

Name _____

Cavitt Junior High 2023-2024



HOME OF THE COWBOYS

**7200 Fuller Drive
Granite Bay, California**

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Home Page: www.eurekausd.org/cavitt

**Jennifer Platt
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Assistant Principal
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Cavitt Bell Schedule

Regular Day Schedule

Period	Time
0	7:30 - 8:20
First Bell at 8:20	
1	8:25 - 9:24
2	9:28 - 10:22
Break	10:22 - 10:32
3	10:35 - 11:30
4	11:34 - 12:28
Lunch	12:28 - 12:58
5	1:02 - 1:57
6	2:01 - 2:55

Collaboration - Wednesdays

Period	Time
0	7:30 - 8:20
First Bell at 8:20	
1	8:25 - 9:14
2	9:18 - 10:02
Break	10:02 - 10:12
3	10:15 - 11:00
4	11:04 - 11:48
Lunch	11:48 - 12:18
5	12:21 - 1:06
6	1:10 - 1:55

Minimum Day Schedule

Period	Time
0	7:30 - 8:20
First Bell at 8:20	
1	8:25 - 9:00
2	9:04 - 9:39
3	9:43 - 10:18
4	10:22 - 10:57
Break	10:57 - 11:07
5	11:11 - 11:45
6	11:50 - 12:27

***No Lunch Period on Minimum Days**

STUDENT PROGRAMS & SERVICES

ACADEMIC SUPPORT

We recognize that students learn at different rates and may need additional time to master the curriculum and receive additional support. Teachers within the classroom will be intervening with students to provide extra support to students. Currently, Cavitt is able to provide intervention classes during the school day, math lab, and study hall. Before and after school interventions will be scheduled after the school year starts.

ATHLETICS

We are pleased to offer a variety of sports programs through the Foothill Intermediate Schools Athletic League (F.I.S.A.L.), however, at this time, Cavitt Junior High School's Athletic Program has lost all EUSD funding due to the budget cuts. Athletics must be 100 percent funded by parents and the school site. Below is a list of the seasons for each sport offered.

FALL

Flag Football Cross Country
Girls Volleyball

WINTER

Boys & Girls Basketball
Wrestling

SPRING

Track & Field Boys Volleyball
Girls Flag Football

In order to offer sports, student-athletes are asked to make a voluntary athletic contribution as a part of their participation in the athletic program. Based on additional budget cuts, a voluntary contribution of \$150 per sport is requested to help pay for coaches' stipends, officials, uniform and equipment replacement, league fees, and other expenses. These funds are necessary to offset the expenses of the athletic program. The Voluntary Athletic Contribution (VAC) form is available at the school office and donations are also collected in the office.

Eligibility for athletics is as follows:

- Completed athletic registration online via Appryse on the Cavitt Website in the "Sports Zone" section.
- **Minimum 2.0 GPA with NO F's during the current grading period.**
- **Maintain satisfactory attendance**
 - The student-athlete must attend school for at least 3 periods to participate in that day's competition/practice. A team member that is excused from PE by a parent or doctor may not play in a game or participate that day.
 - No unexcused absences from practice, defined as detention and/or not informing the coach of an excused absence ahead of time.
 - Excused absences are defined as a medical appointment, illness, religious reasons, or prior arrangement made between the coach and player.
- **Maintain satisfactory behavior/citizenship.**
 - Students with serious infractions, as well as, repetitive infractions may be deemed ineligible for tryouts or to be on a team by the administrative staff. Representing our school by participating in athletics is a privilege.
 - A student must maintain excellent behavior before and during the sports season. If the student-athlete loses a Merit Point(s) before the season, the student-athlete must arrange to restore the Merit Point(s) prior to tryouts.
 - Excessive Merit Point losses during the sports season may result in a temporary suspension or permanent dismissal from the team.
 - Ongoing eligibility during a sports season for a current team member may be determined by the bi-weekly grade checks. If the grade eligibility has not been met, the student-athlete will not participate until the grade has been raised or behavior recovery has been completed (including practices and competitions).
 - If the student-athlete loses the point within the season, they have 1 week to restore Merit Points to 5.
 - If the student-athlete is suspended from school, the athlete is suspended for any games and practices for one week. Some situations may result in immediate dismissal from the team.
- Student-athletes cannot play, practice, and/or attend a practice for another team in the same sport during the FISAL season.
- All players must have transportation to and from away games. Players leaving with their parents must sign out with the coach.

ATTENDANCE

Attending school regularly is mandatory per Ed Code 16011 and 4820 and regular and prompt attendance plays an important role in student achievement and contributes to good grades. **Students absent during the school day without prior approval may be restricted from participating in any after-school activity that day. Students must attend school for three full periods to be eligible for participation in athletic events, dances, or other after-school activities.** Absence from school shall be excused only for illness or injury, quarantine, medical appointments, funeral services and justifiable personal reasons as permitted by law, per Board policy and administration regulations. Parents are strongly encouraged to schedule medical appointments during non-school hours. If your child is ill, please call and leave a message at (916-791-6070). PLEASE STATE YOUR STUDENT'S NAME, THE DATE, REASON FOR ABSENCE, YOUR NAME, YOUR RELATIONSHIP TO THE STUDENT, and A NUMBER WHERE YOU CAN BE REACHED. The attendance secretary will listen to messages daily. **It is the parent's responsibility to notify the office every day a student is absent.** You may also report absences online (www.eurekausd.org/cjhs/attendance).

CAVITT ATTENDANCE HOTLINE (916 - 791 - 6070)

Student attendance is carefully monitored throughout the year. When a student has had 10 absences in the school year, a physician's note will be required to excuse any further absences for the remainder of the school year. Excessive absences may also require notification to the School Attendance Review Board (SARB). A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on (3) or more days in one (1) school year is considered truant. Parents will receive written notification from the School Attendance Review Board (SARB). Accumulation of unexcused absences will result in your student being declared truant, and the proper steps will be followed in accordance with the California Education Code.

TARDINESS

If a student arrives late to school, they must check in to the office to get an Admittance Slip. **Anytime a student arrives late to school for over 30 minutes, a parent or guardian must come into the office to check the student into school and get an admittance slip before going to his/her classroom.** The only exception is if the student brings in a doctor's note excusing the absence. Missing the bus, oversleeping, traffic, or being in a late carpool are not excused tardies. Students are issued warnings for the first two tardies accumulated during each trimester. After the warning, students will be issued a consequence for every three tardies during a trimester.

TRUANCY

Any student with three (3) unexcused absences in one school year or three (3) unexcused tardies in excess of thirty minutes in one school year is considered truant. Additionally, students are considered truant if excused absences accumulate.

CJSF

California Junior Scholarship Federation (CJSF) fosters high standards of scholarship, service, and citizenship in the middle school grades. CJSF emphasizes service to the school and the community while fostering pride in scholastic achievement. CJSF is meant to recognize students for their hard work and dedication to their academics. Students can qualify each trimester for membership by filling out an application and meeting other specific qualifications. Meetings are monthly and include activities such as service learning projects, guest speakers, and field trips.

COUNSELING SERVICES

The school counselor helps support students in the development of the values and skills that promote college and career readiness. Eureka Union School District currently uses Naviance as a tool to support this initiative. Naviance is a comprehensive college and career readiness program that helps align student strengths and interests to post-secondary goals and support student outcomes. The school counselor will present an initial lesson to 7th-grade students where they will create their Naviance account and take an initial "Strengths Explorer" survey. Students in 8th grade will receive an additional lesson on Career Exploration. Students and families have access to the vast resources Naviance has to offer once the student's account is created!

Eureka Union also provides counselors on campus to support the social and emotional needs of our students. The goal of school-based counseling is to allow students to focus on academics. The goal of the counseling department is to increase academic success, appropriate social interactions, and attendance.

Social Emotional Support: *Suicide Prevention *Crisis Intervention *Check-ins *Coping Strategies

DANCE/RALLY/FIELD TRIPS

During a school-sponsored event, all school rules are enforced. Appropriate conduct and interaction is a requirement. Any conduct deemed inappropriate by the Cavitt staff will be handled per school policy. School permission slips must be signed by a parent in order to purchase a dance ticket or attend a field trip. Only Cavitt students may attend dances. **Students must be in positive behavior standing. Students must maintain 5 Merit Points to attend a dance.** Students must be present for a minimum of 3 class periods on the day of the dance in order to attend. **School dress code is expected at all school-sponsored events.**

GRADING PROCEDURES

The teachers determine academic grades. Each teacher will provide grading procedures to their students. In addition to the three report cards that are mailed home, PowerSchool system can be used for access to grades online throughout the year. Progress reports are mailed to parents midway through the trimester if their student has a grade that is D+ or below. Teachers update online grades on a regular basis.

REPORT CARDS/PROGRESS REPORTS

Progress reports are mailed to parents midway through the trimester if their student has a grade that is D+ or below. Report cards are mailed home after the trimester ends based on the scheduled outline on the EUSD School Calendar.

PROMOTION REQUIREMENTS

It is the policy of the Eureka Union School District to award diplomas of promotion from the eighth grade in accordance with provisions of the California Education Code and the policies adopted by the district.

Participate in the graduation exercises, and participate in celebration activities, a student is required to:

1. Complete the prescribed **course of study**
2. Maintain satisfactory **attendance and citizenship**

COURSE OF STUDY

Students must receive a passing grade ("D" or better) every trimester in each academic course they are enrolled in, during the seventh and eighth grade (an "F" trimester grade may be balanced by a "C" trimester grade, creating a "D" average)

SATISFACTORY ATTENDANCE

Students must maintain satisfactory school attendance from the time they enroll.

SATISFACTORY CITIZENSHIP

Students must maintain satisfactory citizenship during the eighth-grade year as described in the Student Handbook. Eighth-grade students who have had disciplinary actions due to serious, significant, and/or repetitive situations may lose privileges of the celebration activities. Additionally, all students must have all 5 merit points before the start of each activity or he/she may lose the promotion activities (8th-grade BBQ, the talent show, the dance and/or the promotion ceremony) until they have recovered the lost merit points. Additional details regarding merit point loss and recovery can be found in the "Discipline" section of the handbook.

HOMEWORK POLICY (BOARD POLICY 6133)

The Board of Education of the Eureka Union School District believes that purposeful homework is an important facet in the total school program because it will significantly advance the educational progress of pupils if properly planned. A gradual introduction to home study from the outset of the pupils' educational experiences will tend to give continuity for pupils' good study habits and to expand and deepen their skills and fields of knowledge.

Grades

Grade 7- **Average** of 70 minutes of homework per night, Monday – Thursday.

Grade 8 - **Average** of 80 minutes of homework per night, Monday – Thursday.

LIBRARY/MEDIA CENTER

The Cavitt Junior High School library has a comprehensive selection of books, magazines, and reference materials. Students are allowed to have four books checked out one time for a three-week period. Books can be renewed as many times as desired. Late fees are assessed at 10 cents per day and stop at \$1.00. Overdue and fee notices are sent home to families and students. Students may not receive their yearbook or participate in end-of-the-year activities until all fees are cleared. Reference books are not available for checkout overnight. The media center has computers that students may use for research, schoolwork, and internet use in accordance with the **Online Services Agreement** signed at the beginning of the school year when a general education teacher takes them there.

LOCKERS

Each student is given access to two lockers after school starts: one for books and one for Physical Education. Loss of items from your locker can be eliminated if you adhere to the following procedures:

1. Keep lockers locked at all times.
2. Do not share your locker or give combinations to other students.
3. Do not keep large sums of money on your person or in your locker. If it is necessary to bring money to school it can be left in the office.
4. Report any loss to the office immediately.
5. Report lockers that do not work to the office. Our custodial staff will try to fix the problem as soon as possible.
6. Students finding lost items should report these to the office.

Students and parents must also remember that the lockers, which are provided, are a privilege. The lockers are school property. In order to keep the campus as safe as possible, the school reserves the right to inspect the lockers at any time during the school year without prior notice.

LOST AND FOUND

Clothing and other personal articles found during the school year are turned into the office. Periodically, items not claimed are donated to a charitable organization. Labeling possessions, such as coats, shoes, PE clothes, etc., will help in returning items to their owners.

STUDENT COUNCIL (a.k.a. “The Cowboy Council”)

This group is one of the most important organizations on campus. Serving as a link between students and administration, Cowboy Council helps to implement positive changes in the school. Every student at Cavitt is welcome to join the Cowboy Council. Student Council provides the following services to the students:

- Rallies
- Dances
- Community Service
- Spirit Days
- Spirit Wear
- Other activities as planned by Cowboy Council

TEXTBOOKS and CHROMEBOOKS

The school issues all required textbooks and a Chromebook to students. The District Chromebook will be utilized in class, at home and to allow for mandatory assessments. Families are responsible for damage or destruction of the device. Insurance can be purchased to protect the Chromebook. Insurance must be purchased **yearly** via the EUSD's website. It is imperative that students keep their login credentials and passwords safe to prevent misuse of technology under their usernames. The device may access the district Internet or other online service in accordance with Board policy the user obligations and responsibilities are outlined in the district's Student-Technology Acceptable Use Agreement.

Regardless of who owns the device, the content will be filtered for appropriate educational use. Network access and the Internet is a privilege, not a right. Students who violate or disregard the Student Technology Acceptable Use Agreement and regulations may have their privileges suspended or revoked and may be subject to other disciplinary action.

Additionally, students are held accountable for the care and safekeeping of books assigned to them. Students are billed for the replacement cost of all lost or damaged books assigned to them.

WEB: WHERE EVERYBODY BELONGS

WEB is a yearlong transition program with four components that contribute to the success of our 7th grade and new students.

1. **Orientation:** WEB Leaders (8th-grade mentors) build relationships and support the incoming students in preparation for the junior high experience.
2. **Academic Follow-ups:** WEB Leaders support the 7th graders in their academic success and character development through various activities.
3. **Social Follow-ups:** WEB Leaders connect outside of the classroom at social events to increase student engagement and promote a positive school climate.
4. **Leader Initiated Contacts:** WEB Leaders connect with the 7th graders and new 8th graders on an individual basis.

SCHOOL PROCEDURES & EXPECTATIONS

Cavitt Jr. High School is your school. The school's reputation is reflected by students' behavior in the classroom, on campus, during assemblies, athletic events, or wherever Cavitt students gather. Our students must make decisions that make themselves and the school proud of them. The following procedures and expectations have been established to help ensure a successful year for all.

BICYCLES, SCOOTERS & SKATEBOARDS

With ever-increasing traffic, both automobiles, bicycles, and skateboards, there is a great need for sound and appropriate observance of all rules relating to bicycles and traffic. All students riding bicycles to and from school must observe the following rules:

1. Bicycles, scooters, and skateboards must be placed and locked in the bike racks provided.
2. Students are not to loiter near the bicycle racks.
3. Riding double on a bicycle is forbidden by law.
4. All riders must stay on the right side of the street while riding their bikes. Follow the traffic rules that apply to moving vehicles, including the use of hand signals. Always cross a street at an appropriate intersection.
5. Ride single file to prevent blocking traffic.
6. **Helmets are required by law.**

BULLYING

The Eureka School District Board of Trustees and Cavitt Junior High School desire to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. (BP5131)

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another student who has less power. Bullying is unjustified and typically is repeated.

Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself. Additionally, bullying is repeated unkind treatment that has not responded to adult intervention.

- **Physical:** Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair; or any form of violence or intimidation.

- Verbal: Verbal bullying involves speaking to a person, or about a person, in an unkind or hurtful way. Examples include sarcasm, teasing, put-downs, name-calling, extortion, phone calls, spreading rumors, or hurtful gossip.
- Emotional: Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include nasty notes, saying mean things using technology (e.g., cyberbullying using emails, social media, websites, and text messaging), intentional exclusion from games or activities, tormenting, threatening, humiliation, or social embarrassment.
- Sexual: Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include sexual comments, abusive comments, and unwanted physical contact. Sexual bullying can be classified as sexual harassment.
- Racial: Racial bullying involves rejection or isolation of a person because of ethnicity. Examples include gestures, racial slurs or taunts, name-calling, and making fun of customs/skin color/accent/food choices.
- Bullying can be reported anonymously on the Cavitt and district websites

CELL PHONE POLICY

Cell phones and other electronics other than Chromebooks are not allowed to be "on" during school hours (8:20 am – 2:55 pm) unless authorized by a teacher for instructional purposes. *Often students are receiving messages from family. Please refrain from texting your student until 2:55 pm.* Families, please support appropriate cell phone/social media policy use by knowing passwords, monitoring usage including messages, and social media apps, and having "home rules" about electronics.

If a student is seen using their cell phone (texting, calling, checking messages, etc.) or electronic device (i.e. iPad, tablet, MP3 device, etc.), without teacher permission, or if the cell phone rings/vibrates during school hours, the electronic device will be confiscated and held in the office until the end of the day. Notes will be sent home to notify the parent of the confiscation. Consequences for electronic device usage:

1st and 2nd offense – electronic device kept in the office until picked up by a student.

3rd offense and subsequent offenses – electronic device kept in the office until picked up by a student. Loss of 1 merit point and the student will need to arrange to make up the Merit loss.

CLOSED CAMPUS

Cavitt School is a closed campus. This means that once pupils arrive on campus (whether before school has begun or not) they must remain on campus until they are dismissed at the end of the day. **All visitors must sign in at the front office and display a visitor badge while on campus.**

GUM

NO GUM CHEWING IS ALLOWED ON CAMPUS. Any student that is found chewing gum, in class or on campus, will receive one warning and then a Merit Loss.

DISPLAY OF AFFECTION

School is a place of business and should be treated accordingly. Display of affection by students is not acceptable and will be issued a Merit Loss.

CLIMATE FOR LEARNING

The school staff is committed to providing a safe, orderly, and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relationships. One of the ways the school promotes conflict resolution is by providing students with opportunities to voice opinions about school policies and practices. Students are not allowed to bully other students or provoke conflict. Behavior or statements that degrade an individual on the basis of her/his race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices will not be tolerated.

POSITIVE RECOGNITION

Cavitt School acknowledges that student recognition is an important aspect of a positive campus. Students of the Month are chosen based on varying metrics based on teacher preference including, but not limited to, academic performance, character traits, collaboration skills, etc. Students will be recognized at an assembly, on CTV, and on our bulletin board wall in the office.

Students who achieve a 3.5-3.9 GPA or a 4.0 GPA receive a Silver or Gold award which affords them additional privileges on campus. Each student who earns the distinction will be given a card (non-replaceable) which can be utilized as opportunities arise.

CLASSROOM DISRUPTIONS

When students choose not to follow an expected behavior, he/she will be asked to REFOCUS. When a student is in REFOCUS, he or she is seated in a quiet area either in the classroom, another teacher's classroom, or the office. There the student thinks about the inappropriate behavior and writes a positive alternative on a REFOCUS form. The student is then positively welcomed back into the classroom by the teacher who has checked the REFOCUS form for student accuracy and

completeness. If your child has been to REFOCUS.. REFOCUS is an opportunity to identify behaviors that may begin to affect the academic environment.

CLIMATE OF CARING

Cavitt is a diverse community of learners, it is every student's obligation to use language and act in a way that is inclusive, kind, and non-discriminatory. Additionally, it is expected that students support each other and keep our campus safe. As part of teaching the Essential Cowboy Skills at the beginning of the year, students are explicitly taught that the expectation at school was for students to not make degrading statements about race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices. Offensive, racial, and derogatory language is a serious offense at Cavitt Junior High School and in Eureka Union School District.

In addition to the explicit education provided, it is emphasized that all students are responsible for helping maintain a safe campus. What that means, in action, is that beyond students not participating in utilizing discriminatory language, they must also reach out to a trusted adult or make an anonymous report when such language is overheard. It is only with the help of our students that we can be provided opportunities to intervene with students who have spoken or acted inappropriately as often staff does not directly hear the comments.

TREATING OTHERS WITH RESPECT

Students will treat each other with dignity and respect. Students will never use derogatory* racial terms or words (*To refer to something in a negative way or seem "less than")

- ◆ towards other people
- ◆ within their friend group
- ◆ in a text
- ◆ on social media

Students will show respect and accept other student's cultural identity. Students will never:

- ◆ make fun of someone's food
- ◆ mock cultural holidays
- ◆ minimize or make fun of tragedies in history
- ◆ use symbols of hate

DISCIPLINE

Cavitt School uses a "restorative approach" to discipline as we believe that students need to learn from poor decisions and misbehavior, how it impacts others and how to make it right for the victim and/or community. Students begin the year with 5 Merit Points and are expected to maintain 5 Merit Points to participate in Incentive Activities. Incentive Activities include rallies, attending sporting events, participation on athletic teams, Friday Lawn Lunches, WEB Activity Lunches, 8th Grade Promotion events, or any other extracurricular activity offered. If a student loses a merit, he/she will be provided (and is expected) to earn back the merit. Merit Recovery can occur during the school day or after the school day based on the educator's or administrator's discretion. The following table provides examples of merit loss infractions, it is not all-inclusive of all reasons why a merit loss may occur.

	Minor Violations	Major Violations	Major/Illegal Violations
Behavior	<ul style="list-style-type: none"> Minor off-task behavior Minor inappropriate language Minor disruptive behaviors Gum Littering Eating in unauthorized area Tech/phone violation Failure to complete work Excessive Tardies Minor horseplay Minor physical contact Multiple (3) REFOCUS in a trimester 	<ul style="list-style-type: none"> Physical aggression Repeated (documented) minor disruptive off-task behavior Major disruption Major disrespect/defiance Property misuse Unsafe behavior Harassment Repeated disrespect Major inappropriate language Inappropriate display of affection 	<ul style="list-style-type: none"> Theft Extreme property damage/vandalism Major defiance Harassment (ongoing; creates a hostile environment, related to race, gender, ethnicity) Sexual Harassment Bullying/Cyberbullying Possession (substance, weapon, tobacco products) Under the influence Threats Fighting Expellable offenses

Intervention	<ul style="list-style-type: none"> • Merit Loss • Classroom management strategies • Seat movement • Verbal warning • Proximity • Short reset, outside of classroom/parent contact • Office Refocus (with form) • Parent contact should be made by the teacher 	<ul style="list-style-type: none"> • Merit Loss • Discipline Referral completed by the teacher • Administration Involvement • Restorative Practices Intervention • Community/work service • Friday School • Possible Contract (behavior) • Possible referral to SRO or Counselor • Possible 300 Consequence / Notation 	<ul style="list-style-type: none"> • Merit Loss • Referral to administration • 300 Consequence / Notation • Home suspension* ** • Family meeting • Possible Law enforcement involvement
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SERVICE CREDIT OPTIONS

Students are able to earn back Merit Points through participation in service-orientated activities. Fifteen (15) minutes of service equals 1 Merit Point Credit. One hour of service equals 4 Merit Points of credit. Common recovery options include Campus Beautification at lunch, service for their teacher or the office, detention, and restorative conferences.

Minor Infraction Merit Recovery 15 Minutes = 1 Merit Point Recovered	Serious Infractions to Behavior Expectations* *Some/all preferred activities may or may not be earned back depending on the severity of the infraction
<ul style="list-style-type: none"> • Break or Lunch Time Merit Recovery through public service • Restorative Conference with the Teacher, Administrator, Students or Staff Member • After School Merit Recovery Restorative Conference, Campus Beautification or Office Detention 	<ul style="list-style-type: none"> • Extended loss of privilege(s) • Friday School (2:30 - 4:00) • Suspension (In-school or At-home Suspension)

We hope that **student's take responsibility** to make arrangements for Merit Recovery with the office; however, the office reserves the right to assign loss recovery. Students must be on time and ready to fulfill the responsibilities of the consequence. No electronic devices are allowed during Merit Recovery. Transportation home is not provided for detention students. Transportation is the responsibility of the student and his/her family. If, **due to an emergency**, the student is unable to serve an assigned detention, the parent/guardian must contact the office to reschedule the detention. This must occur **before** the recovery is to be served.

Anytime a student loses a Merit, an email message detailing the infraction will be sent to the student, parent/guardian, and the office. Merit Points will be visible to students in their PowerSchool Portal to help them track their behavioral standing.

FIGHTING

Students fighting on or near the school grounds may be suspended from school. This includes, but is not limited to, before and after school, and during any school-related or sponsored activity.

HAZING

Section 32051 of the California Education Code states that no student shall conspire to haze, engage in hazing, or commit any act that injures, degrades, or disgraces a fellow student. The violation of this section is a misdemeanor, punishable by fine or imprisonment.

SEXUAL HARASSMENT (Administrative Regulation 5145.7)

The Eureka Union Elementary School District has outlined their sexual harassment policy in administrative regulation 5145.7. One of the provisions of this policy is that a copy of this regulation is provided to all the parents and students in a school or district publication outlining codes of conduct. Cavitt Jr. High School student handbook will be our document for providing you with this information.

Sexual Harassment (AR 5145.7)

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 when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by an individual is used as the basis for academic decisions affecting the

individual.

3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A copy of this policy is to be kept in the office. The principal or designee is to make sure the policy is enforced.

SUSPENSION (Administrative Regulation 5144.1.1)*

Students may be suspended or recommended for expulsion when the Superintendent, Principal, Assistant Principal or Principal's Designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

Suspension Guidelines

- Caused or attempted to cause physical injury to a person (fighting).
- Possession of a dangerous weapon.
- Possessed, sold, used or furnished a controlled substance, alcoholic beverage or intoxicant.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco.
- Committed an obscene act or used habitual profanity or vulgarity.
- Sold, offered, or possessed drug paraphernalia.
- Knowingly received stolen property.
- Caused or attempted to cause damage to school or private property.
- Other offenses which is outlined on the district suspension form

A student on suspension is prohibited from attending any extracurricular activity during the period of suspension. This includes all off-campus, sponsored activities. Students who accumulate more than 20 days of suspension in a single school year must be transferred to and enrolled in an opportunity school. This procedure is in accordance with Section 48911 of the California Education Code. In addition, students under the age of eighteen years of age who fail to adjust to regular day school may be transferred to a community school.

This information was taken in part from the Eureka Union Elementary School District board policies handbook and the suspension report form and is not a copy of the text of AR 5144.1.1.

EXPULSION (Ed. Code 48915.c)

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determine has committed any of the following acts at school or at a school activity off grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm and/or explosive.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance.
- (4) Committing or attempting to commit a sexual assault or a sexual battery.

Dress Code

Cavitt JHS expects that all students will dress in a way that is appropriate for the "business of school" every school day or at school-sponsored events. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). However, the school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase the marginalization or oppression of any group.

1. Basic Principle: Certain body parts must be covered for all students at all times.

- Clothes must be worn in such a way that buttocks, stomachs, breasts, nipples, and genitals are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear* while following the basic principle of Section 1 above:

- A Shirt (with fabric on the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Athletic/tennis shoes are required for the physical education class.

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing forward or backward. Hats must allow the face to be visible to staff, and may not interfere with the line of sight of any student or staff. Teachers may decide to allow them to be worn within their classrooms or require that they are removed.
- Religious headwear.
- Hoodie sweatshirts may be worn anytime. **Wearing the hood over the head is allowed outside only, during inclement/rainy/cold weather.** The face must be visible to school staff when the hood is worn outside (for safety).
- Shirts/tank (tops) and pants/shorts (bottoms) must meet while standing. This will allow students to participate fully in the school day.
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed and any tears do not pose a safety hazard.
- Tank tops, including spaghetti straps, must have two straps (one on each side).
- Athletic shorts.
- Pants, skirts, shorts, etc must fit at the waist.
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images
- Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Undergarments should not be longer than shorts, skirts, or other “bottoms”.
- Any clothing that does not cover the buttocks or the bottoms of a student’s buttocks or shows their stomach, as it does not meet Basic Principle #1.
- Swimsuits.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or is a medical face mask).

5. Dress Code Enforcement

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.
- These dress code guidelines shall apply to regular school days as well as school-related events and activities.
- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day (PE clothes or alternative clothes the student brought with them).
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day (loaned PE or washed lost and found clothes).
 - If a student chooses to call parents during the school day to bring alternative clothing for the student to wear for the remainder of the day, the student may only wait for 15 minutes before returning to class in PE/borrowed clothes until the family member arrives. This is to minimize the loss of instructional time. The student will be released from class upon the arrival of the family member.

GENERAL SAFETY

In all situations where students are involved with other students at school, concern for one's safety and the safety of fellow students are foremost. All school rules apply as students are on their way to school, while at school, on the way home from school, and during school events (even if it is not during the regular school day). The following rules of safety for students are

enforced:

1. Walking in all areas of the school building is required for student safety.
2. The throwing of anything is forbidden because of potentially serious injury.
3. The carrying of sharp objects on one's person is hazardous and students are prohibited from doing so.
4. All equipment in the classrooms (i.e. woodshop, art, video production) is to be used only under the supervision of the teacher.
5. Students walking to and from school are to use sidewalks, crosswalks, and are required to follow basic safety rules when crossing streets or near buses and automobiles in the school area.
6. Students are required to remain within the established school boundaries at all times.
7. Students are expected to remain in the supervised areas of the school at all times.
8. **SKATEBOARDS, LONGBOARDS, AND SCOOTERS MUST BE LOCKED IN THE BIKE RACK. ALL STUDENTS MUST WEAR A HELMET WHILE RIDING!**
9. Students are not allowed to bring athletic equipment to school unless prior approval is received. Only equipment furnished or approved by the school will be used.
10. Roughhousing activities (boisterous physical contact, pushing, shoving, etc.) are not allowed.
11. Aerosol cans are not allowed on campus. This includes deodorant, hairspray, paint, etc

MEDICATIONS

Students may not carry medicine with them at school. This includes prescription and over-the-counter medication (such as Tylenol, Aspirin, cough drops, etc.). Students may carry their inhalers, ONLY if the necessary paperwork is on file in the office. Medication that is needed during school hours will be kept in the office. Medication will be provided if the necessary paperwork is on file in the office. Medications must be in the original packaging. **Students carrying medicine without a doctor's note may be suspended for up to 5 school days.**

PERSONAL PROPERTY

Students should not bring items of value to school without the express consent of both parent and teacher, nor may they trade, borrow, or exchange items at school. It is advisable not to bring large sums of money or expensive electronics to school. Personal property having no bearing on studies is not allowed at school. All objects, which in any way might be considered dangerous, may not be brought to school. **If a student chooses to bring valuables to school, it is the responsibility of that student to secure valuables in his or her locker and not leave valuables unattended at any time.**

PLAGIARISM

"Plagiarism is when a writer deliberately uses someone else's language, ideas, or other original material without acknowledging its source." (Council of Writing Program Administrators, 2008) Please see page 18 for the entire policy.

PROHIBITED ITEMS

We want to do everything possible to create a safe and orderly learning environment at Cavitt Junior High School. To accomplish this, in addition to classroom, school, and bus disciplinary programs, we prohibit certain items and activities. We have listed some of those for the student benefit. This is not all-inclusive but contains those items that have the potential for causing problems. These items will be confiscated and returned only to parents. The school is not responsible for housing or theft of confiscated items.

We do not allow the following items at Cavitt Junior High or on the school bus:

Aerosol cans	Cameras	Perfumes	
Audio devices	Glass containers	Poppers	Weapons
Balloons	Laser pointers	Water guns	

TELEPHONE USE

Students:

If there is any reason for a student to call home, we have a phone in the office available. Students may use their cell phones with permission while they are in the office. Students may not call from the classrooms or common areas.

Parents:

Please do not call or text your child on their personal number. Often, the disruptions to the classroom are parents calling and/or texting their children and the phone was not silenced. Classrooms will not be disrupted for non-emergency messages, and students may be subject to school-based consequences for phone use.

FOR PARENTS:

APPOINTMENTS

Please try to schedule appointments after school (3:00 pm) to protect your child's learning time. If students must leave school at any time, for any reason, the parent or guardian must come into the office and request to have the student released

from class. **Students will not be released from class until the parent or guardian has signed the student out in the office.** Please plan to arrive in the office with enough time for the student to pack up and meet you at the office. **Upon returning to school, the student must be signed in at the office by the parent or guardian.**

ARRIVAL/DEPARTURE

Students are expected to arrive on time to class in the morning and depart school at the end of the day. Classes begin promptly at 8:25 am with the first bell to class at 8:20. If students have Zero period, it begins at 7:30 am. Students not participating in extracurricular activities (Study Hall or athletics) must depart campus at 2:55 pm (Monday, Tuesday, Thursday, and Friday) and at 1:55 pm (Wednesdays).

CONTACTING YOUR CHILD AT SCHOOL

Please do not text or call your student during school hours! We recognize the importance of providing students with sustained, uninterrupted instruction. Allowing interruptions during class time devalues the education process. Interruptions and distractions must be controlled and avoided to ensure that teachers can dedicate classroom time to the instruction. **In keeping in line with limiting distractions we would like to request that you limit the delivery of “forgotten” items. This includes but is not limited to, forgotten lunches, forgotten projects, homework, and PE clothes.** The office will not interrupt class to notify students to pick up any items that are dropped off. Please inform your student that if he/she has forgotten an item, to check the student drop-off table in front of the office during a passing period, break or lunchtime. **Cavitt does not allow balloons, posters, etc. in the classrooms due to the fact they tend to be very distracting from the educational objectives being taught in the classroom.**

EMERGENCY CONTACTS

EMERGENCY CONTACT INFORMATION MUST BE UPDATED EACH YEAR by the parent for each pupil. Parents, please help us in keeping this information current. Please notify the office if there are any changes in phone numbers or addresses. In case of an emergency and parents and/or listed emergency contacts cannot be reached, the family physician or 911 will be called, and the necessary treatment will be administered.

INDEPENDENT STUDY CONTRACT

Students who are going to be out of school 5 or more days and are **not ill, hospitalized** or **disabled** may request an Independent Study Contract to maintain their schoolwork. This program requires a contract signed by a parent, the students, teachers, and a school administrator. This contract specifies the work to be completed; the amount of time to be spent on specific subjects each day, and an evaluation process when the work is returned. **The request for this program must be made at least five (5) business days prior to the 1st day of absence through the school office, as the staff needs time to prepare assignments for the student.** Forms must be requested and signed by the parent and student **BEFORE** the student is out of school. Upon return, the student must bring ALL completed assignments and work to the office for verification. **The student is responsible for turning in all assignments and work to each teacher after verification.** Absences will remain unexcused if there are incomplete assignments. No independent study contracts will be allowed the first 2 weeks of school, during CAASPP testing, or 2 weeks prior to the last day of school. **Completed work MUST be returned on the first day back to campus.**

PARENT VOLUNTEER STATEMENT OF CONFIDENTIALITY

We value the contributions that parents make to our school. We welcome volunteers in our classrooms and on our campuses. Some volunteers may be subject to background checks and/or Tuberculosis testing. There are times when a volunteer may see or hear things in a classroom or on campus regarding a student's academic progress, a discipline issue, or other matters that must be kept confidential. Therefore, we ask volunteers to be aware that individual student information should not be discussed with anyone other than appropriate school officials.

POWERSCHOOL

Students and parents will have daily access to academic progress and grade reporting. “PowerSchool” is the name of the student information system of the EUSD, and each student/family is assigned a confidential access log-in. We encourage all families to use the PowerSchool system to monitor and support your child's academic progress. Grading report periods are published on the EUSD School Calendar.

TRANSFERS

If a student moves out of the school area, the parents/guardians must present a written request for transfer. A checkout slip is given to the student that is to be signed by all of his/her teachers, the secretary, and the librarian. All books are to be returned and any assessed fines must be paid to the librarian. The student must then return to the office for completion of the transfer. School records will not be sent to the student's new school until all books are returned and/or fines are paid in full.

VISITORS

Visitors must check in at the office. We encourage parents to visit the school and see their students in our learning environment by making an appointment so that an escort can be secured for the visit. **All visitors must check in at the office** and will be issued a badge to wear while on campus. Students are **not** allowed to bring visitors to the school.

CONTRACTS

Cavitt Junior High School Contract

It is important that families and schools work together to help students achieve high academic standards. The following roles and responsibilities outline the importance of each of the partners in supporting student success in school and beyond.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Attend school daily, arrive on time, and be prepared to learn.
- Bring necessary materials/supplies; turn in completed assignments and homework on time.
- Know and follow classroom rules and the school rules (including dressing appropriately and respecting our gum-free environment).
- Check PowerSchool at least once a week, as I am responsible for the grades I earn.
- Use my planner for homework assignments as well as other activities. Respect the school, classmates, staff, and families.
- Lastly, I have read the Cavitt Student Handbook and understand the rules and consequences for infractions.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my child has the materials and resources necessary to complete homework and projects.
- Ensure my child has the opportunity to be successful by having students attend school every day, arriving on time, getting adequate sleep, regular medical attention, and providing a nutritious breakfast and lunch.
- Communicate to my child the importance of school by regularly monitoring my child's progress academically, emotionally, and/or socially and by participating in activities such as volunteering, attending parent/teacher conferences, and other school events.
- Schedule any medical/dental appointments outside the school day to protect the instruction provided to my child. Respect the school, staff, students, and families.
- Lastly, I have read with my student the Cavitt Student Handbook and understand the rules and consequences for infractions.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn and have high expectations for student performance.
- Provide opportunities for families to check in on student progress.
- Provide a structured, safe, and caring learning environment.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make school accessible and a welcoming place for families which will help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.

**A VERIFICATION THAT YOU HAVE READ AND UNDERSTAND THIS CONTRACT IS
LOCATED ON THE REQUIRED OFFICE FORM SIGNATURE PAGE.**

Academic Integrity Contract

“Plagiarism is when a writer deliberately uses someone else’s language, ideas, or other original material without acknowledging its source.” (Council of Writing Program Administrators, 2008)

Plagiarism/Cheating is also defined as:

1. Submitting someone else’s written work as one’s own (including photography, video, or audio sources).
2. Submitting work worded exactly as someone else’s.
3. Copying someone else’s ideas or work including printed material and turning it in as your own with or without their permission.
4. Allowing someone else to copy your work.
5. Attempting to blur the lines between one’s own ideas or those borrowed from another source. OR modifying ideas from another source and submitting them as your own.
6. Deliberately/carelessly omitting source citations or inadequately citing sources for words or ideas borrowed from another source.
7. Using something you wrote for one class and submitting it again in another class for credit without the teacher’s permission.

Plagiarism is a serious academic offense and may result in varying consequences depending on the offender’s intent. In high school and institutions of higher education, evidence of plagiarism could result in automatically failing a course, being put on academic probation, or even being removed from a college/university.

If evidence of plagiarism/cheating is discovered on any school assignment (ex. homework, test, quiz, project, journal, etc.), the following policy will be followed:

1. The student will receive a zero on that assignment (this is also applicable to any student who allows another student to copy his/her work).
1. For the first offense, one demerit will be issued and the student’s parents/guardians will be contacted.
2. For the second offense, the student may be issued detention, Friday School, and the student’s parents/guardians will be contacted.
3. For any offenses after the first two, students are subject to suspension and may forfeit school activities, including graduation.

Student Awareness and Acknowledgment of Plagiarism/Cheating Policy

I have read and understand the above definitions and policy regarding academic integrity at Cavitt. I am aware of the consequences associated with plagiarism/cheating on any homework, quiz, test, project, or writing assignment.

Parent Awareness and Acknowledgement of Plagiarism/Cheating Policy

I have read and understand the above definitions and policy regarding the student’s academic integrity at Cavitt. I am aware of the consequences associated with a student’s plagiarizing/cheating on any homework, quiz, test, project, or writing assignment.