

8691 Power Inn Road  
Elk Grove, CA 95624  
(916) 688-0080 | ehms.egusd.net

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **BOARD OF EDUCATION**

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Amy Besler, Ed.D., – Director, Secondary Education  
Melanie Dopson, Ed.D., – Director, Secondary Education  
John Dixon, Ed.D., – Director, Secondary Education  
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## **EDWARD HARRIS, JR. MIDDLE SCHOOL**

Charles Amey, Principal  
Kimberlee Wallace, Vice Principal  
Randall Mola, Vice Principal  
Linda Ford, School Secretary  
Louie Corpuz, Athletic Director  
Janice Escoto, Activities Director  
Saody Freeman, Head Counselor

## **PRINCIPAL'S MESSAGE**

Dear Harris Students,

Welcome to the Edward Harris, Jr. Middle School family. I am thrilled about what the 2019-20 academic school year has in store for you all. This year will be jam-packed with activities, growth opportunities, productive challenges and successes. Our brilliant staff members are prepared to provide you with a top-notch educational experience, in a school that thrives on the power of diversity, innovative instruction and a culture of love. EHMS is a California Gold Ribbon School and last year received that distinguished title of being a California Honor Roll School for the third consecutive year. It is our expectation that you will continue this tradition of academic and behavioral excellence, as you learn today so that you can lead tomorrow.

This agenda will be your guide to understanding how this campus functions. It is also an awesome instrument to equip you with school-wide academic vocabulary; it will familiarize you with school policies and is a great organizational tool. Consider this agenda as a middle school survival kit. Those who use it appropriately are often the most successful. As you engage in the California Common Core State Standards based curriculum, understand that our staff is dedicated to making sure that all Colts are prepared for the rigors of high school, college and potential careers. Our school gives students the opportunity to grow in the areas of problem-solving, communication, self-awareness, technology, community engagement and character. This year is going to be amazing, filled with learning opportunities, activities and achievements. Make every day count, be RICH, and do the right thing.

Proud to be a Colt,

*Charles Amey*

Principal

## **BIOGRAPHY OF MR. EDWARD HARRIS, JR.**

Mr. Edward Harris, Jr. was elected to his first term on the Elk Grove Unified School District Board of Education in November of 1979. During his 22-year tenure, he served as President of the Board of Education and was instrumental in building several new schools in addition to establishing high standards for all students.

### **VISION STATEMENT**

Edward Harris, Jr. Middle School, preparing all students for lifelong success

### **MISSION STATEMENT**

The learning community of Edward Harris, Jr. Middle School challenges ALL students to realize their greatest potential while preparing them for their future.

### **CORE VALUES**

As a natural result of successful completion of their course of study:

- Students will develop the values and skills to participate as responsible citizens in a democratic society.
- Students will develop the necessary core content skills and knowledge, including critical thinking, problem solving, and information processing, to prepare for life-long learning and achievement.
- Students will develop confidence in their abilities to achieve at high levels both academically and socially.
- Students will develop the ability to understand and respect the importance of diversity.
- Students will recognize the importance of both core and elective curricula as the foundation for life-long learning and professional opportunities.

## **GENERAL SCHOOL INFORMATION**

### **TELEPHONE NUMBERS**

School Number ..... 916-688-0080

School FAX Number ..... 916-688-0084

**OFFICE HOURS** ..... 7:45AM – 3:30PM

**SCHOOL ADDRESS**      8691 Power Inn Road  
Elk Grove, CA 95624

**SCHOOL WEBSITE**      [www.ehms.egusd.net](http://www.ehms.egusd.net)

**SCHOOL COLORS**      Hunter Green, Antique Gold and White

**SCHOOL MASCOT**      Colts

**SCHOOL MOTTO**      Learning today, leading tomorrow

**SCHOOL UNIFORM**      No School Uniform – Please follow the Dress Code Policy

### **EDWARD HARRIS, JR. MIDDLE SCHOOL**

#### **SCHOOL SONG**

We give our best in everything we try to do.

We want to be successful and make our dreams come true.

We respect dear Edward Harris, Jr. Middle School.

Hail, hail to the Colts!

The green and gold means growth and winner of our feats.

We love a challenge for we know it's opportunity.

Our loyalty will never ever cease.

Hail to Edward Harris, Jr. Middle School.

*Lyrics by Velma Larry*

*Music by Corey Hoggard*

### **STUDENT CREED**

I am an Edward Harris, Jr. Middle School student. I have a proud legacy to live up to so I strive to be:

<b>H</b> ardworking	I give my best effort toward my daily academic and personal goals.
<b>A</b> ccepting	I accept my peers for who they are and appreciate their differences.
<b>R</b> esponsible	I choose to do the right thing even when it is a difficult thing to do. I am a responsible member of a community.
<b>R</b> espectful	I treat others with kindness, compassion, and courtesy, and leave each place I visit in better condition than I found it.
<b>I</b> nnovative	I use my mind to think critically and creatively to generate ideas, to solve problems, and to create.
<b>S</b> cholarly	I value my education and strive to learn something new daily.

As I walk in the path of knowledge at Edward Harris, Jr. Middle School, I know that *Challenging Opportunities Lead Toward Success*.

## **GENERAL INFORMATION**

### **BREAKFAST AND LUNCH PROGRAM**

The breakfast and lunch program is maintained as a vital part of the nutrition program of the school. To encourage good nutrition, well-balanced meals are offered at a reasonable price. The cost of the school breakfast is \$2.00 and lunch is \$3.25, plus costs for ala cart items. Meals are served via the snack bar or through speed lines. The Student Store offers snack items and drinks. Free and reduced lunch applications are available from the cafeteria manager, in EHMS Student Services building, or [www.egusd.net](http://www.egusd.net). During breakfast and lunch, students are expected to:

1. Go to restroom before entering the multi-purpose room.
2. Enter multi-purpose room quietly and use your inside voice. (No hollering, screaming, or loud talking across the room.)
3. Sit at assigned table and stay seated until your table is dismissed.
4. Before being dismissed, your table must be clean and all trash thrown in the garbage can.
5. No food is allowed outside the cafeteria.
6. Speed Line, Snack Bar, and Student Store will close 10 minutes before the lunch period ends.

### **STUDENT STORE**

The Student Store is a place for students to purchase needed school supplies, school clothing items (PE clothes and "spirit wear"), and food items. The Student Store is open during lunch only. All profits from the store are used by the student body for student activities. Signing up and paying for field trips will take place at the student store window. The following items are sold in the student store:

- ASB (Associated Student Body) Stickers
- PE Shorts
- PE Shirts
- PE hooded Sweatshirts and sweat pants
- PE Locks
- Yearbook (Price goes up during year)

### **IDENTIFICATION CARDS / STUDENT BODY STICKERS**

At the beginning of each school year, student photos are taken and students are issued ID cards. These ID cards include a

bar-code label for library checkout. This label must not be damaged or tampered with in any way. Replacement of the ID card and/or bar code due to loss, damage, or tampering cost \$5.00. Students will lose checkout privileges pending student ID card replacement. Students can purchase a student body (ASB) sticker that will be affixed to their ID card for \$20.00, offering free admission to the first dance, sporting events at EHMS and MTHS, and discounts to EHMS activities and field trips. Students are expected to carry their ID card with them on campus and are expected to present it upon request. These measures guarantee our students' security and prevent non-students from disrupting the school. Students not presenting an ID card on request may receive school consequences.

## **BICYCLES, SKATEBOARDS, INLINE SKATES & HELMETS**

If you ride a bike to school, park your bike in the enclosed, fenced bike rack area (next to the Student Services Office) when you arrive. Each vehicle should be locked with its own individual lock. The bike area is locked throughout the school day. If you have an early dismissal during school hours, report to the Student Services Office and request that the gate be unlocked. If you have an after-school activity, leave your bike locked in the rack area until you are ready to leave school. All bikes should be recovered before 6:00 p.m., and no bikes should be left overnight. Edward Harris, Jr. Middle School is not responsible for unlocked bicycles or for bicycles left overnight at the site. **All students riding their bike to school are required to wear a helmet.** The use of skateboards is highly discouraged, as there is not a safe place to store them. Students who ride inline skates to school will need to change into proper shoes and store their inline skates in their backpacks. The riding of bikes, skateboards, scooters, and roller blades is prohibited on school grounds at all times. The school is NOT responsible for lost, stolen or damaged bicycles, scooters, skateboards etc.

## **ATHLETICS**

Students are encouraged to participate in athletics to develop skills and sportsmanship. The following competitive sports will be offered during the school year:

Competitive Volleyball	Aug. – Oct.
Cross Country	Aug. – Nov.
8 <sup>th</sup> Competitive Basketball	Oct. – Dec.
Wrestling team	Nov. – Mar.
7 <sup>th</sup> Competitive Basketball	Jan. – Feb.
Track & Field team	Mar. – May

## **ATHLETIC ELIGIBILITY**

All students who wish to participate in an athletic activity in the Elk Grove Unified School District must meet the following requirements:

1. Have earned a "C" average (2.0 GPA) with no "F's" in their overall district academic program for the grading period prior to their participation and for each succeeding grading period during participation. This GPA must be maintained for each succeeding grading period during participation.
2. A student who receives a failing progress report (F grade) in any class during the participating season will be removed from participation in the activity, placed on academic probation, and will remain on probation until the student again earns a passing grade in the designated class or classes.
3. Meet standards of satisfactory or excellent citizenship.
4. Maintain a satisfactory attendance record.
5. Must have a physical from signed a doctor.

## **CLUBS**

Edward Harris, Jr. Middle School's club program is designed to make available as many different interests and activities as possible to meet the needs of the student body. With the help of an advisor, the plans, the activities, and the functions of each club are decided upon and carried out by the members and their elected officers. The success of each activity depends upon the loyalty and work of the clubs' members and the capabilities of its officers.

## **RENAISSANCE AND HONOR ROLL**

Edward Harris, Jr. Middle School will have an extensive student recognition program for those students who excel in their coursework or show dramatic improvement. The Renaissance program will recognize all students earning at least a 3.0 grade point average (GPA), GPA increased by .5 or more, and maintain satisfactory or excellent citizenship grades. Renaissance recipients will receive Renaissance stickers that entitle them to a variety of rewards on campus.

The Honor Roll will recognize students who earned a 3.00 GPA and above. Students who achieve a 3.85 and above for three consecutive semesters will qualify for the Presidential Academic Achievement Award at the end of their 8th grade year. Valedictorian is a student who has the highest GPA within the promoting class. Salutatorian is a student who has the second highest GPA within the promoting class.

## **DANCES**

When students attend a dance, they do so to enjoy a social event. Dances will be chaperoned by staff and parent volunteers. Students are expected to comply with all school rules and with all directions and requests given by chaperones. The following rules are intended to guarantee that all participate and enjoy these events:

- Only Edward Harris, Jr. Middle School students may attend school dances. Guests will not be allowed.
- Each person attending a dance is expected to behave appropriately at all times. A parent/student expectation contract must be signed and on file before attending dances.
- No one will be allowed to leave a dance before it is over unless an authorized adult picks him or her up.
- Parents/guardians are responsible for providing transportation at the end of the dance. Students who are not picked up 30 minutes after the end of the dance will be placed on the No-Activities List for 15 days or not allowed to attend future dances.

## **COLT NATIONAL JR. HONOR SOCIETY**

Students in the second semester of their 7th or 8th grade in a school with both an official charter of the NJHS and an up-to-date affiliation with the NJHS national office are eligible for consideration for membership in NJHS.

Rules for membership are based upon a student's outstanding performance in the areas of: Scholarship, Service, Leadership, and Character/Citizenship. Students are models of excellent citizenship both inside and outside the classroom as well as keep a grade point average of at least 3.0 with no Ds, Fs, or U's. In addition, they must complete 15 hours of community service per academic year.

## **ACADEMIC CODE OF CONDUCT**

The staff of Edward Harris, Jr. Middle School expects the highest standards of honesty, integrity, and responsibility from all students. To protect everyone's right to a fair and meaningful evaluation, Edward Harris, Jr. Middle School has adopted the following Academic Code of Conduct.

- A student who exhibits any behavior which in the judgment of the teacher indicates dishonesty while taking an examination or quiz, shall receive a zero for that exercise and it may not be made up.
- A student who copies an assignment from another student shall receive a zero for that assignment, and the student who allows an assignment to be copied shall also receive a zero.
- A student who, for the purpose of cheating on an examination, enters a classroom carrying evidence of premeditation--such as aids or notes not allowed--shall receive a zero for that examination.
- A student who takes another student's written assignment or project for personal use or academic credit without permission shall receive a zero for that assignment and will be further disciplined under the provisions for theft in the student discipline policy.
- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, or falsifying records, including computer hacking, removing or copying of any materials (student, teacher, or other), etc., shall be disciplined as follows:
  - a. A student enrolled in the course in which the infraction occurred may receive a grade of "F" for the assignments/examinations for which the infractions took place. This may result in the student failing the class. The students will receive progressive disciplinary consequences and the infraction may affect any awards or honors the student may receive. This will be at the discretion of the committee(s) in charge of the awards.
  - b. A student NOT enrolled in a course, however, who is involved in such an infraction, may be disciplined in accordance with the student discipline policy.
- A student who plagiarizes information from a print or on-line source, and presents that information as his/her own, shall receive a zero for that project or assignment.

# STUDENT SERVICES

## COUNSELING

The mission of the Edward Harris, Jr. Middle School Counseling Program is to ensure that all students are provided with a climate in which active learning can occur and in which academic, career, and personal/social development skills can be gained. Students are empowered to think critically, make responsible choices, and become lifelong learners. Thus, students transform into college graduates and productive leaders in a global society.

The counselors work closely with all staff, families, and the community. Students and families are encouraged to contact the counseling office to set up appointments if they would like to meet with a member of the counseling staff.

## CONFLICT MEDIATION

To co-exist peacefully, students need skills to resolve conflicts that may arise. Conflict mediation teaches democratic principles and communication skills. It also offers a forum through which students can be a positive influence in their school community.

Students who are having problems with each other, and who choose to discuss these problems with the assistance of a counselor or through Restorative Practices, will work to reach an agreement. Once the agreement is reached, students who do not abide by the agreement may be referred for disciplinary action. Conflict mediation may also take place in the Restorative Practices classroom.

## LOCKERS/BACKPACKS

Lockers are only available in PE, therefore, students with disabilities or other physical limitations, which prohibit them from carrying a full backpack, may request assistance from the student's counselor or vice principal. Students must provide the school with written verification from their doctor. We encourage students to wear backpacks properly to protect their posture and health.

## LOST AND FOUND

The Lost and Found is located in the Student Services Office. Students are urged to secure their books and personal items at all times to avoid the possibility of loss or theft. **Students are encouraged not to bring valuable possessions, cell phones, or large sums of money to school.**

# ATTENDANCE

Academic success and achievement begin with a commitment to being punctual and prepared for the rigors of school. Students are expected to attend school regularly. Maintaining this high standard will positively affect a student's progress and grade as well as reinforce a strong work ethic for the future. Keep in mind that missing one class on the block schedule is equivalent to missing two classes on a traditional schedule. Therefore, attendance is extremely important. Regular attendance and punctuality are key elements in determining your success at Edward Harris, Jr. Middle School. Irregular attendance will negatively affect class progress and grades. Parents/guardians, please feel free to call and check your child(s) attendance at any time.

## HOW TO CLEAR STUDENT ABSENCES

- A. **ABSENCES MUST BE CLEARED WITHIN THREE (3) SCHOOL DAYS** beginning on the day they return to school. Students who do not clear their absence(s) within the three days will be considered truant from school.
- B. **PARENTS MAY CALL THE ATTENDANCE OFFICE (688-0080) OR WRITE A NOTE. WHEN CALLING IN, PLEASE IDENTIFY TYPE OF FAMILY MEMBER (mother, father, guardian, step-parents, and grandparents).**

Include in the note: student's name, identification number, dates of absence(s), reason for absence(s), and a telephone number where parent/guardian can be reached to verify the note, and signature.

- C. **EXCESSIVE ABSENCES**

Students with excessive absenteeism will be reported to the School Attendance Review Board and may be required to provide verification of illness from a doctor.

- D. **EXTENDED ABSENCES**

Students absent for an extended amount of time, without a doctor's note or guardian contact, may be disenrolled from school.

## CLASSIFICATION OF ABSENCES

- A. **EXCUSED:** Illness, doctor, eye or dental appointments, death in the immediate family.
- B. **SCHOOL APPROVED:** Field trips.
- C. **UNEXCUSED:** Truancy, flat tires, running out of gas, missing the bus, transportation issues, sibling or parent illness, oversleeping, suspensions, and vacations.

## EARLY DISMISSALS

- A. **PARENTS MUST CALL (688-0080) OR WRITE A NOTE FOR EARLY DISMISSALS.** The note should include all of the information noted above as well as the date and time the student needs to be excused from class and the expected date/time of return. If a student is unable to return by the designated time, the parent should follow-up with a call or note. **Any parent/person picking up a student must be on the contact list and must show photo ID before a permit to leave will be issued. Students must be picked up and cannot walk/ride their bike without Parent/Guardian permission given exclusively to EHMS administration.**
- B. **STUDENTS WILL BE ISSUED A "Permit to Leave" ONCE THE PARENT ARRIVES on campus.** A pass will be sent to the student's class telling them to pick up their permit in the Student Services Office. If the permit is not picked up and the student leaves the school grounds, the student will be recorded as truant.
- C. **RETURNING TO CLASS.** Students must report to the Student Services Office upon return to school. Their readmit will be date/time stamped and the student will return to class.
- D. **APPOINTMENTS.** We ask that parents make every attempt to **schedule doctor or dentist appointments** before or after school, specifically on Thursdays.
- E. **END OF THE SCHOOL DAY.** There are **no early dismissals within the last 15 minutes of the school day.** Please do not call or text your child to meet you. Early dismissals are made through the Student Services Office.

## MEDICATION ON CAMPUS

Students may not carry medicine of any kind while on campus, with the only exception being prescription inhalers. These are also required to have an **Authorization for Administration of Medicine by School Personnel** form signed by a parent and **DOCTOR** as stated below. If, at any time, you are required by your doctor to take medication while at school, you must provide the following:

1. **Authorization for Administration of Medicine by School Personnel** form signed by a parent and **DOCTOR**.
2. All medication must be provided in the original container from the pharmacist, complete with the doctor's directions on the container detailing the method, amount, and time schedule by which the medication is to be taken.

## PHYSICAL EDUCATION DEPARTMENT

**PE Uniforms:** The required uniform for class is as follows (no graffiti or logos other than EHMS):

- EHMS PE T-shirt, spirit wear, or plain gray.
- EHMS PE Shorts or plain black
- EHMS PE Sweats or plain gray
- Socks required, athletic style recommended
- Shoes required, athletic/activity appropriate

Clothing is available in the Student Store throughout the school year. All PE clothing must have the student's first initial & last name printed on both shirts and shorts. We also suggest printing last names on sweat pants and sweatshirts.

**Dressing Policy:** Physical Education students are required to dress for PE class daily. **Students on medical excuses are still required to dress.** Loaner clothing (shirts and shorts) is available on a short-term basis.

**Loaner Policy:**

<u># of Loaner</u>	<u>Consequence</u>
1st	Warning
2nd	Warning & loss of 5 pts

3rd	Warning & loss of 5 pts
4th	Counselor referral, teacher and counselor call home, and loss of 5 pts
5th	Counselor referral, teacher and counselor call home, and loss of 5 pts
6th and Beyond	Administrative referral, teacher and administrator call home, and loss of 8 pts
<ul style="list-style-type: none"> <li>• Students are required to have their ID Card, agenda, or their school shirt to check out loaners.</li> <li>• Students must get loaners at the beginning of class</li> <li>• If students fail to return loaners, they must replace the clothing and will be placed on the <b>No Activities List</b> until the account is cleared.</li> </ul>	

### NON-SUIT POLICY:

When a student is given the opportunity to wear a loaner uniform but refuses to wear the loaner uniform, he/she will be a non-suit. Non-suits result in loss of all points for the day, which may not be made up. Non-suits may result in disciplinary action.

# STUDENT CODE OF CONDUCT

## POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

At Edward Harris, Jr. Middle School, being **RICH** in school looks and sounds like...

being	<b>R</b> esponsible	being courteous and kind to everyone arriving to class on time and using your time wisely entering and exiting each classroom/building quietly following all school rules
having	<b>I</b> ntegrity	respecting personal and school properties keeping the campus clean keeping hands to yourself being truthful and honest
being	<b>C</b> onsiderate	listening respectfully and attentively to others respecting the personal space of others being polite and optimistic to everyone willing to lend a helping hand
being	<b>H</b> ardworking	staying focused on each task completing all assignments on time being prepared to be successful being persistent in becoming a <i>Future College Graduate</i>

## CLASSROOM RULES

The following rules will be applied in all areas of the campus. Consequences for violating classroom rules will be determined by the teacher and the team.

**C**hew, groom and eat elsewhere.

**O**utstanding students are prompt, prepared, and successful.



- L**isten to and follow directions.
- T**reat everyone, every space, and everything with respect.
- S**trive to do your best at all times.

## **EDWARD HARRIS, JR. MIDDLE SCHOOL DISCIPLINE POLICY**

### **SUSPENSION**

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]

#### **Reasons for Suspension\***

State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance:

- **Assault/Battery [E.C. 48900(a)]**  
Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.
- **Weapons [E.C. 48900(b)]**  
Possessing, selling or otherwise providing any weapon—including firearms, knives, explosives, or other dangerous object.
- **Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]**  
Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.
- **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]**  
Delivering, providing or selling items, which are claimed to be alcohol, intoxicants or controlled substances but were not such items.
- **Robbery or Extortion [E.C. 48900(e)]**  
Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.
- **Property Damage\*\* [E.C. 48900(f)]**  
Causing or attempting to cause damage to school property or private property.
- **Property Theft\*\* [E.C. 48900(g)]**  
Stealing or attempting to steal school or private property.
- **Tobacco or Nicotine Products [E.C. 48900(h)]**  
Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- **Obscenity [E.C. 48900(i)]**  
Committing an obscene act or engaging in regular profanity, swearing or vulgarity.
- **Drug Paraphernalia [E.C. 48900(j)]**  
Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.
- **Disruption or Defiance [E.C. 48900(k)(1)]**  
Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.  

“Disruption of school activities” is defined as follows: when a student's conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

Examples of disruption of school activities under Education Code 48900(k)(1), as defined above, which may subject a

student to discipline, include but are not limited to:

- Classroom behavior that impedes a teacher's ability to teach and other students' ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or
- The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.

"Willful defiance of valid authority" is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Examples of willful defiance of valid authority under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to:

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or
- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student's misbehavior.

**Note:** With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]

- **Receiving Stolen Property\*\* [E.C. 48900(l)]**

Receiving stolen school or personal property.

- **Possessing Imitation Firearm [E.C. 48900(m)]**

Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

- **Sexual Harassment [E.C. 48900(n)]**

Committing or attempting to commit a sexual assault or committing a sexual battery.

- **Threats and Intimidation [E.C. 48900(o)]**

Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

- **Prescription Drug Soma [E.C. 48900(p)]**

Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

- **Hazing [E.C. 48900(q)]**

Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

- **Bullying [E.C. 48900(r)]**

Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an *electronic act*, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a *reasonable student* in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. [E.C. 48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)]

- **Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]**

Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, the District cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered

great bodily injury or serious bodily injury.

- **Sexual Harassment (Grades 4-12) [E.C. 48900.2]**

Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

- **Hate Violence (Grades 4-12) [E.C. 48900.3]**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)

- **Other Harassment (Grades 4-12) [E.C. 48900.4]**

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.

- **Terrorist Threats [E.C. 48900.7]**

Making terrorist threats against school officials and/or property, or both.

\* The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

\*\*School property includes, but is not limited to, electronic files. [E.C. 48900(u)]

## **EXPULSION**

Expulsion, as ordered by the Elk Grove Unified School District Board of Education, is the removal of a student from all schools in the district for violating the California Education Code at school or at a school activity off school grounds. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- **Serious Physical Injury [E.C. 48915(a)(1)(A)]**

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

- **Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)]**

Possessing a knife or other dangerous object of no reasonable use to the student.

- **Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)]**

Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.

- **Robbery or Extortion [E.C. 48915(a)(1)(D)]**

- **Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)]**

State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(c)(1)-(5):

- **Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)]**

Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

- **Brandishing a Knife [E.C. 48915(c)(2)]**

Brandishing a knife at another person.

- **Selling a Controlled Substance [E.C. 48915(c)(3)]**

Unlawfully selling a controlled substance.

- **Sexual Assault or Battery [E.C. 48915(c)(4)]**

Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

- **Possession of an Explosive [E.C. 48915(c)(5)]**

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student’s conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

1. <b>Mandatory Expulsion {E.C. 48915(c)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, selling, or otherwise furnishing a firearm. However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.		•	•
(2) Brandishing a knife.		•	•
(3) Unlawfully selling a controlled substance.		•	•
(4) Committing or attempting to commit a sexual assault or battery.		•	•
(5) Possession of an explosive.		•	•
<b>2. Mandatory Recommendation for Expulsion {E.C. 48915(a)(1)}</b> Unless the Superintendent, Superintendent’s designee, principal or principal’s designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Causing serious physical injury to another person except in self-defense.		•	•
(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.		•	•
(3) Unlawful possession of any drug except for (1) the first offense of possession of not more than one ounce of marijuana, or (2) for the student’s possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.		•	•
(4) Robbery or extortion.		•	•
(5) Assault or battery upon a school employee.		•	•
<b>3. Acts of Violence {E.C. 48900(a)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	•	•	•

(2) Willfully used force or violence upon another person.		•	•
<b>4. Weapons and Dangerous Objects {E.C. 48900(b)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.		•	•
(2) Explosives, use or possession.		•	•
<b>5. Drugs and Alcohol {E.C. 48900(c)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant.		•	•
<b>6. Sale of “Look-Alike” Controlled Substance or and Alcohol {E.C. 48900(d)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.		•	•
<b>7. Robbery or Extortion {E.C. 48900(e)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit robbery or extortion.		•	•
<b>8. Damage to Property {E.C. 48900(f)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Caused, or attempted to cause damage to school or private property.	•	•	•
<b>9. Theft or Stealing {E.C. 48900(g)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Stealing, or attempting to steal school or private property.	•	•	•
<b>10. Tobacco {E.C. 48900(h)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Possessed or used tobacco or nicotine products.	•	•	
<b>11. Profanity, Obscene Acts, Vulgarity {E.C. 48900(i)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Directed at peers.	•	•	•
(2) Directed at school personnel.	•	•	•
<b>12. Drug Paraphernalia {E.C. 48900(j)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>

Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.		•	•
<b>13. Willful Defiance or Disruption of School Activities {E.C. 48900(k)(1)}</b> Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Disrupting school activities.	•	•	
(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.	•	•	
(3) Failure to follow school rules.	•	•	
(4) Failure to follow directive or instruction of staff or teachers.	•	•	
(5) Failure to follow conduct code for school bus passengers.	•	•	
<b>14. Possession of Stolen Property {E.C. 48900(l)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Knowingly received stolen school property or private property.	•	•	•
<b>15. Imitation Firearm {E.C. 48900(m)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.		•	•
<b>16. Sexual Assault or Sexual Battery {E.C. 48900(n)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit a sexual assault or battery.		•	•
<b>17. Harassment of a Student Witness {E.C. 48900(o)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	•	•	•
<b>18. Prescription Drug Soma {E.C. 48900(p)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	•	•	•
<b>19. Hazing {E.C. 48900(q)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged or attempted to engage in hazing.	•	•	•
<b>20. Bullying and Bullying by Electronic Act {E.C. 48900(r)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil.	•	•	•
<b>21. Aided or Abetted to Inflict Physical Injury {E.C. 48900(t)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Aided or abetted in the infliction or attempted infliction of physical injury to another student.	•	•	•
<b>22. Sexual Harassment {E.C. 48900.2}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	•	•	•
<b>23. Acts of Hate Violence {E.C. 48900.3}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	•	•	•
<b>24. Other Harassment {E.C. 48900.4}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.	•	•	•
<b>25. Terrorist Threats {E.C. 48900.7}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Making terrorist threats against school officials and/or property.	•	•	•

<b>26a. Attendance – Truant {E.C. 48260}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school without a valid excuse.	•		
<b>26b. Attendance – Repeat Truant {E.C. 48261}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school more than one day without a valid excuse.	•		
<b>26c. Attendance – Habitual Truant {E.C. 48262}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board.	•		

### **PROHIBITION ON POSSESSION AND USE OF TOBACCO AND NICOTINE PRODUCTS**

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines “tobacco and nicotine products” as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. “Electronic cigarettes” are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to “electronic cigarettes” as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k)(1), and/or other applicable laws. [E.C. 48901]

### **PROHIBITION OF ELECTRONIC LISTENING AND RECORDING DEVICES WITHOUT CONSENT**

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.

### **PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES**

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student’s actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and prohibits sexual harassment of, by any student, or by anyone in or from the district. More detailed information regarding the district’s prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district’s Parent & Student Handbook and is available on the district’s website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a



potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants' identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Pursuant to California Education Code section 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records. Questions regarding the foregoing rights shall be directed to your Principal or Vice Principal.

## **Non-Discrimination and Bullying**

### **Elk Grove Unified School District Non-Discrimination Policy**

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics.

## **UNIFORM COMPLAINT PROCEDURES**

The Elk Grove Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in 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.

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. If you have questions regarding the Uniform Complaint Procedures, you can contact the district's Legal Compliance Specialist in Human Resources at (916) 686-7795.

## **STUDENTS AND PARENTS PLEASE BE ADVISED**

Should a student be suspended twenty (20) or more days during the school calendar year, the student will automatically be recommended for expulsion from the Elk Grove Unified School District.

## **APPEALS PROCESS**

The school recognizes that not all decisions made by staff are in agreement with students and/or parents. The following steps outline the formal appeal process:

1. Meet with the vice principal
2. Meet with the school principal to appeal
3. Call the school district at 686-7706 to discuss the issue with district administration

## **HOMEWORK POLICY DURING THE LENGTH OF SUSPENSION**

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. If the student is suspended for more than two days, the parent may request homework from the School Office Technicians at the end of the second day of suspension and thereafter. The assignments to be collected by parents will be placed in a file in the Student Services Office.

# DRESS CODE POLICY

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an educational entity, the Secondary Division of the Elk Grove Unified School District has the responsibility to establish and maintain standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be appropriate to the school setting, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. In addition, no articles of clothing, apparel or school materials, including hats, backpacks, and binders, may have pictures, printing, or writing that is crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that contain images of weapons, tobacco, drugs and/or alcohol, or which the school's administration reasonably predicts will disrupt the learning environment.

Specifically, the students at Edward Harris, Jr. Middle School are expected to abide by the following dress code:

## 1. PANTS, SHORTS, SKIRTS:

- No undergarments showing
- No holes, rips or frays higher than mid-thigh.
- No "sagging pants"
- No "short shorts" or "short skirts." Shorts, skirts and dresses must not be shorter than 6" above mid knee.
- No pajamas except for flannel pajama bottoms during designated spirit days
- Belts must be worn around the waist.

## 2. TOPS, SHIRTS, BLOUSES:

- No undergarments showing (including clear bra straps)
- No bare midriffs: Tops must completely cover the skin and overlap the waistband of pants, shorts, or skirts. When arms are raised above the student's head, if the garment does not fall naturally below the midriff area, the student is in violation.
- No low cut tops
- No "see-through" or fishnet fabrics
- No halter tops, strapless tops, off the shoulder tops, or bra-like tops
- No muscle shirts

## 3. FOOTWEAR:

- Shoes must be worn at all times
- No house slippers, flip-flops, slide sandals or "wheelies" are allowed

## 4. HAT/HEAD COVERING POLICY:

The Elk Grove Unified School District allows students to wear certain types of hats on campus to protect them from damage caused by exposure to the sun. At Edward Harris, Jr. Middle School, students may not wear baseball caps and visors with writing and/or images that are deemed by school administration to be disruptive to the learning environment.

In addition, the following rules regarding hats on campus must be observed:

- Bandanas, skull/wave caps, and masks are not permitted on campus
- Grooming items and headwear such as hair rollers, shower caps, hair rags, picks worn in the hair, etc., are not allowed

Please note that teachers may prohibit the wearing of hats and/or hoods within their individual classrooms as consistent with their respective classroom policies.

The school administration may limit or prohibit specific clothing that has been determined by law enforcement or gang experts to be affiliated with an actual gang. In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying such clothing or apparel as gang affiliated.

Limitations and prohibitions on gang-related clothing or apparel will be applied equally to all students, and in no instance will a student's clothing or apparel be identified as gang-related based solely on the student's race, national origin or ancestry.

Students failing to comply with the dress code may be asked to call their parents or guardians to bring a change of clothing, may have inappropriate items confiscated, or in the case of repeated violations, may be subject to progressive disciplinary

consequences.

## CLOSED CAMPUS POLICY

The Elk Grove Unified School District has a “**CLOSED CAMPUS**” policy at Edward Harris, Jr. Middle School. Students are expected to stay on campus once they arrive unless they have legal permission to leave. Permission to leave is obtained through the Student Services Office. Teachers may not excuse students to leave campus for any reason. Students reported on another campus during the regular school day will be subject to disciplinary action.

## DO NOT BRING

Since you are at school to go to classes, study and learn, you may not bring things that will be distractions or inappropriate to you or to other students. These include but are not limited to such items as: scooters, skateboards, water balloons, sports balls, cd players, iPods, earbuds, headphones, electronic games, radios, tape recorders, wallet chains, Frisbees, caps, water pistols, audio and video equipment, noise makers, bullets, white-out, sexually explicit materials, scissors, permanent markers, laser lights and toys. Do not bring knives (**even pocketknives**) or other weapons, and, of course, do not bring cigarettes, lighters, matches, chewing tobacco, alcohol, vape pens or other drugs, or firecrackers, poppers or stink bombs. All of these items are illegal at school and will lead to serious consequences. Do not bring large sums of money to school. Unfortunately, not everyone is honest, so money is sometimes stolen. Just bring enough for lunch. Please remember **CELL PHONES** are not allowed to be used during school hours. **Items on the “Do Not Bring” list are not subject to investigation if lost or stolen. Note: Confiscated items will not be released to students. EHMS is not responsible for loss or damage to any confiscated item. Parents must make arrangements to claim the item from the Administration Office.**

### SPECIAL OCCASIONS-FLOWERS, BALLOONS, ETC.

Flowers, balloons, candy, etc., other than those available at school-sponsored events, may not be delivered to a student during the school day to acknowledge a special occasion. Students may not carry balloons, flowers, etc., on campus during the school day because they are disruptive to the educational process. If these items are delivered to school, they will be kept in the Student Services Office until the end of the school day. Food delivery from outside vendors such as DoorDash, FoodJets, Uber Eats or any restaurant is strictly prohibited.

## SCHOOL CONSEQUENCES

**Teacher Warning** - Teacher redirects student about observed behavior and clearly states school/classroom expectations.

**Teacher Reminder** - Teacher reminds students of appropriate behavior and of potential consequences. (Can be done twice)

**Detention/Buddy Room/ Counseling** - Teacher may assign lunch detention in the classroom or send to a buddy room. In addition, students may lose their lunch privileges for a time; in this case, students will report with their lunch to assigned room. Teacher may also refer student to the Counseling Office to meet with his/her counselor for behavioral support.

**Restorative Practices** - Students may be assigned Restorative Practices for infractions of the discipline policy. They will report promptly to the center for the period(s) or day(s) assigned. Students are expected to provide work from their classes and strictly follow the rules of the center. Students assigned to Restorative Practices twice in one school day, or three times in a five-day period are subject to home suspension.

**Saturday School** - Students may be assigned Saturday School. Students are to report to the center immediately on Saturday from 8:00 a.m. to 12:00 p.m., follow the rules of the center, and provide work for the entire detention. Parents are asked to pick up their child promptly at the end of the session. Students and parents will be notified in advance of the Saturday School date. **Students who fail to arrive, arrive late, or do not follow the rules for the detention centers will receive further and more restrictive consequences.**

**Suspension/Expulsion** - Students violating the Education Code may be suspended or expelled. Students and parents will be informed of the violation and the consequences. Students may be suspended for multiple classroom behavior violations.

### NO ACTIVITIES LIST

Edward Harris, Jr. Middle School will offer a variety of student activities for students. Participation in activities are considered a privilege and students must maintain both academic and citizenship standards in order to take part in school sponsored activities and sports. Students may be assigned to a “**NO ACTIVITIES LIST**” if they violate school rules. Students who have overdue library books, student store balances, or textbook fines may also be added to the “**NO ACTIVITIES**

LIST.”

**No-Activity List:** Students receiving any disciplinary consequences or having overdue books or fines, may be placed on the **No-Activity List** for the length of time specified by administration.

Only school days will be counted. If a student receives additional suspensions while students are on the NO ACTIVITIES LIST, the additional length of time will be served after previous length of time has been fulfilled.

## **EXTENDED LEARNING POLICY (HOMEWORK)**

### **PHILOSOPHY**

It is the belief of Edward Harris, Jr. Middle School that significant educational gains can be made by students through well-defined extended learning experiences directed by teachers and supported by parents. Extended learning is defined as homework related to classroom instruction that reinforces student performance, prepares for an upcoming lesson, extends classroom lessons, practice and review of learned concepts, builds effective study skills, develops student responsibility, and can be completed independently with minimal parent involvement. The teacher, as the educational professional, directs the classroom; thus, the school and classroom setting is the primary and most effective teaching and learning environment. Extended learning supplements and complements the teacher's instruction.

### **STUDENT RESPONSIBILITIES**

1. Students are accountable for extended learning assigned.
2. Students not understanding extended learning should initiate contact with the teacher or other knowledgeable person to clarify the expectations for extended learning assignments. Timeliness is key with this.

### **ABSENCES**

Students who miss schoolwork because of an excused absence shall, upon a timely request, be given the opportunity to complete all assignments and tests that can be reasonably provided, for full credit. As determined by the teacher, the assignments and tests can be reasonably equivalent to, but not necessarily identical to the assignments and tests missed during the absence. *The school staff determines reasonable deadlines for completing make up work.* (See course Syllabus).

## **MONTEREY TRAIL HIGH SCHOOL AND EDWARD HARRIS, JR. MIDDLE SCHOOL LIBRARY MEDIA CENTER**

### **MISSION**

The mission of the Monterey Trail High School and Edward Harris, Jr. Middle School Library Media Center is to support the mission of Monterey Trail High School and Edward Harris, Jr. Middle School; to promote literacy and the enjoyment of reading; and to ensure that our patrons in the school community become lifelong learners who can find, evaluate, and utilize information in a variety of formats in an effective, critical, and responsible way. Libraries today provide not only printed materials, but also computer resources; therefore, the term, Library Media Center is used.

The Monterey Trail High School and Edward Harris, Jr. Middle Library Media Center will serve students from seventh through twelfth grade. Therefore, the library collection will include books and information resources for all of these grade levels. Because all materials in the collection will be accessible to all students, it is important that parents/guardians be active in determining the individual reading choices made by their child or children. Because the staff of the Monterey Trail High School and Edward Harris, Jr. Middle School Library Media Center respects an individual's right to access information, we support the principles of the ALA *Library Bill of Rights*, the NCTE *Student's Right to Read*, and district policy AR1312.

### **CIRCULATION POLICY-CHECK-OUT POLICY-STUDENT**

**See the Monterey Trail High/Edward Harris Jr., School library's webpage for full details on all library procedures and policies.**

- School policy mandates that students carry a school ID card every day. In order to put textbooks in the hands of our students in a timely manner, the library staff accepts student ID cards, schedules or identification of a student in person by their teacher when checking out a textbook. To check out a library book, a student ID is required.
- There is a three-book limit on the number of books a student may check out at one time. This does not include core novels or textbooks.

- Students may check out library books for a two-week period of time.
- Renewals: Students will be allowed one two-week renewal on a book and then the book must be returned.
- Research materials that are on reserve for a pre-designated period of time, because they are being used by several classes for class project, are not available to be checked out from the library but may be freely accessed in the library during library hours.
- Reference texts cannot be checked out from the library for personal use but are readily available during library hours.
- Any book not available in the school's site collection, but located at another participating school district library, can be requested via an interlibrary loan.
- Audio-visual material is not available for student checkout but is available for viewing or listening during library hours.

## **LOST, STOLEN, OR DAMAGED BOOK CHARGES AND POLICY**

The library media center serves all staff and students at Monterey Trail High School and Edward Harris, Jr. Middle School and needs everyone's help to insure that we have books in quality condition to serve the needs of all our patrons. When a student is issued a textbook, they are given instructions on how to care for the books and a reminder called "The 7 Day Rule". This rule states that students must report any damages they find in the book(s) they have been issued within 7 days of the receipt of the book. Damages reported by students will be noted in each book by the library staff and the student will not be charged for these damages. Only the library staff can note damages in any book. If the student does not report damages within 7 days, that student will be charged for the damages when that book is checked in at the end of the course. A list of charges and our policy for lost, stolen or damaged books is included in this section of the handbook. These charges are necessary to help the library maintain its collection on our very limited budget. Students should cover textbooks and protect all books from rain, other liquids, food, ink, crayons, pets, etc. (The library staff recommends that students carry a plastic bag in their backpack and put books inside the bag during rainy weather.)

## **OVERDUE, DAMAGED, LOST OR STOLEN BOOKS POLICY**

1. Because of the Williams case, the library staff issues textbooks to all students regardless of overdue, damaged, lost or stolen books. Any student who has overdue, damaged, lost or stolen books is placed on the Library No Activities list until books have been returned or compensation paid. Any student who has overdue, damaged, lost or stolen books may not check out library materials until all books have been returned, fines paid and/or payment contracts up-dated. If a student receives a printout of a receipt or bill, it is the responsibility of the student to deliver that notice to the parent/guardian. Notification of these fines will also be mailed to the parents or guardians by the school in August, February and April. If payment in full cannot be made at the time the fine is assessed, payments may be made in installments. Parents/guardians can also order replacement textbooks books online, but must follow school guidelines for purchase. This document is available from the library staff. In the case of stolen books, a stolen property report must be filled out and the issue discussed with the administration.
  - **Do not leave textbooks in the classroom**
  - **Students are responsible for books.**
2. The following consequences will be implemented to facilitate book returns to or secure payment for lost, overdue, stolen, or damaged books:
  - **Middle School students may be disqualified to participate in any activities including promotion**
3. The Monterey Trail High School and Edward Harris, Jr. Middle School Library Media Center supports and complies with EGUSD policy concerning lost, stolen, damaged, or overdue books.
4. If library materials or properties are willfully damaged, the offending student will come under the disciplinary policies outlined in the Education Code.
5. If a lost or stolen book is returned within one year of checkout, a full refund will be given.
6. Attempts will be made to contact parents/guardians by phone and/or school email if books are overdue for a long period of time.
7. May 22, 2020 will be the last day to pay fines by personal check; only cash, money order or cashier's check will be accepted thereafter.

## **DAMAGED, LOST OR STOLEN BOOK CHARGES**

For information regarding fines for book damages and purchasing replacement textbooks, see "Textbook and Library Book Damages and Fines" under the Library tab on our webpage [www.ehms.egusd.net](http://www.ehms.egusd.net).

## LIBRARY MEDIA CENTER COMPUTER USE POLICY

The library has 104 computers for class and student use. Students must have an Internet Sticker on their ID to access the Internet. This sticker is provided by the Advocacy teacher once the "Acceptable Use of the Internet and technology" has been read and signed by parents/guardians and the student. Students must comply with the EGUSD policy for "Use of Technology in Instruction." Students who have violated the EGUSD Internet Use policy are not permitted to use computers but may use the library's print resources for homework and reading.

In addition to Internet access, the library provides access to computer database resources from the library webpage to assist students in completing homework and research. Databases are available on home computers, smartphones or anywhere a student can access a computer connection. The databases require a username and password, which are given to all students for their use.

## LIBRARY MEDIA CENTER TECHNOLOGY RULES/INTERNET USE

Monterey Trail High School and Edward Harris, Jr. Middle School Library Media Center will provide access to the Internet for students to use for classroom projects. We believe that a strong technology curriculum supports learning and requires that users are responsible in their use of computers, networks and information. Please be advised that any misuse of computer privileges will result in disciplinary action.

## LIBRARY PROCEDURE FOR STUDENTS LEAVING MONTEREY TRAIL HIGH SCHOOL AND EDWARD HARRIS, JR. MIDDLE SCHOOL

Student checking out of school must have a checkout form signed by a library media teacher verifying that the student has returned or paid for all books or book damage.

1. If the student is not cleared, a bill will be attached to the checkout form and given to the parents.
2. Only cash, money order or cashier's checks are accepted as payment when students are leaving the school.
3. If a student leaves the middle or high school and does not clear charges or return books, when school records are requested by another school or district, a letter will be sent to the new school or district informing them of our policy and enlisting their help in securing book payment, damage fees, or return. Graduating seniors and promoting eighth graders must have all fines cleared and signed off by a library media teacher in order to receive a diploma or participate in promotion. See information on the library's webpage.

## EDWARD HARRIS, JR. MIDDLE SCHOOL PROMOTION/RETENTION POLICY

At Edward Harris, Jr. Middle School, we share a genuine concern about the academic, social, and emotional growth of our students. However, the State of California has mandated that all students be held accountable for mastering a core set of academic standards before they are allowed to promote to the next grade level. In recommending grade retention, we will examine a combination of factors that will include grades, attendance, and teacher recommendations as well as the social and emotional growth of students. This combination of assessment will be used to recommend promotion and/or retention at Edward Harris, Jr. Middle School.

The school year is divided into four 9-week terms with students enrolled in four classes per term. Students will earn credits for every passing grade received per class.

### Seventh Grade

Below 30 credits	Recommendation for retention
Below 45 credits	Placed on academic plan, promote to 8 <sup>th</sup> Grade
Above 45 credits	Unconditional promotion to 8 <sup>th</sup> grade

### Eighth Grade

Below 30 credits	Recommendation for retention
Below 45 credits	Ineligible for promotion ceremony
45 credits or above	Unconditional promotion to 9 <sup>th</sup> grade

## Academic Support

To assist students who are deficient in reading, English, or mathematic skills and who are at risk of retention, Edward Harris, Jr. Middle School offers the following intervention and support programs:

- At the conclusion of each term, the staff will monitor student progress and determine the correct academic placement of each student.
- Extended Day Tutoring is available from October – May

Parents of students who are credit deficient and/or at risk of retention due to their grades in core subject areas are encouraged to contact their child's counselor to develop a plan to improve his/her academic performance. All retention disputes must be submitted within ten days from the date of notification.

## EDWARD HARRIS, JR. MIDDLE SCHOOL DANCE POLICY

The following is a list of requirements and expectations for attending dances at Edward Harris, Jr. Middle School.

- Prior to the Dance
  - The Dance Policy & Permission Form (in the agenda) must be signed and shown to the Student Activities Center prior to being eligible to purchase a ticket.
  - Students must present School ID and signed acknowledgement form/dance sticker at time of ticket purchase.
  - All tickets will be sold in advance at the Student Activities window.
  - Students will not be able to enter the dance without their School ID card. No Exceptions!
  - Students whose name appears on the **NO ACTIVITY LIST** will not be allowed to purchase a dance ticket. If your name appears on the **NO ACTIVITY LIST**, you have an overdue library book, lost textbook, unpaid fees, unserved detention time or a suspension.
- Requirements & Expectations during and after the Edward Harris, Jr. Middle School dances
  - Respectful and polite behavior is expected. Appropriate dance moves are required. No inappropriate dancing. (i.e. "freaking", "twerking", "yiking", etc.) This will result in removal. Disrespectful behavior will result in immediate dismissal and could jeopardize your participation in the rest of the year's dances.
  - Dances are open to Edward Harris, Jr. Middle School students only.
  - Students must enter all dances within 30 minutes of the beginning time of the dance. Students must remain in the dance until the ending time of the dance unless picked up earlier by a parent or guardian.
  - Students are encouraged to leave valuables at home. EHMS is not responsible for lost or stolen items.
  - A parent or guardian must pick up their child within 30 minutes after the end of the dance, or the student will be placed on the "**NO ACTIVITY LIST**" for 15 days or not allowed to participate in future dances/activities. Be sure to make prior arrangements for on time pick-up.
  - Parents are welcome to attend dances to help assist staff in supervision, snack bar, donate food, or to observe the dance. Please contact the Activities Director prior to the dance. **Be advised, Parents/Guardians must be fingerprinted and cleared through the district to participate as a volunteer for any activity on or away from campus.**

Edward Harris, Jr. Middle School Dress Code is in effect at all school related activities.

## ELK GROVE UNIFIED SCHOOL DISTRICT INTERNET USE POLICY

Use of the Internet is considered a privilege. It will be the option of Edward Harris, Jr. Middle School to revoke the use of the Internet by any student not abiding by the application articles. Parents will be notified of any infractions.

### TERMS AND CONDITIONS

1. **Acceptable Use** – The use of your access/account must be in support of education and research and consistent with

the educational objectives of your school or department.

2. **Unacceptable Use** – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission reception or web search of pornographic material is expressly prohibited and will result in the cancellation of all information technology access and privileges.
3. **Privileges** – The use of information technology is a privilege and unacceptable use will result in cancellation of those privileges.
4. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. They include (but are not limited) to the following:
  - Be polite.
  - Use appropriate language.
  - Do not reveal personal information (address, phone numbers, or email)
5. Use of any information obtained via the INTERNET is at your own risk.
6. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem, notify Information Systems at 686-7710 or email mmarti@egusd.net. Do not use another individual's account without written permission from that individual. Attempts to login to any network server as a system administrator will result in cancellation of user privileges.
7. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, network, or any of the above listed agencies or other networks that are connected to the INTERNET. This includes, but is not limited to, the uploading or creation of computer viruses.
8. Edward Harris, Jr. Middle School Computer policy additions:
  - a. Student ID with EHMS certification sticker must always be displayed when accessing the Internet.
  - b. Software may not be installed on school computers by students.
  - c. Computer or network configuration settings may not be altered by students.

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **NOTIFICATION OF PROHIBITION OF DISCRIMINATION OR HARASSMENT**

#### **SEX DISCRIMINATION/HARASSMENT**

#### **UNIFORM COMPLAINT PROCEDURE**

The Elk Grove Unified School District does not discriminate on the basis of a person's actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation, or physical and /or mental disability in any of its policies, practices, procedures, programs or activities. More detailed information regarding the District's prohibition of discrimination or harassment is contained in the Legal Rights section of the Elk Grove Unified School District Parent and Student Handbook. Parents, students and staff should immediately report incidents of

Discrimination or harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint, should contact the Assistant Superintendent for Human Resources, at (916) 686-7795, for matters involving District employees or contact the Associate Superintendent, Education Services, at (916) 686-7785, for matters between students.

The Elk Grove Unified School District does not discriminate based on a person's sex, gender, or sexual orientation and has a policy of nondiscrimination in accordance with Title IX of the Federal Regulation. In addition, the Governing Board prohibits sexual harassment of, by any student, or by anyone in or from the District. More detailed information regarding the District's policy prohibiting sex discrimination and harassment is contained in the Legal Rights section of the Elk Grove Unified School District Parent and Student Handbook. Parents, students, and staff should immediately report incidents of sexual harassment or discrimination to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint, should contact the Assistant Superintendent for Human Resources, at (916) 686-7795, for matters involving District employees or contact the Associate Superintendent, Education Services, at (916) 686-7785, for matters between students.



It is the goal of the Elk Grove Unified School District to ensure compliance with applicable state and federal laws and regulations governing educational programs. The District shall follow the **Uniform Complaint Procedure** when addressing complaints alleging unlawful discrimination on the basis of actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation, or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance or for the alleged failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. More detailed information regarding the **Uniform Complaint Procedure** is contained in the Elk Grove Unified School District Parent and Student Handbook. If you have questions regarding the **Uniform Complaint Procedure**, you can contact the Legal Compliance Specialist in Human Resources at (916) 686-7795.

## **PARENTS RIGHTS TO KNOW**

As a parent, you have the right to request the following information regarding the professional qualifications of your child's teacher:

1. The college degree major of your child's teacher and any other graduate certification or degree held;
2. Whether the State of California has licensed or qualified your child's teacher for the grade level and subjects taught;
3. Whether your child's teacher is teaching with an emergency credential;
4. Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Information about the teacher's qualifications can be obtained by requesting it (in writing) from the school office.

## **ACCESSIBILITY**

Edward Harris, Jr. Middle School welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. The Elk Grove Unified School District is very proud of the performance of students in our schools, and we commend you, the parents, for your excellent support of academic achievement. The ESSA, "Every Student Succeeds Act," requires that parents, upon request, should be informed about the qualifications of their children's teachers. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, please contact Edward Harris, Jr. Middle School at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. (Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132).)

## **ELK GROVE UNIFIED SCHOOL DISTRICT MULTIMEDIA WITHHOLD FORM**

There are occasions when news media and district officials will be on school campuses to interview, photograph and videotape students for print and broadcast stories. This form helps district personnel identify those students whose images or names should not be used for education related stories. Note that signing this form will exclude the district from including your child in any video project that may be produced throughout the school year. It may also exclude your child from appearing in any media news reports.

## **ACADEMIC LANGUAGE WORD LIST**

Analyze	Define	Evaluate	Interpret	Simplify
Appraise	Demonstrate	Explain	Judge	Solve
Approximate	Describe	Express	Judge	Speculate
Arbitrate	Determine	Extrapolate	Outline	State

Categorize	Diagram	Formulate	Predict	Support
Clarify	Differentiate	Hypothesize	Pretend	Summarize
Combine	Discuss	Identify	Prioritize	Synthesize
Compare	Distinguish	Illustrate	Produce	Trace
Contrast	Elaborate	Infer	Prove	Value
Critique	Estimate	Integrate	Relate	Verify

## THINGS TO SAY WHEN YOU DO NOT UNDERSTAND

### Questions:

*Will you please repeat the word/sentence/question?*

*What do you mean by \_\_\_\_\_?*

*Would you mind going over that again a little slower?*

*Can you explain that another way?*

*Can you give me another example of that?*

*Can you tell me more about that?*

*Could you show another example of \_\_\_?*

### Responses:

*I do not understand that idea/word/remark/question.*

*So you mean that ... (paraphrase).*

*In other words, you are saying that .... (paraphrase).*

## HOW TO ENSURE SUCCESS FOR YOUR CHILD

### PARENT INVOLVEMENT IN SCHOOL

The administration, teachers, and staff at Edward Harris, Jr. Middle School welcome your participation. We want you to become a partner in your child's education by getting involved in parent workshops, serving on school wide committees or as a WATCH D.O.G. (Dads of Great Students), visiting classrooms (please provide 24 hour notice), and helping to supervise dances and field trips. Coming to Parent Lunch Days, Back to School Night, and Open House Showcase are important opportunities to support your child's education. **Be advised, Parents/Guardians must be fingerprinted and cleared through the district to participate as a volunteer for any activity on or away from campus.**

### YOUR CHILD'S INVOLVEMENT IN SCHOOL

The middle school years can be challenging for adolescents. Our school motto is Challenging Opportunities Lead Toward Success. Success includes both academic achievement and social development. Ensure that your child gets a good night's sleep, eats breakfast, and gets to school on time. Set high behavioral and academic standards for your child and encourage them to do their best in each class. Encourage your child to get involved outside of the classroom at Edward Harris, Jr. Middle School and explore new interests such as sports, clubs, and service opportunities. Middle school can be fun! We wear college gear on Wednesdays as Future College Graduates and dress up for spirit weeks.

Our dances, rallies, assemblies, and activities are designed for everyone.

### **ONGOING EFFECTIVE COMMUNICATION**

Register to gain access to our online communication and grading program: Synergy (Parent Vue). Computers are available in our school library for those without access to the Internet. Do not wait until the teacher contacts you; teachers appreciate parents who contact them. Teachers are always willing to conference with parents.

### **GRADES**

Teachers provide updated grades to both students and parents in a variety of ways. Most teachers post points earned on individual assignments or grade summaries on Parent Vue. Sometimes assignments, projects, and tests take several days to grade and post. If grades are not up to expectations or assignments and/or tests are missing, please contact the teacher via email or phone during the teacher's prep period. Both mid-quarter progress reports and final grade reports are mailed home. Citizenship grades are also assigned on these reports. We apply our positive behavioral intervention program through our RICH Rules: being Responsible, having Integrity, being Considerate, and being Hardworking.

### **UNDERSTANDING COURSE SYLLABI AND PROCEDURES**

At the beginning of the school year, teachers send home important information about their classes. Please take the time to read the courses of study, policies, and procedures and discuss these thoroughly with your child. Make every effort to attend Back to School Night to meet your child's teachers and learn about your child's coursework. Each teacher's curriculum is aligned to the California Common Core State Standards.

### **GETTING YOUR CHILD EXTRA HELP**

Teachers at Edward Harris, Jr. Middle School are committed to helping every student learn. Each teacher provides time in or out of class to help individual students. Please contact your child's teachers regarding their availability.

### **MAKE-UP WORK FOR ABSENCES**

Please review each teacher's make-up work policies and procedures on the course syllabus. Contact your child's teachers via Parent Vue or our school office technicians at 688-0880 to get any work to be completed during absences. Of course, students will need to make up notes, tests, and in-class projects upon their return to school. Remind your child to ask the teacher what needs to be completed when your child returns to school.

### **HOMEWORK**

Parents are highly encouraged to supervise homework to help their children learn the study skills to become responsible and independent learners. Our School Board has set 1.5-2.0 hours per night, 4 days per week as the expected amount of homework for middle schoolers. Keeping track of homework and upcoming tests for each of your child's classes can be challenging. Check your child's Agenda/Student Planner daily and ask your child to show the assigned work or study in their class binders. Review completed work and help your child study for tests. Check your child's backpack weekly to ensure that each binder is organized and necessary materials are included for each class.

### **SUPPORT SERVICES**

Your child's emotional well-being is important to us. Every student is assigned to a school counselor. Counselors are available for both students and parents to discuss class schedules, study skills, and life skills. Counselors are available on a daily basis for conflict management and for emotional support. If your child is struggling with a social or academic issue, please do not hesitate to contact your child's counselor to arrange for a conference.

# EDWARD HARRIS, JR. MIDDLE SCHOOL

## ACKNOWLEDGEMENT OF 2019-2020 STUDENT HANDBOOK

In accordance with Section 35291 of the Education Code, the district will notify the parent or guardian of every pupil enrolled in grades 7 and 8, of the fact the district's regulations concerning student discipline are available on request at the principal's office in any district school. The principal of each school shall ensure that every pupil enrolled will be advised of all the regulations of the district and of the school related to student discipline at the beginning of each school, and that transfer students will also be advised at the time of enrollment in the school.

<b>2019-2020 STUDENT HANDBOOK</b>	
I have read the 2019-2020 Student Handbook and understand its provisions.	
	Parent/Guardian Initials
<b>PROMOTION/RETENTION POLICY</b>	
I have read and understand Edward Harris, Jr. Middle School's Promotion and Retention Policy.	
	Parent/Guardian Initials
<b>DANCE POLICY AND PERMISSION SLIP</b>	
I have read, understand and agree to comply with the Edward Harris, Jr. Middle School's Dance Policy.	
	Parent/Guardian Initials
<b>INTERNET PERMISSION FORM</b>	
I understand and will abide by the above Terms and conditions for use of information technologies. I further understand that any violation of the regulations as stated is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.	
	Parent/Guardian Initials
<b>UNIFORM COMPLAINT PROCEDURE</b>	
I have read the EGUSD Notification of Prohibition of Discrimination or Harassment Sex Discrimination/Harassment Uniform Complaint Procedure and understand its provisions.	
	Parent/Guardian Initials
<b>TARDY POLICY</b>	
I have read, understand and agree to comply with the Edward Harris, Jr. Middle School's Tardy Policy.	
	Parent/Guardian Initials
<b>SCHOOL INTERNET</b>	
I have read and understand the above statement and hereby give permission for my child to participate in and use the school internet during the 2019-2020 school year.	
	Parent/Guardian Initials

MULTIMEDIA WITHHOLD FORM	
I authorize the Elk Grove Unified School District and media representatives to publish/broadcast interviews with or photographs/video identifying my child, or to publish my child's name, artwork or written work on the Internet or in newsletters.	
	Parent/Guardian Initials
PARENTS RIGHT TO KNOW	
I have read, understand and agree the with the Edward Harris, Jr. Middle School Parents Right to Know policy.	
	Parent/Guardian Initials

**PLEASE RETURN THE  
REVERSE SIDE OF THIS PAGE  
TO YOUR 2ND PERIOD  
TEACHER BY FRIDAY,  
AUGUST 16, 2019.**

**THIS IS AN  
ACKNOWLEDGEMENT THAT  
PARENT/GUARDIAN AND  
STUDENT HAVE REVIEWED  
THE 2019-2020  
STUDENT HANDBOOK**

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Home Phone \_\_\_\_\_

Student Signature \_\_\_\_\_

**THIS SIGNED DOCUMENT SHOULD BE RETURNED TO YOUR  
2ND PERIOD TEACHER BY AUGUST 16, 2019.**

**EDWARD HARRIS, JR. MIDDLE SCHOOL  
ACKNOWLEDGEMENT OF 2019-2020 STUDENT HANDBOOK**

In accordance with Section 35291 of the Education Code, the district will notify the parent or guardian of every pupil enrolled in grades 7 and 8, of the fact the district's regulations concerning student discipline are available on request at the principal's office in any district school. The principal of each school shall ensure that every pupil enrolled will be advised of all the regulations of the district and of the school related to student discipline at the beginning of each school, and that transfer students will also be advised at the time of enrollment in the school.

<b>2019-2020 STUDENT HANDBOOK</b>	
I have read the 2019-2020 Student Handbook and understand its provisions.	
	Parent/Guardian Initials
<b>PROMOTION/RETENTION POLICY</b>	
I have read and understand Edward Harris, Jr. Middle School's Promotion and Retention Policy.	
	Parent/Guardian Initials
<b>DANCE POLICY AND PERMISSION SLIP</b>	
I have read, understand and agree to comply with the Edward Harris, Jr. Middle School's Dance Policy.	
	Parent/Guardian Initials
<b>INTERNET PERMISSION FORM</b>	
I understand and will abide by the above Terms and conditions for use of information technologies. I further understand that any violation of the regulations as stated is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.	
	Parent/Guardian Initials
<b>UNIFORM COMPLAINT PROCEDURE</b>	
I have read the EGUSD Notification of Prohibition of Discrimination or Harassment Sex Discrimination/Harassment Uniform Complaint Procedure and understand its provisions.	
	Parent/Guardian Initials

<b>TARDY POLICY</b>	
I have read, understand and agree to comply with the Edward Harris, Jr. Middle School's Tardy Policy.	
	Parent/Guardian Initials
<b>SCHOOL INTERNET</b>	
I have read and understand the above statement and hereby give permission for my child to participate in and use the school internet during the 2019-2020 school year.	
	Parent/Guardian Initials
<b>MULTIMEDIA WITHHOLD FORM</b>	
I authorize the Elk Grove Unified School District and media representatives to publish/broadcast interviews with or photographs/video identifying my child, or to publish my child's name, artwork or written work on the Internet or in newsletters.	
	Parent/Guardian Initials
<b>PARENTS RIGHT TO KNOW</b>	
I have read, understand and agree the with the Edward Harris, Jr. Middle School Parents Right to Know policy.	
	Parent/Guardian Initials

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Home Phone \_\_\_\_\_

Student Signature \_\_\_\_\_

**THIS SIGNED DOCUMENT SHOULD REMAIN IN STUDENT HANDBOOK FOR VERIFICATION PURPOSES.**

**\*\*\* INSERT BELL SCHEDULE \*\*\***