



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ **ZIP CODE** _____

PHONE _____

STUDENT NO. _____

PLACERITA JUNIOR HIGH SCHOOL

(<http://www.placeritajuniorhigh.org>)

25015 N. Newhall Avenue
Santa Clarita, CA 91321
Phone (661) 259-1551
Fax (661) 287-9748

Principal: John Turner
Assistant Principal: Kyra Madsen
Assistant Principal: Adam Barrios
Counselor: Victor Solis
Counselor: Susan Villasenor
Counselor: Rosa Bartolovich

TABLE OF CONTENTS

School Map (3)
School Calendar (4)
Rotating Schedule (5)
Assignment Format (6)
Principal's Message (7)
Mission Statement (7)

ACADEMICS

Academic Integrity (7)
Grading (7)
Homework (7)
Make-Up Work (8)
Progress Reports & Report Cards (8)
Promotion Requirements (8)

ATTENDANCE

Absences (8)
Closed Campus (8)
Homework Requests (8)
Tardies (9)
Truancy (9)

COMMUNICATION

Calendar of Events (9)
Cell Phones and Electronic Devices (9)
Daily Bulletin (9)
Messages and Packages (9)

Parent Advisory Council (10)
Parent-Teacher Communication (10)
Telephones (10)

PROCEDURES AND RULES

Brunch and Lunch (10)
Character Counts (10)
Clean Campus (10)
Conduct and Discipline (10)
Dress Code (11)
Emergency Drills (10)
Emergency Information (11)
Gum (10)
Hall Passes (10)
Loss of Privilege (11)
Lost and Found (11)
Pedestrian Safety (11)
Personal Property Thefts (12)
Physical Education (12)
Referral Room (12)
Restrooms (12)
Safe School (12)
Sales on Campus (13)
Sexual Harassment (13)
Smoking, Narcotics, Alcohol (13)
Supplies (13)
Suspension or Expulsion (14)

Transportation (13)
Work Permits (13)

PLACES FOR ASSISTANCE

Administrative Offices (14)
Counseling Offices (14)
Health Office (14)
Intervention (15)
School Resource Deputy (15)
Student Store (15)

CLUBS AND ACTIVITIES

Associated Student Body (15)
Dances and Assemblies (15)
Eligibility for Activities (15)
Identification Cards (15)
National Junior Honor Society (15)
Safe School Ambassadors (15)
"Pride in Excellence" Agreement (16)
Library Media Center (17)
Using Computers on Campus (17)
Password Chart (18)



Rotating Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 – 9:05	1	1	1	1	1
9:10 – 9:58	2	3	4	5	6
9:58 – 10:13	Brunch				
10:18 – 10:33	D.E.A.R. DROP EVERYTHING AND READ				
10:33 – 11:21	3	4	5	6	2
11:26 – 12:14	4	5	6	2	3

12:14 – 12:49	1st Lunch				
12:54 – 1:42	5	6	2	3	4

12:19 – 1:07	5	6	2	3	4
1:07 – 1:42	2nd Lunch				

1:47 – 2:35	6	2	3	4	5
-------------	---	---	---	---	---

Take first lunch if your fifth class of the day is in _____

Take second lunch if your fifth class of the day is in _____

MINIMUM DAY SCHEDULE

8:10 – 8:45 Period 1

8:50 – 9:20 Period 2

9:25 – 9:55 Period 3

9:55 – 10:15 Brunch

10:20 – 10:50 Period 4

10:55 – 11:25 Period 5

11:30 – 12:00 Period 6

There is no on-campus supervision provided before 7:30 a.m. or after 3:45 p.m.

On minimum days, supervision ends at 12:30.

Placerita Assignment Format

	First Name Last Name Period ____ Date
	Title
	Skip this line.
	Indent each paragraph ½ inch
	Use pencil in math and when directed by other teachers.
	Type or use ink for final drafts.
The left – hand margin is 1 inch. Start each line of writing at the printed line.	When using ink, use ONLY blue or black.
	The right-hand margin is ½ inch. You need to imagine this line.
	BE SURE TO PROOFREAD YOUR WORK BEFORE YOU TURN IT IN!
	<ul style="list-style-type: none"> • Use complete sentences.
	<ul style="list-style-type: none"> • Check your spelling.
	<ul style="list-style-type: none"> • Check your punctuation.
	<ul style="list-style-type: none"> • Check your computations.
	<ul style="list-style-type: none"> • Is your paper legible?
	<ul style="list-style-type: none"> • Have you said what you want to say?
	<ul style="list-style-type: none"> • Read your paper aloud.
	<i>Don't write in the space beneath the bottom line.</i>

PRINCIPAL'S MESSAGE

Welcome to a new school year at Placerita Junior High School. As a student at Placerita, you have the opportunity to attend one of the finest schools anywhere. Our recognition as an excellent school is a tribute to the efforts and determination of students, staff, and parents working as a team. We have high expectations for you. You will find the help and support from our staff that you need to be successful, but the key ingredient is YOU. You are expected to put forth your best effort and take responsibility for your own success.

Part of the key to your success will be how well you plan your time and prioritize your assignments. Since junior high can be a big adjustment for students, we provide each student with this student planner to write down all assignments. (Most nights, there should be approximately twenty minutes of homework per class.) **Each academic teacher reserves class time for students to fill out the planner.** You should carry this planner with you to every class and use it to record assignments, school business, important dates, and other things that must be remembered. Your parents can check it nightly and use it to communicate with teachers if necessary. If you have a problem completing homework, we recommend that your parents have you ask the teacher to initial the student planner daily. **Students who write down, complete, and turn in all assignments on a daily basis, can expect to be very successful at Placerita.**

Additionally, this planner contains a clear statement of our rules and expectations, along with other school information that will promote effective learning. Please take the time to read and understand these rules in order to assure the most positive experience for you this school year. You are encouraged to review this information with your parents so that our entire team of students, faculty, and parents can work together to maintain a quality learning environment and promote excellence.

MISSION STATEMENT

With "Pride in Excellence" as our motto, Placerita Junior High School's staff, students, parents, and community will cooperate to serve the student, recognizing the unique characteristics of early adolescents. In a safe, caring, and healthy environment, we will prepare students with academic, intellectual, social, emotional, and physical skills to help them become positive, productive, capable citizens.

ACADEMICS

ACADEMIC INTEGRITY

You are cheating if you:

-  Copy, fax, or duplicate assignments to be turned in as "original."
-  Exchange assignments by printout, file transfer, or email, and then submit them as "original."
-  Write formulas, codes, or key words on your person or objects for use in a test.
-  Use hidden reference sheets during a test.
-  Use a cell phone in any way during class.
-  Use programmed material in watches or calculators when prohibited.
-  Exchange answers with others (either give or receive answers).
-  Take someone else's assignment and submit it as your own.
-  Talk to another student or look at their work during a test.
-  Submit material written or designed by someone else without giving the author/artist credit. That is plagiarism.
-  Take credit for group work when little contribution was made.
-  Do not follow specific guidelines on cheating established by your teacher.

All assignments are to be completed independently unless the teacher directs otherwise. Students caught cheating will receive consequences from the teacher and/or the school's administration. Parents will be notified of the incident and the penalty imposed.

GRADING

Permanent grade reporting shall occur at the end of each quarter. The grading criteria upon which any grading system is based may include such items as test and quiz scores, homework completion, oral and written reports, research papers, participation in class activities, or similar evidence of the quality of the student's mastery of the subject content. A grade may be affected by missed class work, incomplete homework, or lack of class participation. Most teachers use Infinite Campus (<https://infinitecampus.com>) that lets students and parents check current grades and homework online anytime. Everyone has their own password so grades are private.

HOMEWORK

To extend learning, homework is routinely assigned to students and is an integral part of the course grade. Homework reinforces classroom learning objectives and is to be completed outside of the classroom. This student planner is provided to all students to help them organize their homework. Each period of each day, the student is to write down the assigned homework in the correct box. If parents require verification of the homework, they should direct their child to get the teachers' initials in the box after class. Teachers are happy to check and initial the student planner daily if the student approaches them after class. The average amount of homework is two hours per night, including daily reading. If a student planner is lost, see the counseling office.

MAKE-UP WORK

Students shall be allowed to complete with full credit all missed schoolwork because of excused absences. Generally, an EXCUSED absence of one day allows the student one day in which to make up an assignment. If, during an absence, new material was covered, the students may have an extra day before a test. If a student is absent due to truancy or school suspension, the teacher may deny make-up work. The teachers determine make-up work. To the extent possible, make-up assignments or tests shall be equivalent to work missed, and the student shall receive full credit if the make-up work is completed and/or turned in according to the schedule.

PROGRESS REPORTS AND REPORT CARDS

Report card periods end on **10/13/17, 12/14/17, 03/16/18, and 5/31/18**. Quarter report card grades are permanent grades. Five weeks into each quarter, teachers complete progress reports; those periods end on **09/15/17, 11/17/17, 2/9/18, and 4/27/18**. Please write these dates on your calendar and be sure to check Infinite Campus for your child's grades. Any student receiving less than a C- on the progress report may be in danger of failing the class. The only students who will receive a hard copy of progress reports or report cards are those whose parents filled out the written request on the form in the registration packet.

PROMOTION REQUIREMENTS

All state and district course requirements must be completed successfully to promote from Placerita Junior High. **A student must earn 107.5 credits to be eligible for participation in 8th grade activities.** Also, a student must maintain good attendance and behavior. Students who are academically ineligible, who owe debts to the school, or who have discipline problems will not be able to attend 8th grade activities without administrative approval. 2.5 units of credit are earned for passing each quarter class (nine weeks in length) with a grade of D- or better. Sixty credits can be earned in each grade, ten credits can be earned in summer school, and additional credits can be earned through Intervention, Saturday Academy or correspondence courses.

ATTENDANCE

ABSENCES

All students must attend a full-time school until they are 18 years old unless official arrangements are made. Failure to attend school regularly can result in serious legal problems for students and parents. Parents must phone the school on the same day of the absence whenever a student is absent. The call should be made to (661) 259-1551 before 10:00 a.m. If your parents are unable to call the office before you return to school, you will need to present a note, upon arrival at school, indicating the date and reason for your absence, with your parent's signature. Students who fail to bring a note will have the absence recorded as a truancy. If it is not cleared within three days, the student will be assigned to Saturday School. Students who plan to be absent for five or more consecutive days should request from their counselor an independent study program to be completed for credit during the absence. Attendance letters are mailed home after 8 and 14 days of absence.

HOMEWORK REQUESTS

If a student will be absent for more than two days, a parent can call the attendance office to request homework. If homework is requested before 9:00 a.m., it should be picked up on the same day between 3:00 and 4:00 p.m. Otherwise, please allow one school day for teachers to respond, and pick up the homework the next day between 3:00 and 4:00 p.m. Homework requests for absences of five or more days should be discussed with the counselor, so that an independent study program can be arranged.

CLOSED CAMPUS

Placerita maintains a closed campus. This means students must proceed directly to school, and stay on campus in approved areas, from the time they arrive on campus until school dismissal. Off-campus permits are issued only for administrative, medical, or dental purposes, and must be requested in writing by a parent or guardian.

Students are not to visit with people who are not in attendance at Placerita when they come on or near school grounds. People who loiter around school are subject to trespassing fines of not more than five hundred dollars (\$500) and/or imprisonment in the county jail for not more than six months as determined by the Los Angeles County Sheriff Department. All campus visitors must report to the attendance office for permission to visit, subject to approval by an Administrator.

Parents are welcome to visit the campus if necessary; however, they are required to report to the attendance office for a visitor's pass, and are still subject to approval by an Administrator. School district insurance does not allow for friends to visit students at Placerita. In keeping with the closed campus policy, we strongly discourage parents from interrupting the school day on a regular basis, or by taking students off campus for lunch.

TARDIES

We hope to impart useful attitudes and values that will be important to students' futures. One of these values is the importance of being on time. Many problems can develop from constant classroom disruptions from students who are tardy. Students are marked tardy if they are not in their seat when the tardy bell rings. In Physical Education, students are tardy if they enter the locker room after the bell or fail to be in the assigned area at roll call.

ENFORCEMENT

<u>1st period</u>	<u>2nd -6th periods</u>	
1st Tardy	1st Tardy	Teacher gives warning.
2nd Tardy	2nd Tardy	Student writes the entire tardy policy once and has it signed by parent.
3rd Tardy	3rd Tardy	Student serves detention after school with teacher, or student copies tardy policy three times to be signed by parent.
4th Tardy	4th Tardy	Counselor counsels student and phones parent.
5 th -9 th Tardy	5 th Tardy	Assistant Principal assigns detentions.
10 th Tardy	6 th Tardy	Assistant Principal assigns Saturday School.

TRUANCY

Being truant means the student is out of class without permission from his/her parent or teacher. Students who miss class or stay home without parent permission are truant, as well as students who leave the P.E. area before the period ends. Truant students receive consequences from the assistant principals and may not be allowed to make-up missed class work. Students found truant out in the community can receive truancy citations from the Sheriff Department.

COMMUNICATION

CALENDAR OF EVENTS

"The Placerita Prospector" newsletter is accessed through our website, but a hard copy can be requested. Please review it with your parent for important Placerita dates and other information. The district and school occasionally sends out automated phone messages about upcoming events. Please check our website frequently for up-to-date event information: www.placeritajuniorhigh.org.

CELL PHONES AND ELECTRONIC DEVICES

The Hart District acknowledges the importance of communication between students and parents, particularly in emergency situations; however, the District recognizes that instructional time is precious and must be protected from unnecessary disruptions. Therefore, students may be permitted to have a cell phone in their possession on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Students are allowed to possess and use cell phones while under supervision of the school with the following parameters:

- Cell phones and any other electronic devices are to be turned off and put away upon arriving to class or before entering any school building.
- Cell phones and any other electronic devices are not to be used as gaming devices or for playing music at any time.
- Students may not use headphones or earbuds on campus unless instructed to do so by a teacher in a classroom.
- Students are not to use cell phones and any other electronic devices to take pictures or video during school hours or at school events.
- Cell phones are NEVER to be out or used in the locker rooms at any time.
- Students shall not send text messages from another student's phone.
- Authorization for student possession or use of a cell phone or any electronic device may be revoked by the administration for inappropriate student use.
- The District assumes no liability for the damage, loss, theft, or misuse of the cell phone or electronic device by the student or another person.
- Students are expected to immediately comply with the direction of any school personnel to cease the use of a cell phone or electronic device on campus or at a school sponsored activity.
- Failure to comply with this policy may result in detention, loss of privileges, Saturday school, suspension, and/or confiscation of the cell phone or other electronic device by school personnel.

DAILY ANNOUNCEMENTS

Miner Morning TV keeps students and teachers informed of happenings at Placerita. All students should listen carefully to public address or TV announcements to stay informed. The morning announcements are available daily for viewing on our school website. Ask your teacher for clarification of any announcements you do not understand or have missed.

MESSAGES AND PACKAGES

The office cannot handle requests to deliver items to students. **Please understand that we do not have staff available to deliver messages, money, lunches, P.E. clothes, homework, etc.** The student can learn important lessons about responsibility if the parent does not deliver forgotten items to school. Balloons and flowers delivered to school will remain in the office until the end of the day.

PARENT ADVISORY COUNCIL

Placerita's PAC is our parent organization. It works with school staff to help coordinate all volunteer parents for school-wide activities and classroom or office assistance throughout the year, and to provide input into school decisions. PAC supports many specialized groups on campus such as the Performing Arts Department and Parent Patrol, and coordinates all parent volunteer needs all year long. All parents are encouraged to come to quarterly meetings to learn about school events and to give valuable input. For information about how to participate in PAC, go to our website at www.placeritajuniorhigh.org

PARENT-TEACHER COMMUNICATION

Parents should contact the school when the need arises. Parents may email teachers through the website. If a parent calls to speak with a teacher during the school day, the office will leave the teacher a message to return the call. If a parent wants a conference with a teacher or counselor, he/she should call for an appointment. Teachers' schedules do not allow for drop-in conferences.

TELEPHONES

There is no public telephone at Placerita. With teacher or office permission, students may use a school telephone for unforeseen emergencies or to contact parents.

PROCEDURES AND RULES

BRUNCH AND LUNCH

Students may bring their own lunches or purchase a lunch for approximately \$3.00 through food services. Monthly menus are available on our school website. Placerita is a closed campus, so students may not go home for lunch.

CHARACTER COUNTS

Placerita and the City of Santa Clarita promote Character Counts. All Placerita students are encouraged to make ethical choices based on the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. A Placerita student is trustworthy, treats people with respect, is responsible for his/her own actions & choices, is fair in decision-making, is caring towards others, and is a good citizen. Academic teams choose students to be honored for each pillar at our Student of the Month Brunches.

CLEAN CAMPUS

Each individual on campus is expected to throw away his/her own trash in a trash can. Please be responsible and do your part to keep Placerita beautiful by not littering!

CONDUCT AND DISCIPLINE

It would be impossible to list all the rules that we expect you to follow. We are a large school with many students attempting to get an education in the most enjoyable manner possible. This means you have to consider the rights and feelings of others and how they are affected by your behavior. Be sure to follow the directions of all school employees at all times!

Following are five basic standards that we adhere to at Placerita:

- ⇒ Be on time and in your seat with required materials when the bell rings.
- ⇒ Eating or drinking is not permitted in class, and chewing gum is never permitted on the school campus.
- ⇒ Damage or destruction of school or private property is not permitted. Monetary restitution will be required.
- ⇒ Rudeness, profanity, and obscene gestures will not be tolerated.
- ⇒ Any action, item, or clothing that is unsafe or that disrupts school activities is unacceptable.

We also emphasize:

- ♥ No gossip! No put-downs! No name-calling!
- ♥ Hands off others! Respect everyone!
- ♥ Appreciation for all!

Discipline consequences range from warnings, loss of privileges, litter pick-up, Referral Room, lunch detention, after-school detention, Saturday School, suspension, transfer to another program or school, and expulsion.

EMERGENCY DRILLS

Fire, earthquake, emergency evacuation, and lock-down drills are conducted as prescribed by the regulations of the Fire Department and the William S. Hart Union High School District. In an actual emergency, parents are directed to go to www.hartdistrict.org, TV Channel 20 (Comcast Cable and Time Warner Cable), or radio stations: KHTS 1220 AM, KNX 1070 AM, or KFWB 980 AM.

GUM

Gum is **NEVER** permitted on campus, either during or outside of class.

HALL PASSES

Students are required to carry a pass whenever they are out of the classroom during class time.

EMERGENCY INFORMATION

For safety, an Emergency Information Card is collected from each student. This card gives information such as the name and telephone of the family doctor, parents' work phone numbers, and emergency contacts, etc. Each student must have an emergency card on file, and it is very important to report any change of information on the card to the Health Office. **Please be aware that a student cannot be released to anyone who is not listed on the Emergency Card.** In the case of a school lockdown, parents or emergency card designees should report to Tanner Hall to pick up students. In case of fire or any other natural disaster, parents should report to the 16th Street gate to pick up students.

LOSS OF PRIVILEGE

Students who have discipline problems, such as Saturday School, suspensions, and/or repeated trips to the Referral Room will be placed on the Loss of Privilege (LOP) list by Administrators. Students on this list will be excluded from dances and other activities.

LOST AND FOUND

There is a lost and found cabinet in the attendance office for large items and small items are kept with the attendance secretary. If a student has lost an item, students are encouraged to look through the cabinet and talk to the attendance secretary. The lost and found gets emptied at the end of each quarter. Any items not claimed by the specified date are donated to charity. **Placerita is not responsible for lost items.**

PEDESTRIAN SAFETY

Students are encouraged to obey important pedestrian safety practices while traveling to and from school. Students must remain on sidewalks at all times while traveling to and from school. Students must use marked cross walks whenever crossing a street to and from school. Consequences for non-compliance include Saturday school and possibly citations by law enforcement.

DRESS CODE

Placerita enforces a dress code consistent with all junior high schools in the District. Approved clothing is to be worn to and from school as well as in class and at all school activities.

Placerita's dress code supports parents and school officials in their effort to maintain modesty and appropriate dress among all students. Support of the dress code reinforces the healthy message that children must respect rules and authority both at school and at home, as well as take pride and proper care in their appearance.

CLOTHING WILL BE NEAT, SAFE, AND MODEST.

- **Clothing must not be distracting to the educational environment. Placerita Administration reserves the right to determine whether an item of clothing is INAPPROPRIATE or overly DISTRACTING for school.**
- Pants must be worn at the waist and may not be excessively baggy or sagging.
- Shorts and skirts must be an appropriately modest length, and not be revealing.
- Leggings and tights are not to be worn as pants alone, but may be worn under dresses, skirts or shorts.
- **Dance/yoga pants may not be worn as regular school clothes.** They are only appropriate for dance classes and must always be worn under PE shorts.
- Shoulders, midriffs, and backs must be completely covered.
- Clothing must completely conceal all undergarments, including bra straps.
- No tank-tops, halter tops, spaghetti straps, off the shoulder, or low-cut tops are permitted.
- Clothing must not have holes or tears.
- No backless shoes, hats, beanies, or bandanas, are permitted on campus.
- Baggy oversized shirts are not permitted. They may be no longer than fingertip length with arms extended at the side.
- Students must lower sweatshirt hoods while on campus.
- Shoes with wheels are not permitted.
- No belt buckles with initials, inappropriate or gang-related symbols are permitted.
- Heavy chains, wallet chains, jewelry with spikes, or other dangerous items are not permitted on campus.
- Lip piercings are not permitted for safety reasons.
- Pajamas, sleepwear, and slippers are not to be worn to school.
- Upon written request from a parent or guardian and with approval by the principal or designee, a student may wear an approved hat outdoors during P.E. or other school activities for protection from the sun.
- Clothing and jewelry shall not have writing, pictures, or any other insignia that are crude, vulgar, violent, profane, sexually suggestive, representative of death, or that advocate racial, ethnic, or religious prejudice, or that promote drugs, alcohol, tobacco, weapons, anti-social or gang activity.
- Students are not to write on their own or others' bodies, clothing, or backpacks.
- **Students who fail to comply with this policy will be required change into PE-style dress code clothing.**
- **Disciplinary consequences may be applied for repeat dress code violations and deliberate defiance.**

Campus Dress Code Policy is subject to change at any time, especially in an effort to keep up with contemporary changing fashions.

PERSONAL PROPERTY THEFTS

Students are encouraged to keep personal belongings and textbooks at home. During physical education class time, students must lock valuables in the P.E. lockers. Backpacks should never be left unattended. **The school is not responsible for lost or stolen items.**

PHYSICAL EDUCATION

It is very important that all students enrolled in Physical Education participate in appropriate clothes suited for strenuous exercise. For your convenience, appropriate P.E. uniforms with the Placerita logo are available for purchase through the student's P.E. teacher. Students are expected to "dress out" for P.E. daily. Please see your PE teacher with any questions. Tennis shoes (no slip-ons) are also encouraged.

All students are issued a P.E. locker for securing their clothes and backpack during P.E. class. The dimensions of the locker are 18 inches tall x 9 inches wide x 10 inches deep. The lockers cannot accommodate rolling backpacks or binders larger than 1 1/2 inches. Sharing a locker with someone else doubles the chance of something getting stolen. Lockers or combinations should never be shared with anyone!

Students must use a school lock that will be issued free of charge during the first week of the semester. If the lock is not returned at the end of the school year, there will be a replacement charge of \$6.00.

To be excused from Physical Education for up to three days for reasons of health, a parent must write a note to the P.E. teacher. Any excuse covering more than three days must be substantiated by a note from a doctor and turned in to the health assistant.

REFERRAL ROOM

Placerita students who repeatedly or flagrantly disrupt class or are defiant may be referred to the Referral Room by a classroom teacher or the assistant principal for one or more periods or during brunch or lunch. When students are assigned to the Referral Room during class time, the parent will be notified. Students will be required to sit quietly and do assigned work. Credit for work will be given at the discretion of the classroom teacher.

RESTROOMS

Restrooms are to be used only for their intended purpose. Loitering or engaging in horseplay or other inappropriate behavior in and around the restrooms is not allowed.

SAFE SCHOOL

The Sheriff's Department has established a student drop-off and pick-up zone in front of the school on Dalbey Drive. The hours of operation are from 7:30 a.m. to 3:00 p.m. **PEDESTRIANS MUST CROSS STREETS AT CROSSWALK.** Not in the middle of the block. **NO JAY-WALKING!** Upon arrival at school, students are to enter campus and may not loiter outside the gates. Parents **MAY NOT** use the parking lots for student drop-off areas. Please keep all cars on the surrounding streets. Students may not leave campus during school hours without written permission obtained in the office. Students with bicycles are required to wear properly fitting helmets, and lock bikes properly in the bike racks. Scooters and skateboards are prohibited on campus at all times. There is no on-campus supervision provided before 7:30 a.m. or after 3:45 p.m. On minimum days, students are dismissed at 12:00 noon, and supervision ends at 12:30 p.m.

The behavior of students shall promote a safe environment at all times. Actions, gestures, and language (both spoken and written) shall not be hateful towards others or disruptive to a safe and orderly school. Antisocial activities, physical displays (buttons, backpacks, t-shirts, etc.), hazing, fighting, or horseplay are not permitted at school, or to and from school. Students who are angry with, or fearful of, another student are directed to report to the office to seek mediation for their problems. Conflicts shall be resolved in a non-physical manner under the supervision of an adult and away from other students. Students should not attempt to settle emotionally charged differences on campus.

If you are aware of a weapon, drugs, or other items of concern on campus, please report them to the office immediately! Students are encouraged to use "Text-A-Tip" (661) 282-7522 to report students' knowledge of potentially dangerous activity.

Approaching another student on campus for the purpose of obtaining goods or money is prohibited and illegal. "Tagging" or graffiti of any sort on personal or school property is prohibited and illegal. Behavior that interferes with students' right to learn and teachers' right to teach is not tolerated.

Items such as toys, games, playing cards, skates, skateboards, liquid correction fluid, permanent markers, balloons, flowers, squirt guns, aerosol sprays, laser pens / pointers, pointed scissors, cigarette lighters, vapes, matches, e-cigarettes, firecrackers, poppers, sunflower seeds, stuffed animals, etc. are not permitted on campus. Gambling of any sort, including coins or cards, is prohibited. Any flowers or balloons delivered to school will remain in the office until the end of the day. Students shall not bring gaming devices to school. Electronic devices, iPods, and cell phones will be subject to confiscation if used inappropriately. Students may not use headphones or earbuds on campus unless instructed to do so in a classroom by a teacher. School personnel are not responsible for loss or theft of such items, and parents may be asked to retrieve these items from the office.

SALES ON CAMPUS

Students are not allowed to sell or trade anything on campus without proper authorization. Unauthorized items being sold or traded will be confiscated. Appropriate discipline will be administered.

SEXUAL HARASSMENT

The William S. Hart Union High School District will maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited. It is a violation of this policy for any member of the William S. Hart Union High School District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of district policy for students to harass other students or staff through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic status, or is sufficiently severe or pervasive enough to create an intimidating, hostile, or offensive working or learning environment. Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to discuss the complaint. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in ways that model and encourage respect for all individuals.

SMOKING, NARCOTICS, ALCOHOL

Smoking and/or possession of tobacco are not permitted on or near the school grounds or at school activities (on or off campus). Penalties may include Saturday School, suspension, and/or a citation from law enforcement.

Use or possession of drugs, narcotics, narcotics paraphernalia, tobacco products, e-cigarettes, vapes, or alcohol on school premises; or on the way to or from school; or appearing at school or school functions under the influence of narcotics or alcohol, will result in an immediate suspension from school and possible transfer to another junior high or program within the district as well as the possible arrest and/or citation from the Sheriff.

The **Training, Intervention and Drug Education (TIDE) Program** is free and confidential to all Hart District students and parents. Read the parent brochure and enrollment form to learn more about how the TIDE Program empowers students by giving them a reason to say NO to illegal drug and alcohol use and how the program provides parents with assurances that their sons or daughters are not using drugs or alcohol. For more information, please go online at www.hartdistrict.org, contact the Assistant Principal at school, or call (661) 259-0033 ext. 2007.

SUPPLIES

Students are required to bring appropriate school supplies including paper, pen, and pencil to school each day, so that they do not disrupt class by borrowing from others. Parents who have a financial problem purchasing these supplies should call the counselor. Students may speak with their counselors at any time if they need help with supplies.

TRANSPORTATION

- If your child is walking, PLEASE discuss safe routes to school and pedestrian traffic laws. We encourage you to “walk the route” with your child.
- Please discourage your child from visiting Newhall Park unsupervised before or after school.
- Bus riders are under the authority of the bus driver and must obey, without question, any order or suggestion given by the driver that relates to the safety or orderly transportation of students. Students receiving bus “tickets” are subject to suspension or denial of bus transportation.
- Students riding a bicycle to school should lock it in the designated area before school begins. Students are asked to walk bicycles in and out of the bike area and on Dalbey Ave. Students remaining after school for intramural sports, make-up tests, etc. should remove their bicycle from the bike racks immediately after school is dismissed and walk it to the assigned room or activity area.
- Students riding a bicycle to school MUST wear a properly fitted helmet and must secure it properly.
- **Students may not bring skateboards or scooters** to school at any time because there is no place to store them. If they do, they will receive detention and/or Saturday school for repeat offenses.

WORK PERMITS

Students under the age of eighteen who are employed during the school year are required by state law to have a work permit. See the counseling secretary to complete the proper forms **once you have an offer for employment**.

SUSPENSION OR EXPULSION FROM SCHOOL

Students and parents should understand that under California law, the superintendent or principal may recommend a student's expulsion or suspension for any of the following acts:

- a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except self-defense.
 - b) Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
 - c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
 - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind; and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school or private property.
 - g) Stole or attempted to steal school property or private property.
 - h) Possessed or used tobacco or any products containing tobacco or nicotine.
 - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - k) Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
 - l) Knowingly received stolen school property or private property.
 - m) Possessed an imitation firearm.
 - n) Committed or attempted to commit a sexual assault or committed a sexual battery.
 - o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
 - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - q) Engaged in, or attempted to engage in, hazing.
 - r) Engaged in any act of bullying, including but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
 - t) Aided or abetted the infliction or attempted infliction of physical injury to another person.
- 48900.2) Committed sexual harassment.
- 48900.3) Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
- 48900.4) Engaged in harassment, threats or intimidation of school district personnel or pupils.
- 48900.7) Made terrorist threats against school officials, school property, or both.

It should be noted that, while the above acts **may** lead to expulsion, certain actions **require the school to recommend expulsion**. These acts include:

1. Causing serious physical injury to another person.
2. Possession of a firearm, knife, or other dangerous object.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

PLACES FOR ASSISTANCE

ADMINISTRATIVE OFFICES

The administrative team is responsible for management of all instructional programs, counseling services, school safety and discipline, student activities, personnel, school budget, and facilities. Administrators are available to assist students and parents with any school-related issues.

COUNSELING OFFICES

The counselors are professional educators with specialized training and experience to help students maximize their learning potential. They believe that all students have the ability to learn and be successful. Counseling and guidance services are directed toward helping students become confident in solving problems and making decisions on their own. Any information of a personal nature disclosed by a student or parent in the process or receiving counseling from a school counselor is confidential except when there is a clear and present danger to the health, safety, or welfare of the student or another person.

HEALTH OFFICE

The health office is for first aid emergencies and is not for "resting." The health assistant cannot dispense aspirin, pain relievers, or any other medicine. Students requiring medicine at school must have a written doctor **and** parent request on file in order to bring the medicine to the health office. The health assistant is not a nurse and cannot diagnose injury or physical problems. Students too ill to remain in class will be sent home after a parent contact.

Students visiting the health office must:

- Have a pass from their teacher.
- Sign **in** and **out** at the health assistant's desk.
- Follow office rules.
- Go directly back to class when sent.

INTERVENTION

Some students can receive additional instruction in English and Math through Placerita Intervention, which is held after school from 2:45 until 3:30 p.m. two days during most weeks. Saturday Intervention is also available for all subjects. Not all students will qualify for the Intervention Program. All students are encouraged to seek out additional assistance from teachers directly.

SCHOOL RESOURCE DEPUTY

A Los Angeles County Sheriff Deputy works directly with our school in matters requiring the help and support of law enforcement. He/she is also available to speak in classrooms and assist students.

STUDENT STORE

Some school supplies, nutritional snacks, frozen yogurt, and drinks are available for sale during brunch and lunch.

CLUBS AND ACTIVITIES

ASSOCIATED STUDENT BODY

The Associated Student Body organization is designed to help students serve the school through student leadership opportunities and provide funds for the purchase of student body items not provided by the taxpayers. The ASB is responsible for the planning and organization of dances, assemblies, and special activities. Clubs which may be offered include: Show Choir, Kid Flix, Literary Magazine, Math Club, Robotics, Club H.O.T. (Help Our Town), Club Life (student-initiated Bible study), and intramurals. Students should listen to announcements and check the daily bulletin for specific information about upcoming activities and club involvement.

DANCES AND ASSEMBLIES

The executive council of the ASB plans dances for Placerita students. All school rules (including appropriate dancing) apply to these dances and only Placerita students (not on the LOP list) are allowed to attend. **Student ID cards and a ticket are required to enter the dance.** Students must remain within the gym and dance compound until the conclusion of the dance or until a parent or guardian comes to the gym to pick them up. Students attending assemblies are to behave in a courteous manner and follow directions of teachers and others in charge. Inappropriate behavior will result in removal from the assembly and possible elimination from subsequent activities.

ELIGIBILITY FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Extracurricular/co-curricular activities include intramurals, school teams, ASB, band, orchestra, chorus, dance, drama, and similar programs requiring practice and performance time beyond a class period.

A student shall have a GPA of 2.0 or higher and have passed a minimum of ten credits in the prior quarter to be academically eligible to participate in extracurricular/co-curricular activities. The GPA shall be computed using all classes in which the student is enrolled at the grading period, which determines eligibility. The fourth quarter of the previous school year determines eligibility for the first quarter of the current school year. The first quarter grades determine eligibility for the second quarter, and so forth. Some activities may have additional special requirements, approved by the principal, such as: mandatory attendance and conduct at rehearsals and performances.

Students are required to attend all classes (except those classes which must be missed because of travel time to a game or event) **in order to participate in a game or event that afternoon or night.** In extraordinary circumstances, this district policy can be modified and permission to participate can be granted by the Principal. Students are not required to participate in performances, practices, etc., on the days of their religious observances, nor shall they be penalized for not participating on those days.

IDENTIFICATION CARDS

Identification (ID) cards will be issued free of charge to all students during registration in August. They are required for checking out textbooks and library books, for using school computers, and for attending school activities. **Students must carry their ID cards with them at all times.** This provides another safety measure to ensure that Placerita students are easily identified, and unwanted visitors are prevented from entering campus and school activities. A \$5 fee will be charged for replacements. See the librarian if you lose your ID card. There is a \$5 replacement fee.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Placerita Junior High School is proud to be an affiliated chapter of the National Junior Honor Society. NJHS is the leader among organizations and societies that promotes appropriate recognition for students who reflect outstanding accomplishments in several categories. Membership is open to those students who meet the required standards in the areas of scholarship, character, leadership, citizenship and service. In order to qualify for NJHS a student must have and maintain a cumulative GPA of 3.5 or above, complete 10 community service hours with non-profit organizations, and maintain good behavior and citizenship. Students who qualify will be notified in January by mail and recognized in a special ceremony towards the end of the school year. See school website for more info.

SAFE SCHOOL AMBASSADORS

Safe School Ambassadors is a group of diverse, committed, and trained students who intervene with their peers to prevent and stop acts of cruelty and reduce tension and potential problems on campus. Ambassadors talk with their peers to stop them from mistreating others or to make them feel better when someone has hurt them. Through these interventions, Ambassadors also impact the attitudes and behaviors of bystanders creating a welcoming campus where all feel safe and included.

“PRIDE IN EXCELLENCE” AGREEMENT

As a student of Placerita Junior High School, I will:

1. Read and comply with all requirements of the District Rules and Regulations Handbook and the Placerita student planner.
2. Strive for excellence in academic work by using my student planner daily; by completing all assignments neatly, accurately, and promptly; and by making up work missed during all absences within the time frame established by the teacher.
3. Complete all requirements in order to earn promotion.
4. Follow all classroom rules to help maintain an atmosphere for learning.
5. Regularly attend all classes unless ill or excused.
6. Be responsible for all textbooks assigned to me.
7. Comply with the campus dress code.
8. Demonstrate respect for all students and all staff members.
9. Accept and appreciate the rich diversity of my school, which includes race, ethnicity, religion, culture, language, age, size, gender, sexual orientation, and ability.

As a parent of a student at Placerita Junior High School, I will:

1. Provide positive support for the goals, philosophy, and programs of the school.
2. Assist my child in achieving the required academic standards necessary for promotion.
3. Participate in conferences with school personnel as requested and support mutually agreed-upon decisions.
4. Check the student planner daily and provide support to my child in completing assigned homework.
5. Provide a designated homework time and a designated homework location for my child.
6. Be responsible with my child for reading the District’s Rules and Responsibilities Handbook and Placerita’s student planner and abiding by all school policies and procedures concerning academics and behavior.
7. Be responsible for my child’s regular attendance.
8. Keep current addresses, phone numbers, and emergency numbers in the school office.
9. Know and enforce the campus dress code.

I understand that Placerita Junior High School desires to provide an environment of behavioral and academic excellence and that this requires a strong commitment to the guidelines set forth in this contract. I have read the above agreement and will abide by it.

Student’s Name Printed Legibly

Grade

Date

Student’s Signature

Parent’s Signature

LIBRARY MEDIA CENTER

All students are encouraged to explore the resources of the library. Students may use the library for reading, studying, completing assignments, and research. More information regarding the library's many resources may be found on the library's web site at www.placeritalibrary.weebly.com.

Library policies:

- Library hours:
 - 7:30 am – 3:15 pm on Mondays – Thursdays
 - 7:30 am- 3:00 pm on Fridays
 - The library is closed after school on minimum days and occasionally for faculty meetings.
- Students may check out up to four books at one time.
 - All library books are due three weeks after checkout but can be renewed.
 - Fees will be charged for lost or damaged books.
- Students must have an ID card to checkout a book or use the computers available in the library.
- Replacement ID cards cost \$5.00 and may be purchased in the library.
- Library computers are for school projects and research only.
- Students must abide by the rules in the Acceptable Use Policy of the Hart School District that is signed by every student prior to registration.

Textbook policies:

- Textbooks are issued during registration to every student.
- Each student must fill out a contract card, stating the condition of each textbook in order to avoid possible fines for existing damage at turn-in time at the end of the school year.
- Students should keep their textbooks at home, as class sets are available in every teacher's classroom.
- Lost, stolen, or damaged textbooks are the responsibility of the student to whom the book was issued and charges for replacement will be required of that student. Payment must be made to the library before a replacement copy will be issued. If the lost/stolen textbook is later found, a refund will be given.
- Copies of student textbooks are available in the library for student use during the school day and online via the library website.

USING COMPUTERS ON CAMPUS

Student Google Accounts:

You have a school-issued Google account. Your username for this account will be your student ID number plus @my.hartdistrict.org. Find your ID number on your ID card and write it below:

Username: _____@my.hartdistrict.org
(Write your ID number above)

New students, you have a temporary password you will use the first time you log into Google. It is the first letter of your first name, the first letter of your last name, . (dot or period), and your 6-digit birthday.

For example, if your name is Michael Smith and your birthday is March 7, 2003 your temporary password is ms.030703.

My initials: _____
My six digit birthday: _____
Temporary password: _____
(Write your initials, a dot, and your 6 digit birthday)

You will need to create a super secret password for Google. This password will be set during science classes during the first days of school and must meet these requirements:

- must be something you will remember
- must be at least 8 characters long
- must have three of the following:
 - upper case letter
 - lower case letter
 - numbers
 - symbols

My super secret password: _____

Active Directory Login:

To access the network on campus desktops and laptops, students must have a username and a password. The user name is a student’s 8-digit ID number. A student’s password for Active Directory will be the same as the one used for Google. This password will be set through English classes during the first weeks of school.

Infinite Campus (IC) Login:

Infinite Campus is a student information system primarily used to monitor student grades and attendance. To access IC, students must have a username and a password. The username is a student’s 8-digit ID number. The password is a student’s first name initial, last name initial, and 6-digit birthday. Parents and students can log into IC by going to the Placerita website and accessing the Infinite Campus link under the ‘Students’ or ‘Parents’ tab. A mobile app is available and directions can be found on the schools’ website.

D.E.A.R. and Accelerated Reader (A.R.):

Regular day schedules allot 15 minutes of silent reading time after brunch. Students use D.E.A.R. time to practice and improve reading fluency, comprehension, and stamina. We strongly encourage all students to read an approved AR book during this time to complete the A.R. quarterly points requirement. Accelerated Reader is a computer-based program that Placerita uses to monitor reading practice and progress and encourage students to read independently. The program helps teachers and librarians guide students to books that are suitable for their reading level. To access Accelerated Reader, students must have a username and a password. The username is a student’s 8-digit ID number. The password is a student’s 6-digit birthday. To get more information about the A.R. program, parents and students can go to Placerita’s website and select our Library’s website under the ‘Academics’ tab.

Password Chart

Program	Username	Password
Google Drive	<u>_____@my.hartdistrict.org</u>	
Active Directory		
Infinite Campus		
Accelerated Reader		