

# Welcome to Cesar Chavez Junior High School



**“Tiger Pride Through Excellence”**

## **STUDENT HANDBOOK**

### **2016-2017**

**2701 Eastgate Blvd.**

**Ceres, CA 95307**

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**Office Hours: 7:00 am – 4:00 pm**

<http://chavez.ceres.k12.ca.us>

### **Team Tiger - Staff List**

**Principal**

Rosemarie Kloepfer

**Assistant Principal**

Casey Giovannoni



**Learning Director**  
**Learning Director**  
**Administrative Assistant**  
**Office Manager**  
**Secretary IV**  
**Counseling Technician**  
**Secretary II**  
**Clerk II**  
**Media Clerk**

Marianne Goularte  
Kristina Overman  
Danny Holquin  
Sofia Schultz  
Jeannette Arciga  
Blanca Segura  
  
Jennifer Prado  
Erin Johnson

**English Department**

Jacklyn Hawkins  
Melissa Smith  
Sara Conner  
Sarah Schuchterman

**Mathematics Department**

Javier Delgadillo  
Lindsey McCloskey  
Steve Chudoba  
Vivian Piro

**Science Department**

Carole Pitre  
Eric Gillis  
Nicole Lewis  
Sean Eddington

**Social Studies Department**

Dillon Jones  
Jason Martin  
Marcus Rivera  
Melissa Wolfe

**Special Education Department**

Ed Krohn  
Elizabeth Capdevielle  
Vickie Oglevee-Simkins

**Physical Education**

Elizabeth Hallack  
Dustin Farnam  
Kelly Wheelock

**ASB Leadership**

Kathy Borges  
Steve Dyer

**Athletic Director**

Dustin Farnam

**Yearbook**

Sarah Schuchterman

**Campus Security**

Diana Montero  
Lucina Manzo  
Mark Parkinson  
Nicholaus Sandoval

**EL Support Services**

Rocio Prado

**Health Services**

Katie Crawford

**Custodians**

Crystal Alvarez  
Jose Silva  
Santiago Vázquez

**Cafetería**

Jill Hatfield  
Judy Stevens  
Kim Ude  
Liz Schott  
Lorraine Martínez  
Randy Crocker  
Stephanie Keever  
Venita Fox

**Para Professionals**

Ashly Espinoza  
Diana Leazer  
Elvira Maldonado  
Harbans Sandher  
Janet Garcia  
Martha Costa  
Nancy Thome

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***Ceres Unified School District***  
Committed to *Excellence*, *Responsive to Every Student*



**Cesar Chavez Junior High School**  
**Home of the Tigers!**

Dear Cesar Chavez Junior High School Students and Families,

Welcome to Cesar Chavez Junior High! We are very excited to begin the 2016-2017 school year! Junior high school is a special time for students and we are honored to have them in our 6<sup>th</sup> year of existence. The administration and staff share a common vision of preparing students to be successful in high school and beyond. Our motto is “Pride through Excellence” and we will continue to work hard to achieve excellence and continue to take pride in all aspects of school life.

Please take time to read this handbook over and discuss the information together. The office staff, teachers, counselors and administrators are available if you have any questions or concerns. Students, study hard, get involved in campus activities, show respect to yourself, property and others! Parents, please get involved in our Parent Teacher Club, School Site Council, or Family Engagement Team. Please also contact the school for other volunteer opportunities. Make it a great year Tigers!

Rosemarie Kloepfer, Principal

**CALENDAR OF EVENTS**

Date/Day of the Week	Event	Start/End Time	Location
August 3, Wednesday	Registration 7	1-4pm	Gym
August 4, Thursday	Registration 8	1-4 pm	Gym
August 5th, Friday	Professional Learning Day- all staff	7:30-2 pm	302
August 8, Monday	Teacher work day	8:00-2:00 pm	Classrooms
August 9, Tuesday	First Day of School	7:40-2:10 pm	School wide
August 16, Thursday	Back to School Night	5:30 - 7:00 pm	Gym & classrooms
August 19 , Friday	Tiger STRIPES Spirit Rally	1:35-2:10pm	Gym
October 13, Thursday	Parent College Awareness Night	5:00 - 6:00 pm	Library
October 13, Thursday	College Awareness Day	All Day	School wide
October 19 - 20 Wed - Thurs	Parent Conferences	12:30 - 2:00	Classrooms
October 20 , Thursday	Night Parent Conference	5 - 7 pm	Classrooms
October 24-28 Mon - Fri	Red Ribbon Week Begins	All Day	School wide
October 26, Wednesday	Nightmare on Puberty St. Assembly	10:00 a.m.	School wide
October 28, Friday	Red Ribbon/ Q1 Rally	1:35 - 2:10	Gym
September 9th, Friday	Student Dance	2:30- 4:30	MP
November 9, Wednesday	Point Break Workshop	9:30-2:10	Gym
November 18, Friday	Smoke-Out Rally	1:35-2:10	Gym 7th/8th graders
December 1, Thursday	Parent Site Visit	9:00 - 11:00	Library & Classrooms
Dec. 5th- 9th Mon- Fri	Holiday Book Fair	All Day	Library
December 7, Wednesday	Winter Concert	6:30-8:30	Gym
December 9, Friday	Winter Dance	2:30-4:30pm	MP
December 12, Monday	Instructional Site Visit	8:30 - 11:30	302
January 12, Thursday	6th Transitional Band Day	9:00 - 11:00	Gym
January 20, Friday	Q2 Spirit/Character Assembly	1:35-2:10	Gym
February 1, Wed	8th gr. visit CVHS	8 - 12	CVHS
Feb. 2, Thursday	8th grade visit CHS	8 - 12	CC classrooms
Feb 3 & 8	CHS/CVHS Balloting	All day	CC classrooms
February 10, Friday	"Steal Her Heart Day"	All Day	School wide
February 22, Thursday	Point Break Workshop	9:30-2:10	Gym
March 1 & 2 Wed-Thurs	Parent Conferences	12:30 - 2:10	Classrooms
March 2, Thursday	Night Parent Conference	5-7pm	Classrooms
March 2, Thursday	7th & 8th Grade Parent Information	5:30- 6:30	Library/302
March 17, Friday	"Boy Talks, Girl's Rock"	All Day	School wide
March 17, Friday	Student Dance	2:30 - 4:30	MP
March 20 - April 13	State Testing Assessment Window	Testing Schedule	All classrooms
March 21, Tuesday	Point Break Workshop	9:30-2:10	Gym
March 31, Friday	Q3 Spirit/Character Assembly	1:35-2:10	Gym
April 24 - April 28	8th Grade Science CST	All Day	All classrooms
May 3, Wednesday	Reclassification Ceremony	6:30-7:30pm	Blaker Kinser
May 5, Friday	Student Dance	2:30 - 4:30	MP
May 11, Thursday	Dance Showcase	6:30 - 7:30	Gym
May 17, Wednesday	Spring Concert	6:30-8:30	Gym
May 18, Thursday	6th Grade Visit to Chavez	9:45-12	Gym/Campus
May 23, Tuesday	8th Grade Awards Night	6:30 - 7:30	Gym
May 26, Friday	8th Grade Trip	All Day	Discovery Kingdom
May 31, Wednesday	8th Promotion Ceremony	6:00 - 7:00	CHS
May 31, Wednesday	8th Grade Dance	8:00pm	Gym
June 1, Thursday	Last Day of School-Min Day	7:40-12:05 pm	

**NON-SCHOOL DAYS**

September 5 Labor Day  
 October 30 No School  
 November 11 Veteran's Day  
 November 24-25 Thanksgiving Holiday  
 December 16 – January 2 Winter Break  
 January 16 Martin Luther King Jr. Day  
 February 13-20 February Break  
 April 14-21 Spring Break  
 May 29 Memorial Day

**PLANNING DAYS - School starts at 9:10**

August 17, 31  
 September 14, 28  
 October 12, 26  
 November 9, 30  
 December 7  
 January 11, 25  
 February 8, 22  
 March 8, 22  
 April 5, 26  
 May 10

**GRADING SCHEDULE  
 2016-2017**

DESCRIPTION	GRADING PERIOD	MAIL DATE
Progress Report #1	8/9-9/9/16	9/15/16 Thursday
<b>1<sup>st</sup> Quarter Grades</b>	<b>8/9-10/7/16</b>	<b>10/13/16 Thursday</b>
Progress Report #2	8/9-11/10/16	11/17/16 Thursday
<b>2<sup>nd</sup> Quarter Grades</b>	<b>8/9-12/15/16</b>	<b>12/19/16 Monday</b>
Progress Report #1	1/4-1/27/17	2/2/17 Thursday
<b>3<sup>rd</sup> Quarter Grades</b>	<b>1/4-3/17/17</b>	<b>3/23/17 Thursday</b>
Progress Report #2	1/4-4/28/17	5/4/17 Thursday
<b>4<sup>th</sup> Quarter Grades</b>	<b>1/4-6/1/17</b>	<b>6/6/17 Tuesday</b>

**BELL SCHEDULES**

**REGULAR SCHEDULE**

**PLANNING DAY SCHEDULE**

First Bell	7:37		First Bell	9:10 AM	
1	7:40 AM	8:31 AM	1	9:13 AM	9:51 AM
2	8:34 AM	9:18 AM	2	9:54 AM	10:28 AM
Nutrition	9:18 AM	9:28 AM	3	10:31 AM	11:05 AM
3	9:31 AM	10:15 AM	4	11:08 AM	11:42 AM
4	10:18 AM	11:02 AM	5	11:45 AM	12:19 PM
5	11:05 AM	11:49 AM	6	12:22 PM	12:56 PM
6	11:52 AM	12:36 PM	7	12:59 PM	1:33 PM
7	12:39 PM	1:23 PM	8	1:36 PM	2:10 PM
8	1:26 PM	2:10 PM			

# BASIC SCHOOL RULES

Excellent behavior is expected of students during school and any school-sponsored events. Basic school rules apply to students on the way to school, at school, and on the way home from school. For instance, these rules apply in the classroom, on school grounds (yard, field, amphitheater, etc...), during school-sponsored activities (trips, rallies, athletic events, performances, etc...), on school transportation vehicles (cars, busses, vans, etc...) and at all other school related events. Students are required to manage behavior carefully as behavioral infractions can result in serious consequences such as suspension and/or expulsion. Basic expectations include, but are not limited to:

## BE SAFE \*BE RESPECTFUL \*BE RESPONSIBLE

- \*Keep hands and feet to yourself and honor others' personal space.
- \*Treat others and their property with respect.
- \*Be on time and prepared.
- \*Keep walkways clear.
- \*Actively listen to designated speaker. Participate in designated activity.
- \*Focus on the objective.
- \*Enter and exit in an orderly fashion.
- \*Use appropriate voice and words.
- \*Clean up after yourself.
- \*Walk at all times.
- \*Listen with an open mind.
- \*Know and follow the rules and procedures.

## DRESS AND GROOMING

E 5132

### Students

#### 7-12 Dress Code

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a neat and clean manner. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hairstyle which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry,

footwear, or headgear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited.

(cf. 6136 Gangs)

These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. All clothing, including jackets, shoes and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire and hairstyles worn or altered in such a way as to identify students with gangs are not allowed. This includes, but is not limited to: sagging/baggy pants, shorts with knee-high socks, hanging belts, canvas belts (military style), , or gang related initials on belt buckles.
4. Pants must fit and be worn at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
5. Attire which is sexually suggestive, extremely brief or is worn in a way to expose undergarments is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than two inches in width, bare midriffs, racer-back tops or muscle shirts, undershirts, , shorts which are shorter than mid-thigh or fingertip length, and skirts shorter than fingertip length.
6. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco, gambling, weapons or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
7. Shoes must be worn at all times. Socks or sock-like footwear and slippers are not safe or appropriate for school.
8. Clothing, jewelry, and other accessories which present a safety hazard to the wearer or others are not allowed.
9. Facial makeup must not be disruptive or distracting to the educational process.
10. In accordance with Educational Code 35183.5 hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
11. Sunglasses may not be worn in school buildings.

Exhibit CERES UNIFIED SCHOOL DISTRICT  
version: June 28, 2006 Ceres, California  
revised: May 10, 2012  
revised: December 10, 2015

**DRESS CODE VIOLATION** (E.C. 48900[k])



First Offense - Warning, possible parent contact, change attire

Second Offense – 30 minute Detention, parent contacted, change attire, possible 1-3 day suspension.

Third Offense – 1 hour detention parent contacted, change attire, possible 1-3 day suspension.

## ATTENDANCE

### DAILY SCHOOL ATTENDANCE

Daily attendance is essential in promoting student success in school. Student absences are closely monitored and parents are contacted for all un-cleared absences. Absences can have a negative impact on a student's academic performance, promotion/retention and graduation status. To participate in after school or extra-curricular activities, students **MUST** be in attendance on the day of the activity.

### ABSENCES & TARDIES

Daily attendance and punctuality is expected from each student. **PARENTS MUST VERIFY ABSENCES BY PHONE OR WRITTEN NOTICE WHEN A STUDENT IS ABSENT.** Instructional time is a precious resource. To maximize instructional time, you are expected to arrive to all classes before the tardy bell rings. We view chronic tardiness as a serious problem. Students will receive a detention for the 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> tardies with suspension on the 7<sup>th</sup> tardy. There is a progressive sequence of school consequences after that point. There are no exceptions. Parents will be notified and asked for support in ensuring students are making maximum use of class time by being punctual to all classes.

### TARDY PROCEDURES /CONSEQUENCES

#### **Start on time Procedures**

- Teachers will begin instruction when the bell rings.
- Students will be considered on time if they are in their seats when bell rings.
- Teachers will not give out hall passes during the first 10 minutes of each class unless it is an emergency.
- Yard supervisors and administration will supervise during passing periods and assign appropriate discipline.
- Classes can earn positive rewards for everyone being present and on time for 5 & 10 days.
- Perfect Attendance Award Certificates will be given out each quarter.

#### **Progressive Sequence of consequences for tardiness:**

- |           |   |
|-----------|---|
| 1st Tardy | Student verbally warned and reminded importance of critical instructional minutes |
| 2nd Tardy | Student verbally warned and reminded importance of critical instructional minutes |
| 3rd Tardy | Student is assigned 30 minute detention with referral sent home.                  |
| 4th Tardy | Student is put on attendance contract and contract is sent home.                  |
| 5th Tardy | Student is assigned 30 minute detention and family is contacted by admin.         |

6th Tardy Student is assigned 1 hour detention and the student's parents will have a meeting with admin to discuss excessive tardiness.

7th Tardy Student is assigned class or home suspension for defiance.

## TRUANCY

Students absent without a valid excuse (doctor, dentist, funeral, or court) for MORE THAN THREE DAYS in a row shall be classified as TRUANT. Students who are tardy by THIRTY (30) MINUTES OR MORE on four school days will be reported to the CUSD Supervisor of Attendance & Child Welfare. Any tardy of thirty minutes (30) or longer beyond the fourth tardy will deem the student truant thereafter. Parents will be notified when their child is considered truant. Habitual truancy will be referred to the district **School Attendance and Review Board (SARB)**. A site administrator may also refer a habitually truant individual to Ceres Police Department. Ceres PD may cite the truant into the Juvenile Diversion Program. An elective absence which was not approved in advance by the parent, legal guardian, or the appropriate school official, or leaving campus during the school day without checking out through the attendance office will also be considered TRUANCY. Students will be assigned progressive consequences up to home suspension for skipping school, cutting class, or leaving campus without permission.

## ACADEMICS

All students at CCJHS will take the following academic courses. The core subjects are aligned with the California State Content Standards and prepare students for excellence and mastery in the given discipline. Students will have the opportunity to take elective courses in addition to core classes in language arts, math, social studies, science and physical education.

### GRADE POINT AVERAGE

Each student completing courses at CCJHS will receive course grades. Course grades will be used to determine a student's G.P.A. (Grade Point Average). The G.P.A. is a critical indicator of a student's academic progress. For each course, students will be given a letter grade that has given point value. The value of each letter grade is as follows:

- A = 4 POINTS (Outstanding Achievement)
- B = 3 POINTS (Good Achievement)
- C = 2 POINTS (Satisfactory Achievement)
- D = 1 POINT (Minimum Achievement)
- F = 0 POINTS (Unsatisfactory Achievement)

A student's G.P.A. is calculated by adding points earned from every class and dividing the sum by the total number of grades (seven). A sample student report card is below.

### CLASS GRADE POINTS EXAMPLE

Language Arts A = 4pts

Math B = 3pts

Science C = 2pts

Social Studies B = 3pts

Physical Education C = 2pts

Elective A = 4pts

Elective B = 3pts

Total Points = 21 divided by 7 classes = 3.0 G.P.A.

## PROMOTION REQUIREMENTS

To earn a Cesar Chavez Junior High School diploma, walk the stage and participate in the 8th grade trip, dance, etc. students must meet the promotion criteria: 8<sup>th</sup> grade cumulative G.P.A. requirement of 2.0 or better, be on track to earn sixty (60) credits, have no more than seven (7) days of home suspension in second semester and no suspensions during the last twenty (20) school days prior to the graduation trip. In addition, students may have no attendance cuts during second semester and must have not been referred for SARB. Only students earning G.P.A./credit criteria and meet the guidelines listed above will be allowed to walk the stage and receive a diploma.

## STUDENT RECOGNITION

During the school year, students may earn awards for academic and behavioral excellence and improvement. Students will receive renaissance cards at the end of each quarter to honor students and their success. Students demonstrating positive school behavior and attendance receive STRIPES tickets. Parents will be invited to an awards event in the spring for 8th grade end of the year recognitions.

The Renaissance Program celebrates, and rewards student’s academic achievement. It provides fun activities and incentives to keep students motivated and reaching their maximum potential. At the start of each quarter, students will receive a Renaissance Card if they have earned one, and it will be good the rest of that quarter. With each card, students get rewards and attend rallies and special activities during and after the school day.

## PROMOTION/RETENTION

Students will be assessed for promotion/retention based on promotion credits earned each quarter. The following chart illustrates the possible promotion credits earned for the school year. Students earning **60 or more credits** will be promoted to the next grade. Students earning less than 15 promotion credits a quarter will be referred to the After School Tutoring Program and/or Summer School. The tutoring program will run from 2:30-3:30 on Tuesdays, Wednesdays, and Thursdays.

Measure	Promotion Criteria	1st Qtr credits	2nd Qtr credits	3rd Qtr credits	4th Qtr credits	Total credits possible
Language Arts	“D” grade or better	2.5	2.5	2.5	2.5	10
Math	“D” grade or better	2.5	2.5	2.5	2.5	10
Social Studies	“D” grade or better	2.5	2.5	2.5	2.5	10
Science	“D” grade or better	2.5	2.5	2.5	2.5	10
Elective	“D” grade or better	2.5	2.5	2.5	2.5	10
Elective	“D” grade or better	2.5	2.5	2.5	2.5	10
PE	“D” or better	2.5	2.5	2.5	2.5	10
<b>Total Credits Possible</b>						

Promotion credits can be made up by earning a “Credit” grade or better in the After School Tutoring or Summer School programs. Students can earn 2.5 credits back each quarter by attending 75% of the offered tutoring days.

**Beginning of the Year Identification for Participation in the After School Tutoring Program and Recommendation for Retention:** Students who obtain a scale score of below 325 on the ELA and Math CST are recommended for retention and expected to participate in the after school tutoring program.

In the absence of a CST score, local multiple measures identified by grade level will be used to identify a student for retention recommendation. Any factor is a risk indicator that a student is not on track for promotion and passage of the California High School Exit Exam (CAHSEE).

## BEHAVIOR MANAGEMENT

Cesar Chavez Junior High School's goal is to maintain a safe and respectful school environment for all. As part of this goal we expect students to behave responsibly. Our school's Guidelines for Success are used to encourage positive behavior in school. We assist all students in this goal by teaching them what we expect and reinforcing students for positive behavior through praise, recognition and rewards. This Safe and Civil Schools system seeks to diminish and/or eliminate inappropriate behavior that jeopardizes the safety and civility of our school. Students are expected to follow **ALL** district, school and class rules at all times (on the way to school, at school, on the way home from school and at any school sponsored activity). Any inappropriate behavior will be consistently responded to with various consequences by school personnel/administration as set by school or district policy.

### THREE LEVEL TIER SYSTEM FOR RESPONDING TO MISBEHAVIOR:

**Level 1 (mild) infractions** –These misbehaviors may include minor disrespect, not following directions, minor common area rules violations, and small disruptive behaviors. They will be addressed by the staff at the time using in class corrections/responses.

**Level 2 (moderate) infractions** – These misbehaviors may include verbal teasing, defiance, disruptions, dress code violations, tardiness, possession of prohibited items, gum/eating, unnecessary physical conduct, and or chronic Level 1 behaviors. A staff member may issue a correction or they may write an Administration Notification Report with action, including loss of other privileges, community service, detention or suspension. Parent contact may be made.

**Level 3 (severe) infractions** – These misbehaviors include illegal activities or are so severe that the mis-behaving student's continued presence in a setting poses a threat to physical safety or to adult authority (severe acts of defiance, disrespect and or disruption). Administration may issue one or a combination of consequences, including a student behavior contract, community service, detention, in-house or out of school suspension or recommendation for expulsion. Parent will always be contacted.

It is Cesar Chavez Junior High School's aim to ensure the safety and well- being of all students and adults at the school. In order to maintain this positive climate, recognition, rewards and praise will be continual and often, and consequences will be consistent and given in a progressive manner on Levels 1 and 2. Level 3 infractions for unacceptable behavior will be handled in an immediate manner because either the other means of correction have failed to bring about proper behavior; the student's presence causes a danger to other people or property or threatens to disrupt the instructional process.

### DETENTION POLICY

We believe in progressive discipline. Students who receive a detention will be required to serve the detention within 48 hours of receiving the detention. Teachers will give referrals to students and a Connect-Ed message will be sent home notifying families that their student received a referral. **ALL REFERRALS NEED TO BE SIGNED BY THE PARENT AND BROUGHT BACK BY THE STUDENT.** Please read the referral and discuss the behavior incident with your student before calling the office for referral clarification. We offer lunch and after school detention. Lunch and after school detentions will only run for 30 minutes. After school

detention will run from 2:20-2:50. If your student fails to show up for detention twice, then they can be suspended for defiance. If they are kicked out of detention they will also be suspended.

## INAPPROPRIATE MATERIALS

Students should not bring items to school which may be used inappropriately or cause a disruption. Students may not bring items to sell to other students. This includes food and any personal items. Students may never bring permanent markers, paint pens or other items used to “tag” or “graffiti”. Such items will be confiscated and returned to the parent only.

## GUM, CANDY and FOOD

Students must either bring a lunch from home or order a lunch from the cafeteria. The student’s lunch account will be charged. Gum can be very messy and destructive on campus. Students should not have gum or candy at school or on the bus. Gum and candy taken away from students will NOT be returned. Students who choose to continue to defy authority by having gum or candy on campus may be given lunch detention, community service or other appropriate consequences.

## PHYSICAL DISPLAYS OF AFFECTION

Physical displays of affection are limited to hand holding. All other physical interaction is inappropriate.

## HORSEPLAY/INAPPROPRIATE BEHAVIOR

Students should never put their hands on other students or touch other students’ belongings. While students may start out “playing”, this type of behavior often leads to someone becoming angry and getting hurt. All students are to keep their hands, feet and other objects to themselves. Horseplay, “body shots”, and other hitting games are considered fighting and will lead to suspension.

## CLASS SUSPENSIONS

Education Code 48910 allows a teacher to suspend a student from class for that day and the following day. Contact with parents must be made within 48 hours after the class suspension. A student’s repeated class suspensions by a teacher will require an in-person meeting between teacher and the parent; this meeting may include an administrator. Depending on the student's individual discipline history and/or the seriousness of the referral, an administrator may apply consequences in accordance with Ceres Unified School District Code of Conduct and/or the Education Code.

## DETENTION/COMMUNITY SERVICE

Students can be detention, lunch detention, or community service as a consequence assigned by an administrator or by a teacher. Students must report for detention during the first five minutes of their detention and will be dismissed at the end of their assigned consequence. Reporting late or failing to serve detention can result in additional detentions or other consequences as indicated by the student's discipline history. **NOTE: Disruption in detention or failure to show up to detention twice after notification will result in an automatic 1-3 day home suspension.**

## SCHOOL SUSPENSION

Students can be assigned school suspensions for 1-5 days for any misconduct or misbehavior on the way to school, at school, on the way home from school and at any school-sponsored activity. If a student is defiant, disruptive or has inappropriate behavior that results in a violation of any rule/policy under B-K school rules, CUSD Code of Conduct, and/or Education Code stipulations, he or she will be suspended from school. School suspension is a very

serious consequence that can impede a student's academic progress as well as the opportunity to participate in important school events.

**Seven (7) or more days of school suspension** will render the student ineligible for participation in various school activities, including, but not limited to school dances/activities, athletics, and/or all promotion activities. **Twenty (20) or more days of school suspension in one academic year will result in recommendation for expulsion from the school district.** School suspension is extremely serious and must be monitored carefully by students and parents to avoid loss of privileges.

## LOSS OF PRIVILEGES

### *Promotion/Extracurricular Activities*

**All outstanding fines and debts need to be paid in order to be eligible for privileges.** If an 8th grade student has 7 or more days of school suspension during the 2nd semester or any suspensions during the last twenty (20) school days prior to the graduation trip he/she will lose all privileges associated with promotion including: 8th grade trip and dance. All students may lose any privileges associated with any extracurricular and/or after school activities for the above suspensions. Extracurricular activities include but are not limited to: dances, end of the year activity day, and other such school-sponsored events.

## EXPULSION

If a student accrues twenty (20) or more days of school suspension or engages in any serious violation(s) or alleged violation(s) of the CUSD Code of Conduct, and/or Education or Penal Codes (State & Federal), he/she will be recommended for expulsion from CUSD. Expulsion may result in removal of the student from CUSD for a defined length of time as recommended by site administration and/or an expulsion panel and ultimately deemed appropriate by the CUSD Board. **Note:** The final decision on expulsion resides with the CUSD Board of Trustees.

## SEARCHES

All vehicles and personal articles on school property are subject to random search for safety purposes at any time. The use of trained canines may be used without notice. Canine searches are performed at least once a month.

## GANG NOTIFICATION

Students who exhibit any of the following gang related activities will result in a gang notification.

- Wearing gang related colors (red, blue, brown, etc.)
- Wearing specific clothing, jewelry, or other items of a certain color in such a way as to align the student with a particular gang.
- Using hand signs- making particular hand gestures to signal gang affiliation or action
- Mad dogging/"mugging" other students- intently staring at other students to intimidate, harass, and/or provoke a fight
- Using a gang related nickname- (moniker) individual gang names which are usually attached to some perceived attribute this member may have for gang purposes. The nickname tends to fit physical or psychological characteristics
- Visible tattoos- most gang related tattoos are on hands, forearms, and occasionally on the face. They vary in size and location depending on the student's age and degree of gang involvement
- Drawing/writing/spraying graffiti to advertise provoke or challenge, on walls of building structures, notebooks, books, parts of body, etc. This can also include crossing out the letters "S" or "N"; writing and displaying area codes, etc.
- Association with other known members of a gang
- Provoking physical confrontations by joining with several gang members to defend, confront, or fight rival gang members

- Yelling gang slogans or put downs to incite others
- Fighting, threatening to fight, or menacing other students
- Stalking- willful, malicious, and/or repeated harassment of another person, making a credible threat with the intent to place that person in a state of fear of great bodily injury or death

**Gang Related Activity** (E.C. 48900[k], E.C. 35183)

**First Offense** - Warning, possible parent conference/contact 1-5 day suspension, possible recommendation for expulsion, possible police notification

**Second Offense** - 3-5 day suspension, possible recommendation for expulsion, possible police notification

**Third Offense** - 5 day suspension, possible recommendation for expulsion, possible police notification

**POLICY FOR BULLYING PREVENTION**

Cesar Chavez Junior High School believes that all students have a right to a safe and healthy school environment. We will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behaviors include, but are not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Cesar Chavez Junior High expects students and/or staff to immediately report incidences of bullying to the administration (Principal, Assistant Principal, Learning Director). Teachers and students are trained at the beginning of the year on the seriousness of bullying and ways to immediately intervene when they see a bully incident occur. Each complaint of bullying should be promptly investigated. Students also have the opportunity to use the “bully box” to report an incident they may not be willing to openly share with an adult. The policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and through cyberspace activities, such as Instagram, texting, etc.

To ensure bullying does not occur, the school will provide staff and students training in bully prevention and apply this Student Conduct Code regarding bullying:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidences of bullying to a staff member/administration.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. *Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (E.C.48900 [r]).*

**SEXUAL HARASSMENT POLICY RELATED TO STUDENTS**

(From Board Policy #5145.7)

Sexual harassment of students can be a serious problem in schools. It can threaten a student's emotional well-being, impair academic progress and ultimately inhibit the attainment of career goals.

Sexual harassment is more than inappropriate behavior. It is illegal under both federal and state laws and constitutes a violation of Title IX of the 1972 Education amendments. School districts are legally responsible for preventing sexual harassment.

Prevention is the best tool for eliminating sexual harassment. Creating awareness is the first step toward preventing sexual harassment. Awareness decreases the probability of sexual harassment and aids in early identification so that problems can be addressed informally.

However, sexual harassment will not be tolerated in the Ceres Unified School District. It is the intent of Ceres Unified School District to maintain an academic environment which protects individual dignity and promotes the mutual respect of students. Students must understand what sexual harassment is and know the consequences

of harassing other students. Instruction regarding sexual harassment will focus on respect for self and others (i.e. how to treat other people and how you want to be treated).

Sexual harassment is technically defined as what an average person would view as offensive in any of the following circumstances:

- Any unwanted or unwelcome sexual advances
- A request for sexual favor
- A verbal, physical, or visual conduct which is sexually oriented or offensive
- Unwelcome sexual slurs, threats, derogatory comments or degrading descriptions
- Sexual jokes, stories, drawings, objects, pictures, rumors or gestures
- Touching a person's body or clothing in a sexual way

Students and staff are to immediately report incidents of sexual harassment to the principal or other school officials. Any parent who believes their son or daughter is being sexually harassed is advised to contact the principal or other officials at the office. If you have questions or concerns regarding this matter, please contact the Child Welfare and Attendance Supervisor at 556-0140.

## SUSPENSION AND EXPULSION

(E.C. 48900)

**The Ceres Unified School District administration reserves the right to objectively determine discipline based on the seriousness of a particular infraction and discipline history. Facts and other circumstances often require administrative prerogative.**

A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the campus; or 4) during, or while going to or coming from a school sponsored activity.

### Violation/Education Code

#### **1. Verbal abuse of school personnel (E.C. 48900[a1, .7])**

First Offense - Suspension 1-5 days

Second Offense - Suspension 3-5 days

Third Offense - 5 day Suspension

#### **2. Fighting (E.C. 48900[a1, a2])**

First Offense - Suspension 1-5 days, possible police contact, possible recommendation for expulsion

Second Offense - Suspension 3-5 days, possible police contact, possible recommendation for expulsion

Third Offense - 5 day Suspension, possible police contact, recommendation for expulsion

#### **3. Harassment (E.C. 48900[a1, o])**

First Offense - Formal Conference, suspension 1-5 days

Second Offense - Suspension 3-5 days

Third Offense - 5 day Suspension

#### **4. Hostile behavior (E.C. 48900[a1])**

First Offense - Suspension 1-5 day

Second Offense - Suspension 3 -5 days

Third Offense - 5 day Suspension

#### **5. Profanity vulgar or obscene language or act directed toward adult staff (E.C. 48900[a1, .2] and [i])**

First Offense - Suspension 3 -5 days, possible Recommendation for expulsion



Second Offense - Suspension 5 days, possible recommendation for expulsion

Third Offense - 5 day Suspension, possible recommendation for expulsion

**6. Unprovoked assault (E.C. 48900[a1, a2, n])**

First Offense - 5 day suspension, possible recommendation for expulsion, police notification

Second Offense - 5 day suspension, recommendation for expulsion, police notification

Third Offense - Not applicable

**7. Extortion (E.C. 48900[e] and 48915[4])**

First Offense - 5 day suspension, possible recommendation for expulsion, police notification

Second Offense - 5 day suspension, recommendation for expulsion, police notification

Third Offense - Not applicable

**8. Hostile Educational Environment (E.C. 48900.4)**

Including slurs directed towards a person or group because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation

First Offense - 1-5 day suspension

Second Offense - 3-5 day suspension, possible recommendation for expulsion

Third Offense - Recommendation for expulsion

**9. Hate Violence (E.C. 48900.3)**

First Offense - 5 day suspension, possible recommendation expulsion

Second Offense - 5 day suspension, possible recommendation for expulsion

Third Offense - 5 day suspension, recommendation for expulsion

**10. Explosive (firecrackers, smoke bombs, incendiary devices, etc.) (E.C. 48900[b])**

First Offense - 1-5 days suspension, police notification, possible recommendation for expulsion

Second Offense - 5 day suspension, recommendation for expulsion, police notification

**11. Weapons: Weapons/dangerous objects (E.C. 48900[b])**

First Offense - 5 day suspension, recommendation for expulsion, police notification

**12. Firearms (E.C. 48900[b])**

First Offense - 5 day suspension, recommended for expulsion, police notification

**13. Alcohol/drug - possession of, use (E.C. 48900[c] and 48900[j]), paraphernalia**

First Offense - 5 days Suspension, possible recommendation for expulsion, police notification

Second Offense - 5 day suspension, recommendation for expulsion, police notification

**14. Unlawful sales - illegal substance (E.C. 48900[c], 48900[d]) sales in lieu of (lookalikes)**

First Offense - 5 day suspension, recommendation for expulsion, police notification

**15. Theft (E.C. 48900[g]), Receiving stolen property (E.C. 48900[i])**

First Offense - Suspension 1-5 days, police notification, possible recommendation for expulsion, restitution

Second Offense - suspension 3- 5 day, possible recommendation for expulsion, police notification, restitution

Third Offense - 5 day suspension, recommendation for expulsion, police notification, restitution

**16. Damage to School or Private Property (E.C. 48900[f, .7])**

First Offense - 1-5 day suspension, possible recommendation for expulsion, restitution, police notification

Second Offense - Suspension 3-5 days, possible recommendation for expulsion, police notification.

**17. Profanity, vulgar, obscene language - use of non-directive (E.C. 48900[i])**

First Offense - Warning, possible 1-5 day suspension

Second Offense - Suspension 2-5 days

Third Offense - Suspension 5 days

**18. Profanity, vulgar, obscene language directed towards another person (E.C. 48900[i])**

First Offense - Suspension 1-5 days, conference

Second Offense - Suspension 3-5 days

Third Offense - Suspension 5 days, possible recommendation for expulsion

**19. Profanity, vulgar, obscene language - contained in obscene act (E.C. 48900[i]), sexual harassment (E.C.**

**48900.2)**

- First Offense - 1-5 day suspension, possible recommendation for expulsion, possible police notification
- Second Offense - 5 days suspension, possible recommendation for expulsion, possible police notification
- Third Offense - Suspension 5 days, recommendation for expulsion, possible police notification

**20. Bus-disruptive behavior (E.C. 48900[k])**

- First Offense - Bus driver notifies parents
- Second Offense - Bus driver issues citation, conference with Transportation Director
- Third Offense - District Transportation Director suspends bus privileges

**21. Cheating/plagiarism (E.C. 48900[k])**

- First Offense - Discipline administered by instructor on Assignment, parents notified, informal conference, possible 1-5 day suspension
- Second Offense - Suspension 1-5 days
- Third Offense - Suspension 5 days

**22. Disruptive behavior (E.C. 48900[k]), defiance of authority (E.C. 48900[k])**

- First Offense - Warning, possible 1-5 day suspension
- Second Offense - Warning, possible 1-5 day suspension
- Third Offense - 1-5 day suspension possible recommendation for expulsion

**23. Dress Code Violation (E.C. 48900[k])**

- First Offense - Warning, possible parent contact, change attire
- Second Offense - Detention, parent contacted, change attire, possible suspension 1-3 days
- Third Offense - Suspension 1 -5 days

**24. Forgery (E.C. 48900[k]) Falsifying, altering, or using forged school correspondence, passes, absence slips, or school records**

- First Offense - Suspension 1-5 days, possible recommendation for expulsion
- Second Offense - Suspension 2-5 days, possible recommendation for expulsion
- Third Offense - 5 days suspension, possible recommendation for expulsion

**25. Leaving campus without permission (E.C. 48900[k])**

- First Offense - Warning, possible suspension 1-3 days
- Second Offense - Possible suspension 3-5 days
- Third Offense - Suspension 3- 5 days

**26. Electronic Devices (E.C. 48901[5]), Electronic Devices (E.C. 51512)**

- First Offense - Warning, confiscation, parent notification
- Second Offense - possible 1-3 days suspension, confiscation
- Third Offense - possible 3-5 days suspension, confiscation

**27. Gang Related Activity (E.C. 48900[k], E.C. 35183)**

- First Offense - Warning, possible parent conference/contact 1-5 day suspension, possible recommendation for expulsion, possible police notification
- Second Offense - 3-5 day suspension, possible recommendation for expulsion, possible police notification
- Third Offense - 5 day suspension, possible recommendation for expulsion, possible police notification.

**28. Possession of an Imitation Firearm (E.C. 48900[m])**

- First Offense - Warning, conference, possible 1-5 day suspension/ possible recommendation for expulsion, possible police notification
- Second Offense - 1-5 day suspension/ recommendation for expulsion, police notification

**29. Use or possession of tobacco, tobacco products (E.C. 48900[h])**

- First Offense - 1-5 day suspension, possible police notification
- Second Offense - Suspension 3-5 days, possible police notification
- Third Offense - Suspension 5 days, possible police notification

**30. Sexual Harassment (E.C. 48900.2, 48900.4, 48900 (n), BP 5145.7)**

First Offense - Formal Conference, possible suspension 1-5 days, possible recommendation for expulsion, possible police notification

Second Offense - Suspension 3-5 days, possible recommendation for expulsion, possible police notification

Third Offense - 5 days Suspension, recommendation for expulsion, possible police notification

## **CUSD Life Skills for School/Work Success**

- ☑ **Respect** - To show regard for self and others
- ☑ **Responsibility** - To be accountable for one's actions and to follow through on tasks
- ☑ **Honesty** - To be truthful and fair in dealing with others
- ☑ **Integrity** - To conduct oneself according to a sense of what's right and wrong
- ☑ **Cooperation** - To work with others toward a common goal or purpose
- ☑ **Effort** - To be willing to work one's hardest
- ☑ **Work Ethic** - To understand the importance of doing one's best
- ☑ **Perseverance** - To continue in spite of difficulties
- ☑ **Common Sense** - To use good judgment
- ☑ **Organization** - To plan, arrange and implement in an orderly way
- ☑ **Promptness** - To be on time
- ☑ **Commitment** - To devote oneself to completing a task

## **CCJHS Guidelines for Success**

### **SHOW YOUR TIGER...*STRIPES!***

Self-motivation

Thoughtful

Respect

Integrity

Productive

Effort

Successful

## **Student/Family/Teacher Contract**

Students, teachers and families work together to support quality education for all students at Cesar Chavez Junior High. We encourage active learning, teaching, communication and involvement of all partners in the education of our children. Families are invited and encouraged to attend all school events (parent/teacher conferences, sports events, dance/drama/band performances, school dances, etc) in support of students. In addition, parents are invited to participate in school decision-making through the Family Engagement Committee, School Site Council, PTC, and the English-Learner Advisory Council. Each of these family-based groups plays an important and active role in planning, implementing and evaluating school-based coordinated

programs. In addition to participating in these groups, please read the Cesar Chavez Student Handbook and watch for the monthly newsletter with important reminders about upcoming school activities. We will also communicate with families through our phone dialer system, Connect Ed.

We make a commitment to work together to carry out this agreement during the school year.

**As a STUDENT I will:**

- Believe that I can learn and will learn.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow the school and class Guidelines for Success.
- Follow the school's dress code expectations.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.

**As a FAMILY MEMBER I will:**

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and uniform dress code.
- Monitor my child's progress in school.
- Make every effort to attend school events, such as parent-teacher conferences and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in shared decision making with school staff and other families for the benefit of students.

**As a TEACHER I will:**

- Provide high-quality, standards-based curriculum and instruction.
- Communicate high expectations for every student.
- Actively engage students in learning every day
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Participate in shared decision making with other school staff and families for the benefit

## **FAMILY INVOLVEMENT**

Everyone is invited to attend all school events. Family members who are interested in volunteering for school events are encouraged to call the school at 556-1830. If you are interested in joining our amazing Parent Teacher Club please contact our Assistant Principal at 556-1830.

## **SCHOOL SITE COUNCIL**

Cesar Chavez Junior High School has an active School Site Council and invites parents to be involved. The objective of the School Site Council is to assist the school in planning, Implementing, and evaluating school-based coordinated programs.

## ENGLISH-LEARNER ADVISORY COUNCIL (ELAC)

Cesar Chavez Junior High School invites parents to be involved in the English Learner Advisory Council. The objective of ELAC is to advise the school, administration and School Site Council in developing the Single Plan for Student Achievement and addressing the needs of English Learner students.

## FAMILY INVOLVEMENT POLICY

The staff at Cesar Chavez Junior High has developed a comprehensive program involving families in all aspects of the educational process. As families become involved, their children will continue to benefit in their school achievements.

**GOAL:** Reach out to families to build a partnership and to solicit active family involvement to meet the educational needs of students.

### **Objectives and Activities:**

**1. Provide families with information about programs available. Effective communication between home and school is considered to be the most important element in developing and maintaining family involvement.**

- a. The Cesar Chavez Student Handbook will be sent home with each student at the beginning of school, and during registration of new students.
- b. School communications notifying families of events at school will be in English and Spanish.
- c. Monthly events will be advertised in the school newsletter, Tiger Times.
- d. Notices of activities will be published monthly in The Ceres Courier, a local newspaper
- e. Phone calls to families regarding school events in English and Spanish via Connect Ed
- f. Back to School Night and Parent Conferences
- g. 6th grade orientation night for incoming 7th graders
- h. Communications to families that encourage and promote family involvement, school success, and effective parenting ideas.
- i. Monthly VIP coffee informational school meetings.

**2. Provide opportunities for regular meetings and activities for families to provide suggestions, decisions, and to participate in the education of their children.**

- a. Parent/Teacher conferences twice a year, with translation as needed for parents of Spanish-speaking students.
- b. School Site Council and ELAC meetings
- c. Family Engagement Committee meetings
- d. Opportunities to volunteer and participate in school activities
- e. Parent Teacher Student meetings will be held as needed with parents of referred students
- f. A Cesar Chavez School Compact will be presented to each student/family via the student handbook.
- g. Monthly information VIP coffee meetings with parents.

### **3. Assessment Procedures**

- a. School Site Council and ELAC meetings to discuss and monitor effectiveness of the plan
- b. Continuous evaluation of family involvement to determine effectiveness of school plan
- c. Annual survey of family opinions and needs
- d. Sign-in for families at school events
- e. Implement new and additional activities to enhance and encourage family involvement
- f. Revise family involvement policies, as needed, to increase effectiveness

# GENERAL INFORMATION

## SCHOOL HOURS

Students are allowed on campus beginning at 7:00 a.m. School hours for the students are 7:40 am. - 2:10 pm. Unless engaged in a school activity, students are to leave campus when they are dismissed at 2:10 pm. School office hours are 7:00 am. - 4:00 pm.

## TRANSPORTATION

Students riding the bus to and from school or school-sponsored activities are to follow the bus driver's instructions. Riding the school bus is a privilege, not a right. This privilege can be revoked for habitual defiance of the bus driver's instructions. **Bus citations WILL result in disciplinary action at school (including school suspension).** The Ceres Unified School District's Code of Conduct is in effect on the way to and from school as well as on any school-sponsored activity for which transportation is provided. **Foggy day** information can be obtained by turning to your local radio station or by calling the district transportation office at 556-1595.

## BICYCLES and SKATEBOARDS

Students who bring their bikes to school must place them in the bike rack area. Bicycle helmets must be worn (California State Law). Bikes must be secured with a lock. The school is NOT responsible for loss or damage to student bikes or helmets. Students may NOT ride bikes on campus. Skateboards, rollerblades, scooters and skates are not to be used on campus and must be locked in the bike rack area or in designated classrooms on campus. The school is NOT responsible for loss or damage to skateboards, rollerblades and scooters. Students using these items on campus at any time will have the item confiscated and it must be picked up by a parent.

## BREAKFAST and LUNCH

The cafeteria is available for breakfast, nutrition break and lunch. Breakfast is served daily. Students may bring a snack from home or purchase nutritious foods at the Express Window during lunch or nutrition. Lunch is served daily in the cafeteria. Students can go through the regular cafeteria line or snack bar line to obtain food. All students will eat for the first 20 minutes in the cafeteria before being excused out to the yard. Students will have reward days where they will be able to eat outside. Failure to keep the outside eating area clean will result in a loss of this privilege. Parents and students wishing to apply for the Free or Reduced Breakfast/Lunch programs can get an application in the school office. Each student has an individual cafeteria account. Parents are encouraged to put money in the student's account on a weekly or monthly basis. Students will only be allowed one charge. They must pay the full amount due the next day. Questions regarding nutrition services, lunch applications, etc. may be directed to the Child Nutrition Office at 556-1580.

## CLOSED CAMPUS and VISITORS

Cesar Chavez is a closed campus. Students will only be released from school to their parent, legal guardian, or the emergency contact individuals listed on the student's emergency card. Students will only be released to a listed responsible party when he/she is present in the office to sign the student out. Students returning to school after an appointment must check in at the office before going to class. Students leaving campus without permission are subject to disciplinary action. Parents are seen as partners in education with the school and are encouraged to participate in their child's education. Requests to observe classrooms that their child is enrolled in are welcome. To visit the campus and classrooms please give reasonable notice. All visitors, including parents, **MUST** check into the office first to ensure safety. Students or friends from other schools are NOT allowed to visit Cesar Chavez while school is in session. Individuals entering campus without permission may be subject to arrest for trespassing.

## LIBRARY SERVICES

The school library is open from 7:00 am until 3:00 pm Monday through Friday. The library is open during lunch and nutrition. Students are allowed to check out two library books at a time for a period of up to two weeks.

Damages to any library book or textbook must be reported immediately to the librarian. Students/parents will be charged for damaged or lost books. If you pay for a lost book, you have six months to be refunded upon return of book(s). Library computers are to be used for school projects **only**. Students must have a Technology Use Agreement form signed and returned to the office for use of Ceres Unified School District Technology. Internet use is available by permission only. No Internet surfing is allowed on the Internet. Inappropriate use will result in loss of computer use on the entire campus. Additional consequences may be assigned based on nature of specific incident.

## TEXTBOOK INFORMATION

A set of textbooks will be issued to every student. Textbooks will be taken home and used for homework during the school year. Students will not bring these books to school until the end of the school year or if the student should withdraw from school. Since these textbooks are very valuable, ranging in price from \$30 to \$75 dollars, they must be protected from damage. In order to avoid charges, report any damages within the first week of receiving your books. Damage includes, but is not limited to, missing/torn pages or graffiti. Parents will be held responsible for loss or damage to school books. **Failure to return or pay damages will result in loss of privileges, including, but not limited to, activity days/events, graduation activities and/or receiving a yearbook.**

## PHYSICAL EDUCATION

**DRESS:** All students are required to wear a P.E. uniform. Students who do not dress out for P.E. will lose points and their grades may suffer. P.E. clothes are not to be worn to other classes unless asked to because of prior dress code violation. Class suspensions for defiance can be utilized for excessive dress cuts.

**LOCKERS:** Students will be assigned a P.E. locker and a lock. **STUDENTS MUST NOT SHARE LOCKERS OR COMBINATIONS WITH ANYONE.** The school is **NOT** responsible for lost or stolen items. Once the lock is checked out to you, it is your responsibility for lost or stolen items. Lockers are school property. Students will be charged a \$7.00 fee for any damaged or lost locks. **DO NOT BRING LOCKS FROM HOME.**

## PERSONAL PROPERTY RELEASE OF LIABILITY

The Ceres Unified School District, its officers, agents or employees shall not be responsible in any manner for the loss, theft, damage or destruction of any personal property brought onto District premises by students, for any reason whatsoever, including but not limited to, a request by a staff member. **Students who bring personal property onto school premises assume ALL risk of loss, theft, damage or destruction of the personal property.** Therefore, the following items are not allowed at school: radios, cameras, MP3s, electronic games, IPODs, CD/tape players, aerosol cans, playing cards, card collections, excess money (over \$5.00) or other items of value or that may disrupt the educational process. Personal items taken from a student may **ONLY be picked up by a parent or guardian.**

## LOST and FOUND

Lost items can be claimed in the office. The school is **NOT** responsible for lost or stolen items. Unclaimed items will be donated to local charity or the CC Clothes Closet.

## YEARBOOK

Yearbooks may be pre-purchased at the beginning of the school year. At this time they are at the lowest price of the year. Yearbooks are distributed at the end of the year. All fines (cafeteria, library etc.) must be paid before books are distributed.

## CELL PHONES

The office phone is for emergency use **ONLY**. Students will not be called out of class to receive phone calls. Please make all plans and arrangements before the start of school. Cell phones must be turned off during the school day. Students may use their cell phones outside of the school gates before or after school only. Phones out or on during the school day will be confiscated. Confiscated cell phones **WILL NOT** be returned to the student. A parent or guardian must come in to pick up the phone. Unclaimed phones will be disposed of at the end of the school year.

## CAMERAS

Cameras, including cell phone cameras, are not allowed, and students taking pictures on campus will be subject to discipline. Cameras will be confiscated and will be released to a parent or guardian only.

## **NONDISCRIMINATION/HARASSMENT**

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. The officer responsible for equity and compliance with Title IX is the Coordinator of Child Welfare and Attendance, 2503 Lawrence Street, Ceres, Ca. 95307, (209)556-1500

## **GRADE REPORTING**

Cesar Chavez Junior High School has *four* quarter grading periods. For each quarter in school, student progress will be reported as follows:

### **PROGRESS REPORTS**

Progress reports will be mailed home approximately five weeks into each grading period. *Parents* of students receiving a D or F grade in any class should *contact teachers immediately* to discuss strategies to improve academic or behavioral performance. **TEACHERS WANT EACH STUDENT TO BE SUCCESSFUL.** However, it is essential for parents, teachers and students to communicate frequently to encourage this growth. **PARENTS, PLEASE CONTACT THE TEACHERS IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING YOUR STUDENT'S PROGRESS.**

### **REPORT CARDS**

At the end of the each quarter, students will be issued a report card with a letter grade for each class taken at CCJHS. Report cards will be mailed home. These grades determine a student's G.P.A. (*Grade Point Average*) and credits earned. G.P.A. is used to determine eligibility in sports, awards and honors, and promotion.

### **PARENT CONFERENCES**

Parent conferences are held in the fall (October 19-20) and in the spring (March 1-2). During conferences, parents will have an opportunity to discuss with the teachers their student's performance in each class. Parents are strongly encouraged to attend. Conferences are held on a "first come-first serve" basis during our scheduled walk-in hours which are 12:25pm -2:10 pm. We will also have a night parent conference from 5:00-7:00 on October 20<sup>th</sup>.

### **PARENT PORTAL**

Parents are encouraged to use Parent Portal. This program allows you access to your child's grades, attendance and class assignments via the Internet. To get started, come in to the office with picture identification to receive your login information.

### **HOMEWORK REQUESTS**

Students are allowed one day for each day they are absent to make up assignments and tests. In case of an extended illness (3 or more days), assignments may be requested by contacting the attendance office. Please allow 48 hours for requests to be filled. It is always wise to contact the school and check on the status of the request before coming to pick up missed assignments. **IT IS THE STUDENT'S RESPONSIBILITY TO ASK FOR THE WORK.**



## SHORT-TERM INDEPENDENT STUDY

A parent and student meeting with the Learning Director is needed if the student will be absent for personal or health reasons for a minimum of five days and up to ten consecutive days. Short-Term Independent Study Contracts will not be issued during state testing. Independent Study Contracts must be completed at least five days prior to the student's scheduled absence. After 15 consecutive days of absence, the student will be dropped from school and will need to re-enroll. Please note that whenever a student is absent for an extended period of time it affects their learning, grades, and credit

## STUDENT ACTIVITIES

### ATHLETIC PROGRAM

Report cards are very important for participation in athletics. Students who want to participate in after school sports MUST meet the following eligibility requirements:

- Seventh grade eligibility for the first quarter is the only time grades will not be checked.
- A GPA of 2.0 or above from the last grading period, with no more than one F during the last grading period, is required.
- Student must be in attendance at school on the day of games and MUST ride the bus to the games with the team. Athletes may ride home only with their parent / guardian if the coach is informed at the activity and parent /guardian is present. Athletes are NOT allowed to ride home with someone else.
- A 2.0 GPA must be maintained during the entire course of the activity/sport, with no more than one F.
- Students who are suspended from school are not allowed to practice or participate in games for the days they are suspended. Sports and the seasons they are available include:

#### **Fall**

Volleyball  
Flag Football  
Soccer

#### **Winter**

Basketball  
Wrestling

#### **Spring**

Softball  
Track  
Volleyball

### STUDENT CLUBS

There are many clubs and activities on campus. Notices regarding club activities are posted in the daily bulletin, which is read to students first period and is also posted on the school's website or newsletter

### STUDENT GOVERNMENT

The Student Government officers are elected by the student body prior to the start of the school year. These students help plan various activities for the school, including dances, rallies and other school events. These officers will represent the CCJHS Student Body in various school events and organizations (such as in the School Site Council) as they work toward creating a positive school environment.

### DANCES and ACTIVITIES

All students are encouraged to attend dances and after-school activities. Students who are suspended or who have inappropriate behavior during the week of the activity will be placed on the "No Participation" list and may not attend the event. Students must be picked up or off campus within 15 minutes of the end of the event. Students who are not off campus within 15 minutes of the end of the event will be placed on the "No Participation" list for the next event. If you miss a minimum of 4 periods on the day of a dance, you will not be allowed to attend the dance.

Please be aware of the dates and times of each dance and notify the school if you don't want your child to be attending school dances.

## STUDENT SUPPORT SERVICES

### COUNSELING AND ACADEMIC SERVICES

The school's Learning Director is instrumental in providing support services that can help students adjust academically, psychologically and socially to the junior high school setting. Attendance, academic, and behavior records are closely monitored by the Learning Director as they can seriously impact a student's future educational opportunities. When students struggle or fall behind in any area, the Learning Director is available to help generate an appropriate solution. The Learning Director can examine a student's unique situation and match the needs of the student with the available resources. Please contact the school if you have any questions regarding counseling or academic services at CCJHS.

### AFTER SCHOOL TUTORING PROGRAM

Cesar Chavez Junior High School, in conjunction with the Educational Options Department, offers academic and student support services beyond the regular school day. The goal of the Academic Intervention Program is to give students who are "at risk" of not passing the California High School Exit Exam (CAHSEE) the extra academic support needed for promotion to the next grade level. The after school tutoring program is offered to all students. Those students who are at-risk for retention are required to attend the after school program in which students receive extra instruction in math, reading and/or writing. Classes run Tuesday, Wednesday, and Thursday from 2:30-3:30pm. Please contact our Learning Director if you have any questions or would like to enroll your student in the after school tutoring program. In addition to the academic portion of the After School Program, students are also encouraged to participate in the ASES program, which provides extra-curricular activities from 2:15 to 6:00. Students are engaged in enrichment activities, including athletics and games, under the supervision of Educational Options staff.

### STUDENT STUDY TEAM

Cesar Chavez Junior High School has an active Student Study Team. The team meets to discuss academic and behavioral concerns with parents and their child. Members include a Learning Director, Resource Specialist, School Nurse, School Psychologist and classroom teachers. These members, along with parents and student, discuss problems occurring at school that hinder success. The team develops strategies to help the student improve academic performance and/or behavior. **Contact the Learning Director if you feel such a meeting would benefit your child.**

### SPECIAL EDUCATION

Cesar Chavez Junior High School is proud of its Special Education programs. Special Education at CCJHS includes Resource and Special Day Class settings. A Resource Specialist assists qualified students in accessing and learning the challenging 7th and 8th grade educational curriculum. Special Education questions can be directed to Mr. Krohn, Department Chair, Special Education.

### LEARNING CENTER

During lunch and during specific periods throughout the day we will have teachers available to help students academically. The learning center can be used to provide academic support through standards based computer program, and also give students a chance to make up missing assignments during lunch time.

# SCHOOL HEALTH INFORMATION

Our school nurse needs to know about **any** chronic illnesses or conditions that students have, so that we may be prepared for any emergencies that might occur. **Parents need to contact the school nurse to discuss any illness or condition that might cause difficulty at school.** The school nurse will divide her time between CCJHS and other district schools. Therefore, the nurse, secretaries and/or teachers will administer first aid in case of an accident. Although the school nurse's office is designed to handle site emergencies and student illnesses while students are under the supervision of school employees, some emergencies may require contacting other health agencies. In the event of a serious emergency, paramedics will be called first and then parents will be notified. Parents will be billed by medical agencies. **FAMILY EMERGENCY CARDS MUST BE KEPT UP TO DATE WITH ACCURATE INFORMATION AND PHONE NUMBERS. MISSING OR INCORRECT PHONE NUMBERS AND PHONES WITH BLOCKED NUMBERS CAN CAUSE EXCESSIVE DELAYS. PLEASE DO NOT PLACE A BLOCK ON THE SCHOOL PHONE NUMBER. PLEASE LIST MULTIPLE EMERGENCY CONTACT NUMBERS TO EXPEDITE CONTACT.**

## ACCIDENT INSURANCE

Accident insurance is available for parents to purchase. Information is sent home at the beginning of each school year. Parents may request additional information about school insurance at the office. Students who participate in extra- curricular sports are required to have medical insurance coverage (per School Board Policy). The school purchased accident insurance covers the District's sports requirement. The school does NOT handle any insurance claims.

## MEDICATION

Education Code Section 11753 (1) allows schools to assist in the administration of medication prescribed by a student's physician. The medication should be brought to school by a parent in a pharmacy labeled container with the student's and physician's name on the label. Unmarked containers are not acceptable. The physician and parent must sign a school authorization form. The forms are located in the school office. All medications given at school MUST have a completed form on file (over the counter medications included). Students may carry inhalers, Epi-pens, glucose monitoring equipment and insulin if they have a physician's order on file in the school office stating that medication may be carried.

## TECHNOLOGY USE

The Cesar Chavez faculty is committed to providing you the best educational tools and services. As a privilege, computers are made available for student use in the library, classrooms and technology labs. To maintain the Privilege of using technology, CCJHS students must comply with basic rules and guidelines of computer use. Violation of technology use rules will result in disciplinary action. Although teachers will provide more specific rules on technology use, basic guidelines for computer use are provided below.

Before using any technology equipment, students must fill out a *Use of Electronic Information Resources Agreement* form. Students and parent/ guardians MUST sign and return the form to school. The Agreement form must be on file at Cesar Chavez throughout the entire school year. Failure to sign the agreement will result in the loss of all technology privileges.

- Students may only use computers with the teacher's permission.
- Students will use school computers for school related work ONLY.
- Students will follow all class, school, and technology use rules each time a computer is used for any purpose.

- Students will be expected to take reasonable and proper care of equipment.
- Students will follow all state and federal laws when sending and receiving information on the computer or network (including Internet).
- Students may bring memory sticks or CD ROM's to a computer lab only WITH permission from a supervising teacher.
- Students must have written teacher approval before using school computers to check email.
- Students must have written teacher approval before downloading music, games or files from the Internet.
- Students are NOT to attempt to break in (hack) into websites or network directories that they do not have permission to access.
- Students are NOT to engage in commercial activities using the network.
- Inappropriate use of computers and technology will lead to consequences, up to and including expulsion from CUSD.