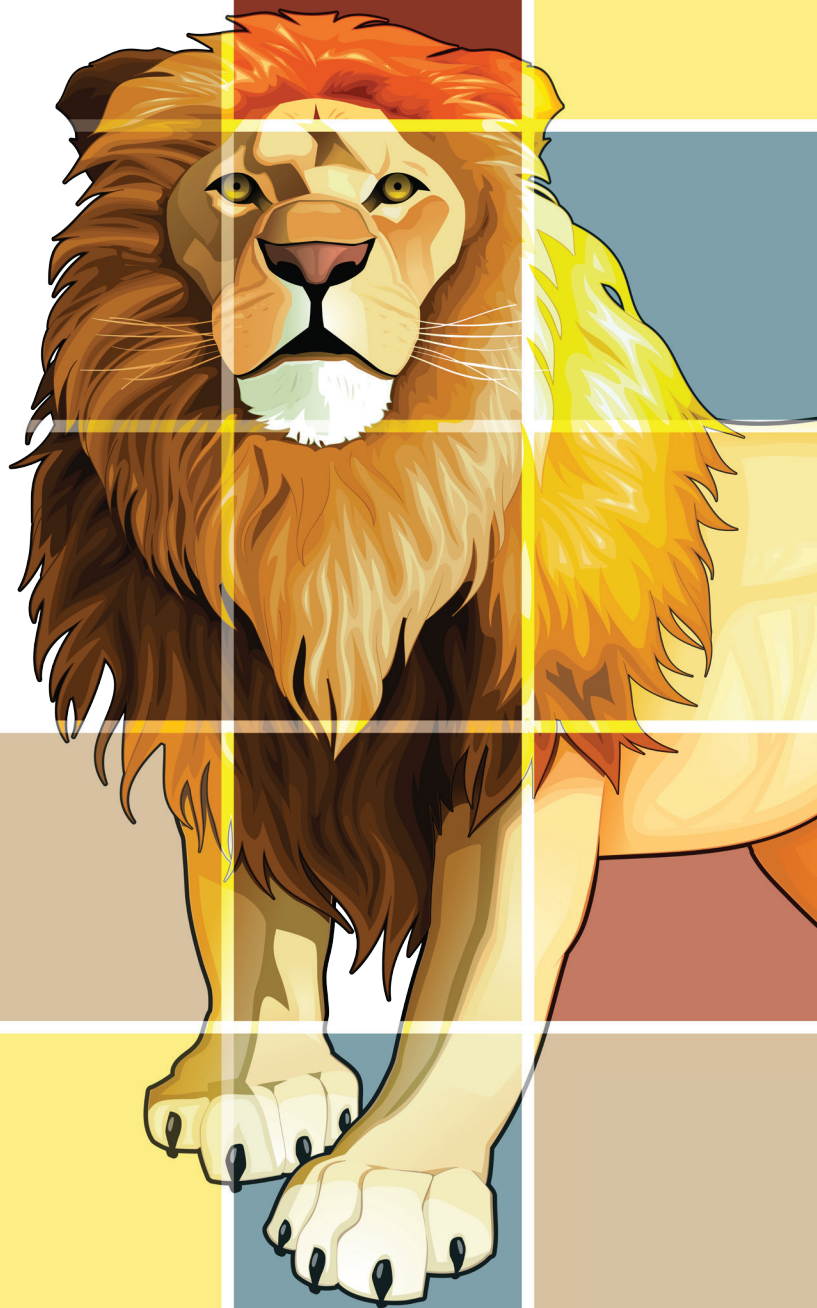


Jane Frederick High School

Student Parent Handbook

2017-2018



1141 E. Weber Avenue
Stockton, CA 95205
(209) 933-7340

www.stocktonusd.net/Frederick

Table of Contents

Bell Schedule 1

Mission & Vision Statement 2

Directory 3

Academics 5

Course Offerings, Graduation Requirements
& Special Programs

General Information 8

Student ID Cards, Bus/transportation
Cafeteria, Health Services/medication

Attendance Policy 9

Independence Study Contracts
Tardy, Clearing Unexcused absences

Campus Rules & Policies 11

Visitors and leaving Campus
Cell Phone/Electronics Policy
Dress Code

Discipline Plan 15

Harassment, Grievances

Counseling 17

Social/Emotional, Guidance, College and Career

Signature Page 19

Bell Schedule

BREAKFAST
7:15-7:45 am AM/OC

| Period | Time |
|--------|-------------------|
| 1 | 7:45am - 8:30am |
| 2 | 8:32am - 9:17am |
| 3 | 9:19am - 10:04am |
| 4 | 10:06am - 10:51am |

LUNCH
10:51-11:06 PM

| Period | Time |
|--------|-------------------|
| 5 | 11:06am - 11:51am |
| 6 | 11:53 - 12:38pm |
| 7 | 12:40 - 1:25pm |
| 8 | 1:27 - 2:12pm |

MINIMUM DAYS

| Period | Time |
|--------|-------------------|
| 1 & 5 | 7:45am - 8:30am |
| 2 & 6 | 8:32am - 9:17am |
| 3 & 7 | 9:19am - 10:04am |
| 4 & 8 | 10:06am - 10:51am |

Mission & Vision

MISSION STATEMENT

Jane Frederick High School provides a safe, positive and productive learning experience while preparing students for graduation and or the world of work.

As an alternative education program we specialize in credit recovery and aim to improve student success through attendance and achievement.

We work collaboratively to build relationships and maintain a positive culture and climate on campus.

VISION STATEMENT

Jane Fredericks Vision is to provide personalized and relevant course work with connections to college and career goals with flexibility for students, while promoting a culture of student voice on campus.

We are committed to developing data/evidence-based approaches to decisions, plans, priorities, placements, interventions and resource allocation. We encourage professional development and actively support a community culture of safety, health, life balance, and value for respect through communication and involvement of all shareholders.

Directory

ADMINISTRATION

209-933-7340

Principal

Christopher Anderson 7876
chrisanderson@stocktonusd.net

Assistant Principal

Donna Thayer 7879
dthayer@stocktonusd.net

Counselors

Theresa Catalano 7891
tcatalano@stocktonusd.net

Julie Pagnini 7875
jpagnini@stocktonusd.net

FACULTY

Drake Balco Work Experience
 Anamaria Escobar Math
 Heidi Fisher-Paulson Resource
 Daryl Ford Social Studies
 Amber Haley English
 Josh Lozoya English
 James Hannon SDC
 Jeff Johnston SDC
 Thomas Miller Masonry
 Agustin Morado Math
 Lisa Shawver Independent Study
 Mark Steyer Opportunity Class (OC)
 Pauline Thompson Social Studies
 Richard Walsh Art
 Terry Welch Social Studies

Directory

CLERICAL & SUPPORT STAFF

| | |
|------------------------|----------------------|
| Elena Cebreros..... | Guidance Tech |
| Elvira Coronado..... | Social Worker Assist |
| Sarah Fine..... | Custodian |
| Susie Garcia..... | Secretary |
| Anthony Herrera..... | Custodian |
| Erick Minter..... | SDC Assist |
| Laura Martinez..... | Registrar |
| Ana Plascencia..... | RSP Assist |
| Carmen Quiroz..... | Security |
| Candido Rodriguez..... | Security |
| Rosalie Villa..... | Food Service |
| Consuelo Simental..... | SDC Assist |
| Justin Sunseri..... | Mental Health |
| Minh LaTruong..... | Nurse |
| Sonia Valenzuela..... | Bilingual Assist |

Academics

REPORT CARDS

Report Cards reflecting grades that appear on the official transcript will be mailed to parents at the end of each quarter. *(Progress reports will be available on Synergy at intervals.)*

COURSE OFFERINGS CYBER HIGH

ENGLISH

English 9/10

English 11/12

English Intervention (ELD)

MATH

Algebra 1

Geometry

SOCIAL STUDIES

World History

US History

Government/Economics

SCIENCE

Biology

Earth Science

ELECTIVES

PE- Independent Study

Masonry

Art

Landscaping and Gardening

ASB and PLUS Leadership

Work Experience

Humanities

Study Skills

Geography

Drivers Ed/Health

Ethnic Studies

Law and Society

CYBER HIGH

Cyber High is an on line Credit Recovery program that Stockton Unified School District used to assist in meeting graduation requirements. There are a number of courses available to students who qualify. Talk to your counselor for more information.

REGISTRATION INFORMATION

- Students must have at least 4 classes
- With approval some students may take more classes
- All students must participate in independent study (Credit Recovery)
- Class changes will only be made to resolve schedule conflicts, if a student fails a course, or if a student completes a course.

For additional information, please call the Counseling team:

Julie Pagnini.....209-933-7340 (7875)
jpagnini@stocktonusd.net

Theresa Catalano.....209-933-7340 (7891)
tcatalano@stocktonusd.net

GRADUATION REQUIREMENTS

Listed below are the graduation requirements as adopted by the Stockton Unified School District Board of Education. Each course is worth 2.5 credits per quarter (*10 credits per year*).

| | |
|---|------------|
| English | 40 |
| Math | 20 |
| <i>(Completion of Algebra 1)</i> | |
| Science | 20 |
| <i>(Physical Science/Life Science)</i> | |
| Social Studies | 30 |
| <i>(World, U.S. and Government/Economics)</i> | |
| Physical Education | 20 |
| Visual and performing Arts, World Language or CTE..... | 10 |
| Electives | 70 |
| Total Credits | 210 |

CAREER TECHNICAL EDUCATION (CTE)

The mission of Career Technical Education (CTE) is to prepare all students to be college and career ready. At JF we provide CTE programs in Masonry and Fork lift driving certification. The program will involve a rigorous education for 21st century workforce.

WORK EXPERIENCE

Work permits and elective credits can be awarded for students with good attendance and in good academic standing. Students can earn up to 10 credits of work experience per school year. A work permit is issued for a job once the student has been hired for the position.

General Info

STUDENT IDENTIFICATION & BADGES

Identification Badges will be issued as school ID. If you do not receive a student identification badge, visit Ms. Coronado to make arrangements to have your picture taken.

TRANSPORTATION/ BUS PASSES

Students living more than 3.2 miles from school are eligible for transportation/city bus pass. Please come to the office to register. If you are within the 3.2 miles of the school and have a hardship of transportation, please see the office for special circumstances.

CAFETERIA

Breakfast is served at 7:15 each morning. School lunches and are provided in between the AM and PM sessions. JF is a 100% fee lunch school for all students.

NURSE/MEDICATION

Jane Frederick's school nurse schedule is based on need, and travels between schools. If medication is needed during school hours please have your doctor fill out the Medication on campus form for SUSD to leave medication in the office under lock. If a referral is desired for consultation with a school nurse please let a counselor know so they can facilitate this process.

Attendance Policy

GENERAL GUIDELINE

Each JF student and parent is responsible for understanding and complying with this policy. Any questions can be directed to the Outreach Consultant at (209) 933-7340 Ext. 7878 or the Principal at (209) 933-7340 Ext. 7876

A student is expected to be “in class, on time” This is both a legal requirement and in the best interests of the student’s academic and personal development. Being “in class, on time” is the JF standard for personal responsibility and consideration of other students and teachers.

EXCUSED ABSENCES

Please report absences immediately
(as you would an absence to the workplace).
Call (209)933-7340 “o” for attendance.

Our attendance policy is in accordance with Ed. Code 48205, stating that absences can ONLY be excused for reasons listed below. Any other absences are UNEXCUSED.

1. Personal illness
2. Health department quarantine
3. Medical appointments
4. Attendance at funeral services for an immediate family member
5. Jury duty or any other court order requiring a personal appearance
6. Exclusion for failure to present evidence of immunization
7. Observance of religious holiday (upon evidence)

- Each consecutive day of absence must be called in
- All absences must be excused by a direct phone call, email or signed note by parent/guardian and delivered to the office

Students who plan to leave campus for a medical or court appointment must follow these procedures:

1. Students are required to bring a note signed by parent to the office when they first arrive at school.
2. Any student leaving campus for an appointment at any time, must report to the office first.
3. Students are then excused to meet parents for pick-up outside the front office
4. Students not feeling well during the school day **MUST** report to the office. (Students may not be excused to home by a parent if the student has not been to the office or the absences will be unexcused).

EMERGENCY LEAVE

Students who will miss five or more consecutive days for reasons other than illness may complete Independent Study in lieu of attending school, with the prior approval of JF Administration. The parent must make a written request to the administration at least two weeks prior to leaving for independent study.

TARDIES

If a student is not in class when the bell rings for each class he/she will be marked absent or tardy.

CLEARING UNEXCUSED ABSENCES

You can make arrangements to clear unexcused absences with Ms. Coronado (Outreach Consultant) if needed. This is done by making up a missed class period with a class period of additional time. If arrangements are not made and unexcused attendance reaches **12** or more periods (**3 days**) then a student will be placed on SARB review. Continued tardies are a violation of the SARB contract.

Campus Rules & Policies

VISITORS ON CAMPUS

- Parents are always welcome to visit. Parents should call ahead for an appointment with the administrator, teacher or counselor with whom you want to meet.
- All visitors must register in the Main Office immediately upon entering the building. Visitors must wear appropriate identification.
- Only people having legitimate business will be permitted in the building.

When making a visit to Jane Frederick, all visitors must first acquire a visitor's pass from the school's Main Office. This requirement includes all visitors - parent volunteers, parents visiting classrooms, and other visitor (including outside contracted workers). All student visitors wishing to spend a day at JF must obtain approval from an administrator.

LEAVING CAMPUS

Jane Frederick is a closed campus during school hours except during lunch. Students are not permitted to leave campus during passing periods or breaks. Students who are authorized to leave at other times must check out in the main office. Failure to check out will result in an automatic truancy.

LEAVING CLASS

Any student who leaves a classroom without the permission of the instructor will be counted as truant for the class period. Hall/Bathroom passes are provided for each class. Only students with authorized passes are permitted out of class.

JFHS STUDENTS VISITING OTHER CAMPUSES

Per your contract with the child welfare and attendance office at Stockton Unified School District you are not to be on any other campus in SUSD without prior permission of that schools administration for any reason.

VALUABLES

Students should never leave valuable possessions unattended. Electronic devices and cell phones are prohibited from use during school hours, except specifically permitted by instructional staff. Please keep them locked or leave these items at home for safe keeping. All missing or stolen items should be reported to security immediately. Jane Frederick is not responsible for lost, stolen, or damaged electronic devices, cell phones, headphones and speakers.

CELL PHONE/ ELECTRONICS POLICY

Jane Frederick encourages students to be mindful of bringing electronic devices to school. Use of electronics is at the consent or direction of teachers and other supervisor's discretion.

This includes cell phones, i-pods, tablets, laptops etc. all electronics MUST be on silent and out of sight while students are in class, including special events. Students may appropriately use electronics on school grounds before, after school and between classes.

No electronic and recording devices may be used by students or visitors in a classroom without the teacher and principal's permission (Education code 51512), this includes photographs or recording peers without permission.

Cell phones or electronic devices that are used or go off during restricted times may be confiscated. Confiscated cell phones and electronic devices will be turned in to the office.

- **First Offense:** Returned to student at the end of the period.
- **Second Offense:** Returned to student at the end of the school day.
- **Third Offense:** Kept in the school office overnight until after school the following day, then returned to the student.
- **Fourth Offense:** Kept in the school office until a parent comes to pick up the device. Device will not be returned to the student. Parent pick up is mandatory.

DRESS CODE

- **Fifth Offense:** Kept in the school office until a parent comes to pick up the device. Parent, student, and Assistant Principal Conference is required. Possible loss of electronic device privileges on campus.

Our dress code acknowledges the importance of the following: comfort, self expression, rights of and respect for students, different body types, different cultures and approaches to dress, and the importance of an ongoing dialogue related to gender differences, the potential for bias, and issues around enforcement.

Dress at JFHD includes:

- Hats in outdoor spaces
- Straps which connect around the neck or over the shoulders (bra straps alone do not suffice as straps).
- Shorts and skirts that are full coverage
- Clothing which covers the belly button
- Coverage of bottom undergarments/NO Sagging
- Coverage of under arms/sides
- Shoes
- Appropriate coverage of chest

Dress at JF will NOT include:

- Clothing or appearance deemed to interfere with or disrupt the educational process (Ca Ed Code 28900 (1)(d))
- Offensive or obscene symbols, signs, slogans degrading any culture, gender, sexual orientation, religious or ethical values.
- Clothing or accessories with language or symbols, depicting violence, gangs, sex, nudity, drugs, alcohol or Tabaco.
- Images or words promoting illegal substances or activities
- Threats or promotion of violence (No gang colors)
- Promotion of discrimination, harassment of anyone on the basis of culture, gender, sexual orientation or religious or ethnic value.
- Clothing or accessories which may threaten the safety of the student or others.

FIRE & DISASTER DRILLS

Students should also consider, with respect to dress code:

- The context of each classroom/activity and its clothing safety requirements (e.g. masonry, arts and agriculture).
- Dressing accordingly when involved in any activity with purpose of preparing for professional life and roles (presentations, meetings, acting as representative etc.).

Enforcement of Dress Code will include:

With respect for the individual and acknowledgement of the discomfort and personal nature of discussions about dress, JF will consistently enforce dress code making distinctions between dress that is disruptive and dress that may create discomfort in others.

- **First incidence of non-compliance:** discussion of non-compliance and possible change of clothing.
- **Second incidence of non-compliance:** student will be asked to change clothing, parent will be notified and student will meet with counselor.
- **Third incidence of non-compliance:** student will be asked to change, parent will be notified and student/parent will have a meeting with an administrator for further counsel.

Students are responsible to their teachers in the event of a fire, earthquake, lockdown or any disaster drill. Listen carefully to the directions given by your teacher and follow their directions quickly and quietly.

A. FIRE DRILLS - Everyone should stand far from the building.

B. EARTHQUAKES/LOCKDOWNS - Students will stay indoors and away from exits, windows, and movable objects. Students should remain under tables away from falling debris.

C. LUNCH - Students who are on their lunch break during an emergency should report to the main office of the school and or the closest safe classroom. All windows and doors should be closed.

Discipline Plan

GROUNDS FOR DISCIPLINARY ACTION

California State Education Code (48900 48915) is clear that schools discipline students for misbehavior when the offense occurs (1) while on school grounds (2) while going to or coming from school (3) during the lunch period and (4) during, or while going to a school-sponsored activity.

State law identifies certain acts for which disciplinary action must be imposed and permits disciplinary actions for any conduct which creates a danger for others or which disturbs the educational process. Disciplinary action by the school may include the following:

| | |
|------------------------------------|--|
| Referral to AP | Students may be referred for inappropriate/disruptive behaviors. Possible outcomes could include being counseled for specific behaviors and warned of possible consequences for continued behaviors |
| Class Suspension | Students may be removed from a particular class for up to two (2) class periods. The consequence may be requested by a teacher or implemented as a consequence by the assistant principal. Students are expected to complete all assignments for the class from which they have been suspended during this time. |
| Student Success Team (SST) Meeting | Parent/guardian may be required to attend a Student Success Team (SST) meeting to discuss and determine interventions for their child's inappropriate or disruptive behavior |
| Conflict Mediation | Students may be required to participate in a conflict mediation if behaviors between students are disruptive to the learning environment, including within the classroom and in common areas. |
| Out-of-School Suspension | A suspension from regular classes in which the student is prohibited from attending school or being on the school grounds or any other campus in SUSD. |

HARASSMENT/ SEXUAL HARASSMENT

Each Student has the right to learn in a professional atmosphere that promotes equal opportunity and is free from discriminatory practices (Ed. Code 210-214)

Therefore JF opposes and prohibits harassment/sexual harassment; whether verbal, physical or environmental by anyone. Any student who violates this policy will be subject to discipline.

EXAMPLES includes but not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
2. Visual conduct such as photography, drawings, gestures.
3. Physical conduct such as unwanted touching, blocking movements or interfering with work/learning based on sex, race, or any other protected basis.

How to report Harassment: You can ask any adult on campus for help in solving a harassment problem. Complaints are handled by counselors and or administrators.

A grievance is a complaint filed by a student or a student's parent/guardian on their behalf alleging an unfair practice.

1. Student will present a complaint orally and informally to a school official
2. If the complaint is not resolved then a meeting with a school counselor should be scheduled for an informal discussion of the grievance.
3. If the complaint is not resolved then the student will present the grievance to an administrator for a formal discussion and review.
4. If the student is not satisfied with the resolution then a formal appeal can be made to the district office.

STUDENT GRIEVANCE PROCEDURE

Counseling Services

COUNSELORS

Julie Pagnini

209-933-7340 (7875)

jpagnini@stocktonusd.net

Theresa Catalano

209-933-7340 (7891)

tcatalano@stocktonusd.net

The Counseling Mission: is to provide high quality comprehensive services to all students. Our programs are designed to develop and enhance students' academic, college/ career and social/personal development. We strive to empower students to embrace their full potential and to achieve their personal and academic aspirations.

We support the overall health of our campus with care for the individual uniqueness of our students and their diverse social cultural identities.

We Offer:

- A place where your voice will be heard.
- A compassionate and confidential atmosphere to discuss personal concerns.
- Consultation, prevention services, and outreach.

We Honor:

- The unique strengths and challenges of our students, while working to enhance life skills, coping strategies, and interpersonal relationships.
- Ways that helps our students remain enrolled at Jane Frederick
- Family and community involvement.

We Value:

- Our passion and commitment to students' well-being.
- Integrity in all of our actions.
- Being flexible and creative in our efforts to assist students.

PROJECT PREVENT

The purpose Project Prevent is to provide resources and assistance to those students who have been referred by school staff members, family and themselves; to provide support for students to then achieve maximum academic, social and emotional growth. Counselors, Therapists and Interns work

closely with school staff to offer educational and mental health opportunities including collaboration with outside recourses.

SOCIAL/EMOTIONAL

Social emotional counseling is supported by SUSD and provided by a federal grant (Project Prevent) to Jane Frederick students. Services include: crisis intervention, individual counseling and assessment, substance abuse intervention classes, behavior assistance, anger management, social skill development, and mediation of campus conflicts.

ACADEMIC

Academic counseling includes: scheduling classes, interpretation of transcripts, student and parent conferences and reviews, college applications, behavior and classroom interventions, 504 plans case management, IEP and SST meetings, coordinate and administer PSAT's, ASVAB assessments and Ca healthy kids surveys.

COLLEGE & CAREER

The overall goal of College and Career is to provide a comfortable, friendly environment where students, parents and faculty can attain information and resources pertaining to career and educational options available to students.

Career Cruising: is a comprehensive web site used to provide information regarding college and career exploration.

- Research Colleges
- Complete career interest inventories
- Create and update academic plans

FREDERICK BUCKS

Frederick Bucks are tangible rewards for appropriate school behaviors, given by any staff member to encourage students to connect with positive school based outcomes.

Frederick Bucks can be "cashed in" for rewards bi-weekly on Fridays during the Lunch break.

PRIDE

Awarded to Students by Staff for Character development and incentives.

JFHS School Student Parent Handbook Signature Page

STUDENT NAME

After reading the Student/Parent Handbook, please sign the appropriate lines and return the form to JFHS.

We, the students and parent(s)/guardians of
----- agree to follow the policies outlined in the student handbook for the current school year.

We recognize the right and responsibility to discuss the rules and policies with our child and recognize that it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

In addition: I authorize counseling staff and counseling interns under the supervision of credentialed staff to provide counseling services through Stockton Unified School District.

Signature of Parent/Guardian -----
Date

Signature of Student -----
Date



DRESS CODE POLICY

JANE FREDERICK HIGH SCHOOL



See through tops



Red/blue clothing or items



Visible headphones or cell phones



Tank tops or sleeveless



Halter tops or racer backs



Off shoulder crop or spaghetti strap



Ripped jeans that show thighs



One sleeve



Bare midriffs



Short shorts or skirts



Pant sagging



Sex, vulgarity, drugs/alcohol



Profane/discriminatory



Non-JFSH/non-religious headwear



STOCKTON UNIFIED SCHOOL DISTRICT

