

ADELE HARRISON MIDDLE SCHOOL
Student & Parent Handbook
Sonoma Valley Unified School District
2018-2019

1150 Broadway, Sonoma, CA 95476

Mary Ann Spitzer, Principal
Suzanne Flint, Vice Principal
Visit us on the web at: adeleharrison.org

Office Hours: 7:30 a.m. – 4:00 p.m.
Main Office Phone 707-935-6080
Main Office Fax: 707-935-6083
Attendance Phone: 707-935-6082
En Español: 707-935-6081
Mentor Center: 707-939-7500

Administration, Office and Support Staff

Liz Mills, Campus Supervisor	Gina Parisi, Attendance Technician/Registrar
Kimberly Bellach, Counselor	Carlos Uribe, Custodian
Jenise Kneeland, Health Technician	Michelle Echeverria, Kitchen Manager
Heather Harrison, Library Technician	Deborah VanHorn, Office Manager
Silvia Castelan, Translator	Mariana Madrigal, School Community Liaison
Lisa Mertens, Psychologist	TBD, Speech Pathologist

O Period Daily 7:45 – 8:30

8:55 first bell rings
M,T,Th,F

A Day	B Day
9:00 - 10:38 Period 1	9:00 - 10:38 Period 2
10:41 - 11:04 Advisory	10:41 - 11:04 Advisory
11:04 - 11:19 Break	11:04 - 11:19 Break
11:22 - 12:57 Period 3	11:22 - 12:57 Period 4
12:57 - 1:36 Lunch	12:57 - 1:36 Lunch
1:39 - 3:15 Period 5	1:39 - 3:15 Period 6

Wednesday

A Day	B Day
9:00 - 10:30 Period 1	9:00 - 10:30 Period 2
10:30 - 10:45 Break	10:30 - 10:45 Break
10:49 - 12:19 Period 3	10:49 - 12:19 Period 4
12:19 - 12:55 Lunch	12:19 - 12:55 Lunch
12:59 - 2:29 Period 5	12:59 - 2:29 Period 6

Building Our Future Together

Principal Welcome

I welcome all of you to what I am certain will be another fabulous year at Adele Harrison Middle School! We have an amazing staff and exciting plans awaiting you. You can be sure that you will feel you have a unique place within our school community, will be expected to stretch yourself academically and socially, and will be supported and cared for all year long. Just as Mrs. Adele Harrison set an example to be a kind, giving and involved member of her community, thus we will expect this for all of our Adele Harrison family. We can't wait for you to join us!

Mary Ann Spitzer, Principal

Communication

Adele Harrison Middle School Website

The AHMS website is the best way to learn about what is happening at school. The website is updated regularly and provides students and parents with a wealth of information, from links to important documents to photos of student activities. Please visit us a www.adeleharrison.org.

Adele Harrison "Hornet Happenings" Newsletter

A newsletter written by the principal and emailed to families through School Loop every week school is in session.

Blackboard Connect

Prior to important dates and events, expect to receive an automated telephone message. Please listen to the entire message.

Adele Harrison Middle School Student Planner

Each student receives an AHMS planner with weekly and monthly planning sheets. Students are expected to write down their homework and other assignments daily. The planner also offers a specific section for daily or weekly parent/teacher correspondence as well as a reference section about school expectations.

School Loop

School Loop is an exciting tool for communicating with our families. School Loop is a web-based education service that allows access to daily class assignments and grades, and provides an easy way to send email to school staff. Parents and students can register for School Loop to keep informed about their student's progress, and to receive the weekly newsletter. Go to adeleharrison.schoolloop.com to register.

Power School

Power School is the district's student information system. Parents are able to access a parent portal for online viewing of attendance and students' grades (Progress Report and Trimester Grades only). Access information will be provided with your student's schedule. This online system is less important during middle school, but will be used in high school

Parent to Teacher Communication

If you need to contact your student's teachers while school is in session, please call the main office and you will be forwarded to the teacher's voice mailbox. You may also email your student's teachers at any time by visiting School Loop and clicking on the link provided. Please remember that teachers have a 48 hour (excluding weekends) return call/email policy.

Parent to Student Communication

If you need to contact your student while school is in session, please call the main office (935-6080) and leave a message with office personnel. The message will be delivered to your student as soon as possible near the end of the class period. Students may use the phone in the main office between 8:00 a.m. to 4:00 p.m. to call home. **Please refrain from calling**

your student's cell phone or sending text messages to your student during school hours, as it is in violation of AHMS school rules for students to have their cell phones on during school hours (9:00 – 3:15).

Delivery of items to students

Forgotten homework, lunches or PE clothing may be brought to the school office. It is the responsibility of the student to pick these items up between classes. A special box for lunches delivered after the start of school is located in the office right inside the office door so that students can easily pick them up. Please put your child's name on such lunches.

Student Opportunity/Recognition

Adele Harrison Middle School provides many opportunities for students to become involved in the development of a healthy, positive learning environment. In addition, efforts are made by both students and staff to regularly recognize those students who make positive contributions. Following is a brief description for some of the opportunities provided for students.

Daily Bulletin

Included in bulletins are birthdays of students, student activity information, grade-level information and important dates, times and places. The bulletin is also posted daily on the Adele Harrison web site: adeleharrison.org.

Sports (7th and 8th grades)

Fall: Girls' Basketball, Cross Country (coed), Soccer (coed)

Winter: Boys' Basketball, Girls' Volleyball, Wrestling (6,7,8 coed)

Spring: Boys' & Girls' Track

Assemblies/Special Programs

The Leadership class and Safe School Ambassadors plan assemblies throughout the year that are intended to motivate, support, and inform students. We have an afternoon Career Day with guest speakers.

Recognition Rallies: Rallies will be held once a trimester honoring athletics, academics and life skills.

Field Trips

Teachers may schedule educational field trips to support learning. To help with expenses, parent/student donations are appreciated. Teachers often establish their own minimum requirements that students must meet to attend a field trip. Such requirements usually address behavioral standards and meeting deadlines with necessary field trip forms. Teachers notify parents beforehand when minimum requirements exist.

Clubs

Each year teachers sponsor a variety of clubs based on student and teacher interest. Builders Club is our most established club that performs community service in town. Other clubs

include Journalism, Drama, Lego-Robotics, Ecology, Gay Straight Alliance and Dance. Get involved!

Dances

With the exception of the 8th grade promotion dance, the Leadership Class and the Student Activities Director plan all dances. The end of the year Promotion Dance will be for promoting 8th graders from both middle schools in the district, and will take place at Adele Harrison Middle School this year.

Intramurals: 6-7-8

Intramurals are held during lunch and involve team and individual activities. Information is provided through P.E. classes and in the student bulletin.

Student Government/Leadership Class

The student body organization consists of 4 cabinet members and 2 class representatives, elected by the student body. The Student Senate consists of one student from each 6th period class, who meet several times a year to discuss various student/school issues and then report back to their classmates. The Leadership Class is an elective class open to 7th and 8th graders who meet citizenship and grade standards. Students who meet the criteria are allowed to apply.

Academic Achievement

We have a three-tier academic achievement system for recognizing students:

Academic Excellence - 4.0 GPA

Honor Roll - 3.5 - 3.9 GPA

Academic Recognition - 3.0 - 3.49 GPA

Students will be recognized at Recognition Rallies.

Special recognition will also be given at the 8th grade awards ceremony for those students who have maintained a 4.0 and/or

3.5 GPA for their first 8 trimesters. Criteria for other 8th grade academic awards is available upon request.

General School Information

Closed Campus

Adele Harrison has a closed campus. **Visitors and parents must check into the office upon arrival to sign in and pick up a pass.** Students are to remain on school grounds during the school day and are not to leave campus after arriving by bus, car, bicycle or walking. Students are not allowed to leave school sponsored activities (e.g. dances) without a parent/guardian prior to the ending of the event. Student visitors are not allowed. Students who are going to leave school early for any reason during the day need to report to the office to be signed out. The person picking up the student must be on the Emergency card and come to the office to sign the student out. **NO STUDENT MAY LEAVE THE CAMPUS WITHOUT PERMISSION**

Attendance/Absences

The California State Education Code requires regular attendance and prompt arrival to class. **When absent, please notify the school at 935-6082 on the first day of absence. If parents are unable to call the school, the students must return with a written note from a parent/guardian in order to receive a re-admit slip for class.** Bring this note to the office. Any full day of absence without a valid excuse will be recorded as truancy. Late arrivals must check in with the office. If your student is absent for 1-2 days, he/she should look at the assignments in School Loop. If a student is absent for 3 or more days, homework may be requested from the office.

Emergency Cards

In cases of emergency, the school will contact parents. Please edit the Emergency Information portion of the online student registration information, or notify the school secretary of any changes in your address, your home phone number or your business phone number. Please ensure that phone numbers where you or a friend/family member can be reached are updated. Without an accurate address, you will not receive communication mailed home, including your child's report card.

Injury/Illness

All injured/ill students will be sent to the Health Office. Students stung by a bee must come to the Health Office. Unless it is an emergency, students must come with a pass from their teacher. In case of a serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is at Adele Harrison part-time to supervise hearing and vision tests, screen for scoliosis, maintain records, and other matters. There is not a full-time nurse at Adele Harrison, but the district nurse is

on-call at all times. We have a Health Technician in the office 6 hours a day. If your child has any special medical situation, it is imperative that you notify the office.

Medication

The legal procedures required to administer medication to students during school are cumbersome. It is preferable for everyone to administer medication to students outside of school hours. Please request medication that does not need to be administered during school hours when at all possible. If medication must be given while a student is at school, the following steps must be taken:

- All medication (such as asthma inhalers, over-the-counter and prescribed medicine) needed by students must be given to the health tech or other office staff, who will dispense the medication only when the physician's and parent/guardian's signed permission forms are on file.
- Children are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. The only exception to this policy is an inhaler for asthma, or epi-pen for allergic reactions.
- Medication must be provided to the school in the container in which it was purchased, with the prescription label attached, and must be prescribed to the student to whom it will be administered. **This law applies to all medications, INCLUDING OVER-THE-COUNTER, NON-PRESCRIPTION DRUGS such as aspirin and cough drops. School personnel cannot give medication brought to school in a plastic bag or any other repackaging.**
- An adult must bring the medication to school along with the completed authorization form. If you anticipate a visit to your child's physician or dentist and expect that medication may be prescribed or the dosage changed, please stop by the school office for the appropriate forms.

Office and Telephone

Students may request to use the phone in the office. **As a reminder, students are not to use cell phones during the school day. This includes texting and receiving calls from parents.** Office phones will be answered between 7:30 a.m. and 4:00 p.m. daily. The voice mail system will be available for messages before and after school office hours.

Lost and Found

Students must assume responsibility for loss or damage to any personal property left in the classroom or on campus. The school is not responsible for personal property. Found articles should be taken to school lost and found located in the library. Unclaimed items in the lost and found will be donated once a trimester to a local charity. Students should write their names

on all books and personal belongings. Students should not bring valuables or large amounts of money to school. Students should keep their belongings with them at all times, unless secured in a locked classroom or PE locker. Adele Harrison Middle School does not have student lockers. Any theft should be reported to the office immediately.

Physical Education

All students are requested to acquire, label and wear prescribed PE clothes. These are available for purchase through the PE Department. Lockers are assigned by the PE Department, and locks are provided. **Students must lock personal belongings in lockers. The PE Department is not responsible for lost or stolen items.** Please report any concerns to the PE teacher and/or administration.

Library/Media Center

The Library/Media center is located at the front of the school, next to the office. This area is for studying, research, and using computers. Expected guidelines that must be observed include:

- Books and other materials may be checked out for home or school use
- There will be late charges for all overdue books and materials (\$.10 per school day per item for regular books; \$1.00 per school day per item for audio books or reference books). Fines top out at \$5 in late fees per item.
- No food, drinks or gum are allowed.
- For misconduct/abuse of materials the following apply:
 - a. 1st offense – Detention
 - b. 2nd offense – Loss of library privileges for 1-2 weeks
 - c. 3rd offense – Referral and loss of library privileges.

Textbooks

Students are issued textbooks to use at home for homework assignments. These textbooks and any checked out library materials are the responsibility of the student until returned. Textbooks and library materials must be returned at the end of the year or when disenrolling. Students will be charged

replacement cost for lost or damaged texts and any library materials. Failure to do so may result in disciplinary action (LOP*). Fines and bills are paid in the library.

***LOP - Loss of Privilege - Students will not be able to attend any extracurricular activities, including dances and after school sports, as a participant or spectator for a specific period of time.**

Report Cards/Progress Reports

The school year is divided into three trimesters. Parents are mailed three Report Cards during the school year at the end of each. Between report cards, a mid-trimester Progress Report will be sent home with your student. Parents should expect to see either a progress report or report card every six to seven weeks. This is a crucial communication regarding your child's progress here at school, and parents should contact the school if they have not received one of these reports. Parents can also track student grades by using School Loop and Power School. Power School will have progress report and report card grades and School Loop will have daily assignments per trimester.

Promotion Criteria

Eighth graders with 5 or more F's may not participate in the promotion ceremony or attend the promotion dance.

Bicycles, Skateboards

Bicycles and skateboards are to be kept in the school bicycle cage during the day. Students must walk their bikes and skateboards on campus, including the parking lots of Adele Harrison and SVHS. Bicycles and skateboards are to be locked (locks provided by each student) individually and are not to be locked with another bicycle. The bike cage will be locked during the school day. **Students and parents must assume total responsibility for lost or stolen bicycles and skateboards.** There is no skateboarding or bike riding on Adele Harrison property at any time, both during and after school hours.

WEAR YOUR BICYCLE HELMET - IT'S THE LAW!

Student Support Systems

Students at Adele Harrison Middle School have access to a variety of extra supports, which include:

- *School-based Counseling:* Our school counselor facilitates individual and group counseling, problem-solving and conflict resolution. Students can talk with the school counselor informally during break and lunch, or may come to the office and request to meet with her during the school day. Administration refers students as needed for conflict resolution.
- *Hornet Homework Help (HHH):* A voluntary after-school homework assistance program, Monday through Thursday. Students show up at the library right after school and sign-in for HHH. High School students are available for tutoring. Parents are contacted by the student using the library phone. Students must stay for the full hour and may take the school bus home free of charge.

- *Hornet's Nest*: An opt-in after school intervention program for students who did not complete their homework that day. Students can finish their homework and turn it in for full credit; includes high school tutors. Students must stay for the full hour and may take the school bus home free of charge.
- *Individual help from teachers*: Teachers may be available by appointment or on a drop-in basis between 8:30-9am and during break or lunch.
- *Advisory class and teacher*: Your student has an Advisory class 4x a week for 23 minutes. This class serves as a 'home-base' for academic and social/emotional support. Your student's Advisory teacher is your first, best contact for meeting your student's needs. On Mondays, students participate in a 'Circle of Power and Respect' (CPR) with their Advisory class that is connected with that week's theme. Throughout the rest of the week, Advisory teachers provide academic support through binder and grade checks, along with study skills practice. In addition, there are monthly school-wide lessons that focus on our school vision and life skills, along with team-building activities on Fridays.
- *Advisory Support Team (AST)*: When there is an academic, social/emotional or behavioral concern, a teacher may consult with colleagues. This problem-solving group of teachers will address concerns and create a plan to implement new strategies in the classroom to support a student, which will be communicated to the student's teachers and parent. The AST meeting may also result in a request for a parent conference, a group or individual meeting with a student, or a formal Student Success Team meeting.
- *School contact*: At any time, a parent/guardian, or a student's mentor may call, send an email via School Loop, or request to meet with a teacher regarding any student-related concerns that they may have. Students are also encouraged to communicate with their teachers via a School Loop email.

General School Expectations

Learning Proper Student Conduct/Citizenship

Proper behavior is an essential part of a student's education. The atmosphere in the classroom can be altered by the way a student enters, behaves during class, and leaves the class. The Adele Harrison staff believes that participation in activities outside the classroom are privileges, earned by positive behavior. Consistent rules help create a safe and fair environment for students experiencing the many physical and emotional changes of early adolescence. All staff members intend to support the rules listed below. Parent support of school rules is essential to their effectiveness. Students need to behave appropriately on their way to school and on their way home from school. They also are expected to behave appropriately at all school-sponsored events including after school sports, dances and field trips. Misconduct at any of these times will be treated as if it occurred on campus during regular school hours. Students are expected to be safe, kind, responsible and best they can be in all school settings

Arrival Procedures:

- The AHMS campus is supervised from 7:00 a.m. - 3:45 p.m.
- **Students may be dropped off in the morning at the Parent Loop only, and must proceed to the quad. No drop off in front of school.**
- Students who arrive by bus in the Bus Circle should move immediately to the quad and wait for school to start. Students who arrive by bicycle or skateboard should walk to the bike cage and store the bike or skateboard properly before moving to the quad to wait for school to start.
- Once students have arrived on campus, or have been dropped off by their bus, they are not to leave campus before school begins. **Students choosing to leave campus will be referred to Administration.**
- Students may go to classrooms before school starts with teacher permission.
- Breakfast is served daily at 8:00 and may be purchased from the kitchen windows.

Break / Lunch Procedures:

- Students should walk to the kitchen breezeway and then wait in a single file line within the painted lines at the food service windows; students must wait within those lines and then move out of the food service area as soon as possible.
- Students may eat only in the designated areas (at tables and benches on the quad.). In rainy or cold weather, students may be required to remain inside the gym.
- Students are responsible for cleaning up and placing their debris in the trash/recycle cans.
- Begging or bullying other students to give up their food or money is not allowed.
- Students may not cut in line, save places in line, crowd into the lines, or buy food for others.
- Fruit is available for free of charge at all breaks and lunch.

- During lunch, students must remain in the designated eating areas for a minimum of 10 minutes. At the 10-minute bell, students are allowed to play on the blacktop and athletic fields, or remain in the designated eating areas.
- No food or drink of any kind is allowed on the blacktop or athletic fields.

Dismissal Procedures:

- The AHMS campus is supervised from 7:00 a.m. to 3:45 p.m.
- **Students may only be picked up in the afternoon at the parent loop. No pick up in front of school.**
- Students who leave school by bus should walk to the outdoor area near the library, and wait for buses to arrive.
- Students must remain on the sidewalk until buses have come to a complete stop.

- Students must then form a single-file line and wait to board the bus. After the bus driver has given students permission to board, students may board the bus.
- Students must wait for any passengers to unload before boarding a bus.
- Students who leave school by bicycle, skateboard, etc. should walk to the bike cage and retrieve the bike or skateboard and proceed home safely.
- Students shall walk with their bike or skateboard until they leave campus.

Parking:

- Parking in the Adele Harrison Middle School lot is only allowed from 9:15 – 2:00 (W) or 2:45 (M,T,Th,F).
- Parking in the Sonoma Valley High School parking lot is available before and after school daily.

School Rules

1. All students are to follow instructions and requests of all adult staff members.

2. Board policy permits students to possess electronic signaling devices (e.g. cell phones & other mobile devices) on school grounds. **If brought to school, these devices must be kept out of sight in the student’s purse or backpack, and be turned off (prohibits texting, ringing and vibrating) during the school day (9:00 – 3:15).** However, electronic devices may be used in class per teacher’s discretion. Devices may be used in the library for reading only. **The school is not responsible if items are lost or stolen.**

Violations of rules regarding electronic devices will result in the following consequences:

1st incident: Confiscation & return of device at the end of the school day

2nd incident: Confiscation, parent pick up

3rd incident: Repeat #2 and detention

Any further incidents will be considered defiance and will be referred to administration.

***Chromebooks are considered as academic tools, however, if they are used inappropriately during class or outside of class, they can be confiscated the same as a cell phone, following the same consequences as listed above for other devices. Students will use extra chromebook provided in all classes as needed until the situation is resolved.

3. Games which are physically dangerous are not allowed. Examples: acrobatics, tumbling, tackle-

football, hitting games, piggy-back rides, as well as pushing, shoving or play-fighting.

4. Nuisance items are not allowed at school. They are defined as non-educational items that can be a distraction to student learning. These items will be confiscated and not returned to student; a parent may come and pick up if needed.

5. Inappropriate “Public Displays of Affection” are not permitted at school.

6. Bike riding, skateboarding and scootering are not allowed on school grounds at any time. While on campus students must walk their bikes and skateboards to the bike cage area where they are to be stored during school hours.

7. The parking lots are off-limits to students during school hours. (7:30 – 3:15)

8. Running is allowed in the black top & field areas only.

9. Students may not climb or hang on any roof or tree.

10. Chewing gum is not allowed.

11. Helium balloons are to be left in office during the school day.

12. Students are not to sell any item on campus without prior approval.

13. Unauthorized use of over-the-counter medication and/or prescription medication will result in disciplinary consequences.

14. Harassment and/or bullying are suspendable offenses. Please report any incidents using the confidential harassment form in the office, the StopIt! app, and/or speak with an adult immediately.

Disciplinary Consequences

It is the administration's philosophy to support students in the learning process of making good decisions. Students will be given the consequences that merit their actions, but they will also be given guidance to help them learn from their mistakes and make better decisions in the future.

Warning - In most situations, this is the first step to correct an inappropriate behavior. The staff member and student(s) discuss the behavior and an agreement is made. Every effort will be made to contact the parent if re-occurring inappropriate behavior continues.

Detention - Staff may assign after-school detentions, which are held on Wednesdays from 2:35 – 3:20. Parents are notified of detentions by written notice sent home with students. Failure to serve a detention may result in referral to administration. If a student is required to attend Hornet's Nest on Wednesday when they were going to serve their detention, the student attends Hornet's Nest and then will be assigned lunch detention on Thursday and Friday.

Suspension - Out-of-school suspension shall be imposed when a student's presence cause a danger to persons or property, or threatens to disrupt the positive learning environment for students and staff. A student may be suspended from attending school and school activities for a period of time from one (1) to five (5) school days. Both student and parents are informed (by phone, letter and conference) of the reasons and terms of the suspension. Students are expected to keep up with class work while on suspension.

In certain situations, a student may receive an in-school suspension. During the in-school suspension, the student may be given restorative assignments, participate in conflict resolution and/or be required to do their work in the office for the duration of the suspension.

Expulsion - Students who violate specific behavior expectations, or have been suspended from school

twenty (20) days in a school year, may be recommended to the Board of Trustees for expulsion. Expulsion is the complete exclusion from attendance in any Sonoma Valley Unified School District school or program for up to one (1) year.

Behavior Contract - A formal meeting between the student, appropriate school staff and parent may be held prior to returning to class after any suspension or serious behavior incident. The student's inappropriate behavior will be defined, previous efforts to correct the behavior will be reviewed, future strategies to change the behavior will be discussed and agreed upon, and a contract will be signed by all parties.

Loss of Privilege (LOP) - If a student receives three detentions and/or referrals to administration within a 30 day period or a suspension of any number of days, the student will be referred to the administration for possible loss of privileges for up to 30 days. Students may not be able attend any extracurricular activities including dances, rallies, after school sports as a spectator or participant, or any club activities. The length of time that a student has LOP depends upon students' safety, discipline record and seriousness of the infraction.

Parent Support Visit - One way for parents to support their child's success is to attend school with them. The law allows schools to require parents to attend school with their children as an alternative or follow-up to suspension. This can be required by teachers or an administrator. The parents' employer cannot discharge or in any manner discriminate against a parent who attends school under Ed. Code (EC 48900.1)

Attendance Policy

Regular school attendance is the most critical factor in student success in school! Students who do not attend school regularly are not as successful, and are always under extra pressure to catch up. The State of California divides student absences into three categories--Medical/Excused, Non-Medical/Unexcused, and Truancy (“cut”). We have instituted a policy on unexcused absence and truancy.

Excused Absence	Unexcused Absence	Truancy (cut)	Tardies
Medical excuse (Doctor’s note may be required) Bereavement for immediate family member or close relative. Court subpoena/appearance.	A parent gives permission for student to miss school for a purpose not approved by State Attendance Laws	A student chooses not to attend school without parent permission. Disciplinary consequences will be assigned by an administrator.	Arriving late to class. Disciplinary consequences may be assigned by an administrator.

Action Taken for Unexcused Absences:

0-3 Absences: Parent is called informing them of unexcused absence.

4 Absences: A letter is sent to parent(s) requesting a conference with an administrator, after 3 days of unexcused absence

6 Absences: After 5 days of unexcused absence, a 2nd letter is sent home and a phone call is made to inform parent of unexcused absence. A Student Attendance Review Team (SART) conference, with an administrator, is scheduled. The SART conference will inform the parent of further consequences for unexcused absences.

7 Absences: On the seventh (7) unexcused absences the parent is again contacted by phone. A third letter is mailed home. The student may be referred to the School Attendance Review Board (SARB) to determine what supports are appropriate.

If the SARB intervention does not correct the problem, the school district may make a referral to the District Attorney.

Academic Dishonesty

This policy is set forth to provide students, families, and teachers with a published and clear set of consequences for cheating at Adele Harrison Middle School. This policy is designed to ensure that the consequences for cheating are enforced consistently and to ensure that students understand that cheating goes against the life skills of personal best and integrity.

Definition: Cheating is a student’s attempt to receive academic credit for work which is not his or her own, or another student assisting a student in attempting to submit work which is not his or her own. Examples of cheating include, but are not limited to, the following:

- Copying another student’s work or giving another student work to copy
- Using notes or other aids or receiving/giving assistance during a test when the use of notes or other aides or receiving/giving assistance is not allowed
- Plagiarism after teacher has ensured that students understand what plagiarism is, and that plagiarism is prohibited.
- Inappropriate use of texting or other means of copying using a cell phone may result in two separate consequences (one for cheating, and the other for use of a cell phone during the school day)
- Forging a parent signature on a for-credit assignment

Incidents of cheating will be cumulative across all classes during the year. Teachers will forward documentation to the principal so that cumulate incidents of cheating can be tracked.

When a teacher discovers that a student has cheated, that teacher will enforce the following consequences:

First Incident	Second Incident	Third and/or subsequent Incidents
-Zero Credit on the assignment -After School detention -Teacher notifies parent by letter or documented phone call -Copy of letter or documentation of phone call sent to principal for inclusion in discipline record	-Zero credit on the assignment -Parent/teacher conference with behavior contract specifying consequences if a subsequent incident occurs -Copy of behavior contract sent to principal for inclusion in disciplinary record	-Zero credit on the assignment -Referral to administrator for appropriate disciplinary action

SVUSD Middle School Dress Code

Adele Harrison Middle School

Student dress and grooming must be appropriate for class and school activities, not be a safety or health hazard, and not cause a disruption to the educational environment (SVUSD **BP 5132(a)** and **AR 5132(a)**).

Guidelines to follow for appropriate dress at Adele Harrison Middle School:

1. Clothing, jewelry, and personal items, such as backpacks, binders, gym bags, etc., shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate violence, including guns, knives or ammunition; racial, ethnic or religious prejudice.

2. Clothes must be sufficient to conceal undergarments at all times.

The following are prohibited:

- See-through or fish-net fabrics
- Sheer leggings unless worn under a skirt or other shorts
- Half-shirts or side-less shirts
- Strapless/tube tops, spaghetti straps, racer-backs, bare midriffs, bare/open back tops
- Clothing that is ripped in a way that it violates other dress code rules
- Sagging pants/shorts that expose underwear
- Excessively short skirts or shorts
- Pajama pants

3. Tops must cover the midriff and back. Straps must cover undergarments and be at least 1 ½ inches wide. The front of the top must be at least as high as the top of the students' armpit.

4. Shorts and skirts must reach mid-thigh. Using fingertip length when arms resting at side can be a guideline.

5. Shoes or sandals must be worn at all times.

6. Students are allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. Hoods prevent quick, easy identification of our students, and as a result, hoods may worn only as protection from the rain.

7. Any article of clothing that is deemed inappropriate may not be worn and **the administration may provide appropriate clothing**. Students will be required to return the clothing at the end of the day.

Occurrence	Consequence	Action to be taken
1st Incident	Documented Warning	<ul style="list-style-type: none"> ● Faculty and/or Staff member will direct student to the office ● Student will be asked to change
2nd Incident	After-school Detention	<ul style="list-style-type: none"> ● Faculty and/or Staff member will direct student to the office ● Student will be asked to change ● Parent will be contacted with Detention Notice
3rd Incident	Referral to administration	<ul style="list-style-type: none"> ● Faculty and/or Staff member will direct student to the office ● Student will be asked to change ● Parent will be contacted by an administrator
4 th Incident	Referral to administration	<ul style="list-style-type: none"> ● Faculty and/or Staff member will direct student to the office ● Student will be asked to change ● Parent will be contacted by an administrator

SVUSD Middle School Dress Code (Gang Attire)

Adele Harrison Middle School

The following portion of the AHMS Dress Code is consistent with the section of SVUSD Board Policy 5132 that states that the Principal may "restrict student dress and grooming as necessary to comply with Board policy related to gang activity." The AHMS Dress Code is also consistent with California Education Code section 35183.7(b) & (c) which states that the "governing board of any school district may adopt or rescind a reasonable dress code policy that requires pupils to wear a school-wide uniform or prohibits pupils from wearing 'gang related apparel'... Adoption and enforcement of a reasonable dress code policy pursuant to subdivision (b) is not a violation of Section 48950." (California Education Code 48950 declares that California Education Code 35183 does not violate students' Free Speech rights as defined in California Education Code 48907.)

Wearing clothing and accessories of any kind that are deemed by the Administration and/or law enforcement to indicate unauthorized group affiliation is not allowed.

Examples of *prohibited* clothing and accessories include but are not limited to:

- Clothing which is the majority red (“SF 49ers” red) or the majority royal blue (“LA Dodgers” blue). This includes shirts, sweatshirts, pants, shorts, and skirts. This includes clothing worn underneath clothing
- All clothing brands and designs with any unauthorized group symbols or signs on it, including but not limited to: "13," "14," XIII, XIV, all area codes, etc.
- All bandanas
- "Hanging" belts
- Rubber bands worn around pants legs and/or wrists
- Gloves worn during warm weather
- Hair nets or visible skull caps
- Gang-related tattoos or drawings on skin

Finally, the AHMS Dress Code is consistent with California Education Code section 32282, which states that, “because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.” Therefore, the Principal reserves the right to modify, with appropriate and timely parent notification, this portion of the AHMS Dress Code at any time during the school year.

Occurrence	Consequence	Action to be taken
1st Incident	<ul style="list-style-type: none"> ● Documented Gang Activity Warning 	<ul style="list-style-type: none"> ● Staff member will direct student to an administrator ● Parent will be contacted, and SVUSD Board Policy regarding gang activity sent home
2nd Incident	<ul style="list-style-type: none"> ● Referral to an administrator for appropriate consequence ● Parent Conference 	<ul style="list-style-type: none"> ● Staff member will direct student to an administrator ● Parent conference
3rd Incident	<ul style="list-style-type: none"> ● Referral to an administrator for appropriate consequence ● Parent Conference 	<ul style="list-style-type: none"> ● Staff member will direct student to an administrator ● Parent conference

