

**Welcome to  
Cesar Chavez Junior High School**



**“Tiger Pride Through Excellence”**

**STUDENT HANDBOOK  
2017-2018**

**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

<b>Principal</b>	Rosemarie Kloepfer
<b>Assistant Principal</b>	Casey Giovannoni
<b>Learning Director</b>	Marianne Goularte
<b>Learning Director</b>	Kristina Overman
<b>Administrative Assistant</b>	Steve Zapien
<b>Office Manager</b>	Sofia Schultz
<b>Secretary IV</b>	Jeannette Arciga
<b>Counseling Technician</b>	Blanca Segura
<b>Secretary II</b>	Jennifer Prado
<b>Clerk II</b>	Erika Valencia
<b>Library Media Clerk</b>	Erin Johnson
<b>District Librarian</b>	Ginger Geiger



<p><b>Electives Department</b> Heather Adney Margaret Banks Kathy Borges Isabel Cabezas Alvarado Steve Dyer Beth Holtan</p> <p><b>English Department</b> Sara Castledine Rachel Hirota Sarah Schuchterman Melissa Smith</p> <p><b>Mathematics Department</b> Javier Delgado Robert Jimenez Lindsey McCloskey Vivian Piro Jaime Trujillo</p> <p><b>Physical Education Department</b> Van Dinh Dustin Farnam Kelly Wheelock</p>	<p><b>Science Department</b> Sean Eddington Eric Gillis Nicole Lewis Martha Velasco</p> <p><b>Social Studies Department</b> Dillon Jones Jason Martin Marcus Rivera Melissa Wolfe-Hunnicutt</p> <p><b>Special Education Department</b> Rhonda Bird Michelle Esau Vickie Oglevee-Simkins Roberta Wilks</p> <p><b>Cafeteria/Food Services</b> Randy Crocker Stephanie Keever Lorraine Martinez Liz Schott Judy Stevens Kim Ude</p>	<p><b>Campus Security</b> Lucina Manzo Diana Montero Mark Parkinson Nicholaus Sandoval</p> <p><b>Custodians</b> Crystal Alvarez Jose Silva Santiago Vasquez</p> <p><b>English Learner Testing Assistant</b> Rocio Prado</p> <p><b>Health Services</b> Katie Crawford (Clerk) Lauren King (Nurse)</p> <p><b>Psychologist</b> Araceli Padilla</p>
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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 2017-2018 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

<b>Date/Day of the Week</b>	<b>Event</b>	<b>Start/End Time</b>	<b>Location</b>
August 2, Wednesday	7th grade Registration/Welcome to the Jungle	8:00 am - 12:00 pm	Gym
August 3, Thursday	8th grade Registration/Welcome to the Jungle	8:00 am - 12:00 pm	Gym
August 7, Monday	Teacher Work Day	8:00 am - 2:00 pm	Classrooms
August 8, Tuesday	Professional Learning Day: All Staff	8:00 am - 2:00 pm	Argus PD room
August 9, Tuesday	First Day of School	7:40 am - 2:10 pm	School wide
August 18, Friday	Spirit Rally	1:35 pm - 2:10 pm	Gym
August 23, Wednesday	Back to School Night	5:30 pm - 7:00 pm	Gym and classrooms
September 4, Monday	Labor Day: No School		
September 7, Thursday	Point Break Workshop	9:30 am - 2:10 pm	Gym
September 15, Friday	School Dance	2:30 pm - 4:30 pm	Cafeteria
October TBD	Mens' Choir: Real Men Sing	8:00 am - 1:00 pm	Johansen HS
October 4, Wednesday	Parent College Awareness Night	5:00 pm - 6:00 pm	Library
October 4, Wednesday	College Awareness Day	All Day	School wide
October 13, Friday	Point Break Workshop	9:30 am - 2:10 pm	Gym
October 13, Friday	Band Day	4:30 pm - 8:30 pm	Ceres High Football Field
October 16, Monday	Kick-Off Red Ribbon Week Rally	1:35 pm - 2:10 pm	Gym
October 16-20 ,Mon - Fri	Red Ribbon Week	All Day	School wide
October 18, Wednesday	Point Break Workshop	9:30 am - 2:10 pm	Gym
October 25-27, Wed - Fri	Parent Conferences/Min. Days	12:30 pm - 2:00 pm	Classrooms
October 26, Thursday	Night Parent Conference	5:00 pm - 7:00 pm	Classrooms
October 30, Monday	Teacher Professional Learning Day	8:00 am - 2:00 pm	District wide
November 9, Thursday	Elementary Music Tour	8:30 am - 2:00 pm	SV, LR, WW elementaries
November 10, Friday	Veterans Day: No School		
November 15, Wednesday	Point Break Workshop	9:30 am - 2:10 pm	Gym
November 16, Thursday	Parent Site Visit	9:00 am - 11:00 am	Library

November 21, Tuesday	Singsational Choir Rehearsal	8:30 am - 11:30 am	CVHS gym
November 21, Tuesday	Singsational-District Choir Concert	6:30 pm - 7:30 pm	CVHS gym
November 23 - 24, Thurs - Fri	Thanksgiving Holiday - No School		
December 7, Thursday	Winter Concert Rehearsal	7:40 am - 2:00 pm	Gym
December 7, Thursday	Winter Concert	6:30 pm - 8:30 pm	Gym
December 8, Friday	School Dance	2:30 pm - 4:30 pm	Cafeteria
December 19, Tuesday	6th Grade Transitional Band Day	8:30 am - 11:00 am	Gym
December 19, Tuesday	Ceres Honor Choir		
December 21, Thursday	Teacher Work Day	8:00 am - 2:00 pm	
December 21 - January 8	Student Winter Break: No School		
January 8, Monday	Teacher Work Day	8:00 am - 2:00 pm	
January 15, Monday	MLK Holiday: No School		
January 17, Wednesday	SCMEA Honor Choir Rehearsal	7:00 am - 8:30 pm	Roosevelt Junior High
January 18, Thursday	Instructional Site Visit		
January 26, Friday	Spirit Rally	1:35 pm - 2:10 pm	Gym
January 26, Friday	SCMEA Honor Choir Rehearsal	2:00 pm - 6:30 pm	MJC
January 26, Friday	SCMEA Honor Choir Free Concert	7:00 pm	MJC
January 27, Saturday	SCMEA Honor Band Concert	7:00 pm	MJC
January 31, Wednesday	8th Grade Visit to CVHS		CVHS
February 1, Thursday	8th Grade Visit to CHS	8:00 am - 12:00 pm	CHS
February 2, Friday	CHS/CVHS Balloting	All Day	CC Classrooms

February 9, Friday	“Steal Her Heart Day”	All Day	School Wide
February 12-19	Ski Week: No School		
February TBD	College Field Trip		
March 2, Friday	School Dance	2:30 pm - 4:30 pm	
March 8 - 9, Thur - Fri	Parent Conferences: Minimum Days	12:30 pm 2:10 pm	Classrooms
March 8, Wednesday	7/8 Grade Parent Information Night	5:00 pm - 6:30 pm	Cafeteria 7th/Room 302 8th
March 8, Thursday	Night Parent Conference	5:00 pm - 7:00 pm	Classrooms
March 15, Thursday	“Boys Talk, Girls Rock”	All Day	School Wide
March 16, Friday	Professional Learning Day		
March 23, Friday	Rotary Read In (Drama Students)		Elementary Sites
March 24, Saturday	Thalia Drama Festival		CHS
March 27, Tuesday	Bandtastic Rehearsal	8:00 am - 12:00 pm	CVHS Gym
March 27, Tuesday	Bandtastic Performance	6:30 pm - 7:30 pm	CVHS Gym
March 30 - April 6	Spring Break: No School		
April 16 - May 4	State Testing Assessment Window	Testing Schedule	All Classrooms
April 9 - 13	Dead Week: No field trips/activities		
April 21, Saturday	Great America Music Festival	All Day	Great America
April 24 - 28	8th Grade Science CAST	All Day	All Classrooms
May 4, Friday	Student Dance	2:30 pm - 4:30 pm	Cafeteria
May 4, Friday	CMEA Music Festival	2:00 pm - 5:00 pm	Downey High School
May 10, Thursday	Dance Showcase	6:00 pm - 7:30 pm	Gym
May 15, Tuesday	Spring Concert Rehearsal	8:30 am - 2:00 pm	Gym
May 15, Tuesday	Spring Concert	6:30 pm - 8:30 pm	Gym
May 16, Wednesday	6th Grade Visit to Chavez	9:45 am - 12:00 pm	Gym/Campus
May 18, Friday	Spirit Rally		
May 22, Tuesday	8th Grade Awards Night	6:30 pm - 7:30 pm	Gym
May 24, Thursday	8th Grade Trip	All Day	Great America
May 28, Monday	Memorial Day: No School		
May 30, Wednesday	8th Grade Promotion Ceremony	6:00 pm - 7:00 pm	Central Valley High School
May 30, Wednesday	8th Grade Dance	8:00 pm - 10:00 pm	Gym

June 1, Friday	Last Day of School: Minimum Day	7:40 am - 12:05 pm	
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<b>NON-SCHOOL DAYS</b>	<b>PLANNING DAYS (School starts at 9:10)</b>
September 4, Monday October 30, Monday November 10, Friday November 23-24 December 22-January 8 January 15, Monday February 12-19 March 16, Friday March 30-April 6 May 28, Monday	August 23, Wednesday September 6, Wednesday September 20, Wednesday October 4, Wednesday October 18, Wednesday November 1, Wednesday November 15, Wednesday December 6, Wednesday January 10, Wednesday January 24, Wednesday February 7, Wednesday February 21, Wednesday March 14, Wednesday March 28, Wednesday April 11, Wednesday April 25, Wednesday May 9, Wednesday May 23, Wednesday

### Grading Schedule

<b>DESCRIPTION</b>	<b>GRADING PERIOD</b>	<b>MAIL DATE</b>
<b>Progress Report #1</b>	<b>8/9-9/8/17</b>	<b>9/14/17, Thursday</b>
<b>1<sup>st</sup> Quarter Grades</b>	<b>8/9-10/13/17</b>	<b>10/19/17, Thursday</b>
<b>Progress Report #2</b>	<b>10/16-11/17/17</b>	<b>11/28/17, Tuesday</b>
<b>2<sup>nd</sup> Quarter Grades</b>	<b>10/16-12/20/17</b>	<b>12/27/17, Wednesday</b>
<b>Progress Report #3</b> (Ski Week)	<b>1/9-2/9/18</b>	<b>2/23/18, Friday</b>
<b>3<sup>rd</sup> Quarter Grades</b>	<b>1/9-3/23/18</b>	<b>3/29/18, Thursday</b>
<b>Progress Report #4</b>	<b>3/26-5/4/18</b>	<b>5/10/18, Thursday</b>
<b>4<sup>th</sup> Quarter Grades</b>	<b>3/26-6/1/18</b>	<b>6/5/18, Tuesday</b>

### BELL SCHEDULES

#### REGULAR SCHEDULE

#### PLANNING DAY SCHEDULE

<b>First Bell</b>	<b>7:37</b>			<b>First Bell</b>	<b>9:10 AM</b>	
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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, buses, 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

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 Education 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 uncleared absences. Absences can have a negative impact on a student's academic and promotion status. To participate in after school or extracurricular activities, students **MUST** attend school on the day of the activity.

### **ABSENCES & TARDIES**

Daily attendance and punctuality is expected from each student. PARENTS MUST VERIFY ABSENCES BY PHONE, IN PERSON, 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.
- 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-8th period tardy

1st Tardy Student verbally warned and reminded of the importance of critical instructional minutes

2nd Tardy Student verbally warned and reminded of the importance of critical instructional minutes

3rd Tardy Student is warned that tardies will now warrant detention parents/guardians notified

4th Tardy Student is assigned 30 minute detention

5th Tardy Student is assigned 30 minute detention

6th Tardy Student is assigned 30 minute detention

7th and more Tardy (1st period) Detentions continue, student may be assigned class or home suspension for defiance and or SARB process

7th and more Tardy (2nd-8th period) Student is assigned detention, class or home suspension for defiance, Admin calls home

## TRUANCY

Students absent without a valid excuse (doctor, dentist, funeral, or court) for MORE THAN THREE DAYS 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, and or leaving campus without permission. After 15 consecutive days of absence, the student will be dropped from school and will need to re-enroll.

## ACADEMICS

All students at CCJHS will take a mandated series of courses. The core subjects are aligned with the Common Core State 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 (G.P.A.)

Each student completing courses at CCJHS will receive course grades. Course grades will be used to determine a student's G.P.A.. 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 the second semester with no suspensions during the last twenty (20) school days prior to the graduation trip. In addition, students may have no attendance cuts during the second semester and must have not been referred for SARB. Only students who meet the G.P.A. criteria, the credits criteria, and the guidelines listed above will be allowed to walk the stage and receive a promotion 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. These cards provide students with fun activities and incentives (rewards, rallies, special activities) and help keep students motivated to reach their maximum potential. Parents will be invited to an awards event in the spring for 8th grade end of the year recognitions.

## 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" grade or better	2.5	2.5	2.5	2.5	10
<b>Total Credits Possible</b>						<b>70</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.

## 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 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/in-school 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 and or suspension. Parent contact may be made.

**Level 3 (severe) infractions** – These misbehaviors include illegal activities or are so severe that the misbehaving student’s continued presence in a setting poses a threat to physical safety or to adult authority (severe/repeated acts of defiance, disrespect, and or disruption). Administration may issue one or a combination of consequences, including community service, detention, a memorandum of understanding, on campus suspension (OCS), home suspension, and or recommendation for expulsion. Parent will 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 when appropriate. 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 or 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 two school days 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. 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. Parents cannot deliver food to the school for their child to eat. 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/after-school detention, community service, on-campus suspension (OCS), 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 two school days after the class suspension. Depending on the student's individual discipline history and/or the seriousness of the referral, an administrator may apply additional consequences in accordance with the Ceres Unified School District Code of Conduct and/or the Education Code. Students that earn numerous class suspensions will be placed on a Memorandum of Understanding (MOU). Afterward, the student may be home suspended after receiving class suspensions. Memorandums of Understanding are good for two quarters only (they restart at the first and third quarters of each school year).

## DETENTION/COMMUNITY SERVICE

Students can be assigned after-school detention, lunch detention, or community service as a consequence assigned by a staff member. 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 home suspension.**

## HOME SUSPENSION

Students can be assigned home 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 behaves in a manner that results in a violation of any school rule/policy, CUSD Code of Conduct, and/or Education Code, he or she may be home suspended. Home 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. **7 or more days of school suspension in one semester** 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. **A home suspension in the last 20 days of school will result in the student being ineligible to participate in all promotion activities. 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 losses 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, he or she will lose all privileges associated with promotion, including the 8th grade trip, dance, and ceremony. All students may lose any privileges associated with any extracurricular and or after school activities if they are home suspended. Extracurricular activities include but are not limited to: dances, end of the year activity day, athletics, 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 school rules, CUSD Code of Conduct, and/or Education or Penal Codes (State & Federal), he or she will be recommended for expulsion from CUSD. Expulsion will result in removal of the student from CUSD for a defined length of time as recommended by site administration and the Child Welfare and Attendance department and or an expulsion panel. **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. School personnel need reasonable suspicion to conduct searches. 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 and or 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 are usually attached to some perceived attribute this member may have for gang purposes.
- 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 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, home and or after-school detention, community service, 1-5 day suspension, possible recommendation for expulsion; and or possible police notification

**Second Offense:** 3-5 day suspension, possible recommendation for expulsion; and or possible police notification

**Third Offense** - 5 day suspension, possible recommendation for expulsion; and or 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), social isolation or manipulation, and cyber bullying (such as via Facebook, Instagram, Snapchat, etc.).

Cesar Chavez Junior High expects students and or staff to immediately report incidences of bullying to the administration (principal, assistant principal, learning directors, and or the administrative assistant). 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 bullying incident occur. Each complaint of bullying will be investigated. Students also have the opportunity to use the "Bully Box", which is located in the library, to report an incident they may not be willing to openly share with an adult.

To ensure bullying does not occur, the school will provide staff and students training in bullying 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.



- Students can rely on staff to investigate each complaint of bullying in a thorough and confidential manner.

## 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.

Sexual harassment will not be tolerated in Ceres Unified School District. It is the intent of Ceres Unified School District to maintain an academic environment which protects individual dignity and promotes mutual respect amongst students. Instruction regarding sexual harassment will focus on respect for self and others.

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 advance(s)
- A request for a sexual favor(s)
- Any verbal, physical, or visual conduct that 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 school administration. 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[l])**
    - 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

## Student-Family-Teacher Compact

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, and the English Learner Advisory Committee. Each of these family-based groups plays an important and active role in planning, implementing, and evaluating school programs. In addition to participating in these groups, please read the monthly newsletter for 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.

### **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 programs.

### **ENGLISH-LEARNER ADVISORY COMMITTEE (ELAC)**

Cesar Chavez Junior High School invites parents to be involved in the English Learner Advisory Committee. The objective of ELAC is to provide feedback to the administration and the School Site Council regarding the

needs of English Learners students. This information can then be incorporated into the Single Plan for Student Achievement and the Strategic Plan.

## FAMILY INVOLVEMENT POLICY

The staff at Cesar Chavez Junior High has developed a comprehensive program to involve families in all aspects of the educational process.

**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 the school year
- 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*
- 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.

## TRANSPORTATION DEVICES

Students who bring transportation devices to school, including but not limited to bikes, skateboards, rollerblades, and scooters must place them in the bike/skateboard rack area. Bicycle helmets must be worn (California State Law). Transportation devices must be secured with a lock. The school is NOT responsible for loss or damage to student transportation devices and related accessories. Students may NOT ride transportation devices on campus. Students using these items on campus at any time will have the item confiscated.

## BREAKFAST and LUNCH

The cafeteria is available daily for breakfast, nutrition break, and lunch. Students can go through the regular cafeteria line or snack bar line to obtain food. Students are allowed 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 or 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 children'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 AND TECHNOLOGY SERVICES

The school library is open from 7:00 am until 3:30 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, textbook, or Chromebook must be reported immediately to the librarian. Parents will be charged for damaged or lost books and Chromebooks. If Chromebooks are used for inappropriate purposes, consequences may be assigned based on the nature of the specific incident. If students arrive to school without a chromebook or uncharged chromebook, they may acquire a loaner from the library, however, students who excessively need to borrow chromebooks or chargers are subject to consequences including detention.

## TEXTBOOK AND CHROMEBOOK INFORMATION

A set of textbooks and a Chromebook will be issued to every student. Textbooks and Chromebooks will be taken home and used for homework during the school year. Students need to bring their Chromebooks with them to school daily. Students will not bring their textbooks to school until the end of the school year or if the student should withdraw from school. Damages or lost Chromebooks and textbooks need to be reported to the school librarian as soon as possible. Parents may be held responsible for loss or damage to school books and Chromebooks. **Failure to return or pay damages will result in loss of privileges, including but not limited to activity days/events, promotion activities 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. Consequences can be enacted for defiance 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 the student, it is the student's 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, and 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.** 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 may use personal cell phones on campus before school, during nutrition break, during lunch, and after school. Students may not use cell phones while in class, at assemblies/rallies, and in the front office unless they have prior approval from staff. If cell phones are misused, they may be confiscated by school staff and released to students' parents. Student cell phones may be confiscated and searched if reasonable suspicion warrants.

## 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.

## GRADE REPORTING

Cesar Chavez Junior High School has 4 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 and or behavioral performance. It is essential for parents, teachers, and students to communicate frequently to



increase student success. PARENTS: PLEASE CONTACT YOUR CHILDRENS' TEACHERS IF YOU HAVE ANY QUESTIONS AND OR CONCERNS REGARDING YOUR STUDENTS' 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. 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, promotion activities, etc.

## PARENT CONFERENCES

Parent conferences are held in the fall (October 25-27) and in the spring (March 8-9). During conferences, parents will have an opportunity to discuss with the teachers their students' 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 night parent conference from 5:00-7:00 pm on October 26 and March 8.

## 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 school day for each day of excused absence accrued in order to make up missed assignments and tests. IT IS THE STUDENT'S RESPONSIBILITY TO ASK FOR THE WORK. Students may receive additional time to make up missing work per teacher discretion. In case of an extended illness (3 or more days), assignments may be requested by contacting the attendance office. Please allow two school days 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.

## 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. Independent Study Contracts must be completed at least five days prior to the student's scheduled absence. 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 with no more than one F from the last grading period
- 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. Per coach discretion, students may not be able to participate upon returning from suspension. Sports and the seasons they are available include:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Volleyball	Basketball	Softball
Flag Football	Wrestling	Track
Soccer		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 during first period and is also posted on the school’s website.

## 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 but not limited to dances, rallies, and lunch time activities. These officers will represent the CCJHS Student Body in various school events and organizations 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 directors are 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 directors. When students struggle or fall behind in any area(s), the learning directors are available to help generate an appropriate solution. The learning directors 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 and or academic services at CCJHS.

## AFTER SCHOOL TUTORING PROGRAM and ASES

The goal of the After School Tutoring Program is to provide students with the the extra academic support needed for promotion to the next grade level. This program is available to all students. Classes generally run on Tuesdays, Wednesdays, and Thursdays from 2:30-3:30pm. Please contact your child’s learning director if you have any questions or would like to enroll your student in the After School Tutoring Program. In addition, students are also encouraged to participate in the ASES program, which provides extracurricular activities from 2:15 pm to 6:00 pm Monday through Friday (with a few exceptions). Students are engaged in enrichment activities, including athletics and games, and are offered supper, 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 children. Members include a learning director, special education teacher, school nurse, school psychologist, and classroom teacher(s). These members, along with parents and students, discuss problems occurring at school that hinder success. The team develops strategies to help the student improve academic performance, attendance, and or behavior. *Contact your child's learning director if you feel such a meeting would benefit your child.*

## TIGER DEN

Tiger Den is a homework lunch program designed to assist students who need help with classroom assignments or tests/quizzes. Both students and staff can make referrals to this service. Tiger Den is available during both 7<sup>th</sup> and 8<sup>th</sup> grade lunch times. Students are expected to self refer themselves if they need assistance. Teachers are also encouraged to refer students who need extra assistance in class or have missing assignments.

## 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 7<sup>th</sup> and 8<sup>th</sup> grade educational curriculum. Special education questions can be directed to your child's learning director (or your child's special education caseload manager if your child has already qualified for special education services).

# 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(es) or condition(s) that might cause difficulty at school.** 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 extracurricular sports are required to have medical insurance coverage (per CUSD 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 the best educational tools and services available. As a privilege, Chromebooks are made available for students. CCJHS students must comply with basic rules and guidelines of Chromebook 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 the school. The agreement form must be on file at Cesar Chavez throughout the entire school year.

- Students may only use computers with staff members' 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.
- 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.



