

# PARENT-STUDENT HANDBOOK

2021-22



**SAN JOSE**  
**PREP**

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Jacksonville, FL 32257  
(904) 425-1725



## San Jose Prep: Learning Today, Leading Tomorrow

*Become College- and Career-Ready with Us*

Our administration, faculty and staff welcome you to San Jose Prep. We are excited to begin this new school year, and we are committed to getting to know your child.

We pride ourselves on educating “the whole child.” Every student learns in an environment that is physically and emotionally safe. Young people are challenged academically using modern technology and innovative educational methods. Our charter school program offers a balanced educational approach to include English Language Arts, Math, Science and Social Studies, career and technical education (CTE) courses, electives and extracurricular activities such as clubs and sports.

In middle school, students benefit from a nurturing environment, and they receive foundational knowledge and skills. In high school, our students choose their best pathway to graduation. They may participate in college preparatory classes, our Early College program, Career Academies, industry certifications and work-based learning.

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





## ACADEMIC INTEGRITY

At San Jose Prep, students are members of a community committed to honor and integrity. Therefore, students are expected to show academic integrity at all times. All student work should be done individually unless the teacher clearly states otherwise. It is the responsibility of the student to know what is acceptable in each class.

Academic honesty extends to all work that a student produces. Unless a teacher has granted student permission to seek outside help, it is assumed that a student has completed his/her assignments, tests, quizzes, etc. independently. Representing work as one's own when it is done by family, friends, students, tutors, etc. is academic dishonesty.

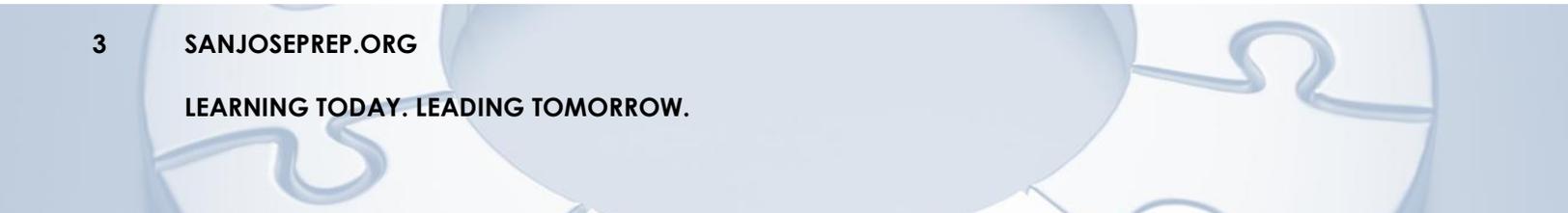
By our definition, academic dishonesty includes but is not limited to the following:

- Cheating
- Plagiarism
- Taking an exam for another student
- Altering a graded assignment or assessment
- Altering a teacher's gradebook or other records
- Recycling work done previously for another class
- Stealing an assignment, a test, or other related material
- Allowing someone else to copy a student's assignments or homework
- Passing along a graded assignment or assessment from previous years
- Discussing or sharing test questions with a peer who has not yet taken a test
- Copying (writing, photographing, etc.) assignments or homework from another student
- Having or using a communication device to send or obtain unauthorized information
- Sharing answers to any graded work such as essays, homework, projects, quizzes, tests
- Passing on from previous years completed assignments, projects, reports, etc. with answers or translations written in them
- Having or using notes, formulas or other information in either written or programmable calculator or another technology-based format without teacher permission

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

## ACADEMIC MODEL

- Traditional Schedule; Periods 1-7
- 50 minute classes Monday-Wednesday
- 90 minute Thursday and Friday
- 7 classes per day (M-W); 4 classes on Thursday (block); 3 classes on Friday (block)
- 1:1 technology
- Core & Elective Classes





## ACADEMIC SUPPORT – AFTER SCHOOL

Academic support classes are available after school. Each content area will be offering tutoring services on a rotating basis. Students who are in danger of failure will be scheduled to attend these sessions either at the request of the teacher or parent. Tutoring hours are from 2:45-3:45 p.m., Monday through Thursday, depending on the teacher's schedule.

## AFTERCARE

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

## ANTI-DISCRIMINATION POLICY

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

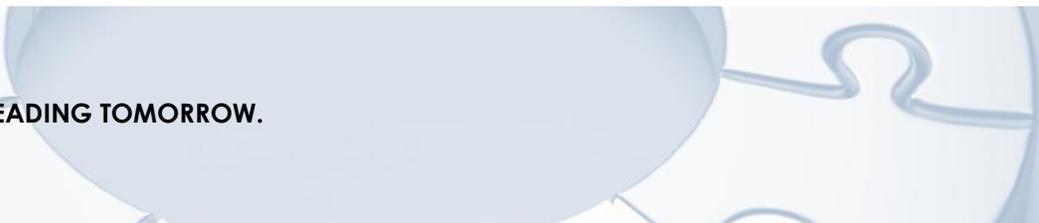
## ASSESSMENTS

Students will take a combination of summative and formative assessments. Students will be required to take the Florida Standards Assessment (FSA) and/or End-of-Course (EOC) exam each spring as well as assessments offered by the College Board to include AP Exams, PSAT's, and SAT's. Testing accommodations will be provided for ESOL, ESE, or any students whose 504 Plan indicates such a need.

All students are required to take the AP exams for the corresponding course that they are enrolled in. AP Exams are scheduled by the College Board for specific dates and times. In the event your students miss the exam, the fee for the exam (\$90) will be passed on to the Parent/Guardian.

## ATTENDANCE/ABSENCES

It is the parent/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. The following causes are acceptable excuses for excused absence: (1) illness or injury of





the student; (2) serious illness or death in the student's family; (3) official religious holiday. There is an online form that can be used to submit for absence excuses as well.

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

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

If a student needs to leave school before the end of the school day, the parent or guardian must come to the school office and sign him/her out. A photo ID must be presented every time a student is being signed out. Students will not be dismissed from the classroom, only the front office. Students will not be dismissed 15 minutes prior to the end of the school day due to traffic and safety concerns.

Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absent from class without parent/guardian knowledge and/or permission.
3. Absent from class without teacher knowledge and/or permission.
4. Absent from class for an extended period without prior permission.

## **Family Leave**

Please be mindful of the state assessment dates which begin in April while planning any vacations. If you have scheduled a vacation that does not correspond with our calendar school closing dates, please send in a note with those dates.

## **Make-Up Work - Excused Absences**

Students are expected to make up all work missed during **excused** absences. The student must contact the teacher on the first day back to school to make arrangements to make up the work. The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation. All assignments including tests and exams announced in advance of the student's absence must be made up. If assignments have been scheduled more than 7 days out, work must be turned in on or before the due date.

If a student is suspended for one to three (1 – 3) days, the student must contact the teacher upon their return to class to make arrangements to make up their work within five (5) school days.

## **Medical/Dental Appointments**

Appointments should be made outside of school time whenever possible. Please plan to pick up your child when classes change, we cannot interrupt instruction. Tardiness and absences impede scholastic progress. When such appointments are impossible to obtain outside of school time, an





excused absence is granted for medical and dental appointments only when official verification is received from the doctor or dentist and submitted by a parent in writing.

## BULLYING

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

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

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

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

### Types of Bullying

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

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

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

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

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

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



## Cyberbullying

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

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

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

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

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

## CALENDAR

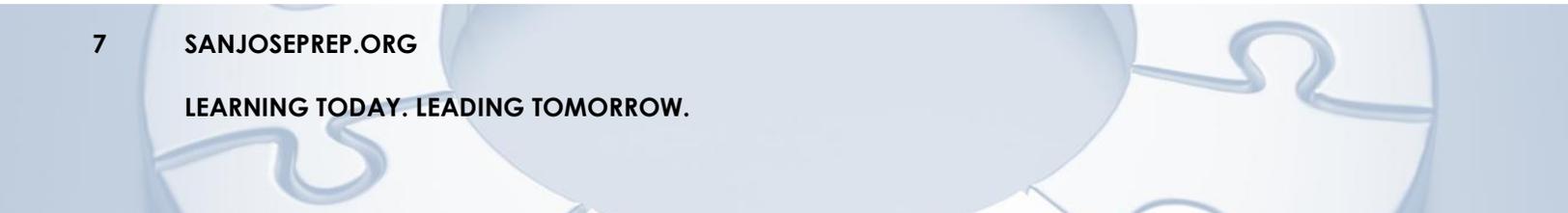
**We follow our own calendar, and it may or may not match the DCPS calendar.**

Please refer to the San Jose Prep website for up to date information. At San Jose Prep, *every* Friday is an **EARLY RELEASE DAY**; dismissal will be at 1:00 p.m.

## CHILD ABUSE REPORTING REQUIREMENTS

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

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





and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.

## **CLOSED CAMPUS**

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

## **CLUBS**

San Jose Prep offers several clubs to meet individual student interests. Clubs meet after school and under the supervision of a faculty club sponsor. A list of clubs and after school activities will be provided at the beginning of each school year.

## **CONFERENCES**

We promote a system of ongoing interactivity between families and the school with the primary source of electronic mail. Parents/guardians are encouraged to participate in parent/teacher/student conferences each academic year. Please keep your e-mail updated for weekly electronic newsletters and follow our updates and posts on our school website or app.

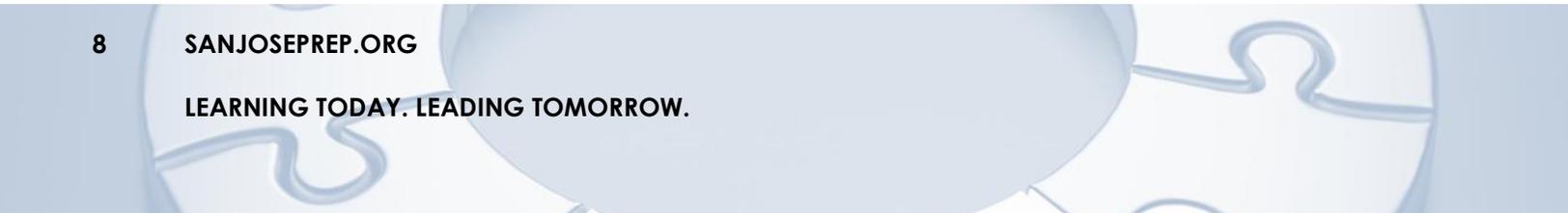
A parent/teacher conference may be requested through Student Services and will be scheduled at the first available time. To set up a conference, email [studentservices@sanjoseprep.org](mailto:studentservices@sanjoseprep.org) and a member of the team will reach out to you. Conferences can be scheduled in person or electronically.

## **CONFISCATED ITEMS**

Personal items may be confiscated when there is a disruption to the learning environment. Confiscated items include, but are not limited to, cell phones, smart watches, electronic devices, hats or other headwear, toys or other items as necessary.

Initial infractions allow students to claim items at the end of the school day. Repeated infractions will require parents/guardians to come to school to retrieve the item from a school official. San Jose Schools are not responsible for the loss, theft, or damage of confiscated items. Any items remaining after the last day of school will become property of San Jose Schools.

The protocol for retrieving confiscated items is as follows:





<b>1st infraction</b>	Student retrieves the item at the end of class.
<b>2nd infraction</b>	Student retrieves the item at the end of the day at the front office.
<b>3rd infraction</b>	Lunch detention and call home; Student retrieves item at the end of the day at the front office.
<b>Every subsequent confiscation</b>	Detention; Parent retrieves item at the end of the day at the front office.

Confiscations will be logged in a shared drive so administrators and teachers are aware of the number of confiscations.

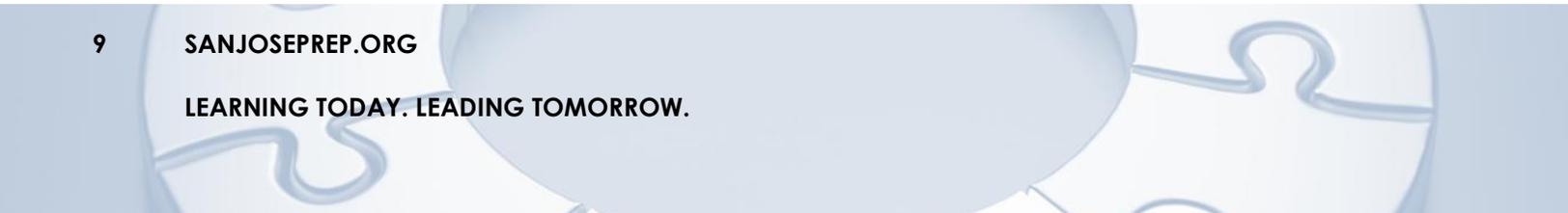
## CONTACT INFORMATION

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

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

## DETENTION

The purpose of the detention policy is to deter inappropriate behavior and have an immediate response to such behavior. The detention policy will also serve as an alternative to suspension, help to eliminate disruptive behavior and preserve the high standard of behavior at San Jose Prep. The detention policy is devised to address all issues that are most disruptive to the teaching and learning environment. These include, but are not limited to cutting class, defacing school property, disobedience, disrespect, disturbing class, eating or displaying food in class, excessive talking, failure to complete work, littering, loitering, mischief, poor attitude, and tardiness. The set time for detention is held Friday from 1:00 p.m. to 2:15 p.m. A parent/guardian must pick up their child at 2:15 p.m.





## DISCIPLINE

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

## DISMISSAL AND PICKUP

Students should be picked up in a timely manner after school. Students should be picked up by 3:00 p.m. (1:30 p.m. on Early Release days) unless they are staying after school for a scheduled and supervised after-school activity; in which case they should be picked up by 3:45 p.m.

Pick-up plans should be finalized before the student comes to school. Should an emergency arise, and the parent is to contact the front office their student will be notified. Before releasing a student from school, individuals listed on the student's Emergency Information Form will be the only ones authorized to retrieve the student from the school. The individual must be an adult and be prepared to provide a picture ID.

Parents/guardians should submit to the front office personnel copies of any legal documents which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student data card. Friends and strangers will be denied access to a student in the absence of verified parental consent. Even if we know you are a parent, but you do not have court specified rights to pick a child up at a time different from that specified, we will need to secure permission prior to release.

## EARLY RELEASE

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

## EMERGENCIES

### Illness

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





## **Injury**

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

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

## **FALSIFICATION OF INFORMATION**

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

## **FAMILY RIGHTS AND PRIVACY ACT**

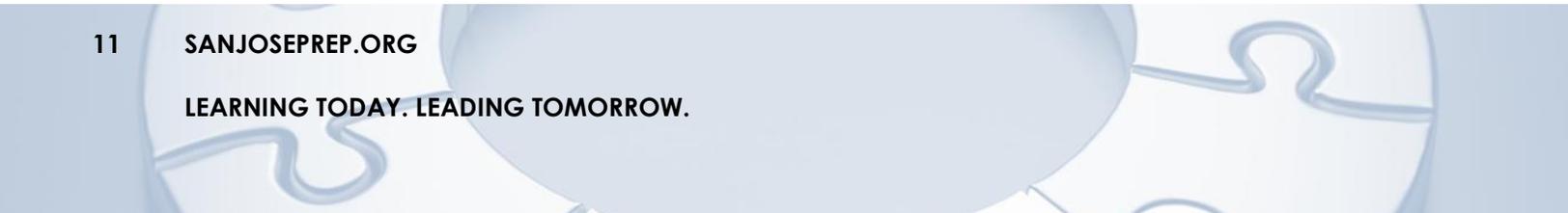
The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your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

## **FEES**

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

## **FIELD TRIPS**

Teachers are encouraged to plan field trips as an extension of classroom learning. Parents/guardians can support by assisting teachers as a chaperone. Parents/guardians serving in this capacity may not have other children accompany them. Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct, or grades. Any student with multiple referrals or an 'F' in any subject will not participate. Any student with an out of school suspension during that marking period will not participate. Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip prior to each field trip. Money and permission slips must be turned in to the teacher,





prior to the field trip or the student will not be permitted he/she is expected to attend school. Failure to do so will result in an unexcused absence.

*The students must wear the San Jose Storm shirt - no exceptions.*

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

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

## FOOD AND DRINK

Food, drinks (other than water), candy, gum, etc. are NOT allowed in the classrooms due to the potential damage to school property.

## GRADING AND REPORTING

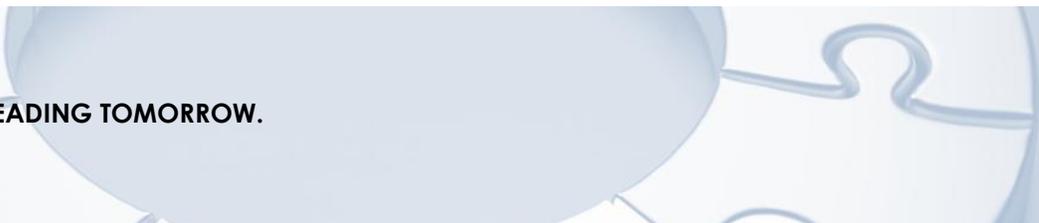
Assessment and reporting of students' classroom performance is the responsibility of the classroom teacher. Grades will be based on factors including, but not limited to:

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

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

### Grading Scale

<b>90-100</b>	A	Indicates superior proficiency and achievement.	4 grade points
<b>80-89</b>	B	Indicates above average proficiency and achievement.	3 grade points





<b>70-79</b>	C	Indicates fair proficiency and achievement.	2 grade points
<b>60-69</b>	D	Indicates minimum proficiency and achievement – credit given. Intervention needed.	1 grade point
<b>59 or below</b>	F	Unacceptable work – no credit given. Intervention required.	NO grade point

## HOMework

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

## HONOR ROLL

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

## GIFTS

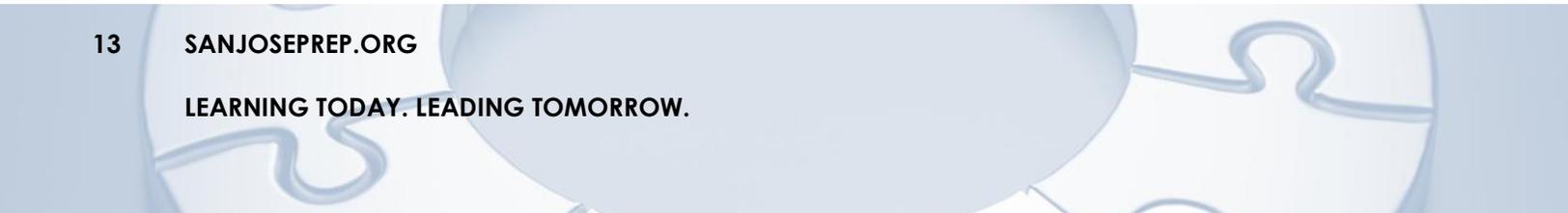
At San Jose Prep, we believe in celebrating all aspects of student life. When considering delivering birthday or other celebratory gifts to students, such as balloons, flowers, etc., please make every effort to deliver such items during the student's lunchtime or the item(s) will be held in the front office for student pick up at the end of the day.

## LOST AND FOUND

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

## LUNCH PROGRAM

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





## MEDICATION

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

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

Please be aware that San Jose Prep does not have a nurse present at the school.

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

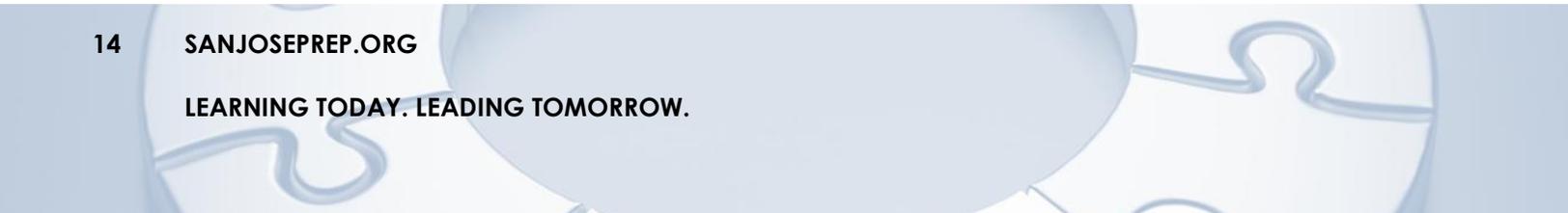
Guidelines for administering medication are strictly enforced to adhere to professional best-practices that ensure a student's safety. Lack of cooperation with or not following the Guidelines for Administering Medication will result in the school's inability to administer medication to a student.

## MENTAL HEALTH PLAN

In accordance with SB 7029, San Jose Schools has its own plan to address matters of mental health. All matters that may arise regarding a student's mental health status will be referred to the Mental Health Plan. This plan, and its remedies, are outside of the Code of Conduct and is handled as a separate matter. Please visit our Mental Health Plan on our website to find out more.

## PARENT/TEACHER CONFERENCES

San Jose Prep teachers will communicate regularly with parents/guardians regarding their child's academic performance and/or behavior. However, in the event a parent would like to meet with





the child’s educational team, a parent may request a conference. Conferences may be requested by emailing [studentservices@sanjoseprep.org](mailto:studentservices@sanjoseprep.org).

## PERSONAL ELECTRONIC DEVICES

In the age of technology, we do understand that cell phones play an integral part in communicating with others. At San Jose Prep we make provisions for use of cell phones or other electronic devices under the supervision of school personnel. For example, in the classroom when it is part of teacher instruction and in the cafeteria as part of a student's recreational time. However, electronic devices are not permitted in the hallways or in the restrooms at any time. Misuse of these items will result in confiscation. The school shall not be responsible for any damage, theft, or loss of any electronic device brought to the school property or at any school related function.

1. Students have the privilege of carrying personal electronics, however, it is a privilege and as such it can be revoked for poor academic performance, disciplinary action, or inappropriate usage.
2. San Jose Schools is NOT responsible for loss, damage or theft of any devices brought to school.

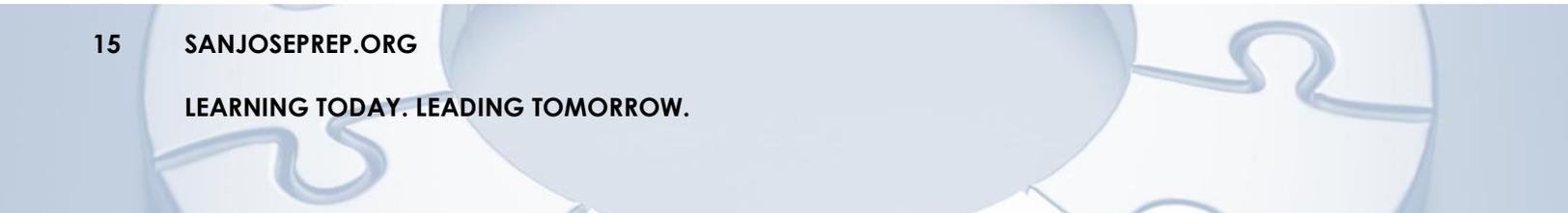
## PROGRESS REPORTS

Progress reports will be provided quarterly via Focus. Parents/guardians are expected to check on their student’s grades via the FOCUS parent portal system. Parents/guardians will be informed of mid-term progress report dates and should request teacher conferences whenever the grade falls below a C.

## PROMOTION REQUIREMENTS: MIDDLE SCHOOL

<b>Grade 6 to Grade 7</b>	Successfully complete three or more 6th grade core courses <sup>1,2,3</sup>
<b>Grade 7 to Grade 8</b>	Successfully complete three or more 7th grade core courses and recover the core course not passed in 6th grade, if applicable <sup>1,2,3</sup>
<b>Grade 8 to Grade 9</b>	Successfully complete all four 8th grade core courses and recover the core course not passed in 7th grade, if applicable <sup>1,2,3</sup>

1. Core courses are Language Arts, Mathematics, Science, and Social Studies.
2. Teachers and administrators have an obligation to provide timely intervention so that students may recover courses (core or elective) during the academic year.
3. One core course failed and not recovered during the academic year may be recovered during a district Summer Education Programs (if available) or during the summer through a private or out-of-county provider to meet course requirements for promotion. Credit Recovery can also be done through our Virtual Instruction Provider agreement with Edgenuity.





NOTE: A student with a disability who has been grade-adjusted through the ESE Reevaluation Review Team shall be promoted based on the credits earned in the years completed during middle school. Promotion for these students is not dependent on credits for grades missed by the student due to the grade-adjustment.

## PROMOTION REQUIREMENTS: HIGH SCHOOL

Promoted to:	Number of Credits	Requirements	Grade Point Average
10th Grade	5 credits	1 English, 1 Math	1.5
11th Grade	12 credits	2 English, 2 Math/Science	2.0
12th Grade	18 credits	3 English, 3 Math, 3 Science, 3 Social Studies	2.0

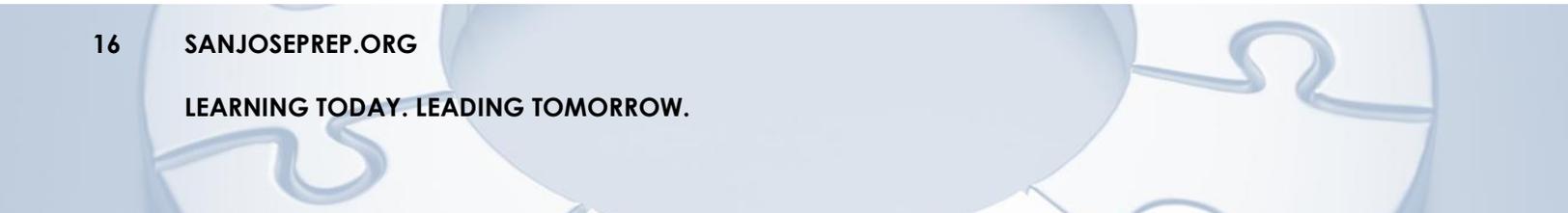
## HIGH SCHOOL GRADUATION REQUIREMENTS

The school will adopt and follow the graduation requirements established by the state of Florida in accordance with 1003.428, F.S. following the requirements established for that cohort year of 9th grade entrance.

In keeping with our mission and vision of preparing our students for both academic success in their future endeavors as well as in life, we have decided to add one additional high school graduation requirement. We are requiring that a “Pathway to Success” be established as the final high school graduation requirement from San Jose Prep. This requirement is voluntary for students in the 9th grade cohort of 2017-2018 and older. The “Pathway to Success” would include demonstrating evidence in one of the following methods:

1. College Acceptance Letter
2. Trade School Acceptance Letter
3. Enlistment Confirmation in one of the Armed Forces
4. Professional Services/Employment Contract – we understand that not every student needs to go to college to be successful in life. Through the education of high school and possibly one of the CAPE Industry Certifications that can be achieved at San Jose Prep, a student may find success after high school with gainful employment.

As part of the Pathway to Success, Seniors are required to have a minimum of 3 meetings with the Grad Coach. **Failure to complete the Pathway to Success will result in Seniors not participating in Senior activities to include the graduation ceremony.**





## RELEASE OF LIKENESS AND IMAGES

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

## REPORT CARDS

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

## SAFETY AND SECURITY

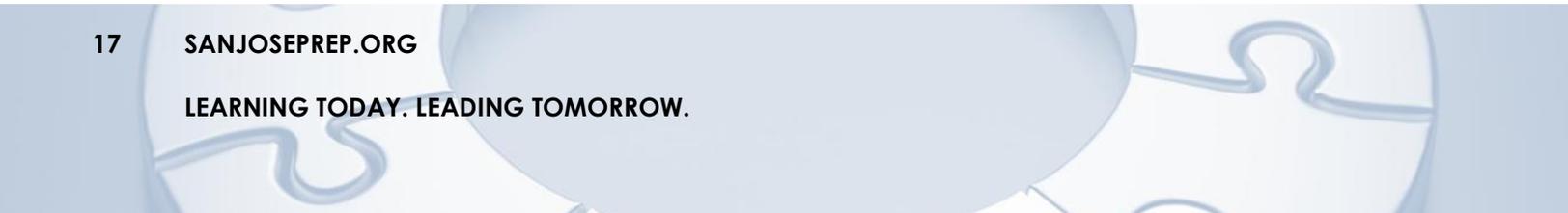
San Jose Schools has a safety plan in place. Reviews of the plan, drills conducted by students and staff, and district-based training are ongoing items that make the school safety plan, a living document. San Jose Prep conducts monthly fire drills along with other safety drills in accordance with state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

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

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

## SAN JOSE PARTNERS (SJP)

The SJP is designed to support volunteerism and school functions. Details regarding the organization and meeting schedules will be provided at the beginning of each year. Parents/guardians and other family members are encouraged to participate. You may join the organization for \$5 per membership at most school events, at the front desk with our administrative assistant, or online at [SanJosePrep.org](http://SanJosePrep.org). All funds raised are poured back into supporting our school





community, including teacher appreciation events and contributions to student activities and materials that serve the entire student body.

## SCHOOL HOURS

7:30 a.m. – Office opens; Students may enter the building.

8:00 a.m. – School day officially begins; **ALL students should be in class**

2:40 p.m. – School day officially ends (Monday through Thursday, 1:00 p.m. on Friday)

3:45 p.m. – School and front office close/clubs end

6:00 p.m. – Aftercare closes

## SEVERE WEATHER INFORMATION

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

## SEXUAL HARASSMENT

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

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

Sexual harassment committed by students against students or staff is inappropriate behavior and violates San Jose Schools policies.

If a student believes they are the subject of sexual harassment or the focus of inappropriate behavior, they should report such incidents to their parent/guardian and school authorities. A student can report the information verbally or in writing to the principal, assistant principal, SRO, a teacher, or support staff. When reporting an incident, it is helpful to provide as much information as possible. Such information includes: (1) a description of the event or events, (2) the number of occurrences with dates and places, (3) the names of any witnesses, and (4) if appropriate, documents, papers and/or other exhibits.





At the conclusion of the investigation, depending on the findings, San Jose Prep will uphold the consequences as outlined in the Code of Conduct.

## SOCIAL EVENTS

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

1. Students must be picked up at the time the event concludes.
2. No student guests over age 16 in MS and 20 in HS are permitted at San Jose social events.
3. Non San Jose Prep students must have a form signed by their school official to attend events at San Jose Prep as a guest.
4. Dancing at social events must be appropriate in nature and the administration of San Jose Prep will hold students accountable.
5. Alcohol, tobacco and other items prohibited on campus are forbidden at social events.
6. Once a student has entered the social event facility they must stay until they are picked up. If a student leaves, they are not allowed to return.
7. Student attire at social events must not be provocative or inappropriate in a social environment.
8. High School students must have a 2.0 GPA and no more than five (5) unexcused absences for the quarter.
9. Middle School students must have no F's in a core subject area and no more than 5 unexcused absences for the quarter.
10. A student's discipline history may exclude a student from partaking in a social event.

\*Any student who violates these parameters or is deemed to be dressed inappropriately will be sent home immediately.

## STUDENT RECORDS

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

### Right of Access

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



## **Right to Privacy**

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

## **Right to Waiver of Access**

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

## **Right to Challenge and Hearing**

The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy. Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. San Jose Prep will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a)(ii)).

## **STUDENTS' RIGHTS**

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

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

## **STUDENT/PARENT SURVEYS**

The School Climate Survey measures student perceptions of school climate. The surveys are brief, reliable, and valid for assessing perceived school climate among students and an overall understanding of how middle and high school students perceive the quality and character of school life. Students complete the survey during school hours using campus computers under the guidance of teachers or other appropriate school personnel. Parents/guardians shall be notified in advance via the principal's weekly newsletter and the notice shall include dates during the school year of its administration.

## **SUMMER SCHOOL**

Summer school is offered by San Jose Prep. Any student planning to attend summer school for credit to make up failed courses must obtain prior approval of their program from the principal. Student Services will contact you if your student is required to attend.





The following list demonstrates safety nets that we offer to ensure the academic success of all students:

- Academic warning letters
- Accommodations
- Administrative conferences
- Annual evaluations
- Differentiation
- Interventions
- Notifications
- Parent/student/teacher conferences
- Progress Reports
- Credit Recovery through Edgenuity
- Tutoring

## SUSPENSION NOTICE

Parents/guardians will be notified when their child receives a suspension. Parents/guardians will be provided a copy of said referral for their review. The referral will indicate the number of days for ISS or OSS. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school **AFTER** the required parent conference for readmittance has been held. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

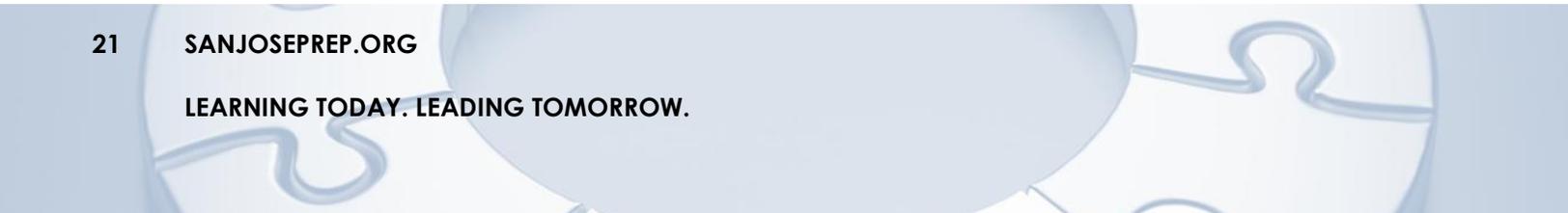
Any student on campus or at a school-sponsored event without authorization during a suspension, will be considered trespassing and may be subject to law enforcement procedures.

Prior to students being allowed to return to class a restorative process will be implemented by Administration.

## TARDY POLICY

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

For security reasons, all outside doors will be locked at 8 a.m. Therefore, students are expected to be in their classrooms by 8 a.m. Students arriving after 8 a.m. are considered tardy and must get a tardy pass to enter the classroom. Students late to school must check in at the front office to receive a tardy pass. All tardy occurrences are documented in the electronic tardy tracking system. Every three (3) Unexcused tardies in a quarter equates to one (1) absence for that quarter. Tardy counts will revert back to zero at the beginning of each quarter.





## TARDY CONSEQUENCES

1st, 2nd, 3rd	Verbal warning
4th	Lunch detention; letter informing parent/guardian of tardy policy
5th	Lunch detention; second letter informing parent/guardian of tardy policy
6th	After-school detention
7th +	ISS or parent shadowing for the day; referral to Attendance Intervention Team

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

## TECHNOLOGY USE POLICY

San Jose Prep provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. By signing the handbook acknowledgement, you are agreeing to the following:

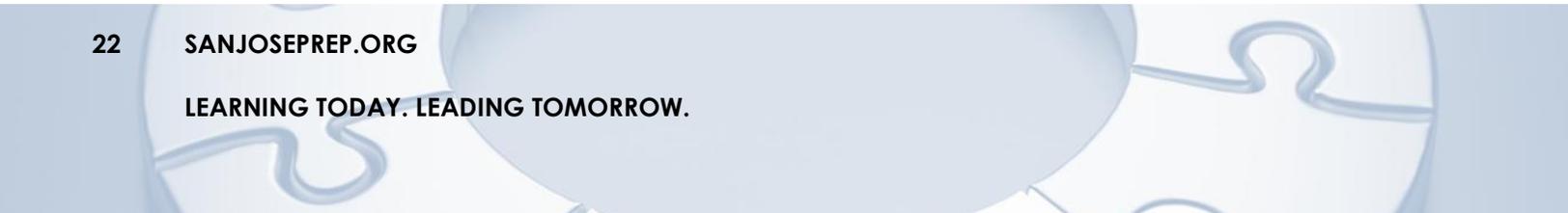
Use of school computers, networks and access to the Internet are privileges that may be restricted or revoked at any time. Obscene or offensive use of computer tools may result in disciplinary action, to include but not limited to threat assessment team and/or mental health counseling.

## TELEPHONE

At San Jose Prep, we strive to keep the lines of communication open amongst students and their families. To discourage students defaulting to their cell phones to contact parents/guardians, students are expected to contact parents/guardians via the front office phone. Front office phones should only be used with permission from school officials or front office staff.

## THREAT ASSESSMENT TEAM

In accordance with SB 7029, San Jose Prep has a threat assessment team which consists of members of the San Jose Staff as well as the Jacksonville Sheriff's Office. This team meets





monthly or as the need arises, to conduct threat assessments on students, staff, and school grounds. If someone is deemed a possibility to become a threat to themselves or others, a referral is made to the threat assessment team. The threat assessment team will determine what course of action will be followed next. The individual could be referred to the safety plan, mental health plan, or both. These plans run parallel to the Code of Conduct but are not part of it.

## UNIFORM POLICY

### On-Campus Dress Code Requirements

The school uniform consists of a school polo with khaki, navy blue or black shorts, slacks, or skorts. There is a mandatory P.E. uniform for all MS students as all MS students will have P.E.

Shorts (non-athletic), slacks, skirts or skorts may be purchased from any retail location you choose. The only restrictions are as follows:

- No Skinny Jeans
- No leggings, tights, yoga pants, sweatpants, joggers
- No athletic type shorts or pants, except for the P.E uniform which is worn at P.E. *only*
- Shorts/skorts/skirts must be no shorter than 2 inches above the knee
- No holes or rips are permissible on any bottoms

### General

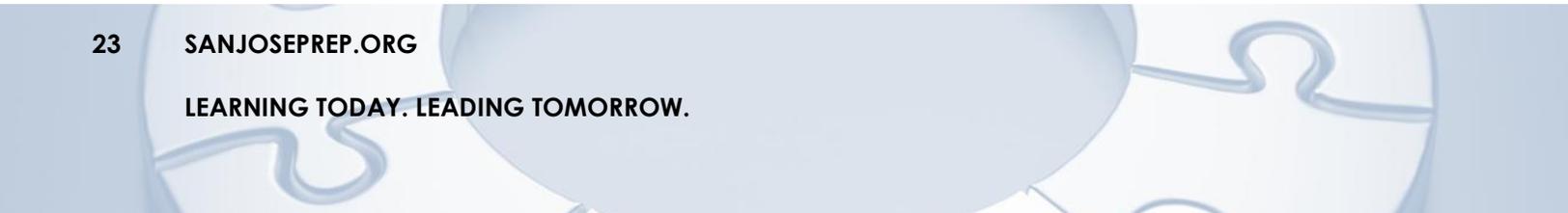
- No visible undergarments.
- Nothing that causes a distraction to include sagging pants where undergarments are exposed. Students with sagging pants will be sent to the office to adjust their pants to their waste.
- No visible piercings other than modest earrings or studs in ears/nose only.
- In cases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

### Hair

Hair must be neat and clean. Head coverings associated with a religious preference are permissible.

### Shoes

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





## Spirit Days/Dress-Down Days

San Jose Prep will occasionally have Spirit Days or “dress down” days for students. While students are not required to wear their uniforms on these days, a dress code is still in effect. This dress code includes:

- All items listed above in regard to hair, footwear, undergarments, sagging pants, piercings, and modesty
- Jeans may be worn; however, no pants may not have any holes or tears in them. Students who come to school wearing pants that have holes or are ripped will be asked to change or cover them up. This includes pants with holes that have patches underneath the tear.
- No offensive or inappropriate sayings, slogans, graphics or images may be worn on clothing.
- On spirit days, students should wear a school shirt (clubs, sports, class shirt, etc..) or school colors with school appropriate bottoms, to include jeans.

## Student ID

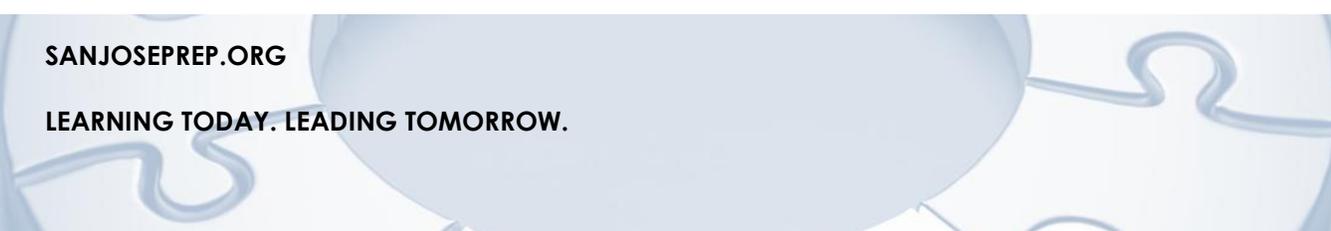
As part of the uniform, students are expected to wear their ID around their neck on a daily basis to include all school functions and on dress down days. The first ID card is free. Students are subject to disciplinary actions for failure to wear their school identification cards, students who have lost their ID will have to serve ISS or pay \$3.00 for a new I.D.

## Violation of Uniform Policy

Dress code will be strictly enforced; students will not be admitted to class. Parents/guardians will ensure that their child is dressed in uniform clothing in accordance with the dress code established by San Jose Prep appropriate clothing will be brought to campus. Repeated violations will result in a referral to the administrative staff for disciplinary action.

## VISITORS

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

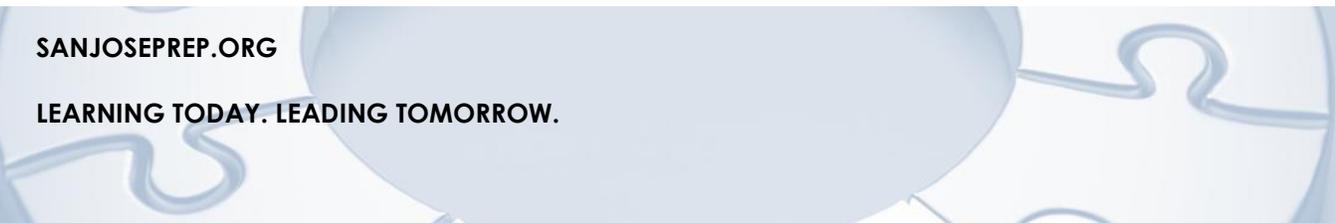




# ADDITIONAL INFORMATION

*Including Forms to Sign and Return*

2021-22





## COVID-19 AND OTHER INFECTIOUS DISEASES

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

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

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

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

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

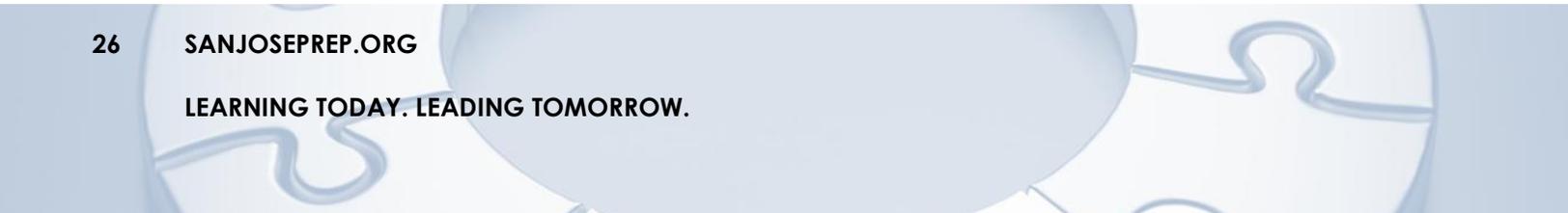
We are limiting visitors to our school buildings; therefore, only students, staff and scheduled vendors may enter the buildings at this time.

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

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

### Definitions

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





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

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

## **Restrictions on Campus Visitations**

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

## **Preventing the Spread of Infectious Diseases**

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

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

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



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

## **Required Reporting**

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

## **Responding to Infectious Disease Exposure**

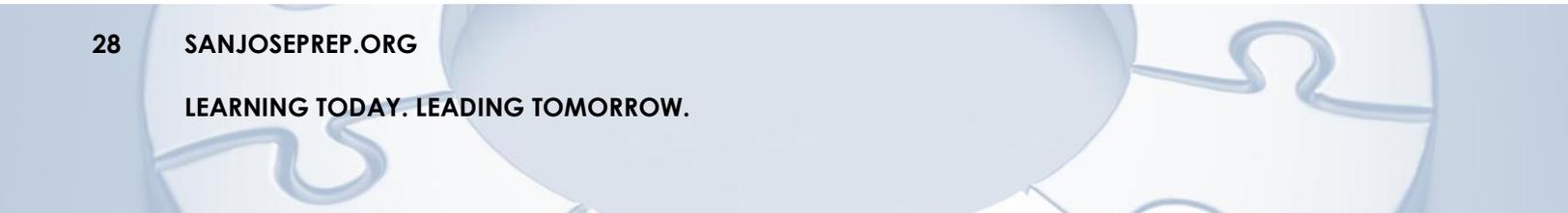
In the event the school administration believes a student is experiencing symptoms of or has been exposed to COVID-19 or a similar infectious disease, the student will be isolated from other students and faculty. The student's parent/guardian will be contacted immediately to discuss the situation and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

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

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

## **Returning to School**

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





## **Persons with COVID-19 Who Have Symptoms**

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

## **Persons with COVID-19 Who Have Never Developed Symptoms**

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

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

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

## **Negative Test Results**

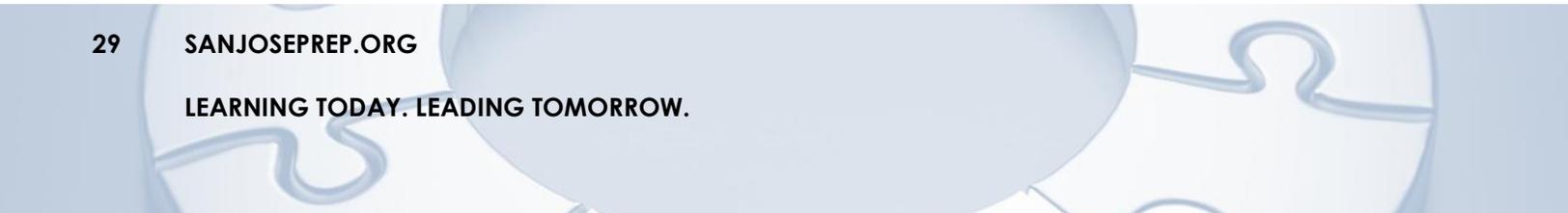
A student may return to school, regardless of the policy outlined above, if they do not have any symptoms of COVID-19, do not have ongoing close contact with someone who has COVID-19, and provide San Jose Prep with the negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection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

## **Confidentiality of Medical Information**

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

## **Assumption of Risk**

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





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

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

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





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

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

**I understand that the San Jose Prep allows me to bring my own devices such as phones, tablets and computers. To be permitted to bring my own device, I agree to the following responsibilities and restrictions:**

- I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property and that rule 11 above applies to my use of my device off school property.
- I will not take photos or record video of any student, teacher or administrator unless I have that individual's express permission to do so.
- I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
- I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
- I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight.



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

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Print Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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





## AUTHORIZATION FOR MEDICAL TREATMENT

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

### Insurance Information

Insurance Carrier: \_\_\_\_\_

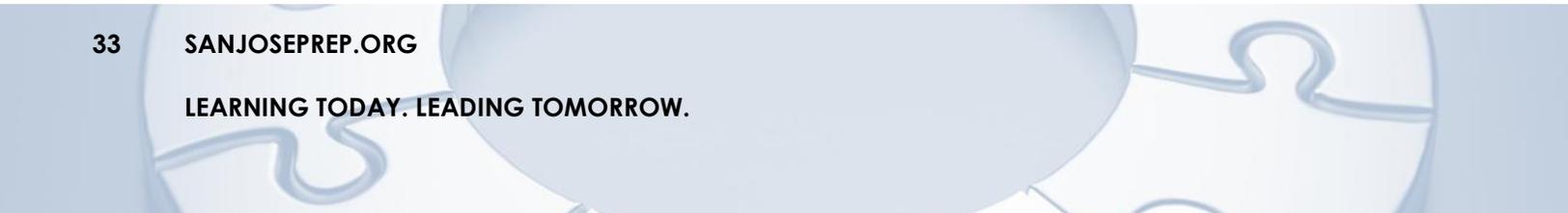
Policy or Certificate number: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Information: Allergies/Medications/Concerns etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_





ACKNOWLEDGEMENT OF RECEIPT
2021 -22 Parent-Student Handbook

- Four checkboxes with text: We acknowledge that we have received a copy of the Parent-Student Handbook... We understand that it contains important information on policies and procedures... We further understand and acknowledge that San Jose Schools may change, add or delete any policies or provisions... We acknowledge and understand that this Parent-Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Signature of Student

Date

Signature of Parent/Guardian

Date

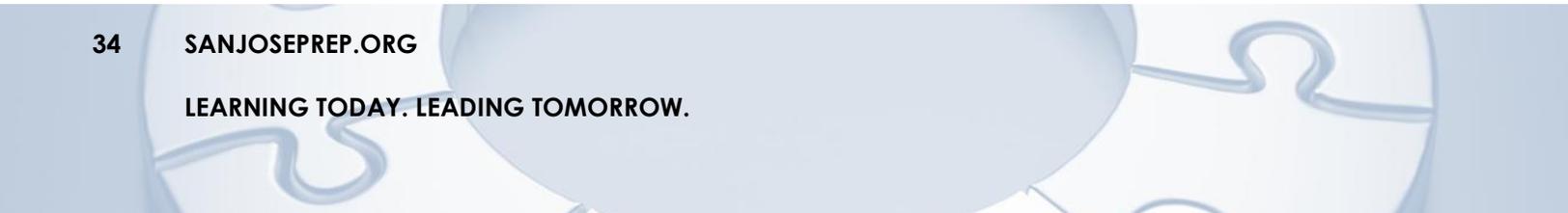
Please print the student's first and last name:

Grade level:

Please print clearly.

Parent/guardian email:

Student email:





## PROCEDURE TO REPORT DISCRIMINATION AND HARASSMENT

### **A. Reporting an Act of Discrimination or Harassment**

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

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

### **B. Investigation of Allegations**

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

### **C. Final Determination**

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

### **D. Disciplinary Action**

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

### **E. Complaints Against the Principal**

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