

Harper Junior High School Student & Family Handbook 2006-2007

Table of Contents

Section	Title	Page
I.	District Mission Statement & Goals	2
II.	Title IX Information	3
III.	Harassment	3 - 4
IV.	Student-Family-School Oath	5
V.	Code of Academic Honesty	6
VI.	Emergency Procedures	7-9
VII.	Dress Code	10
VIII.	General Information	11 - 16
IX.	Attendance	17 - 18
X.	Academics and Counseling	19 - 22
XI.	Lunchtime	23 - 25
XII.	Activities, Clubs, Sports	26 - 27
XIII.	Rights, Rules and Responsibilities	28 - 34

**Davis Joint Unified School District
and
Frances Ellen Watkins Harper Jr. High School
Mission Statements**

Davis Joint Unified School District Mission Statement

It is the Mission of the Davis Joint Unified School District, in partnership with parents, to provide a quality educational program for all students that develops the knowledge, skills, abilities, and values for our students to reach their full potential.

Harper Junior High School Mission Statement

Harper Junior High School provides a rigorous academic program and strives to incorporate the lessons of the past with the best techniques, technologies and truths of the present to give our students every opportunity to become responsible, respectful citizens of the future.

HARPER MOTTO

We learn today so we can lead better lives tomorrow.

Title IX Information

Title IX is the portion of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The governing regulations cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

In an effort to comply with Title IX, the Davis Joint Unified School District affirms that no person shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity.

The following staff members will serve as resource personnel for all program activities including the review of problems which cannot be resolved at the site level or which encompass more than one site:

Assistant Superintendent for Human Resources -- District Compliance Officer -- 757-5300
Principal, Harper Junior High School

In further conformity with Title IX, grievance procedures have been adopted by the Board of Education to be used in reference to complaints raised by parents, students, or employees dealing specifically with Title IX. A copy is on file at this site.

Harassment Prevention

We at Harper Junior High School expect that everyone will treat one another with respect and dignity. Although bullying and harassing may be common among junior high school aged students, it is not allowed at FHJHS. The following information will help you understand what harassment is and what to do if you witness and/or experience harassment while at school.

Physical: often called "just playing around". Includes any type of intimidation or aggravation in games or actions such as pushing, dog-piling, throwing things, and similar activities. Report this type of activity to a staff member or the office immediately.

Verbal: includes remarks that are offensive, threatening, annoying, embarrassing, or which are used to perpetrate rumors, hearsay, etc. It also includes racial and other slurs. Report this type of harassment to your counselor, teacher, or other staff member.

Sexual: includes any behavior, either physical or verbal (this includes comments or jokes) that is sexual in nature and which degrades, humiliates or embarrasses another person. It also includes behavior that may have in the past been acceptable or laughed about. Recent laws make harassment a suspendable and/or expellable offense.

Harassment Prevention (continued)

The Davis Joint Unified School District Board Policy states that “unlawful harassment because of sex, race, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations or comments, epithets;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with academic performance or progress directed at a student because of sex or race or any other protected basis;
- Threats and demands to submit to sexual requests in order to receive a good grade or other benefit or avoid some other loss, and offers of good grades or other benefit in return for sexual favors or personal or emotional safety; and/or
- Retaliation for having reported or threatened to report harassment.”

“Sexual harassment is defined in the Education Code as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.”

Frances Ellen Watkins Harper Junior High School
Student-Family-School Oath
Partners in Learning

To indicate your review of the Student-Family Handbook, students and parents are expected to read this Oath and sign that you understand it. Failure to sign and return the signature form (to be returned the first week of school) does not release you from your responsibilities under school policy as described in this Handbook.

Frances Harper Junior High School is founded on the belief that families and schools working together significantly influence student performance, attitudes, aspirations and behavior. In an effort to support the partnership between family and school, the partners agree to the following:

The School's goals are to:

- Provide a safe and positive learning environment and a high quality educational program.
- Maintain regular on-going communication with the home.
- Encourage and respect family input and participation in decision-making.
- Provide a variety of opportunities for families to be actively involved in the education of their children.
- Maintain the dignity of each individual.
- Involve all staff members in a professional development program that is responsive to the needs of students and their families.
- Respect students, staff, and families.

The Family's goals are to:

- Be responsible for the child's attending school regularly and on time.
- Support and maintain a positive attitude toward learning.
- Provide home support and monitoring of student assignments, homework, and projects to reinforce high classroom standards for learning.
- Read and respond to all school communication in a timely manner.
- Participate in school and community sponsored activities.
- Respect the school, staff, and students.

The Student's goals are to:

- Come to class regularly, on time, ready to learn and with assignments completed.
- Set aside time every day to complete classroom assignments and homework.
- Know and follow the school and class rules as stated in the Student-Family Handbook.
- Respect your school, yourself, classmates, staff, and families.
- Respect the rights of others to learn without disruption.

Code of Academic Honesty

(Each student is required to sign and comply with the Harper Code of Academic Honesty.)

Harper Code of Academic Honesty

I promise that all work that I turn in for personal credit in my classes will be the result of my own efforts. I will not attempt to turn in any work for personal credit that was produced in any part by another person, nor will I allow another student to use any part of my work in an attempt to receive credit.

I acknowledge the only exception to this policy will be partner or group assignments as approved in advance by the teacher.

I understand that I will not receive credit for any work that violates the Harper Code of Academic Honesty, regardless of whether I was the giver or the receiver of the work in question.

I understand that I may experience additional consequences if I violate this code.

All members of the Harper community are responsible for preserving academic integrity and fostering academic honesty. Academic honesty requires that you be truthful at all times and do your own work. (Students who violate this code will not be considered for the Presidential Academic Fitness Award or possible other awards.)

Examples of academic **dishonesty** include:

- Receiving or providing unauthorized assistance on tests using unauthorized materials during a test
- Turning in for individual credit work produced in any part by another person; copying the work of another and presenting it as your own
- Allowing another student to copy or present as his or her own the work that you produced
- Plagiarizing, or presenting the ideas, concepts, words or material from another source, such as a book or website, as if such material were your own creation
- Using the school Internet system to access inappropriate websites (pornography, etc.)

Harper Junior High School

DISASTER RESPONSES

Student Response



Teacher Response



I. Evacuation:

(Used for fire, bomb threat, gas leak, chemical leak in laboratory)

- Leave belongings
- Move in an orderly and quiet fashion to designated area on the evacuation map
- Remember that any structural damage may block your usual evacuation route
- If bomb threat, turn off walkie-talkies and cell phones and do not use as they have the potential to detonate bomb(s)
- Stay with your class at all times for roll call

- Stay calm; your attitude/actions will be mirrored by students
- Take class roster, emergency backpack, cell phone, keys when evacuating
- Remember that any structural damage may block your usual evacuation route
- Care for emotionally, medically fragile students
- If bomb threat, do not touch, move or disturb unidentified packages/items.
- If bomb threat, turn off walkie-talkies and cell phones and do not use as they have the potential to detonate bomb(s)
- If bomb threat, the Incident Commander will determine how far and where to move students from danger. If ordered to evacuate, close, but do not lock doors behind you
- Account for 100% of students and staff after evacuation
- Return to the building/school only if directed by a recognizable school staff person or emergency official

II. Shelter in Place/Duck and Cover:

(Used for earthquake, severe weather conditions, explosions)

- Take cover under desks and away from windows and lights:
DUCK, COVER AND HOLD
 - drop to your knees with your backs to the windows
 - Get under a desk or table
 - make your bodies as small as possible and bury your face in your arms
 - close your eyes, cover your ears and as much skin surface as possible
- Maintain Duck and Cover position until directed by a recognizable school staff person or emergency official
- Remain indoors unless instructed otherwise

- Stay calm; your attitude/actions will be mirrored by students
- Move all students away from classroom doors and windows
- Close doors
- Close blinds. Turn off lights and unplug electrical equipment if warranted
- Direct students as follows:
 - drop to your knees with your backs to the windows
 - Get under a desk or table
 - make your bodies as small as possible and bury your face in your arms
 - close your eyes, cover your ears and as much skin surface as possible
- Care for emotionally, medically fragile students
- Take student attendance and report missing and/or extra students
- If outside **during severe weather or explosion:** try to move behind an object, lie on your stomach with face away from the source of the event and initiate above actions
- If outside **during an earthquake,** stay in open area away from power lines
- Maintain Duck and Cover position until directed by a recognizable school staff person or emergency official

III. Shelter in Place/Lockdown:

(Used for stranger on campus, gunfire, police helicopter circling overhead, civil disruption, and/or active shooter on campus)

If indoors or outdoors near rooms:

- Help teacher barricade door if necessary and possible
- Move away from windows and down onto the floor
- Seek shelter behind whatever is available
- Allow no one to enter or leave the room once secure
- Remain calm and patient

If indoors or outdoors near room:

- Stay calm; your attitudes/actions will be mirrored by students
- Bring students from outside and hallways into pre-designated areas (interior, windowless rooms, if possible)
- Close and lock all windows/doors immediately; close blinds and turn off lights. Place students out of sight of windows and doors
- Duck and Cover if necessary
- Care for emotionally, medically fragile students
- Allow no one to enter or leave the room once secure
- Take student attendance and communicate to the Incident Commander the names of missing and/or extra students

Student Response



Teacher Response



Reverse Evacuation: (severe weather, violent situation near school)

- Go to the safest room/location nearest you. Once there, follow the procedures for SHELTER IN PLACE.
- Wait for school or department officials to meet you and give instructions

- Remain in Lockdown mode until directed by a recognizable school staff person or emergency official

Reverse Evacuation: (severe weather, violent situation near school)

- Stay calm; your attitudes/actions will be mirrored by students
- Bring students from outside and hallways into pre-designated areas (interior, windowless rooms, if possible)
- Care for emotionally, medically fragile students
- Close all windows/doors. In case of violent situation near school, lock doors if warranted but do not keep students out
- Close blinds
- Turn off lights and unplug electrical equipment if warranted
- Move students away from doors, windows and air vents
- Take student attendance and report missing and/or extra students
- Depending on weather conditions, you may be required to Duck and Cover
- Remain in Shelter-in-Place mode until directed by a recognizable school staff person or emergency official

IV. Medical Emergencies TEACHER DOWN

Three students should carry out the following immediately and simultaneously:

- One student call 911 from room
- One student run to next room for help
- One student run to the office and report it

Everyone should stay calm and respond sensibly

Plan ahead by designating one student each to:

- Call 911 (explain phone use)
- Go to the next room
- Run to the office for help

Please remember to consider what your response would be should you be called out of your room to attend to the "down teacher"

V. Other Emergencies LUNCHTIME INCIDENT

- Contact a staff member immediately and explain the situation
- Do not distract staff by asking questions - information will be distributed as it becomes available

If outside at the time of the incident:

Lockdown—

- Go to the safest room/location nearest you. Once there, follow the procedures for SHELTER IN PLACE.

Earthquake—

- Stay in open area away from buildings and power lines.
- Follow Duck and Cover instructions.
- Proceed to the track and connect with your 3rd period teacher

Weather warning—

- Proceed to 6th period room.
- Please stay there and proceed with SHELTER IN PLACE as directed by staff instructions.

Bomb threat-

- Stay in open area away from buildings.
- Proceed to the track and connect with your 3rd period teacher

CBRNE-

- Proceed to nearest room and follow SHELTER IN PLACE as directed by staff instructions..
- Once instructed to do so, proceed to the track and connect with your 3rd period teacher

- Listen for relocation site and route instructions
- Stay calm; your attitude/actions will be mirrored by students
- Care for emotionally, medically fragile students
- Watch for students who become agitated or violent; they may jeopardize the safety of others
- Take student attendance before students are moved and after they arrive at the relocation site
- Report missing and/or extra students to the Incident Commander

If outside at the time of the incident:

Lockdown—

- Go to your classroom/the safest room once there; follow the procedures for SHELTER IN PLACE.

Earthquake—

- Stay in open area away from buildings and power lines.
- Follow Duck and Cover instructions.
- Proceed to the track and connect with your 3rd period class

Weather warning—

- Proceed to 6th period room.
- Please stay in room and proceed with SHELTER IN PLACE as directed by staff instructions.

Bomb threat-

- Stay in open area away from buildings.
- Proceed to the track and connect with your 3rd period class

CBRNE-

- Proceed to nearest room and follow SHELTER IN PLACE as directed by staff instructions.

Student Response



Gunfire or Police Action

- If unable to get to a room or shelter - drop to the ground and remain absolutely still
- Remain on the floor until directed by a recognizable school staff person or emergency official

If inside at the time of the incident:

Lockdown—

- Stay in the safest room/location nearest you. Once there, follow the procedures for SHELTER IN PLACE.

Earthquake—

- Follow Duck and Cover instructions.
- Once instructed to do so, proceed to the track and connect with your 3rd period teacher

Weather warning—

- Proceed to 6th period room.
- Please stay there and proceed with SHELTER IN PLACE as directed by staff instructions.

Bomb threat

- Stay in open area away from buildings.
- Proceed to the track and connect with your 3rd period teacher

CBRNE-

- Stay in room and follow procedures for SHELTER IN PLACE.

Gunfire or Police Action

- Stay in the safest room/location nearest you. Once there, follow the procedures for SHELTER IN PLACE.

Teacher Response



- Once instructed to do so, proceed to the track and connect with your 3rd period class

Gunfire or Police Action

- If unable to get to a room or shelter - drop to the ground and remain absolutely still
- Remain on the ground until directed by a recognizable school staff person or emergency official

If inside at the time of the incident:

Lockdown—

- Stay in the room/location nearest you. Once there, follow the procedures for SHELTER IN PLACE.

Earthquake—

- Follow Duck and Cover instructions.
- Stay in room until site commander allows you to Proceed to the track and connect with your 3rd period class

Weather warning—

- Proceed to 6th period room.
- Please stay there and proceed with SHELTER IN PLACE as directed by staff instructions.

Bomb threat

- Stay in open area away from buildings.
- Proceed to the track and connect with your 3rd period Class

CBRNE-

- Please stay in room and proceed with SHELTER IN PLACE as directed by staff instructions..
- Follow CBRNE procedure
- Stay in room until site commander allows you to proceed to the track and connect with your 3rd period class

Gunfire or Police Action

- When you recognize immediate danger or hear what sounds like gun shots...shout "HIT THE DECK"
- Ensure that everyone immediately drops to the ground and lies flat
- Tell students to cover their heads with their hands and arms
- Stay in the safest room/location nearest you. Once there, follow the procedures for SHELTER IN PLACE.

June 2006

Frances Harper Junior High School
Junior High School Dress Code

The Davis Junior High Schools try to maintain a professional and friendly atmosphere in which teachers can teach and students can learn. While each student's mode of dress and grooming may be an expression of personal style and individual preference, a student's choices may affect the educational program or the health and safety of self or others.

Our goals are to promote school safety and enhance the learning environment, while at the same time discourage distractions that inhibit learning.

If a student's dress is not in accordance with this policy, any staff member may ask the student to make an appropriate correction.

1. Student dress shall be safe, and neat and clean in appearance. (Pocket chains, collars or bracelets with spikes and clothing with revealing holes and cutouts are all inappropriate for school wear.) (C.C.R. Title 5, Section 302)
2. Clothing may not glorify or advertise drugs, gangs, weapons, alcohol, tobacco, tobacco products, or sexual behavior.
3. Clothing must be free of violent, vulgar, or obscene words or phrases, pictures, or symbols. The rear end of garments should be free of insignias or words.
4. Footwear must be worn at all times. Footwear must be safe, practical and not limit student participation in school activities.
5. Clothing, backpacks, make-up and other adornment (e.g. belts hanging down) may not demonstrate or suggest gang-related symbols or colors. No bandanas or du-rags are allowed at school.
6. Undergarments and underwear must be covered.
7. Shirts and blouses must cover the back to the shoulder blades and all of the stomach and cleavage. Shirts and pants/skirts must be touching in both front and back. Shirts and tops cannot have straps that tie or be easily unsnapped. Inappropriate tops include but are not limited to: midriff tops, crop tops, tube tops, halter tops, strapless tops.
8. All of buttocks must be covered. Shorts, pants or skirts should be of an appropriate length. As a general guideline, to determine appropriate length, stand with arms at side making a fist. The clothing should come to, at least, the bottom of the fist.
9. In addition, clothing may not disrupt the educational process.

This dress code applies to all school activities, including before and after school extra curricular events such as dances and field trips. Generally, students who do not follow the dress code will be referred to the office to change into appropriate school clothing. Students may pick up their changed clothing at the end of the day in the office. Repeated violations (considered defiance) will result in more serious consequences, including but not limited to detention, in-school suspension and being sent home.

General Information

After School

- Students are asked to go home after school unless involved in a supervised activity.

Bicycles

- Traffic safety laws are enforced. You are expected to follow all laws while riding to and from school.
- Park your bike inside the student bike rack. Lock your bike with ***your own lock***, every single day!!
- If your bike is vandalized or stolen, report this to the attendance office **and** to the Davis Police Department.
- Ride bikes only on designated paths or city streets.
- Remember, it is against the law to ride without a properly secured (buckled) helmet.
- The bike racks are monitored regularly, however, the school is **not** responsible for damaged or stolen bicycles, so to protect your bike be sure you have followed all the above rules.

Bulletin

- The daily bulletin is presented every morning. The bulletin tells what is going on at school. It is also listed on the PTO website, and posted on the bulletin board at the school's entrance, in the Library and on the food service window.

Bus Service

- The Davis Joint Unified School District does not provide bus transportation.
- However, Unitrans (the Davis/UCD local municipal bus service system) does provide an express service between South Davis, Holmes Junior High School, and Harper Junior High School. Please note that you must purchase a specific express pass to ride this bus.
- Unitrans requires that bus riders behave respectfully, remain seated while the bus is moving, and keep noise to a minimum. Students who violate these safety rules will not be allowed to continue riding the bus.
- As a special service, we sell bus passes for the express line at Harper. These passes may be purchased in the Attendance Office.
- For other bus transportation needs or questions, please contact Unitrans at 752-2877.

Cell Phones

- Cell phones are **not to be seen or heard** during the school day. Due to class disruptions and the possibility of cheating, this rule is strictly adhered to at Harper. If they are seen or heard, they will be confiscated.
 - On a first offense, students may pick up their phone in the office after school.
 - On the second offense, student's parents need to come to the office to pick up the phone.
 - On the third offense, a parent must meet with an administrator and the student before the phone is returned.

Child Abuse

- Child abuse can be physical, emotional or sexual.
- Every student has a right to live in a safe environment without fear.
- Tell a teacher, your counselor, or an administrator if you, or someone you know, are being abused.
- You or your friend will get the help and support you need.

Closed Campus

- For your safety and by School Board authority, Harper is a closed campus.
- You are expected and required to remain on campus for your entire school day.
- If you need to leave campus during the school day, follow the procedures outlined in the Attendance Section of this handbook.
- All visitors to Harper must wear a Visitor or Guest Teacher lanyard.
- If you see any strangers on campus, report that to your teacher or the office.
- Students are not allowed on any other school campus during the school day, unless signed in through the school office and with prior permission of a staff member.
- Students are NOT ALLOWED at other school dances or end of year events.

Communication

- The Harper staff is interested in effective communication for problem solving. If you have any kind of problem or concern related to school, please discuss it first with your teacher or a school counselor. If necessary, please talk next with the principal. Should the issue remain unresolved, there is a district complaint form available in the school office which can be used to enlist the aid of district administration in reconciling the issue.

Gambling

- **Gambling is never allowed on campus. No exchange of money or items is allowed.**

Gum

- Gum is not allowed on campus.

Hall Passes

- Your teacher may excuse you from class; however, you must have a hall pass from your teacher. Red passes are for students going to the bathroom, and green passes are for students going to the office.

Health Information

Accidents/Injuries

- Report any accident immediately to your teacher. If you are not in class, tell the nearest teacher or staff member.
- First aid will be given as needed. If medical attention is needed, parents will be notified so they can make arrangements for medical treatment.

- Be sure to let someone in the Attendance Office know if your emergency information (e.g.; home phone number, parent work phone numbers, emergency contact people, etc.) changes during the school year.

Illness and Injury

- If you become ill or injured at school, tell your teacher. A pass from your classroom teacher is required before you will be admitted to the health office. Exceptions will be made for emergency situations.
- If you are too ill to remain in class, your parents will be called to take you home.
- In emergency situations, the district nurse and/or 911, will be called for assistance.

Insurance

- Insurance is not provided by the school.
- A form for purchasing insurance will be included in a pre-school mailing.
- Insurance is required for students competing in school-sponsored athletics and other activities.

Library

- The library is open 7:30 to 5:15 Monday – Thursday. It is open 7:30 to 3:30 on Fridays. The library is open at lunch unless reserved by a class.
- School rules apply, and a high standard of behavior is expected.
- To protect the books and computers, *no food, drink, or gum* is allowed in the library.
- As stated in School Board Policy, students must pay for lost or damaged books or other library materials. Grades and transcripts will be held until reimbursement has been made.
- Books may not be removed without checking them out first.
- Students who do not follow library rules will lose library privileges.

Lockers

- A locker will be assigned to you for your use.
- Lockers are school property and may be opened by school staff for periodic maintenance checks and/or to maintain a safe school environment.
- Do not share your combination with anyone and do not leave money or valuables in your locker.
- Report locker problems to the secretary in the Administration office.
- Kicking or over stuffing your locker is a form of vandalism. There may be consequences.
- Plan to take materials for 2 or 3 classes at a time because a trip to your locker will not be accepted as an excuse for being tardy.
- Do not leave your lock on the last number of your combination.
- Do not put stickers or write in your locker, as they must be cleaned at the end of the year to look brand new.
- If the outside of your locker is decorated, it needs to be cleaned by the end of the day.

Lost and Found (Label *Everything!!*)

- Label books, clothing, and calculators, anything you bring to school. Items labeled with your name are easily returned if they are lost.
- Mark your name with permanent pens or etching when appropriate.
- Lost and found areas are located in the: MPR, PE locker room, or office (for smaller items).
- Turn small items into the office. All other items should go to the multi- purpose room.
- Items that are not claimed by the end of each semester are given to local charities.

Lunch

- A variety of lunch choices are available from the kitchen during lunch time. To pay for lunches ahead of time, bring a check or money to the kitchen. Students use their ID number when they pay for lunches. Please insure this number is not shared with other students!

Medication

- Parents/guardians must check with the attendance office to arrange for the dispensing of prescription medicine.
- **Parents must complete a medicine dispensation informational sheet prior to their child taking medicine in the school office.**
- Prescribed medication must have **specific** instructions for use from a physician.
- Students must take all medications (including over-the-counter drugs like aspirin or Tylenol) in the attendance office.
- Non-prescription drugs (e.g. aspirin) are not available at school.
- Inhalers are allowed to be carried on campus and used by the student as prescribed.

Nurse

- A district nurse and/or 911 are called in emergency situations.
- There are no facilities at school to serve sick or injured students for an extended period of time. Parents will be called immediately when students are too ill to remain in class.
- **It is essential that we have correct, up to date emergency contact information on the emergency card. Please contact the school office if any numbers change during the year.**
- In the case of injury or emergency, the school will call Emergency Medical Personnel.
- The school will attempt to notify parents whenever Emergency Personnel are called.

Parent Teacher Organization (PTO)

- The Harper Parent Teacher Organization meets monthly to discuss school support, fundraising and student activities. To be involved, please contact the PTO website or the school office.
<http://www2.dcn.org/orgs/harperpto>
- Parent Newsletter:
 - A parent newsletter is published monthly during the school year. Contact a PTO representative if you would like to be added to the listserv.
 - It contains calendar items, school news articles of interest to parents, and messages from the principal, vice principal, and/or counselors.
 - Contact the office for the name of the PTO representative if you have questions or would like to help.

Peer Helpers

- These are students who are selected and specially trained to be good listeners and to help students work out problems.
- Fill out a slip in the counseling office if you would like to see a peer helper for assistance and a peer helper will arrange to meet you.

Sales

- **Students are not permitted to sell or buy any items on campus, unless involved in a supervised activity.**

School Climate Committee

- The School Climate Committee works to promote appreciation and understanding of diversity.
- Please contact Vice Principal Heidi Perry if you are interested in more information.

School Site Council

- The Harper School Site Council is composed of parents, students, teachers, and other staff. The School Site Council's primary task is to develop and monitor a school wide plan for student achievement and to direct various resources and budgets to fulfill that plan. In addition, the Site Council also reviews school and district rules & procedures and advises the school staff regarding changes.

School Photographs

- All students must have photographs taken whether or not they purchase a picture packet so that their student body card can also serve as a photo identification card.
- Photos are taken at the beginning of the school year.
- To purchase extra photos, bring your picture money with package selection and give it to the photographer. Do not turn picture money into the office. When the photos arrive at school, they will be distributed to students.

Skateboards, Skates or other wheeled recreational transports

- Skateboards, roller skates, wheelie shoes, scooters, roller blades, etc. cannot be ridden on campus. If you use one of these for transportation to/or from school, you must make sure that it is secured in your locker. These items **may not** be carried around from class to class, and they will be confiscated if found on campus.
- If you store your items in a classroom (with teacher permission), you will be storing it at "your own risk." Your item needs to be put away by the end of 2nd period.
- There is no riding allowed in front of the school (sidewalk or roadway).
- These items need to be carried in the bicycle rack area.

Student Body Cards

- Every Harper Junior High School student will be issued a student body identification card.
- This identification card will also be used as a Harper library card.
- If you lose your card, go to the library during lunchtime to find out when you can replace your card. There will be a fee to replace your card.
- A current identification card is **required** to get into any Harper school dance.

Telephone

- The office phone is for business purposes only—student use is restricted. Students may be allowed to phone parents after 3:50 p.m.
- Cell phones cannot be used during school hours. Cell phones must be **turned off** during the school day.

Valuables

- Leave items that are valuable, or special to you, at home.
- **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS THAT ARE STOLEN, LOST OR DAMAGED.**
- **Never** bring large sums of money to school.
- Do not leave your personal belongings (e.g. backpack, wallet, purse, clothes) unattended unless you have secured it in a locked locker. This includes during P.E.
- Do not leave valuables in your locker over the weekend. Do not leave your lock on the last number of your combination.
- DO NOT share your ID number, password or locker combinations with others. If you think someone knows one of these codes, please notify the secretary in the attendance office right away.

Visitors

- Students who do not attend Harper Junior High School are not allowed on campus during the school day.
- Student age visitors are not allowed to attend classes at Harper.
- Visitors are not allowed at any Harper school dances.
- Adult visitors **MUST** sign in at the office and wear a Visitor lanyard while on campus.

Attendance

Attendance Information

- **Attendance and success in school go hand in hand.**
- By law, students must be in school unless they are ill or at a medical appointment. (Ed. C. 48200)
- Parents should notify the school of any absence by 9:00 a.m. on the day of the absence.
- Students will be considered having a “cut” if the school has not been notified by a parent or guardian of an absence within 24 hours of the absence.

Leaving Campus During School Hours

- Harper is a closed campus. Students are not allowed to leave campus without permission.
- Before school, bring a note to the Attendance Office signed by your parent or guardian stating the time and reason for which you must leave
- Pick up your off-campus pass and sign-out at the Attendance Office before you leave campus.
- If you must leave during the school day, an adult that is listed on your emergency card must pick you up.
- If you return to school before the end of the day, you must sign in at the Attendance Office.
- Returning to school the next day:
 - As soon as you return to school, report to the Attendance Office with a note signed by a parent/guardian. Do this **before** your first class.
 - As soon as you have dropped off your note, head directly to class. Do not be tardy.

Make-Up Work

- If you miss a class for any reason, **it is your responsibility to contact a teacher or classmate to get any assignments and make up missed work.** It is a good idea to have a pre-arranged student buddy who will gather your assignments for you whenever you are absent.
- When absences are for illness or other excused reasons, usually work may be made up.
- When absences are for suspensions and/or unexcused reasons, work may not be accepted or may be accepted for partial credit only.
- For absences of less than 4 days, contact class members for the work.
- On the third day of an absence, your parent/guardian may call the counseling office to request that work be collected for you from your teachers.

Punctuality

- You are expected to be on time for your classes. Tardiness will result in consequences.
- If you are tardy frequently, your parents will be contacted, and you will receive detention.

Tardy Policy: For each quarter, staff members will implement the following tardy policy.

First tardy: 15 minute detention, or teacher assigned consequence

Second tardy: 30 minute detention or teacher assigned consequence

Third tardy: Office Referral - one hour detention will be assigned per tardy (more severe consequences may be applied if necessary).

NOTE: Students who do not serve assigned detention with a staff member will be referred to the administration office.

Reporting Absences

- If you are absent, your parent or guardian must call the school or you must hand in a note to the attendance office (the very next day you return to school) with the following information:
 1. student name
 2. date(s) of absence
 3. reason for absence
 4. parent or guardian phone number
 5. parent or guardian signature
- If the attendance office does not receive either a parent note or phone call regarding your absence, you will serve after school detention. Failure to serve detention will result in further disciplinary action.

Tuancy, Unexcused Absence and/or Cutting

- If you are not in your assigned class, after-school detention will be assigned.
- If you have been reported absent (unexcused) 3 times, you will be identified as a habitual truant and further disciplinary action will be taken.

Student Attendance Review Board (SARB)

- A student who misses 3 classes, or is tardy more than thirty minutes on three occasions, during a school year without a parent/medical excuse is legally truant.
- If you are truant, your parents will be informed by letter of your unexcused absences.
- Students who are habitually truant may be referred to the School Site **Student Attendance Review Team (SART)**.
- In the event that you are referred to SART, you and your parent(s) must attend the SART meeting to determine a solution for the truancy problem. Representatives from the school and the police department will attend the SART hearing as well.
- If the truancy issue continues, parents will be notified in writing that their child's attendance information has been sent to the district office for follow-up with the Student Attendance Review Board (SARB).
 - A SARB recommendation may lead to parents attending classes with their children, or fines may be levied against the parents.

Academics and Counseling

Concerns with a Class – Student or Parent

If you are confused, struggling, angry or unhappy in a class for some reason, here are some ways you can begin to address the situation:

- Talk to the teacher or write a note to tell him/her about your concern.
- Listen more, ask more questions, or spend more time on homework.
- Talk to your counselor and ask for his/her suggestions.
- Talk to your parents, and ask them to talk with your teacher.
- Request a parent, teacher, and student conference.
- Leave a voicemail or send an email

Counselors' Roles

The role of the counselor is to:

- Help each student have a successful school career
- Help students with future educational planning,
- Assist students with career exploration
- Assist students in personal or social development
- Be someone just to talk with about anything.

Counselors

- The counseling office is open during the school day and after school.
- To see a counselor, leave a request slip in the counseling office before class, and you will be called as soon as possible. Parents may talk to your counselor in person or by telephone.
- The district crisis counselor, Deb Kimokeo, is available for students and families.

Course Catalog

- This publication describes courses offered at Harper.
- It is available by January 15th upon request in the counseling office.

Family Life and Sex Education

- This course is required for all 8th graders.
- It covers topics related to human sexuality.
- Students are encouraged to discuss class topics with their parents.
- All materials are available for parent review.
- Participation is subject to parent approval.

Grades

Progress Reports

- Progress reports are mailed home halfway through each quarter. They may indicate good progress, need for improvement, or danger of failure.
- If a student's class work is at or above average, the teacher may not indicate a grade on the progress report card.

Report Cards

- Grades will be mailed to your home at the end of each quarter. Quarter end dates are listed on the school website.
- Grades range from "A" for Outstanding to "F" for Not Passing. Citizenship grades are also a part of the grading system. In some circumstances, and with prior arrangement between the teacher, student, parent, and counselor, a "P" (pass) may be given in lieu of an academic grade. Comment codes are listed below. These codes will be found numerically on progress report and report cards.

01	Excellent work
02	Satisfactory progress
03	Improving in this course
04	Achieving below ability
05	Materials not brought to class
06	Assignments not complete
07	Poor test scores
08	Poor attendance affecting work
09	Tardies affecting grade
10	Study habits need improving
11	Attitude needs improving
12	Behavior needs improving
13	Please contact teacher
14	Contact counselor
15	In danger of failing
16	Late work affecting grade
17	Great attitude
18	Commended for effort
19	P.E. dress cuts
20	Positive contribution to class
21	Strong study skills
22	Close to a higher grade
23	Excessive unexcused absences
24	Excessive tardies
25	Not using class time well
26	Not productive in class
27	Homework not completed regular

Homework

- Students can expect homework in most classes on most nights.
- The amount varies and depends on the assignment and on student study habits.
- The district homework policy is available on the district website at <http://www.djUSD.k12.ca.us/District/>

Honor Society

- Students who earn a 3.65 grade point average at the semester are eligible for the Honor Society.

Peer Helpers

- Selected and specially trained student peer helpers are available for students if they need someone to talk to, resolve a problem, etc.
- Request slips are available in the counseling office for students to fill out and a peer helper will meet with you.

Periodic Grade Check-sheets

- Occasionally, students and parents utilize a periodic grade check-sheet. These check-sheets are arranged through the counseling office.
- These check-sheets help you and your parents know if you are getting your work done and if your attendance and behavior are acceptable.
- The student completes the form, and takes the sheet to each teacher to be signed, and is responsible for taking home the completed sheet.

Promotion/Retention Policy

- 7th and 8th graders must pass required academic courses.
- Students who fail courses will be reviewed by a Promotion Review Team.
- If you fail an academic required course(s) (English, Math, Science, Social Studies), you may be required to make up the course content either during summer school or the following school year.
- A student who fails 2 or more academic requirements may be retained in his/her current grade level. This decision is also based upon standardized test scores.

Resources to Harper from the District, Community, and County

- Davis Police Department School Resource Officer
- School Nurse
- Speech and Language Therapist
- School Psychologist & Crisis Counselor

Study Tips

Completed homework assignments contribute to academic success. You should have a system for keeping track of classroom assignments and homework. The following are a few tips that may assist you in being successful at Harper Junior High.

- Keep a Harper Program Planner to track each class.
- Check your homework needs before you leave school.
- Ask questions if you don't understand the assignment.
- Schedule a specific time and place to do homework.
- Tell your teacher right away if you are falling behind.
- Take class notes and review them in the evening.
- Put completed assignments in your backpack, in a consistent, color coded folder, ready to take to school.
- Always carry extra pens, pencils, and an inexpensive calculator labeled with your name.

Teams for Seventh Graders

- Each 7th grader will belong to a core team.
- The team will share the same English, Science and Social Studies teachers.
- The teachers may plan some or all of your lessons so that there is a connection between the subject areas.
- The team arrangement eases the transition from elementary school to junior high school by special class events, discussions, etc.

Testing

- You will be given a series of standardized achievement tests (STAR) each spring.
- Physical Education Fitness Assessments are given each year to 7th and 9th graders in the spring.

Lunchtime

Closed Campus

- Harper is a closed campus. You must remain on school grounds throughout the entire school day-- including during the lunch period.

Designated Eating Areas

- You may eat at the lunch tables or on the main quad. You are expected to throw away your trash, recycle paper, aluminum, and plastic, and help clean up your area.
- Finish your lunch and dispose of trash before going to play basketball, volleyball or football.
- Food, drinks, or gum are never allowed in the gym.

Recycling is a part of the Husky Way.

Please look for ways to recycle items on campus, rather than throw items in the trash.

Look for recycling containers located in classrooms and around campus.

Food

- You may purchase a variety of food and drinks from the kitchen.
- Free and reduced price lunches are available for students who qualify. Application forms for free- and reduced lunches were sent home in the back-to-school packet in August and are available in the Counseling Office or Cafeteria.
- **Ordering food to be delivered at school during the lunch hour or at other times during the day is prohibited.** This conflicts with our food service program and often creates problems for the office staff. Teachers may sponsor a pizza party or other special event, but students are not permitted to order food to be delivered to campus during school hours.
- Drink machines are available during lunch by the MPR doors.
- No gum is allowed on campus!

Noon Supervisors

- There will be several noon supervisors on campus to assist you and keep our campus safe.
- Treat them with the same respect you would a teacher. Follow their instructions.
- They will remind you to keep Harper clean and trash-free, and they may require you to pick up litter.
- If you have any questions or problems, talk with a teacher or noon supervisor immediately.

Off Limit Areas During School Hours:

- Staff parking lots
- Behind any building at the perimeter of the campus.
- Grass fields - unless you are playing an organized game
- Bike racks

Sports and Other Noon Activities

- Depending on the season, basketball, football, soccer, volleyball, and badminton are played at noontime. These sports are open to all students and run by an intramural director.
- Many clubs schedule meetings at lunchtime.
- Special rallies and programs occur at lunch throughout the year.
- Information announcements are printed in the daily bulletin and posted in the library, on the bulletin board in the breezeway and on the website.

Campus Behavior Expectations and Lunch Time Rules

Following is a list of rules that apply to lunchtime and all other times when students are not in class. All rules outlined in the Student Handbook apply as well.

1. **You are allowed to eat in assigned areas:** MPR, Patio, Main Quad area, and/or any open classrooms **if permitted by the teacher** (note: **no food allowed** on the blacktop, in playing fields, library, or gym.).
2. **Please keep your hands and feet to yourself at all times:** Chasing, pushing, horseplay, play-fighting, water fighting or other potentially dangerous physical activities are not appropriate at school. (Please note: No tackling or other unsafe play is allowed during games.)
3. **First, please recycle! Then, put non-recyclable items in the garbage cans / trash containers:** Leave your eating areas clean. Be sure to use re-cycle containers!
4. **Be respectful! Respect self, others and property.**
5. **Always use appropriate language:** No profanity, rude comments, racial/ethnic/ sexual jokes or slurs, or name calling.
6. **Public displays of affection other than handholding are inappropriate at school.**
7. **Harper is a closed campus:** You must remain on campus during the entire school day, **including noontime**, unless you have a pass from the office and show it to the campus supervisor stationed in front of the school.

Off Limit Areas:

- Behind buildings that are along property lines
- Along property lines at edge of playing fields
- Behind backstop(s)
- Grassy areas (and parking lots) in front of school
- Gym (unless opened and supervised by a staff member)
- Bike racks

Students who violate the rules will be assigned Litter Duty, or an office referral.

Activities, Clubs, Sports

Eligibility Requirements for Participation in Extra-Curricular and Co-Curricular Activities

- The student must be enrolled in the number and types of courses that will enable him/her to fulfill graduation requirements.
- The student must earn a grade average of “C” (2.0 GPA and no F’s) or above during the immediately preceding marking period and maintain this average during the current term. Grades will be averaged without regard to plus or minus signs.
- Students who have not cleared their detentions will not be allowed to practice or play until their disciplinary record has been cleared.
- Any student who is suspended from school for disciplinary reasons shall be excluded from all extra-curricular activities and all co-curricular activities, except for the regularly scheduled class time, for at least one week. The exclusion from extra- and co-curricular activities shall begin on the same day as the suspension from school.
- The activities to which this policy applies shall include the following:
 - Student Body or Class Officer Positions
 - Athletics
 - Drama and Musical Productions
 - All extra curricular choirs and bands
 - Any extra-curricular or co-curricular activity that, on average, requires more than 4 hours of participation per week during the time span of the activity.
- School time/lunch time intramural games are excluded from this policy.

Clubs

- Clubs are formed based on student or teacher interest.
- If you have an idea for a club, find a teacher to be a sponsor and contact Mr. Thomsen.
- Clubs meet at noon, after school, and other times.

Lunchtime Intramurals

- In intramural sports, you play against other Harper students.
- Intramural sports are available during the lunch hour.
- These may include: volleyball, basketball, badminton, flag football, indoor soccer or other sports.
- Listen to the daily bulletin for information about intramural sports.

Yearbook

- The yearbook is designed and produced by students enrolled in the Publications class and their teacher. Please provide the yearbook class with pictures, artwork, rosters of groups, and descriptions of events that you wish included in the yearbook.
- Yearbooks are pre-sold throughout the year. Personalized covers are only available through December. Prices increase as winter break approaches and after spring break.
- Yearbooks are delivered during the last week of the school year if lockers are clean and uniforms and books are returned.

Dances

- Dress for all dances must follow the school dress code.
- **To enter a school dance, you must present a current student identification card.**
- Five dances are held during the school year.
- The dances begin at 7:00 p.m. and end at 9:30 p.m.
- Your parent/guardian needs to pick you up promptly at 9:30 p.m.
- There is music and dancing in the gym.
- The MPR is open for ping-pong and games. Refreshments are sold in the MPR.
- You must arrive before 8:00 p.m. and stay until the dance is over unless you are picked up by a parent/guardian.
- If, for some reason you must leave before the dance is over, you must be picked up by a parent/guardian.
- There are **no “formal”** events at Harper Junior High School.
- These dances are for Harper students only, and all school rules apply.
- Student visitors are never allowed at a Harper sponsored school dance.
- Parents are welcome to visit dances and/or help chaperone.
- You are not to be on the school campus unless you are attending the dance.
- If you have un-served detention you will not be allowed to attend the dance.
- The behavior at the dances should always be appropriate. Running, pushing and horseplay, as well as all types of inappropriate dancing (“moshing” and “freaking”, etc.) will all result in a time-out or a call to parents to be sent home from the dance. Students may also be excluded from future dances for bad behavior.
- If you plan on attending the dance, you must have attended school that same day.

If you have been suspended from school and your school activity participation restriction is in place during a scheduled dance, you may not attend the dance.

Student Government

- The purpose of the Student Government is to:
 - Promote a closer relationship between faculty and students.
 - Make policy and determine student body funds are allocated/spent.
 - Promote school spirit and involvement.
 - Represent the student body.
- Student Government is comprised of Associated Student Body (ASB) officers, class presidents, and homeroom representatives.
- Student Government members must have a minimum grade point average of 2.5; a “C+” average with no “F” grades, and meet good citizen requirements.
- ASB officers and class presidents serve terms for the full academic year.
- ASB president, ASB vice president, ASB secretary, ASB treasurer, eighth grade class president, and the ninth grade class president are selected during the fourth quarter of the previous school year.
- Seventh graders elect their class president in September of the current school year.
- A representative is elected from each homeroom (one semester terms) in September and January.

Rights, Rules and Responsibilities

School should be a pleasant, well-maintained environment where students learn in a setting that is safe, caring, and cooperative. Teachers have the right to teach and students have the right to learn. In such a setting, everyone respects all people and all property. Students are disciplined when necessary to maintain order and to protect other students, school employees, and property. It is the policy of the Davis Joint Unified School District to promote standards of good citizenship and self-discipline among all of the school community by recognizing the rights and responsibilities of self and others. All rules apply while at school, while traveling to and from school, and while attending any school activities on any school campus.

All Students Are Expected To:

- Act in all instances so as not to infringe upon the rights of others or to endanger their own or another's private property or person. (No physical violence or threat of physical violence is tolerated on campus.)
- Be considerate in their relationships with students, teachers, and staff.
- Keep their language, clothing, and gestures respectful and free of profanities and obscenities.
- Follow all rules and procedures given in the Parent and Student Code of Behavior and Handbook.
- Keep hands, feet, and objects to themselves. (This includes roughhousing and "playing around".)
- Follow classroom procedures established by each teacher. Be in the right place at the right time.
- Act appropriately. (This includes excessive displays of affection.)

Students will be referred to the Administrative Team for disciplinary action for the following:

- Habitual classroom or campus disruption and/or failure to comply with the rules and/or assigned consequence
- Cutting a class
- Repeatedly being late to class
- Serious misbehavior: fighting, theft, gambling, vandalism, obscenities, direct defiance, drugs, alcohol, vandalism, etc.
- Dress code violation
- Leaving campus without permission

Consequences are defined by school rules, District Policy and the California Education Code and will vary depending on the circumstances and may include:

- Campus beautification (litter duty)
- Conference with student, parent, teacher, counselor, and/or administrator
- Time out in another classroom
- Referral to counselor
- Detention
- On-campus suspension
- Off-campus suspension
- Expulsion

The NEVER Bring-to-School List:

The following items are **illegal to possess** on any school campus:

- Firearms, imitation weapons, knives or blades of any kind (including pocket knives), or anything that could be used as a weapon.
- Alcohol, tobacco, or drugs of any kind (prescription medicine, as well as over-the-counter medication, must be stored in the Nurse's Office).
(ED Code 48900 c, h, j)
- Matches, lighters, firecrackers, or other explosives.
- Other disruptive, illegal, or dangerous objects.

Zero tolerance for these items at school and school sponsored events.

(ED Code 48900 b)

The following additional items are not to be possessed on campus at any time:

- Walkman, MP3 Player, iPod, Discman or other entertainment electronic devices
- Squirt guns, toy guns or other toys
- Laser pointers
- Aerosol cans (this includes deodorant cans and body sprays)
- Large sums of money, valuables of any kind
- Unsafe or disruptive apparel

Frances Harper Junior High School Discipline Progression

1. **Warning**
 - Rules have been discussed by teacher
2. **Second Warning** – student/teacher conference or talk
 - Student could be referred to counselor or Peer Helper
3. **Time Out or teacher assigned detention** (parents contacted)
4. **Classroom Suspension** (parents contacted again)
5. **Office Referral**

This is a guideline only, teachers may submit an office referral on a first offense if the action is serious or disrespectful. Teachers may have additional consequences, depending on their expectations.

Tardy Policy

- First tardy:** 15 minute detention, or teacher assigned consequence
Second Tardy: 30 minute detention or teacher assigned consequence
Third tardy: Office Referral

Detention

- Detention can be assigned by staff members for classroom tardies, cutting class, or classroom or campus misbehavior that is disruptive, etc.
- Students must notify their parents of the detention.
- Students are expected to work quietly on schoolwork while in detention.
- Students serve their detention with the person who assigned the detention.
- Students must serve detentions by their assigned day.
- If you do not serve your assigned detention, you may be referred to the vice principal.
- A staff member supervises detention, which is held outside of the regular school day.
- Students who fail to serve detention will not be allowed to attend dances, games, or participate in extra-curricular activities, and may be subject to more severe disciplinary action.

Suspension

- Suspension is a consequence for more serious misbehavior. Students are excluded from school for a period of 1-5 days. Parents are notified as soon as possible by telephone. Notification is sent to the parent. The student may not be on or near any school in the district (within 600 feet in any direction) while he/she is suspended from school. The student is required to have an intake meeting with their parent and an administrator before returning to school. The student may not participate in extra-curricular activities for a period of 1 week. Absence from school due to suspension is unexcused, and class work is made up at the discretion of each teacher.
- A teacher may suspend any student from his or her class for the day of, and the day following, for any of the acts enumerated above. This is considered at Classroom Suspension.

Expulsion

- The principal or vice principal may recommend a pupil's expulsion for any of the acts enumerated above. Expulsion requires action by the school board.
- A student who is expelled from the DJUSD must attend school in another district (typically in another city) usually for the rest of the semester during which the student is expelled plus the next semester.
- Recent legislation (Education Code 48915) requires that the principal or superintendent shall immediately suspend and shall recommend expulsion for the following three offenses:
 1. Possessing, selling, or otherwise furnishing a firearm.
 2. Brandishing a knife at another person.
 3. Unlawfully selling a controlled substance.

NOTE! In addition, the following four offenses will result in expulsion unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.

California Education Code 48900

- The Educational Code identifies student behaviors which are grossly inappropriate, dangerous, and/or illegal. In these matters, administrators have little or no discretion about suspension and/or expulsion. In addition, school officials may be responsible for notifying police and/or making an arrest. A detailed chart appears in this handbook.

- A student may be suspended from school for up to 5 days if the principal or vice principal determines that the student while at school, or on the way to and/or from school or a school activity, has committed one of the suspendable offenses listed below:
 - Caused, or attempted to cause, or threatened to cause physical injury to another person.
 - Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
 - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, or an alcoholic beverage, or intoxicant of any kind.
 - Offered or arranged or negotiated to sell any controlled substance, or an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person an in-lieu substance.
 - Committed or attempted to commit robbery or extortion.
 - Caused or attempted to cause damage to school property or private property.
 - Stole or attempted to steal school property or private property.
 - Possessed or used tobacco, or any products containing tobacco or nicotine, on school property.
 - Committed an obscene or vulgar act, or engaged in habitual profanity or vulgarity.
 - Possessed, used, or offered, arranged, or negotiated to sell any drug paraphernalia.
 - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.
 - Knowingly received stolen school property or private property.
 - Possessed an imitation firearm.
 - Committed or attempted to commit sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature.
 - Caused, attempted to cause, threatened to cause, or participated in an act of hate violence or intimidation which is based on an individual's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
 - Created a hostile educational environment by engaging in harassment, threats, or intimidation that disrupt class work, create substantial disorder, and invade the rights of other pupils.

GUIDELINES FOR RESPONSIVE DISCIPLINE IN SECONDARY SCHOOLS

All of the following are considered to be willful disruption of school activities or otherwise defiance of school personnel engaged in the performance of their duties {E.C. 48900(k)}.

OFFENSE

LEVEL 1

- Failing to follow classroom procedures¹
- Cheating
- Littering or spitting
- Failing to follow school rules about the use of bicycles, skateboards, radios, tape recorders, or other inappropriate items at school
- Wearing clothes inappropriate for school (See Dress Code and Gang Policy)¹
- Showing affection in a way inappropriate for school
- Gambling
- Misbehaving at a school-sponsored activity
- Violating the District Gang Policy¹
- Behavior which a reasonable person would believe insults and/or degrades a person¹

LEVEL 2

- Repeatedly committing a Level 1 offense²
- Being rude to school staff
- Using foul language, or obscene hand gestures or symbols
- Forgery of notes or signatures
- Throwing food, water balloons, or other objects
- Participation in unauthorized games, which could lead to personal injury or harm.
- Writing/discussion or drawing on school property

¹ Denotes that parent/guardian notification is required

² Repeatedly committing an offense at any level may result in a consequence of a more serious nature. These increased consequences may be listed as part of the next level.

TYPICAL OPTIONS OF CONSEQUENCES FOR 1st TIME OR LESS SERIOUS OFFENSES THAT OCCUR WITHIN THE SCHOOL YEAR

- Parent/guardian notification
- Counseling by the student's teacher, counselor, or an administrator
- Reflective writing/discussion
- Written apology to staff, class, student, and/or parent/guardian
- Detention

TYPICAL OPTIONS OF CONSEQUENCES FOR SERIOUS OR REPEATED OFFENSES THAT OCCUR WITHIN THE SCHOOL YEAR

- Counseling by the student's teacher, counselor, or an administrator
- Conference with parent/guardian
- Face-to-face mediation if appropriate
- Referral to community resources
- Referral to counseling/training program
- Exclusion from extracurricular and co-curricular activities
- Suspension

OFFENSE

TYPICAL OPTIONS OF CONSEQUENCES FOR 1st TIME OR LESS SERIOUS OFFENSES THAT OCCUR WITHIN THE SCHOOL YEAR

TYPICAL OPTIONS OF CONSEQUENCES FOR SERIOUS OR REPEATED OFFENSES THAT OCCUR WITHIN THE SCHOOL YEAR

LEVEL 3

- Repeatedly committing a Level 2 offense
- Behavior which a reasonable person or group would believe insults, degrades a person because of his/her race, ethnic background, national origin, religion, gender, age, physical and/or mental disability, or sexual orientation
 - A pattern of using intimidating or oppressive language or behavior
 - Encouraging others to fight
 - Unauthorized use or possession of school/district forms
 - Plagiarism
 - Possession or use of tobacco {E.C. 48900(h)}
 - Habitual profanity or vulgarity {E.C. 48900(i)}

- Parent/guardian notification and/or conference
- Counseling by the student's teacher, counselor, or an administrator
 - Reflective writing/discussion
 - Written apology to staff, class, student, and/or parent/guardian
 - Detention
 - Exclusion from extracurricular and co-curricular activities
 - May be assigned to an in/lieu correctional study program
 - 1-3 days of suspension for first offense

- Counseling by the student's teacher, counselor, or an administrator
- Conference with parent/guardian
- Face-to-face mediation if appropriate
- Referral to community resources
- Referral to counseling/training program
- Exclusion from extracurricular and co-curricular activities
- 2-5 days of Suspension

1 Repeatedly committing an offense at any level may result in a consequence of a more serious nature. These increased consequences may be listed as part of the next level.

LEVEL 4

- Repeatedly committing a Level 3 offense²
- Engaging in harassment, threats, or intimidation directed against a pupil or group of pupils {E.C. 48900.4}
- Sexual Harassment {E.C. 48900.2}
- Participating in initiation and hazing activities as defined in Board Policy
- Causing, threatening to cause, or participating in, an act of violence {E.C. 48900(a)(2)}³
 - Starting or engaging in a fight {E.C. 48900(a)}
 - Committing an obscene act {E.C. 48900(i)}
 - Aiding or abetting the infliction or attempted infliction of physical injury to another person {E.C. 48900(r)}
- Vandalizing school property or private property {E.C. 48900(f)}
- Stealing or knowingly receiving stolen school or private property {E.C. 48900(g)}
- Possession of, using, furnishing, or being under the influence of any controlled substance {E.C. 48900(c)}
- Tampering with a fire alarm and/or participating in a bomb threat {E.C. 48900.7}
- Committed or attempted to commit a sexual assault {E.C. 48900(n)}
- Unlawful possession of any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code. {E.C. 48915 (a)(3)}
- Robbery or extortion. {E.C. 48915(a)(4)}
- Making terrorist threats against school officials, school property, or both. {E.C. 48900.7}
- Possessing, offering, or arranging to sell any drug paraphernalia. {E.C. 48900 (j)}

- Consequences listed above (Optional)
- Conference with parent/guardian
- Exclusion from extracurricular and co-curricular activities
- 2-5 days of suspension
- Possible expulsion upon a first offense in certain circumstances. (see below)
- Law enforcement may be notified.

Any of these acts, in circumstances indicating that the pupil's presence causes a danger to persons or property or threatens to disrupt the educational process, is grounds for suspension or possible expulsion upon a first offense.

1 Repeatedly committing an offense at any level may result in a consequence of a more serious nature. These increased consequences may be listed as part of the next level.

2 Self Defense

OFFENSE

TYPICAL OPTIONS OF CONSEQUENCES FOR 1st TIME OR LESS SERIOUS OFFENSES THAT OCCUR WITHIN THE SCHOOL YEAR

TYPICAL OPTIONS OF CONSEQUENCES FOR SERIOUS OR REPEATED OFFENSES THAT OCCUR WITHIN THE SCHOOL YEAR

LEVEL 5

- Repeatedly committing a Level 4 offense²
- Hate crimes committed or attempted against a person or his/her property (Penal Code 422.6)³
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the student. {E.C. 48915 (a)(2)}
- Assault or battery, as defined by Section 240 and 242 of the Penal Code upon any school employee. {E.C. 48915(a)(5)}
- Possession of an imitation firearm {E.C. 48900(m)}
- Causing serious physical injury to any person, except in self-defense. {E.C. 48915(a)(1)}⁴
- Unlawfully offering, arranged to sell, or selling the prescription drug SOMA. {E.C. 48900(p)}

- Consequences listed above (Optional)
- Conference with parent/guardian
- Exclusion from extracurricular and co-curricular activities
- Recommendation for expulsion
- Law enforcement will be notified

IN COMPLIANCE WITH EDUCATION CODE 48915, THE FOLLOWING OFFENSES WILL RESULT IN 5 DAYS OF SUSPENSION, MANDATORY EXPULSION AND THE NOTIFICATION OF LAW ENFORCEMENT

LEVEL 6

- Possession of firearms at school. {E.C. 48915(c)(1)}
- Brandishing a knife. {48915(c)(2)}
- Possession for sale/distribution and/or selling/distributing illegal drugs. {E.C. 48915(c)(3)}
- Committing or attempting to commit a sexual assault and/or battery. {E.C. 48915(c)(4)}
- Possessing an Explosive as defined in 18U5C921. {E.C. 48915(c)(5)}

¹ Repeatedly committing an offense at any level may result in a consequence of a more serious nature. These increased consequences may be listed as part of the next level.

² Hate Crimes: Any act of intimidation, harassment, physical force or threat of physical force directed against any person, or family, or their property or their advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, national origin, religious belief, gender, age, disability, or sexual orientation, with the intention of causing fear or intimidation, or to deter the free exercise or enjoyment of any rights or privileges.

³ Self-Defense: The school has a strong interest in causing all students to refrain from physical fighting. However, negative consequences would not be imposed when a student uses defensive measures to protect her/himself from physical aggression, so long as the defending student did not in any way contribute to the hostile situation at the time of the physical aggression and also took every means available to avoid engaging in a fight. A "defending" student who contributes by word or action to the negative circumstances immediately before the aggression/defense will be subject to school sanctions.

Whom Do I See?

If I have a question about:	I see:
Attendance Matter	Attendance Secretary: Ms. Nickerson
Change of Program	Grade Level Counselor
Counseling Appointments	Counseling Office
Extended Absence / Vacation	Counseling Office
Grades	Teacher, Counselor
Gym Lockers	P.E. Office
Harassment	Counselor, Vice Principal, Any Staff Member
Homework Requests	Counseling Office
Illness at School	Attendance Secretary: Ms. Nickerson
Library Books	Librarian: Mrs. Boston
Locker Assignments	Attendance Secretary: Ms. Nickerson
Locker Repair	Administration Secretary: Mrs. Prien
Personal Problems	Peer Helper, Counselor, Vice Principal
Psychologist	Counseling Office
School Policies	Administrator, Counselor, Any Staff Member
Textbooks	Library Clerk
Tutoring Help	Your Counselor
Unpaid Fines or Fees	Mrs. Prien or Library personnel
Withdrawal from School	Counseling Office
Work Permits	Counseling Office

Teacher Contact List

Teacher	Class / Per.	Contact info

Study Buddies

Name	Class / Per.	Contact Info

