consequence
Alcohol 48900(c)(k)	3-5 Day Suspension*	5 Day Suspension*	5 Day Suspension*; Alternative Place	Expulsion*
Arson 48900(f)(k)	Expulsion*	n/a	n/a	n/a
Assault or Battery 48900(k)(a2) 28915(a)	3-5 Day Suspension*	**	**	Expulsion*
Battery on School Official 48900(a)(k), 48915(a5)	Expulsion*	n/a	n/a	n/a
Bullying (including electronic acts) 48900(r)	Informal talk, Parent Notification	**	**	Suspension and/or Expulsion
Cheating/Forgery/Plagiarism - 48900(k)	Zero Points Awarded	Zero Points Awarded & Saturday School	Zero Points Awarded & 2 Day Suspension	Zero Points Awarded & 3-5 Day Suspension
Closed Campus Policy Violation 48900(k)	Detention	½ Day Saturday School	Full Day Saturday School	Suspension
Defiance 48900(k)	Informal talk, Parent notification	**	**	Suspension
Destruction and/or Defacement of property - 48900(f)(k)	Restitution/Community Service	**	**	Expulsion*
Dishonesty	Informal talk; Parent notification	**	**	Saturday School
Disruption on School Property or Classroom 48900(k)(p)	Warning, Parent notification	Parent notification & Detention	Parent Notification & Class Suspension	Suspension
Dress Code 48900(k)	Change clothes; Parent notification	Change clothes; Parent notification; Detention	Change clothes; Parent notification; Saturday School	Suspension
Drug - Possession 48900(c)(k)	5 Day Suspension*/Expulsion	Expulsion*	n/a	n/a
Drug - Providing 48900(c)(k), 48915(a3)	Expulsion*	n/a	n/a	n/a

Electronic & Nuisance Devices	Confiscation; Student pick up at end of day	Confiscation; Parent pick up	Confiscation; Item returned at end of trimester	Confiscation; Student prohibited from having electronic devices
Explosive Devices 48900(b)(k)	Suspension*	**	**	Expulsion*
Extortion/Robbery 48900(b)(k), 48915(a4)	Expulsion*	n/a	n/a	n/a
False Fire Alarm 48900(k)	5 Day Suspension*	Alternative Placement	n/a	n/a
Fighting 48900(a1)(k), 28915(a1)	3-5 Day Suspension*	5 Day Suspension*	5 Day Suspension*/ Alternative Placement*	Expulsion*
Furnishing False Information 48900(k)	1 Day Suspension	3 Day Suspension	5 Day Suspension	Alternative Placement
Gambling 48900(k)	Parent notification; Detention	1 Day Suspension	3 Day Suspension	Alternative Placement
Gang Related Behavior 48900(k)(o)(.2)(.4)	Parent Notification	**	**	Suspension or Expulsion*
Harassment/Hazing as defined in Ed. Codes 48900(k)(.2) (.4) (q)	1-5 Day Suspension	3-5 Day Suspension*	5 Day Suspension*	Alternative Placement*
Obscene Language or Actions 48900(i)(k)	Verbal Warning	Warning and Mandatory meeting with counselor	1-2 Day Suspension	3-5 Day Suspension
Profanity Directed toward Staff or Student 48900 (i)(k)	1-3 Day Suspension	**	**	5 Day Suspension and/or Expulsion
Sexual Assault/Battery 489(k)(n), 48915(a4)	Expulsion*	n/a	n/a	n/a
Tardiness 48900(k)	Warning	**	**	Suspension
Terrorist Acts 48900(a)(k)(.3)(.4)(.7)	Expulsion*	n/a	n/a	n/a
Theft 48900(g)(i)(K)	Suspension*	**	**	Alternative Placement*
Tobacco/Lighter 48900(h)(k)	1 Day Suspension	3 Day Suspension	5 Day Suspension	Alternative Placement
Truancy	Detention	Saturday School	Saturday School	SARB referral
Unauthorized Entry To School Facilities 48900(e)(f)(g)(k)	3-5 Day Suspension*	Alternative Placement	n/a	n/a
Unauthorized Use of Technology 48900(k)	Verbal Warning & Potential Suspension of Computer Access	1-2 Days Suspension & Potential Suspension of Computer Access	3-5 Day Suspension & Loss of Computer Access	Suspension/ Expulsion & Loss of Computer Access
Weapons/Items Used as Weapons/Possession 48900(e)(k), 48915(a1)	Expulsion*	n/a	n/a	n/a
Wearing Hat in Class 48900(k)	Confiscation; Pick Up at End of Period	Confiscation; Student Pick Up at End of Day	Confiscation; Parent Pick Up	Confiscation; Item Returned at End of Trimester

\*LAW ENFORCMENT SHALL BE NOTIFIED

\*\*Intermediate consequence to be determined by administrator including but not limited to detention, Saturday School, class suspension, home suspension, etc.

## STUDENT HEALTH & SAFETY

### Alcohol and Drugs

“The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.”

“Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics” (cf. [5144](#) - Discipline; cf. [5144.1](#) - Suspension and Expulsion/Due Process; cf. [6145](#) - Extracurricular and Co-curricular Activities).

### Bullying

“Bullying is exposing a person to abusive actions repeatedly over time.<sup>1</sup> Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of *violence*. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.”

<http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp>

The staff at C.A. Jacobs will not tolerate bullying and will take immediate action if bullying occurs. California *Education Code* Section 48900(r) allows for the suspension or recommended expulsion of a student engaged in an act of bullying.

### Emergency Information

All students must have an emergency card on file in the office. The emergency card must be filled out and signed by the parent/guardian. This will enable the school to contact the parents in the event of an illness, accident or other emergency.

*Note: Update forms are available in the office to keep this information current.*

### Evacuation Drills

Evacuation drills are held from time to time for safety reasons. An evacuation route is posted in each classroom. Students should familiarize themselves with the routes for leaving the building. Teachers will review the procedures and rules with students.

*NOTE: In the event of a lengthy evacuation, the superintendent will use his discretion regarding the release of students to parents/guardians. Parents/guardians are asked to await contact via TeleParent telephone message and/or local media broadcast before attempting to pick up students.*

### **Lock-Down Drills**

Lock-down drills are held to prepare for the event of an intruder on campus, severe weather alert, etc. As with evacuation drills, students should familiarize themselves with the appropriate procedures which teachers will review in advance.

*NOTE: During a Lock Down, students will not be released to parents/guardians. Parents are asked to stay away from the school and from roads leading to the school to allow access to emergency and law enforcement personnel.*

### **Medications at School**

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements.

1. Physician and parent request forms filled out completely including both physician and parent signatures. No medications will be administered without detailed physician instructions.
2. Medication taken to school must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled injectable medication kit. Non-prescription medication such as aspirin will not be administered at school even at a parent's request. Parents have the right to bring a medication to school and administer it if this is necessary. Students are not to keep medication on their person or in backpacks or lockers. All medications must be turned in to the nurse's office where a designated school employee will administer prescribed medication during school hours only upon written request of both the physician and the parent/guardian of the student.
3. Asthma inhalers may be carried by students (after above requirements are adhered to). However, students must use inhalers responsibly; inhalers contain prescription medicine which should never be used by anyone other than the person for whom it was prescribed.

### **Searches**

To maintain order and safety in the school, a student's person and possessions may be searched by an administrator or his/her designee if there is reasonable suspicion that the student violated a school rule or broke the law. The administrator may call upon law enforcement to assist in the search. The extent of a search will be reasonably related to the infraction and not excessively intrusive. If a search confirms an infraction, parental notification will be made, however the administrator does not need to obtain permission as this is a routine administrative function.

### **Sexual Harassment**

The Governing Board of Dixon Unified School District is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. Board Policy 5145.7 a-e can be accessed through the Dixon Unified School District web page at: [www.dixonusd.org](http://www.dixonusd.org)

*Note: Hard copies of the above report can be obtained from the District Office.*

Examples of sexual harassment include, but are not limited to:

1. **Physical Sexual Harassment:** is physical contact that is unwanted, unwelcome, offensive and/or intimidating. This type of harassment can include, but is not limited to fondling, patting, pinching, or stroking, particularly of the breast, buttocks, or genital areas, actual or attempted kissing, accidental touching, or collisions.

2. Verbal Sexual Harassment: is repeated words or comments of a sexual nature that offend reasonable listeners. Some examples are: ongoing sexual remarks about a person's body, clothing, or personal life, frequent sexual teasing, repeated sexual requests or invitations after being told they are unwelcome.
3. Nonverbal Conduct: involves gestures and actions. This type of harassment can include, but is not limited to leering, ogling, whistling, posting or circulating sexual materials or pictures, licking lips, and making lewd hand gestures.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. The school strongly encourages students to report sexual harassment immediately. Students should report incidents of sexual harassment to the classroom teacher at the time the incident occurs or to the administration if the incident occurs outside of the regular classroom. The school will take prompt and fair action to investigate any report and to stop the sexual harassment from continuing. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in ways which role model and encourage respect for all individuals.

### Tobacco

"The Governing Board recognizes that tobacco use presents health hazards and desires to discourage students' use of tobacco products."

"Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of District employees. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school" (cf. [5144.1](#) - Suspension and Expulsion/Due Process).

Additionally, it is against the law for anyone to smoke or use tobacco products on the grounds of any public school or at any school-sponsored event.

### Traffic/Playground Monitors

C.A. Jacobs benefits from the assistance of Traffic/Playground Monitors (TPM's). TPM's help maintain a safe and secure environment for our students and assist administrators in enforcing school policies. Students are to respect and comply with the directions given by TPM's at all times.

## **STUDENT ACTIVITIES & SERVICES**

### Assemblies

Assemblies are school gatherings held to facilitate student government functions, recognize student achievements, honor significant events, and build school spirit and camaraderie between the student body and staff.

Assemblies will be arranged throughout the school year. Students are expected to show the proper respect and courtesy fitting the purpose of the assembly. No individual, class, or group may boo, jeer or otherwise denigrate any other party. Individual class spirit should be expressed in positive cheering for that class. No groups may shout obscenities, profanities or offensive cheers. No objects may be thrown from the crowd.

Students will defer to the instructions and corrections of all school staff at assemblies. Students who misbehave during an assembly will be removed from the event and will receive appropriate disciplinary consequences. Teachers will escort students to the assembly. Failure to return to class after an assembly will result in assignment of consequences.

### Clubs

Students are encouraged to participate in clubs as a means of becoming more involved in the school community. Clubs on campus include the Cougar Club (Associated Student Body), Drama Club, and California Scholarship Federation.

### Dances

The school staff and Parent Teacher Organization host several dances for students. All dances will be held on campus in the gym between the hours of 4:30 p.m. and 6:30 p.m.

All students and parents agree to the following terms:

Students will:

1. Purchase a dance ticket in advance. Tickets will not be sold at the door. No refunds or exchanges will be given.
2. Submit a completed dance permission slip at the time of ticket purchase.
3. Present their C.A. Jacobs I.D. card or other current photo I.D. and their ticket at the door when they enter.
4. Not be admitted if they have outstanding school debts, a pattern of truancy (18 or more unexcused period absences), or have been assigned suspension(s) [A student who is suspended will not be allowed to attend the next dance].
5. Enter all dances within 30 minutes of the beginning time of the dance.
6. Dance appropriately. Provocative/sexually suggestive dancing will not be tolerated. Inappropriate dancing will result in parent notification, possible dismissal from the dance, and potential exclusion from future dances.
7. Leave valuables at home. C.A. Jacobs will not be held responsible for lost, stolen, or damaged items.
8. Not return to the dance after departing. A student who has left the dance will not be allowed reentry.
9. Be picked up on time. If a student is not picked up from the dance by the stated end time, he/she will not be allowed to attend the next dance.

### Food Service

Food service provides breakfast and lunch items for sale to all students. Food service begins at 8:15 a.m. for breakfast and follows the CAJ bell schedule for break and lunch. Students may purchase food items from the multi-purpose room/cafeteria, snack-bar area in the main hall, and portable cart.

*IMPORTANT: CAJ students are encouraged to use their student I.D. card to purchase meals. Students may pay for meals with cash or with their I.D. card by depositing funds into their food service account. Deposits may be made in person at the multi-purpose room/cafeteria before or after school or online at [https://www.sodexoeducation.com/segment\\_0200/district\\_0508/enm/Entry2/](https://www.sodexoeducation.com/segment_0200/district_0508/enm/Entry2/)*

DUSD participates in the federal lunch programs. Information regarding the free and reduced lunch program is available at the District Office as well as from the food service manager. C.A. Jacobs food service is managed by Jesse Rios who can be reached at 678-4821.

### Website

If at any time a student or parent would like additional information about C.A. Jacobs, they are encouraged to visit the school website at: <http://schools.dixonusd.org/caj/>

This website provides information about upcoming events and activities at C.A. Jacobs. Parent Teacher Organization news and a monthly calendar of events are posted and links are provided to academic departments and teachers' email addresses.

# ATHLETICS

## Athletic Events

There is a no re-entry policy for all home athletic events. All athletic events both home and away, are considered school-sponsored activities. Disciplinary Education Code and C.A.J. policies and rules remain in effect for students who attend athletic events. Student spectators will defer to the instructions and corrections of all school staff at athletic competitions. Students who misbehave during athletic competitions will be removed from the event, assigned appropriate disciplinary consequences, and will be disallowed from attending further competitions for that sports season.

## Eligibility

In order to participate in athletics, students must conform to the eligibility policy described below. Participation includes trying out for a sport, practicing with a team, and playing in organized games with the team. The school administration and Athletic Director will determine eligibility status of student-athletes.

### **FALL ELIGIBILITY**

7<sup>th</sup> graders begin the fall season with an automatic status of “eligible.” Transfer students need to submit report cards and disciplinary/attendance history from their previous school. For 8<sup>th</sup> graders, fall eligibility will be based on their previous spring six-week grading period.

### **WINTER AND SPRING ELIGIBILITY**

Because of gaps between the starting dates of the winter and spring athletic seasons and the ending dates of the corresponding trimester grading periods, eligibility for sports participation will be based on the student-athlete’s academic, behavioral and attendance performance during the last four weeks leading up to the start of any season. Consequences for serious incidents involving a student athlete will be determined by the Principal, Vice Principal and Athletic Director and may exceed those stated below.

To be eligible, a student must have the following during the previous four-weeks leading up to the beginning of a sport season:

- A 2.0 Grade Point Average. GPA is determined by the grades of the most recent grading period.
- Behavior standards will be determined by the Principal, Vice Principal and Athletic Director.

### **MAINTAINING ELIGIBILITY DURING THE SEASON:**

- Student athletes must maintain the academic standards set forth above to establish eligibility throughout the season. Grade checks will be sent out every two weeks by the Athletic Director and coaches.
- If a student falls below the academic standard during the first week, they will be placed on Level I Probation. This means that they will be able to participate in all practices and games, but will be monitored for academic progress.
- If the student has not shown any improvement in his/her academic standing during the second week, they will be placed on Level II Probation. This means that they do not participate in any practices or games. They are required to seek tutoring/individual assistance from instructors to improve their academic performance.
- If the student has shown no further improvement in his/her academic standing during the third week, the student-athlete will be removed from the athletic team.
- Behaviors that result in a school suspension:
  - 1) First/Minor Offense - one week athletic suspension from all competition OR one game if no competition is scheduled during the suspension week.
  - 2) Second/Major Offense - immediate dismissal from the team for the remainder of the season.

### Interscholastic Athletics

The school mascot for C. A. Jacobs is a Cougar. School colors are Forest Green, Gold, Black and White. C. A. Jacobs participates in the Yolo County Athletic League (YCAL) for our interscholastic athletics. We compete against: Douglass, Emerson, Harper, Holmes, Lee, Winters, and Woodland Christian. We offer the following sports:

#### FALL

7<sup>th</sup> Grade Volleyball  
8<sup>th</sup> Grade Volleyball  
Boys'/Girls' Cross Country  
Wrestling

#### WINTER

7<sup>th</sup> Grade Boys' Basketball  
7<sup>th</sup> Grade Girls' Basketball  
8<sup>th</sup> Grade Boys' Basketball  
8<sup>th</sup> Grade Girls' Basketball

#### SPRING

Boys' Soccer  
Girls' Soccer  
7<sup>th</sup> Grade Track & Field  
8<sup>th</sup> Grade Track & Field

### Sportsmanship

School athletics are based on the principles of good sportsmanship and friendly competition. This means that spectators cheer loudly, but never "boo", respect the decision of the official, and treat all opponents courteously. Winners as well as losers display good sportsmanship; student athletes should be modest winners and gracious losers.

