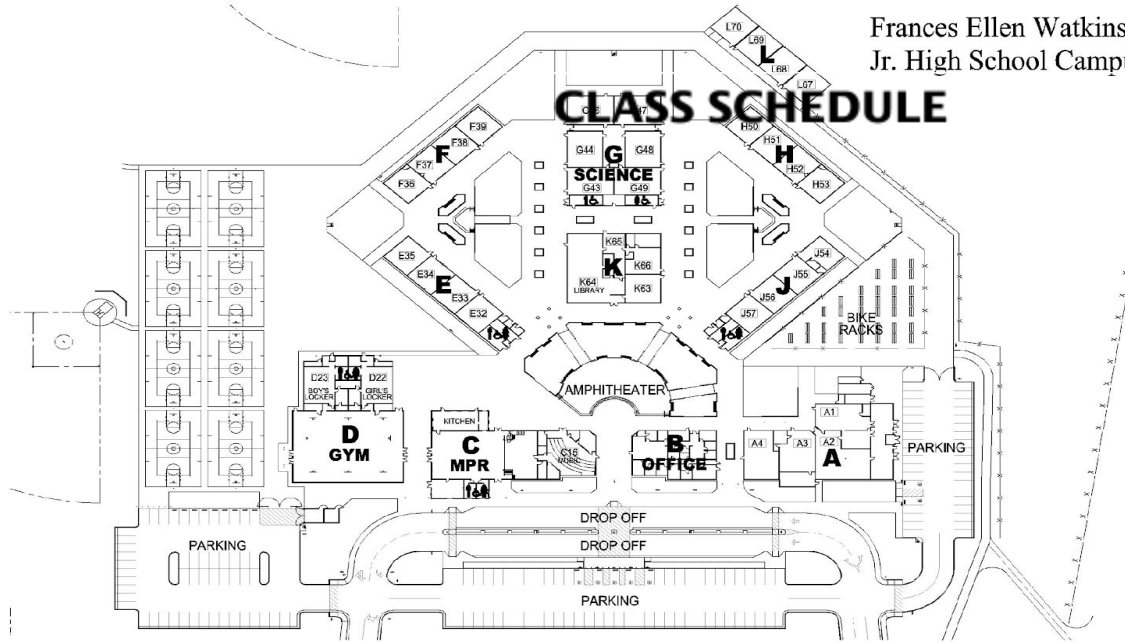


HARPER CAMPUS MAP

Frances Ellen Watkins Harper
Jr. High School Campus Map



NAME: _____

Welcome to Harper!

“Harper Junior High: A Caring Community, inspiring everyone to learn, achieve, and thrive.”

We value that mission and hope to create a school climate that helps you succeed and achieve. Our staff is strongly committed to all students learning and you are encouraged to work hard, demonstrate respect, contribute in the classroom and your school community, and make a commitment to getting involved in the programs offered at Harper. With your active participation in the Harper programs, it is our hope that you will achieve remarkable success.

The information in this handbook is intended to help you achieve success at Harper and in the Davis Joint Unified School District. We look forward to this school year with great enthusiasm and wish you a productive and rewarding school year!

Kerin Kelleher
Principal

DJUSD Mission

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

Adopted by the Board of Education March 6, 2014

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression. Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment. The Resolution and other resources can be accessed at www.djUSD.net/belong

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FRANCES HARPER JUNIOR HIGH

Student-Family-School Agreement

Partners in Learning

Frances Harper Junior High School is founded on the belief that families and schools working together positively influence student performance, attitudes, aspirations and behavior. Staff, students and parents are asked to read this Agreement and carefully review this handbook. In an effort to support the partnership between family and school, the partners agree to the following:

The **School** agrees to:

- Provide a safe, positive learning environment and a high quality educational program.
- Maintain regular on-going communication with the home, utilizing a variety of methods and approaches.
- Utilize a variety of strategies, resources and programs to ensure each student's academic success.
- Involve all staff members in a professional development program that is responsive to the needs of students and their families.
- Encourage and respect family input and participation in decision-making.
- Provide a variety of opportunities for parents to be actively involved in the education of their children.
- Respect students, staff, and families, maintaining the dignity of each individual.

The **Student** agrees to:

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

The **Family** agrees to:

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

Partners in Learning Agreement

We ask that the Harper families and staff take time to review this handbook. An administrator or designee will be visiting classrooms to review our school policies and guidelines with students. Students and parents/guardians, please sign below indicating that you have studied this handbook together.

_____ Student signature

_____ Parent/Guardian signature

_____ School representative signature

WHOM DO I SEE?

If I have a question about:	I see:
Absences, tardies, & attendance issues	Front Office, Vice Principal
Bus passes or tickets	Front Office
Counseling appointments	Counseling Office
Computer, Technology concerns	Library Clerk
Extended Absence / Vacation	Front Office
Grades	Classroom Teacher
Gym Lockers	P.E. Office
Harassment	Counselor, Vice Principal, Any Staff Member
Homework Requests	Front Office
Illness at school	Attendance Secretary, Nurse
Library Books	Librarian
Locker Assignments	Front Office
Locker repair	Front Office
Personal problems	Counselor, Vice Principal
Psychologist	School Psychologist, Counselor
Schedule changes	Counselor
School Policies	Administrator, Counselor, Any Staff Member
Textbooks	Library
Tutoring help	Teacher or Counselor
Unpaid library fines	Library
Withdrawal from school	Front Office
Work Permits	Front Office

IMPORTANT DATES 2018-2019

Registration	8/22 & 8/23	Teacher Work Day (No School)	1/28
First Day of School	8/29	Lincoln's Birthday (No School)	2/11
Picture Day	8/31	President's Day Holiday (No School)	2/18
Back to School Night	9/13	Spring Break	3/25 – 3/29
Labor Day (No School)	9/3	STAR Testing	4/22 – 5/10
First "Late Start Wednesday"	9/12	Freshman Showcase	5/16
Veteran's Day (No School)	11/12	Last "Late Start Wednesday"	5/29
Thanksgiving Break	11/19 – 11/23	Memorial Day (No School)	5/27
Winter Break	12/24 – 1/4	Freshman Celebration	6/11
MLK Day (No School)	1/21	Last Day of School	6/13

HARPER BELL SCHEDULES

REGULAR SCHEDULE <i>Monday, Tuesday, Thursday, Friday</i>			LATE START WEDNESDAY		
PERIOD	BEGIN	END	PERIOD	BEGIN	END
1	8:30 AM	9:20 AM	1	9:40 AM	10:21 AM
2	9:24 AM	10:20 AM	2	10:25 AM	11:06 AM
3	10:24 AM	11:14 AM	3	11:10 AM	11:51 AM
4	11:18 AM	12:08 PM	4	11:55 AM	12:36 PM
Lunch	12:08 PM	12:43 PM	Lunch	12:36 PM	1:10 PM
5	12:47 PM	1:37 PM	5	1:14 PM	1:55 PM
6	1:41 PM	2:31 PM	6	1:59 PM	2:40 PM
7	2:35 PM	3:25 PM	7	2:44 PM	3:25 PM
ADVISORY DAY SCHEDULE <i>(Wednesday)</i>			ADVISORY DAY SCHEDULE <i>(M, T, Th, F)</i>		
PERIOD	BEGIN	END	PERIOD	BEGIN	END
1	9:40 AM	10:15 AM	1	8:30 AM	9:13 AM
2	10:19 AM	10:54 AM	2	9:17 AM	10:08 AM
3	10:58 AM	11:33 AM	3	10:12 AM	10:55 AM
Advisory	11:37 AM	12:17 PM	Advisory	10:59 AM	11:42 AM
4	12:21 PM	12:56 PM	4	11:46 AM	12:29 PM
Lunch	12:56 PM	1:28 PM	Lunch	12:29 PM	1:04 PM
5	1:32 PM	2:07 PM	5	1:08 PM	1:51 PM
6	2:11 PM	2:46 PM	6	1:55 PM	2:38 PM
7	2:50 PM	3:25 PM	7	2:42 PM	3:25 PM
MINIMUM DAY SCHEDULE			RALLY/ASSEMBLY SCHEDULE		
PERIOD	BEGIN	END	PERIOD	BEGIN	END
1	8:30 AM	9:00 AM	1	8:30 AM	9:15 AM
2	9:05 AM	9:35 AM	2	9:19 AM	10:08 AM
3	9:40 AM	10:10 AM	3	10:12 AM	10:57 AM
4	10:15 AM	10:45 AM	4	11:01 AM	11:46 AM
5	10:50 AM	11:20 AM	Rally	11:46 AM	12:27 PM
6	11:25 AM	11:55 AM	Lunch	12:27 PM	12:58 PM
7	12:00 PM	12:30 PM	5	1:02 PM	1:47 PM
			6	1:51 PM	2:36 PM
			7	2:40 PM	3:25 PM

Academics and Counseling

Academic Honesty

Harper Code of Academic Honesty

- I promise that all work that I turn in for personal credit in my classes will be the result of my own efforts.
- I will not attempt to turn in any work for personal credit that was produced in any part by another person, nor will I allow another student to use any part of my work in an attempt to receive credit.
- I acknowledge the only exception to this policy will be partner or group assignments as approved in advance by the teacher.
- I understand that I will not receive credit for any work that violates the Harper Code of Academic Honesty regardless of whether I was the giver or the receiver of the work in question.
- I understand that I may experience additional consequences if I violate this code.

Examples of Academic Dishonesty:

- Receiving or providing unauthorized assistance on tests using unauthorized materials during a test.
- Turning in for individual credit, work produced in any part by another person, including parents/caregivers.
- Copying the work of another and presenting it as your own
- Allowing another student to copy or present as his or her own, the work that you produced
- Plagiarizing or presenting the ideas, concepts, words or material from another source, such as a book or website, as if such material were your own creation

Concerns with a Class

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

- Talk to the teacher and identify a mutually agreeable time to get extra help, i.e. lunch, before/after school
- Talk to your family and ask for their suggestions.
- Talk to your counselor and ask for their suggestions.
- Request a parent, teacher, and student conference.
- Utilize some of the following **study tips**:
 - Keep a Harper Planner to track each class.
 - Check your homework needs before you leave school.
 - Attend Homework Club – check with counselor.
 - Ask questions if you do not understand the assignment.
 - Schedule a specific time and place to do homework.
 - Tell your teacher right away if you are falling behind.
 - Take class notes and review them in the evening.
 - Put completed assignments in your backpack, in a consistent, color-coded folder, ready to take to school.

Counseling Center

- The counseling office is open during the school day and after school.
- To see a counselor, leave a request slip in the counseling office before class, and you will be called in as soon as possible. Parents should call and request a meeting with a counselor or speak with the counselor via email or phone.

Counselors' Roles

The role of the counselor is to:

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

Health, Family Life and Sex Education

Students are required to take health in the 7th and 9th grades. Family Life and sex education are included in both these courses and in the 8th grade science classes. Our classes sometimes cover topics related to human sexuality. Students are encouraged to discuss

class topics with their families. All materials are available for parent review, and parents may request a student to be excused from participation in this unit.

Homework

- Students can expect homework in most core classes on Mondays through Thursdays.
- The amount of homework varies but is limited in length, as described in the district homework policy.
- The district homework policy is available on the district website at <http://www.djusd.net>.

Progress Reports

- Progress reports are mailed home approximately halfway through each quarter.
- If a student's class work is at or above average, the teacher may elect not to indicate a grade on the progress report card.

Promotion/Retention Policy

- 7th and 8th graders must pass all required academic core courses.
- If you fail an academic required course, (English, Math, Science, Social Studies), you may be required to make up the course content either during summer school or the following school year.
- A student who fails 2 or more academic requirements may be required to attend special classes, extra study sessions, or regular meetings with a mentor or staff member. Failure to make academic progress on a consistent basis may result in a student being retained in his/her current grade level. This decision is also based upon standardized test scores.

Report Cards

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

Testing

- Students will participate in a series of state mandated standardized tests each spring.
- Attendance is extremely important during the testing window.
- Physical Education Fitness Assessments are given each year to 7th and 9th graders in the spring.
- All freshmen complete the PSAT. Designed to help students prepare for the SAT, these assessment results will provide both the students and the staff with valuable information about the students' skills. Students will also receive access to many College Board programs and services.

Freshman Showcase

All freshmen are required to participate in the **FRESHMAN SHOWCASE**, a special Harper program that includes two essential elements.

- The first component – the **PORTFOLIO** is a culminating reflective project. This project will include a transcript, career assessments, reflections of growth and an education plan. Students are responsible for compiling and maintaining the **PORTFOLIO** at school **only** during scheduled Advisory periods.
- The second component – the **PRESENTATION** that will occur on **May 16, 2018**. This is a 7 to 9 minute presentation to a panel of 3 to 5 staff, parents, and/or community members. The presentation should be well organized and should address the following topics or questions:
 1. **Who am I?** Provide a brief introduction to your background, interests, talents, and character.
 2. **What did I do at Harper?** Describe a few of the activities, projects, or concepts you've learned or achieved that have significantly influenced you.
 3. **Where am I going?** Identify your goals and how you will thrive in your future.

Attendance Information

Attendance and success in school go hand in hand. Students with excessive absences tend to fall behind in school, and those who have excellent attendance generally perform better. By law, students must be in school unless they are ill or at a medical appointment. (Ed. Code 48200) General information about attendance procedures is as follows:

- Parents should notify the school of any student's absence by 9:00 AM on the day of the absence.
- Students not excused per Education Code will be marked unexcused. If a student has acquired three unexcused days (or 21 periods) of classes, the student is considered a 'truant' according to Ed. Code.
- We ask that all absences be cleared by parents within 24 hours. Parents must clear student absences within 72 hours to verify that they are excused. After 72 hours they will be considered unexcused. If you know you are going to be absent for a trip, medical appointment or other family reason, please contact the Attendance Secretary.
- Students who will be absent for more than five days may enroll in a travel study program through Davis School for Independent Study (DSIS). DSIS needs two weeks notice prior to the first date of the absence.

Reporting Absences

If you are absent, your parent or guardian must call the school or you must hand in a note to the attendance office (the day you return to school) with the following information:

1. Student's legal name and ID number
2. Date(s) of absence
3. Reason for absence
4. Parent or guardian phone number
5. Parent or guardian signature

Leaving Campus During School Hours

Harper is a closed campus. Once a student is dropped off or enters campus, they are not allowed to leave campus without permission – including leaving campus on Late Start Wednesdays.

- If a student is not feeling well, they must come and sign in to the Nurse's office so the student is accounted for on campus. If the student is not feeling well enough to return to class within one class period, parents will be contacted and the student will be sent home. If the student must leave during the school day, an adult listed on the emergency card must pick the student up.
- **When a student plans to leave the school during school hours, they should bring a parent note with the time and reason for the absence to the Attendance Office in the morning before school.**
- After dropping off the note, the student will receive an off-campus pass and must also sign-out at the Attendance Office before leaving campus.
- If they return to school before the end of the day, the student must sign back in at the Attendance Office where they will receive a Pass to Class.
- If the student does not return that day, but returns to school the next day, they should report to the Attendance Office with a note signed by a parent/guardian upon arrival at school. This should occur **before** the student goes to class.

Make-Up Work

- If you miss a class for any reason, it is your responsibility to contact a teacher or classmate to get any assignments and make up missed work. It is a good idea to have a pre-arranged student buddy who will gather your assignments for you whenever you are absent.
- When absences are for illness or other excused reasons, work may be made up.
- When absences are for suspensions and/or unexcused reasons, work may not be accepted or may be accepted for partial credit only.
- For absences of less than 3 days, contact class members for the work.
- If you feel an absence may persist for more than 3 days, your parent/guardian may call the counseling office to request that work be collected for you from your teachers.

Truancy, Unexcused Absence and/or Cutting

1. Absences are recorded as “unexcused” for reasons not permitted by California Education Code 48200, including family trips or other family reasons. Absences that are not verified by a parent/guardian within 24 hours of the student’s absence will also be considered “unexcused.”
2. A “cut” is one form of truancy and is defined as a class period of absence when the parents and the school staff were not informed or gave approval for the absence. A student will receive one hour of after school detention for each class truancy or “cut.”
3. The California Legislature defines a truant as a student missing more than 30 minutes of instruction without an excuse three times during the school year. *EC* Section 48260 (a) A pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the superintendent of the school district or his/her designee.
4. If a student is determined to be truant per Ed. Code, parents will be informed by letter of truanancies or habitual tardies according the following schedule:
 - Level 1:** A letter is mailed after 21 unexcused period absences
 - Level 2:** A letter is mailed after 28 unexcused period absences
 - Level 3:** A letter is mailed after 35 unexcused period absences
5. In the event that a parent receives a truancy letter, the student and parent(s) may be asked to attend a meeting to determine a solution for the truancy problem.
6. If the truancy issue continues, parents will be notified in writing that their child’s attendance information has been sent to the District Attorney’s office for follow-up. A District Attorney referral may lead to parents attending classes with their children, or fines may be levied against the parents.

General Information

After/Before School

To ensure student safety, students are not permitted to loiter on the Harper campus. Students may purchase breakfast before school or use the Library before and after school for quiet study. Students should arrive no earlier than 8 AM and should go home after school, unless involved in a supervised activity. Students who start school second period should not arrive on campus more than 15 minutes prior to their first class.

Bicycles

- Traffic safety laws are enforced. You are expected to follow all laws while riding to and from school.
- Park your bike inside the student bike rack. Lock your bike with **your own lock**, every single day!!
- If your bike is vandalized or stolen, report this to the Office Secretary **and** to the Davis Police Department.
- Ride bikes only on designated paths or city streets. Please walk your bike on campus and in the bike racks.
- You may begin riding your bike on the bike path to the west of the fire lane.
- Remember, it is against the law to ride without a properly secured (buckled) helmet.
- The bike racks are monitored regularly, however, the school is **not** responsible for damaged or stolen bicycles, so to protect your bike be sure you have followed all the above rules. Have your bike registered.
- **PLEASE TAKE YOUR BIKE HOME EACH DAY TO MINIMIZE ANY POSSIBLE THEFT.**

Bus Service

- The Davis Joint Unified School District does not provide bus transportation.
- However, Unitrans (the City of Davis Transit service system) does provide an express service between South Davis, Holmes Junior High School, and Harper Junior High School. The one-way cash fare is \$1.00. Unitrans sells monthly and quarterly passes in addition to ten-ride passes.
- Unitrans requires that bus riders behave respectfully, remain seated while the bus is moving, and keep noise to a minimum. Students who violate these safety rules will not be allowed to continue riding the bus.
- Unitrans bus passes and tickets may be purchased in the Attendance Office.
- For other bus transportation needs or questions, please contact Unitrans at 752-2877.

Cameras

Cameras (phone, photo, video, etc.) are not allowed to be used on campus unless approved by an administrator or for a school sponsored activity.

Closed Campus

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

Free/Low-Cost Meals

Free or low cost meals are available for eligible students. The application is available in the front office and needs to be completed and returned to the school site. Nutrition services will notify the family of their eligibility once the application is processed. *Ed. Code § 49510, et seq.*

General Complaint

The Board of Education accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board expects that complaints be resolved expeditiously without disrupting the educational process.

Our Board encourages you to notify the district if you have concerns or complaints related to the district. Our Board hopes for early and informal resolution of each complaint starting at the lowest appropriate level.

If you have a concern or complaint, your first step (informal complaint) is to discuss your concern with the staff member or site principal. If the matter is not resolved informally, you have the right to file a written complaint with the Principal. The principal will investigate and provide you a written response. If you are not happy with the result of the written complaint then you may appeal the findings to the Director of Student Support Services. The Director of Student Support Services or a designee will investigate and resolve the complaint by following our complaint procedures.

Copies of General complaint form are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at www.djUSD.net. *Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622*

Library Information

Library Hours:

The library is open from 8:00 to 5:15 Monday, Tuesday and Thursday, Wednesday 9:10 – 5:15, and 8:00 to 3:25 on Fridays.

Harper Resources and Online Library

The Harper library offers many resources to students, both in the physical collection housed in the library, as well as in the online collection, which may be found at <https://djUSD.insignails.com/Library/Home>.

- **Reference Books:** Encyclopedias, almanacs, dictionaries and atlases are available to use in the library. These may be checked out for overnight use only.
- **Fiction and Nonfiction Books:** These books may be checked out for two weeks. You may have up to four books at one time.
- **Playaways:** These are portable mp3 players with a single book on each. These also may be checked out for two weeks.
- **Magazines:** Several weekly and monthly selections are available in the library. Back issues are available for check out.
- **Online Databases:** These are available through the Resources page that you can find under the Library on the Harper Website. You will find articles, journals, magazines, newspapers, streaming videos and much more. The Resources page can be found at:

https://har-djUSDca.schoolloop.com/cms/page_view?d=x&piid=&vpid=1396251455627.

- **Classroom Resource Guides and Pathfinders:** Find relevant links to quality websites and materials on the Library Webpage.

Computers

- Students must have a signed Technology Use Agreement on file in order to use the computers. These will be turned in following a lesson on the Agreement with signatures required from the student and the parent.
- Computer use rules are:
 - Abide by the *Technology Use Agreement*.
 - No food or drink allowed at the computers.
 - Do NOT share your password with anyone.
 - Computers are to be used for schoolwork only.

Student Responsibilities

- To protect the books, computers and other materials no food, drink or gum is allowed in the library.
- As stated in School Board Policy, students are responsible for payment to replace lost or damaged materials including library books and textbooks. See below for further Textbook/Library Book policies.
- Checkout privileges may be restricted for students with outstanding overdue books or materials and/or bills.
- All library and textbook accounts must be clear prior to participation in year-end activities.

Textbook/Library Book Policies

- Students will be issued textbooks for classes in which they are currently enrolled. Each student will be supplied with textbooks in order to support and enhance learning and to maintain legal compliance with California law.
- All semester course textbooks are due at the end of the semester. All other textbooks are due by the end of the current school year.
- Students are responsible for maintaining the condition of each book and textbook that they check out or are issued. All books are expected to be returned in good condition.

Lost, Stolen or Damaged Textbook and Library Books:

- Books with water damage, highlighting, writing, ink or other types of markings will be considered unusable and will require a replacement book.
- Students are responsible for the cost of replacing lost, stolen or damaged books that they have checked out or been issued. If a student loses or fails to return a book, the parent/guardian is responsible for reimbursing the school with a fair replacement value for the book. Replacement value shall be assessed and determined by the principal or designee of the principal. Consideration will be given for the age of the book and the position the book holds within the adoption cycle. The school reserves the right to choose the vendor for book replacements to ensure fidelity to editions, equivalent binding and quality, payment options and return policies.

Textbook FAQs

- **How do I pay for a lost book?** Meet with the Librarian, payments will be made through the library.
- **My book was stolen, why should I pay for it?** Each student is responsible for the books that he/she checks out the moment that they are checked out. Leaving books unattended in classrooms, halls or outside is a risk and can result in the loss of the book. Each student is responsible for writing their name on the inside cover of their textbooks (this is the one and only place writing in the textbook is acceptable and appropriate). This should be done immediately upon receiving the book.
- **What happens if I find my book after I have paid for it?** A full refund will be issued for books lost and paid for, if they are found and returned in good condition within six months of paying for the missing book.

Educational Code as it relates to Textbooks:

- 48904 Liability of Parent
- 48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold
- 48911 Suspension by principal, designee, or superintendent
- 49069 Absolute right to access

Lockers

- A locker will be assigned to you for your use.
- Lockers are school property and may be opened by school staff for periodic maintenance checks and/or to maintain a safe school environment.
- **Do not share your combination** with anyone and do not leave money or valuables in your locker.
- Report locker problems to the secretary in the Administration office.
- Kicking or over stuffing your locker is a form of vandalism and is subject to consequences.
- Do not leave your lock on the last number of your combination.
- Do not put stickers on or write in your locker, as they must be cleaned at the end of the year.
- If the outside of your locker is decorated, **it needs to be cleaned by the end of the day.**

Lost and Found (**Label Everything!!**)

- Label books, clothing, and calculators, anything you bring to school. Items labeled with your name are easily returned if they are lost.
- Mark your name with permanent pens or etching when appropriate.

- Lost and found areas are located in the: MPR, PE locker room, or office (for smaller items).
- Turn small items into the office. All other items should go to the multi-purpose room.
- Items that are not claimed by the end of each semester are given to local charities.

Nutrition Services

The Harper kitchen serves both breakfast and lunch. The kitchen is open from 7:45-8:30 AM to serve breakfast to students before school. Breakfast is also available during the Nutrition Break.

To pay for lunches ahead of time, parents are encouraged to pay online. Students may also bring a check or money to the office or kitchen. Students use their ID numbers when they pay for lunches. ***Please ensure this number is not shared with other students!***

Parent Teacher Organization (PTO)

The Harper Parent Teacher Organization meets monthly to discuss school support, fundraising and student activities. To be involved, please contact the PTO website or the school office: <http://harperjhs-pt0-ca.schoolloop.com/>.

A parent newsletter is sent electronically during the school year. It contains calendar items, school news articles of interest to parents, and messages from the principal, vice principal, and/or counselors. Contact a PTO representative if you would like to be added to the distribution list, have questions or would like to help.

Sales

- Students are not permitted to sell or buy any items on campus, including from one another, unless involved in a supervised activity.
- All fundraisers that are affiliated with a Harper organization, involve Harper students, or are held on the school campus must be pre-approved by the Harper ASB.

School Climate Committee

The School Climate Committee works to promote appreciation and understanding of diversity. Please contact the school office if you are interested in more information.

School Loop

- School Loop is the DJUSD student information system.
- The School Loop Parent Connection platform is available for parents to log on and monitor student attendance and grades. If you need your School Loop username and password, please visit the main office to obtain this information (a picture identification is required)
- Teachers are required to update the School Loop Gradebook at least once each grading period, or a total of 4 times per semester. We request that teachers update the gradebook as often as possible and preferably every two weeks.
- At times, teachers may temporarily close their grade book access to parents while they are in the process of posting data. This helps ensure that the information posted is complete and accurate.
- The amount of time needed to grade and post scores will be determined by individual teachers. This will be affected by the length and complexity of the assignment. Teachers will work towards having assignment grades posted on their School Loop Gradebook site within 2 weeks after the assignment due date.
- It is important to remember that the purpose of School Loop is to serve as a communication tool between teachers and students and parents. Ultimately, however, it is still the student's responsibility to complete the necessary work and submit it in a timely manner to the teacher.

School Photographs

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

School Site Council

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

Student Identification Cards

- Every Harper student will be issued a student body identification card.
- This identification card can also be used as a library card.
- If you lose your student ID you can get a replacement in the library. A replacement fee of \$5.00 will be charged.
- A current identification card is required to get into any Harper school dance.

Telephone

- Cell phones cannot be used during school hours. (Please see electronic device policy)

Title IX Information

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the district and ask for a copy of the complaint procedures. *Board Policy 0410; 42 USC 2000h-2000h-6; 34 CFR 106.1-106.61; 45 CFR Part 86*

Tobacco

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. The products prohibited include **any product** containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products. This prohibition applies to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or ground shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Uniform Complaint

We are committed to following state and federal laws and regulations. You may file a complaint under the Uniform Complaint Procedures if you believe the district has violated a state or federal law or if one of our programs is discriminatory.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)
2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any other complaint as specified in a district policy

If you disagree with the resolution of a Uniform Complaint, you may appeal to the Department of Education or seek civil law remedies.

Copies of Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at www.djUSD.net. *Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622*

Valuables

THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS THAT ARE STOLEN, LOST OR DAMAGED.

- Leave items that are valuable, or special to you, at home.
- **Never** bring large sums of money to school.

- Do not leave your personal belongings (e.g. backpack, wallet, purse, clothes) unattended unless you have secured it in a locked locker. **This includes during P.E.** Do not bring valuables to the locker rooms.
- Do not leave valuables in your locker over the weekend. Do not leave your lock on the last number of your combination.
- DO NOT share your ID number, password or locker combinations with others. If you think someone knows one of these codes, please notify the secretary in the attendance office right away.
- Physical Education students are responsible for locking up clothes, backpacks and other items in the locker room at all times.

Visitors

- Students who do not attend Harper Junior High School are not allowed on campus during the day.
- Student age visitors are not allowed to attend classes at Harper.
- Adult visitors MUST sign in at the office and wear a visitor identification badge while on campus.
- Parents are welcome to visit classrooms by appointment. *We do ask that you make prior arrangements with the classroom teacher(s) at least 24 hours prior to your visit.*

Williams Uniform Complaint

Our district is committed to ensure that the Williams Act is supported. This includes supplying sufficient textbooks or instructional materials. In addition, school facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments.

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, not to exceed 10 working days.

Copies of Williams Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at www.djUSD.net. *Ed. Code § 35186; 5 CCR 4680*

Health & Safety Information

In Crisis??

Text HELLO to 741741

CRISIS TEXT LINE

Free, 24/7, Confidential

Accidents/Injuries

- Report any accident immediately to your teacher. If you are not in class, tell the nearest teacher or staff member.
- First aid will be given as needed. If medical attention is needed, parents will be notified so they can make arrangements for medical treatment.
- Be sure to let someone in the Attendance Office know if your emergency information (e.g.; home phone number, parent work phone numbers, emergency contact people, etc.) changes during the school year.

Child Abuse

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

Illness and Injury

- If you become ill or injured at school, tell your teacher.
- If you are missing a class due to a personal problem, you must notify the attendance office of your whereabouts.
- If you are too ill to remain in class, your parents will be called to take you home.
- In emergency situations, the district nurse and/or 911 will be called for assistance.
- If students are unable to participate in PE due to a medical reason, the Medical Release for PE form must be on file. These are available in the front office.

Insurance

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

Medication

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

Nurse

- A district nurse and/or 911 are called in emergency situations.
- **It is essential that we have correct, up to date emergency contact information on the emergency card. Please contact the school office if any numbers change during the year.**
- In the case of injury or emergency, the school will call Emergency Medical Personnel.
- The school will attempt to notify parents whenever Emergency Personnel are called.

EMERGENCY RESPONSES

Phone Numbers: Davis Police: 747-5400 -- 24 Hr. Emergency #: 1-530-681-0059

STUDENT RESPONSE	STAFF RESPONSE
EVACUATION: Signal = Fire Alarm (May be used for fire, bomb threat, gas leak, chemical leak in lab)	

<ul style="list-style-type: none"> • Leave belongings in room • Move calmly to evacuation location • Stay with your class at all times for roll call 	<ul style="list-style-type: none"> • Take Red Emergency Binder, Emergency Backpack, cell phone, keys • Proceed immediately to evacuation area • Take attendance/account for all • Keep students in the assigned area or near you • Return to building via instructions from an administrator or emergency official
<p>SHELTER IN PLACE/ LOCK DOWN: Signal = Bell or PA (May be used for severe weather conditions, explosions, intruder, gunfire)</p>	
<p>If indoors or outdoors near room:</p> <ul style="list-style-type: none"> • Help teacher move furniture to block the door • Move away from windows and down onto the floor • Find shelter behind or under furniture (tables, chairs) • Stay calm, be patient and listen to teacher instructions • Open the Emergency Backpack <p>DO NOT LET ANYONE IN OR OUT OF THE ROOM</p> <p>If outdoors and away from the school:</p> <ul style="list-style-type: none"> • Go to evacuation location • Wait for school people or police to meet you and give instructions 	<p>If indoors or outdoors near room:</p> <ul style="list-style-type: none"> • Gather students rapidly, and lock door if at all possible • If door cannot lock, bar/barricade the door with available furniture and/or manpower • Close windows, curtains, and blinds • Move away from windows and down onto the floor • Seek shelter behind whatever is available • Consider moving students to more interior spaces • Take attendance and give the Incident Commander the names of missing and/or extra students <p>DO NOT ALLOW ANYONE TO ENTER THE ROOM UNLESS YOU'RE POSITIVE IT'S SAFE</p> <p>If outdoors and away from the school:</p> <ul style="list-style-type: none"> • Escort students to staging area and keep contained • Try to take roll • Release students only to parents or authorities
<p>EARTHQUAKE: Signal = Bell or PA</p>	
<p>If Indoors:</p> <ul style="list-style-type: none"> • Crawl under a desk <p>If outdoors:</p> <ul style="list-style-type: none"> • Go to nearest open grass area and lie down- don't move 	<p>If indoors:</p> <ul style="list-style-type: none"> • Duck and cover <p>If outdoors:</p> <ul style="list-style-type: none"> • Drop to the ground away from buildings, trees & power lines. • Maintain position for aftershocks.

Rights, Rules, Responsibilities and Expectations

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

All Students Have the Right To:

- Receive a quality, rigorous curriculum delivered with engaging teaching strategies, utilizing appropriate instructional materials.
- Be treated with respect and courtesy by peers, teachers, and staff.
- Attend school in a positive learning environment, free of disruptions, and conducive to learning.
- Feel physically and emotionally safe when attending school and coming to/going home from school.

All Students Are Expected To:

- Act in all instances so as not to infringe upon the rights of others or to endanger their own or another's private property or person.
- Be considerate in their relationships with students, teachers, and staff.
- Keep their language, clothing, and gestures respectful and free of profanities and obscenities.
- Follow all rules and procedures given in the Parent and Student Code of Behavior and Handbook.
- Keep hands, feet, and objects to themselves. (This includes roughhousing and "playing around")
- Follow classroom procedures established by each teacher.
- Act appropriately.

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

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

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

- Campus beautification
- Conference with student, parent, teacher, counselor, and/or administrator
- Time out in another classroom
- Detention
- Community service
- On or Off campus suspension
- Expulsion

California Education Code 48900

- The Educational Code identifies student behaviors which are grossly inappropriate, dangerous, and/or illegal. In these matters, administrators have little or no discretion about suspension and/or expulsion. In addition, school officials may be responsible for notifying police and/or making an arrest.
- A student may be suspended from school for up to 5 days if the principal or vice principal determines that the student while at school, or on the way to and/or from school or a school activity, has committed one of the suspendable offenses listed below:
 - ❖ Caused, or attempted to cause, or threatened to cause physical injury to another person.
 - ❖ Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
 - ❖ Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, or an alcoholic beverage, or intoxicant of any kind.
 - ❖ Offered or arranged or negotiated to sell any controlled substance, or an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person an in-lieu substance.
 - ❖ Committed or attempted to commit robbery or extortion.
 - ❖ Caused or attempted to cause damage to school property or private property.
 - ❖ Stole or attempted to steal school property or private property.
 - ❖ Possessed or used tobacco, or any products containing tobacco or nicotine, on school property.
 - ❖ Committed an obscene or vulgar act, or engaged in habitual profanity or vulgarity.
 - ❖ Possessed, used, or offered, arranged, or negotiated to sell any drug paraphernalia.

- ❖ Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.
- ❖ Knowingly received stolen school property or private property.
- ❖ Possessed an imitation firearm.
- ❖ Committed or attempted to commit sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature.
- ❖ Caused, attempted to cause, threatened to cause, or participated in an act of hate violence or intimidation which is based on an individual's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
- ❖ Created a hostile educational environment by engaging in harassment, threats, or intimidation that disrupt class work, create substantial disorder, and invade the rights of other pupils.
- ❖ Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by E.C. 32261 and directed specifically toward a pupil or school personnel.

Additional guidelines for responsive discipline in secondary schools can be found on the DJUSD website at:

http://www.djUSD.net/district/docs/enrollment/regdocs_en/5ensecbeh1112

Some Possible Types of Disciplinary Action:

Detention

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

Suspension

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

Expulsion

- The principal or vice principal may recommend a pupil's expulsion for any of the acts enumerated in Education Code 48900 or 48915. Expulsion requires action by the school board.
- A student who is expelled from the DJUSD must attend school in another district (typically in another city) usually for the rest of the semester during which the student is expelled plus the next semester.
- Legislation (Education Code 48915) requires that the principal or superintendent shall immediately suspend and shall recommend expulsion for the following three offenses:
 1. Possessing, selling, or otherwise furnishing a firearm.
 2. Brandishing a knife at another person.
 3. Unlawfully selling a controlled substance.

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

1. Causing serious physical injury to another person, except in self-defense.

2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.

School Rule Reminders:

The following rules (and all school rules) apply at all times when students are on the Harper campus or are representing Harper at a school related event:

1. **Be respectful! Respect self, others and property** – this includes all areas of campus including the bathrooms and locker rooms.
2. **The NEVER Bring-to-School List:** Some items are so dangerous, potentially harmful or disruptive that they are not allowed on **ANY** school campus or at any school activity. The following items are ***illegal to possess*** on any school campus. (ED Code 48900 b)
 - Firearms, imitation weapons, knives or blades of any kind (including small pocket knives or swords), or anything that could be used as a weapon.
 - Alcohol, tobacco, or drugs of any kind (prescription medicine, as well as over-the-counter medication, must be stored in the Nurse's Office). (ED Code 48900 c, h, j)
 - Matches, lighters, firecrackers, or other explosives.
 - Other disruptive, illegal, or dangerous objects.
3. **The following additional items are not to be on campus at any time:**
 - Squirt guns, water balloons, laser pointers, toy guns or other toys
 - Sharpie/permanent markers
 - Aerosol cans (this includes deodorant cans and body sprays)
 - Large sums of money, valuables of any kind
4. **Eating is only permitted in designated areas:** MPR, Patio, Main Quad area, and/or any open classrooms if supervised by the teacher (Note: No food is allowed on the blacktop, playing fields, library, or gym.).
5. **Gum may NOT be chewed on campus during school hours:** Students asked to throw gum away will be assigned campus clean-up. Repeated offenses will be considered defiance and incur greater consequences.
6. **Energy drinks and other highly caffeinated beverages are not permitted on campus unless prescribed by a doctor.** If prescribed, the procedures for "Medications" must be followed.
7. **Please keep your hands and feet to yourself at all times:** Chasing, pushing, horseplay, play-fighting, water fighting or other potentially dangerous physical activities are not acceptable at school. (Please note: No tackling or other unsafe play is allowed during games.)
8. **Recycle! Then, put non-recyclable items in the garbage cans / trash containers:** Leave all eating areas clean. Be sure to use recycle containers!
9. **Always use appropriate language:** Refrain from name calling, using profanity, rude comments, racial/ethnic/ sexual jokes or slurs.
10. **Public displays of affection are inappropriate and not allowed at school.** Hand holding may be permitted.
11. **Gambling and sale of non-school sponsored items is never allowed on campus.** No exchange of money or items is allowed.
12. **Harper is a closed campus:** You must remain on campus during the entire school day, **including lunchtime**, unless you have a pass from the office and show it to the campus supervisor stationed in front of the school. **Once you are dropped off or arrive at school, you are not allowed to leave campus (including LATE START WEDNESDAYS).**
13. **Skateboards, roller skates, wheelie shoes, scooters, roller blades, etc. cannot be ridden on campus.** There is no riding allowed in front of the school on the driveway or sidewalk. These items need to be carried into the bicycle rack area.
 - If one of these items is used for transportation to/or from school, they must be secured in the bike area. These items **may not** be carried around from class to class, and they will be confiscated if found on campus.

- If you store your items in a classroom (with teacher permission), you will be storing it at “your own risk.”

14. Off Limit Areas of the Campus – During the School Day:

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

Personal Electronic Devices

It is never a good idea to bring expensive electronic devices to school. Items are easily lost or stolen as you move about the campus, and Harper cannot accept responsibility for lost or stolen items. **If electronic devices are brought to school - cell phones, iPods, MP3 players, other electronic devices and ear buds are not to be seen or heard on campus (they are to be turned “OFF” and put away) during the school day.** Due to class disruptions and the possibility of cheating, this rule is strictly enforced at Harper. If any of these items are seen or heard, they will be confiscated.

- On a **first offense**, students may pick up their electronic device from any staff member in the office after school.
- On the **second offense**, students may pick up the electronic device from the VP and a family member is called.
- On the **third offense**, a parent must meet with an administrator to pick up the device.
- **Fourth and future offenses** may result in an in-school suspension and/or turning in phone to the office.

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance. The board desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage the person’s reputation.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with the law and the district complaint procedure. *Ed. Code §§ 200, 220, 234.1*

Dress Code

DJUSD RECOGNIZES THAT THE RESPONSIBILITY FOR THE DRESS AND GROOMING OF A STUDENT RESTS PRIMARILY WITH STUDENTS AND THEIR PARENTS OR GUARDIANS.

The District’s goal is to promote student safety and to create a respectful community that is welcoming to all students. The District Dress Code policy applies to all schools in the district.

Allowable Dress and Grooming:

- Students must wear clothing which includes a shirt with pants, skirt, dress, or the equivalent
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments; however, waistbands and bra straps may show
- Fabric covering all private parts must not be transparent
- Footwear must be worn at all times, and must not limit student participation in school activities
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (hoodies must allow the student’s face and ears to be visible to staff)

- Clothing must be suitable for all scheduled classroom activities including physical education (PE), science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

Non-Allowable Dress and Grooming:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances
- Clothing may not depict violence, obscenities, pornography, nudity, or sexual acts
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups
- Clothing must not threaten the health or safety of any other student or staff member

Generally, students who do not follow the dress code will be referred to the school office to correct the issue, which may include changing into PE clothes, wearing a t-shirt provided by the school, or being sent home to change. Every effort will be made by school staff to avoid embarrassing or shaming the student. All corrective actions will be reported to the parent/guardian.

Gender Identity and Expression

California law and District policy require that all programs, activities and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe and non-stigmatizing learning environment for all students and to ensure that every student has equal access to all school programs, facilities and activities.

State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records.

School site administration shall coordinate with the District's Student Support Services Department whenever a student requests, or the administration identifies, a need to accommodate a student's gender identity and/or gender expression.

Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office or file a formal complaint. *Ed. Code 221.5 (f)*

Harassment & Harassment Prevention

At Harper Junior High School, we expect everyone to treat one another with respect and dignity. The staff and administration at Harper work to educate students about how to identify, respond to, and prevent harassment and bullying. We use the following tools to accomplish this goal:

- All students are visited by the principal or vice principal at the beginning to explain and discuss school expectations related to treating peers and teachers with respect.
- Additional school-wide assemblies are held that encourage students to "stand-up" against bullying.

The following information will help you understand what harassment is and what to do if you witness and/or experience harassment while at school.

Physical: Often called "just playing around" includes any type of intimidation or aggravation in games or actions such as pushing, dog-piling, throwing things, and similar activities.

Verbal: Includes remarks that are offensive, threatening, annoying, embarrassing, or which are used to perpetrate rumors, hearsay, etc. It also includes racial and other slurs.

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

Harper students are encouraged to support peers and report acts of bullying to a staff member. Alternative responses that we as a staff encourage students to engage are:

- **Balancing:** Saying something positive to or about a person being bullied or harassed.
- **Supporting:** Standing by a peer being put down and helping them through a difficult situation.
- **Distracting:** Changing the topic or saying something humorous/silly when a peer is being ridiculed.

The Davis Joint Unified School District Board Policy states that "unlawful harassment because of sex, race, ancestry, physical or

mental disability, age or any other protected basis includes, but is not limited to:

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

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

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

All rules for harassment apply to both first person and third party messages or actions that are delivered in person, by mail or in any electronic form.

Sexual Harassment

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment or sexual violence of students at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person, who reports, files a complaint or, testifies about, or otherwise supports a complaint or respondent in alleging sexual harassment.

According to California Educational Code, sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of these conditions:

- Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress
- Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual
- The harassment has a negative impact upon the individual’s academic performance, or creates an intimidating, hostile, or offensive educational environment
- Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. *Ed. Code §§212.5, 231.5, 48980(g); Board Policy 5145.7*

Nondiscrimination

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination or harassment. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

It should be noted that there is a possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex. Please inform your principal if it is felt that such participation would be against religious beliefs and or practices or a violation of his/her right to privacy.

Our district programs and facilities, as a whole, are accessible. Our Superintendent makes information about our programs, facilities, and activities available to everyone, including those with impaired vision or hearing and limited English proficiency.

Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office. You may ask the school site or district for complaint procedures. *Ed. Code §§200-220; Board Policy 0410, 5145.3, 20 USC 1681-1688, 20 USC 1400-1487; 42 USC 2001d-2001d-7; 34 CFR 106.9;*

Restorative Practices

Restorative Practices refer to ways of creating a culture and handling conflict that build community and strengthen relationships. When there is conflict, restorative practices focus on the harm done, using an inclusive process to determine how it should be repaired and by whom, and seeking to put right the wrongs. Administrators, Counselors and Teachers may facilitate formal and informal conferences, circles or mediation to repair harm and restore community.

Student Life

Bulletin

- The daily bulletin is read over our intercom every morning. It is also sent out via the PTO list-serve, and posted on the bulletin board at the school's entrance.
- The bulletin contains important information related to school schedules, activities, and programs. We encourage each student to listen to the bulletin during our morning snack break.

Clubs

Clubs are formed based on student or teacher interest. If you have an idea for a club, find a teacher to be a sponsor and contact the student activities director. Clubs meet at lunch, after school, and other times.

Co-Curricular Eligibility Requirements

- The student must be enrolled in a minimum of 6 classes.
- The student must earn a grade average of "C" or above (2.0 GPA and no F's) **during the immediately preceding marking period** and maintain this average during the current term. Grades will be averaged without regard to plus or minus signs.
- Students who have not cleared their detentions will not be allowed to practice or play until their disciplinary record has been cleared.
- Any student who is suspended from school for disciplinary reasons shall be excluded from all extra-curricular activities and all co-curricular activities for the duration of the suspension.
- The activities to which this policy applies shall include the following:
 - Student Body or Class Officer Positions
 - Athletics
 - Drama and Musical Productions

Dance Eligibility

- Several all-school dances are held during the school year. There is music and dancing in the gym.
- Students must be in good standing, have no outstanding discipline issues, outstanding library fines, and have attended school the day of the dance in order to attend.
- Possess a current Student ID card.
- Additionally, students must **NOT** have incurred the following discipline issues since the prior dance:
 - Five (5) or more unexcused tardies

- Two (2) or more class suspensions
- One (1) or more “cut” classes/truancies
- Any in-school or home suspensions
- Any un-served teacher or administrative detention

Dance Guidelines

- Casual dress is appropriate for all dances, but must follow the dress code.
- **To enter a school dance, you must present a current photo student identification card.** All students receive these at the beginning of the school year. These can be purchased in the Library for \$5.00 during the school year.
- If a student must leave before the dance is over, they must be picked up by a parent/guardian.
- These dances are for Harper students only. No student visitors may attend dances unless arranged by ASB.
- Students and/or visitors are not to be on the school campus unless attending the dance.
- Parents are welcome to visit dances and/or help chaperone.
- The behavior at the dances should always be appropriate. Inappropriate touching will not be tolerated and students who engage in such conduct will be asked to leave.
- Running, pushing and horseplay, as well as all types of inappropriate dancing (“moshing” and “freaking”, etc.) will all result in a time-out, a call to parents, and/or being sent home from the dance. Ongoing behavior concerns may result in suspension from future dances.

Day on the Green (DOG Day)

In celebration of a successful school year, the ASB and leadership students organize a school-wide event during the last week of school. Generally held two days prior to the end of the school year, classes are dismissed and all students and staff participate in a field day that includes games, inflatable toys, movies, and many other fun activities. Students must earn the privilege to participate in this event and will not be allowed to attend if they have received discipline referrals or owe detention. Most events are free, but a nominal fee may be charged for items that students consume or take with them.

Lunchtime Intramurals

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

Rally Days

On a few occasions during the school year, classes are shortened and a school-wide assembly is conducted in the gym. The purpose of a rally is to celebrate student achievement, develop unity among the classes, and build a sense of pride in the school. Members of the Harper community are encouraged to perform or share their talents. All students and staff are expected to attend and are highly encouraged to participate in the events.

Student Government

The purpose of Student Government is to:

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

Wednesday Morning Late-Start

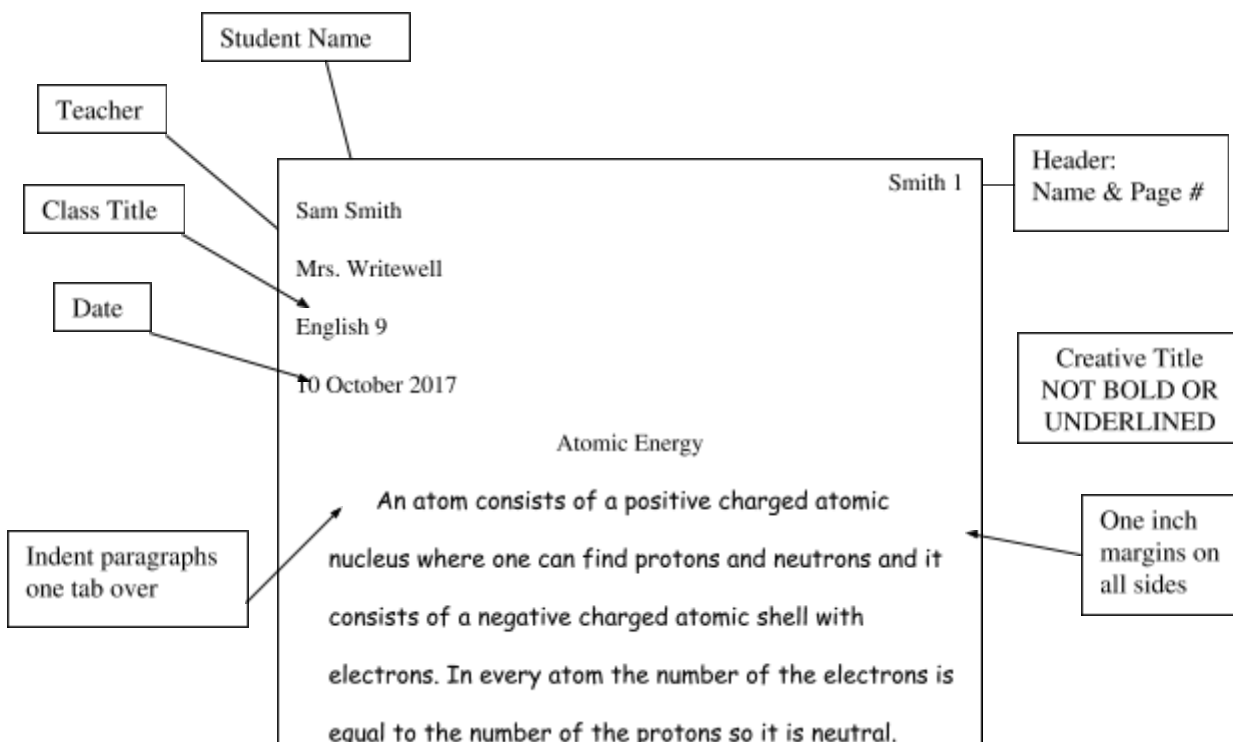
- See bell schedule.
- The Harper gym and multi-purpose-room will be open and supervised beginning at 8:00 on these Wednesday mornings. Once students arrive at school, **they must remain on campus until the start of school.**
- Students can use the time to study, do homework and participate in activities such as indoor soccer, foosball, play board games, and arts/crafts.
- Students who arrive on campus before 9:15 AM will be required to remain in the supervised areas until the start of school.

Yearbook

The yearbook is designed and produced by students and their staff advisor.

- Students are encouraged to provide the yearbook staff with pictures, artwork, rosters of groups, and descriptions of events they wish included in the yearbook.
- Yearbooks are pre-sold throughout the year. Prices increase as winter break approaches and after spring break.
- Yearbooks are delivered during the last week of the school year.
- Students who do not wish to have their pictures in the yearbook must complete a request form at the start of the school year and submit it to an Office Secretary.

MLA FORMAT

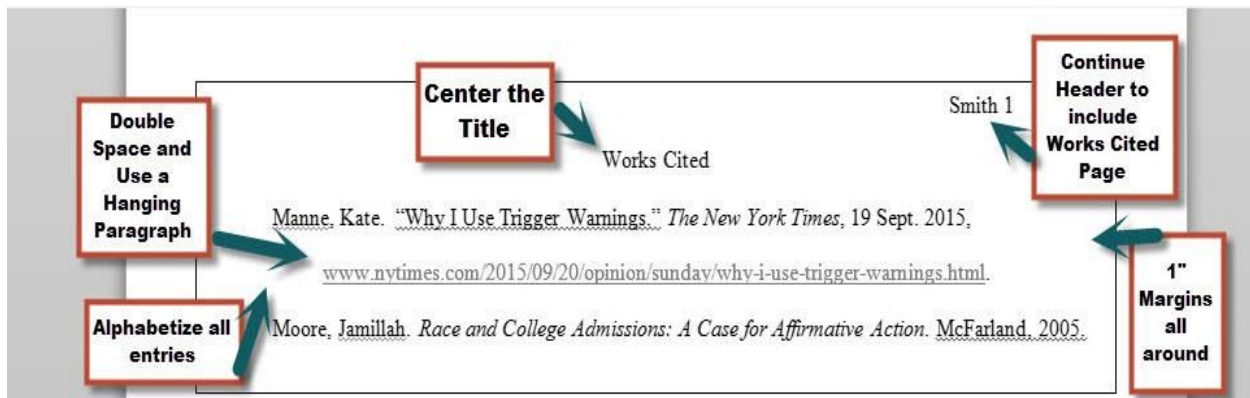


- Type font – Times New Roman 12 point
- Double spaced (no additional spacing between paragraphs, double space only)
- 1” Margins on all sides

HOW TO DO IT WITH GOOGLE DOCS:



MLA FORMAT
Works Cited Page



DOCUMENTING SOURCES

- Continue page numbering from the body of your paper

- Center the Works Cited title one inch from the top
- Put article or page titles in “quotation marks,” and book, journal, series, and website titles in *italics*.
- Note that in MLA style, you do not include the *http://* in the URL

SOME HELPFUL TOOLS



Google Drive – Addons

- Find help with formatting using an MLA Header Addon
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Harper Library Website

- Go to Harper Library,
- Select Resources
- Go to Citation Examples and Help