ADELE HARRISON MIDDLE SCHOOL
Student & Parent Handbook
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Sonoma Valley Unified School District
2020-2021
1150 Broadway, Sonoma, CA 95476

Paul Tuohy, Principal
Shane Topolinski, 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

Kimberly Bellach, School Counselor
Gena Gear, School Psychologist
Silvia Castelan, Translator
TBD, Campus Supervisor
Michele Echeverria, Kitchen Manager
Liz Mills, Attendance Technician
Maricela Moreno, Library Technician
Carlos Uribe, Lead/Daytime Custodian
Jenise Kneeland, Health Technician
Gina Parisi, Office Manager
Mariana Madrigal, Community Liaison
TBA, Speech Pathologist

Adele Harrison Middle School - Bell Schedule

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

Building Our Future Together
Dear Adele Harrison Middle School community,

Welcome to the 2020-21 school year! My name is Paul Tuohy and I am the new principal. I started teaching high school 28 years ago and after several years in the classroom I began my administrative career at Sonoma Valley High School first as summer school principal, then as vice principal and later as Creekside’s principal. After that I moved to the SVUSD district office to be Coordinator of Student Services and for the past three years I have been principal of a continuation high school in San Rafael. I am so happy to be back working in Sonoma in the district that I love and spent most of my career.

I believe this is going to be a great school year. We have a fantastic staff that is looking forward to delivering all the wonderful things that come with being in middle school. Together we will set and reach goals that will benefit all of our students, their families, and our community.

Let me end by giving a big shout out of “Hey Hornets”. Let’s start “Building Our Future Together” and continue with that great attitude all year long!

**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, including the daily bulletin, links to important documents, photos of student activities, and more. Please visit us at [www.adeleharrison.org](http://www.adeleharrison.org).

**Adele Harrison “Hornet Happenings” Newsletter UPDATE**
The newsletter is emailed to families through School Loop every week that 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.

**School Loop UPDATE**
School Loop is a user-friendly tool for communicating with our families. School Loop is a web-based education service that provides a free homework email and a website which will allow access to daily class assignments and grades. Parents and students can register in School Loop to keep abreast of their student’s progress and to receive the weekly newsletter. Go to [adeleharrison.schoolloop.com](http://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 is the system used to register your student.

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 mail box. 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 return call 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 or sending text messages to your student during school hours (during a zero-period class, plus 9:00 - 3:15) as it is in violation of both AHMS and SVUSD policy for students to have their cell phones on during school hours.

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 website: adeleharrison.org.

Sports (7th and 8th grades)
Fall: Girls’ Basketball, Cross Country (coed), Soccer (coed)
Winter: Boys’ Basketball, Girls’ Volleyball, Wrestling (coed)
Spring: Boys’ & Girls’ Track (coed)

Assemblies/Special Programs
The Leadership class plans assemblies throughout the year which are intended to motivate, support, and inform students.

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 often needed. For students requiring financial assistance, parents may contact the teacher. 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 a service club that does community service in town. Other clubs might be Newspaper, Drama, Lego, Ecology and/or Garden. Get involved!

Dances
With the exception of the 8th grade promotion dance, all dances are planned by the Leadership Class and the Student Activities Director. The end of the year Promotion Dance will be for promoting 8th graders and will take place at Altimira 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 4th 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 promotion ceremony for those students who have maintained a 4.0 and/or 3.5 GPA for the first 8 trimesters, plus the 6 week progress report of the last trimester of their 8th grade year.

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 (i.e. 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. The parking lots are off-limits to students during school hours from the time that they arrive on campus until after dismissal. 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 needs to contact parents. Please notify the school secretary of any changes in your address, your home phone number or your business phone number. Please fill out the Emergency Information Card with phone numbers where you or a friend/family member can be reached. 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 4 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 need not 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 parents/guardian 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.
- 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, plastic ware, 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 does not have student lockers. Thefts 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 situation 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. Here are the expected guidelines that must be observed:

- Books and other materials may be checked out for home or school use.
- There will be late charges for all overdue books and materials ($0.10 per school day per item for regular books; $1.00 per school day per item for audio books or reference books). The maximum fine is $5 in late fees, per item.
- No food, drinks or gum are allowed.

For misconduct/abuse of materials, the following consequences will be issued:

a. 1st offense – Detention
b. 2nd offense – Loss of library privileges for up to two 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 a replacement cost for lost or damaged texts and any library materials. Failure to do so may result in disciplinary action. Fines and bills are paid in the library.

Chromebooks
Chromebooks are issued as a learning resource to use at school as well as at home. Students are responsible for the care of their chromebooks. Chromebooks are to be brought to school each day fully charged. If a chromebook has been damaged or is not working properly, it must be turned in to the library technician for repairs and to receive a loaner chromebook. Accidental damages are covered by the school, however damages due to vandalism or negligence must be paid for by the student/parent at the rate of $55 per repair.

Report Cards/Progress Reports
The school year is divided into 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 of your child’s progress here at school. 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**

**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 activities outside the classroom are privileges to be earned by positive behavior. Consistent expectations help create a safe and fair environment for students experiencing the many physical and emotional changes of early adolescence. All staff members support the expectations listed below. Parent support of school rules is essential to their effectiveness. In addition to following behavior expectations on school grounds, all students are expected 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.

**Arrival Procedures:**
- The AHMS campus is supervised from 7:00 a.m. - 3:30 p.m.
- **Students may be dropped off in the morning ONLY at the Parent Loop, and must proceed directly to the quad. Students may not be dropped off in the bus loop at the front of school.**
- Students who arrive by bus in the Bus Circle should move immediately to the plaza 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 plaza to wait for school to start.
- Once students have arrived on campus, including being dropped off by the school bus, 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 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 plaza or a table in kitchen breezeway). 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. After the 10 minute bell, students are allowed to play on the blacktop and athletic field, or remain in the designated eating areas.
- No food or drink of any kind is allowed on the blacktop or athletic field.

**Dismissal Procedures:**
- The AHMS campus is supervised from 7:00 a.m. to 3:30 p.m.
- Students may be picked up in the afternoon ONLY in the Parent Loop. There is no student pick-up in the Bus Loop in front of school.
- Students who leave school by bus should walk to the fenced 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 should always wait for any passengers to unload before attempting to board 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.

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**General Behavioral Expectations**

**CELL PHONES** Board policy now 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 backpack and be turned off during the school day (9:00 – 3:15).** However, electronic devices may be used in class per teacher’s discretion. The school is not responsible if items are lost or stolen.

Violations of the above will result in the following consequences:
- **1st incident:** Confiscation & return of phone at the end of the 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.

**UNSAFE PLAY** 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.

**NUISANCE ITEMS** Balloons, rubber bands, paintballs, Sharpies, water pistols, stuffed animals and other nuisance items are not allowed at school. These items will be confiscated and not returned to the student; a parent may come and pick up if needed. Birthday balloons/helium filled balloons are to be left in office during the school day. Students are not to sell any item on campus without prior approval.

**PUBLIC DISPLAYS OF AFFECTION** Inappropriate levels of affection are not permitted at school. This includes prolonged hugging or other physical contact, hand-holding, sitting on laps, and any kissing.

**BICYCLE SAFETY** Bike riding, skateboarding and skating 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.
RESPONSIBLE GUM CHEWING  Chewing gum is allowed throughout the campus. However, teachers may ban chewing gum in their classrooms. All gum must be disposed of in a trash can. A student may be banned from chewing gum at school due to repeat offenses.

MEDICATION  Possession or use of over-the-counter medication and/or prescription medication, without the necessary medical forms on file, will result in disciplinary consequences. All medication, with few exceptions (e.g. an Albuterol inhaler with all proper paperwork completed and approved), whether prescription or over-the counter, must be held in the health office.

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

UNAUTHORIZED GROUP AFFILIATION/GANG-RELATED BEHAVIORS are prohibited. These behaviors may include:

- Group (3 or more) of students demonstrating intimidating behaviors, collective disrespect to others, collectively engaging in violating the California Education Code, and/or actively recruiting of others to join the group
- Association with colors, symbols, names and shared identity that result in aberrant behavior

Students exhibiting these behaviors will be referred to the administration and school counselor, as appropriate, and parents will be contacted.

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 an after-school detention may result in multiple lunch detentions. 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.

Loss of Privilege (LOP)  - LOP is a consequence that restricts a student’s ability to attend or participate in one or more recreational activities (e.g. dances, performances, rallies, etc.). LOP is assigned by an administrator as a logical consequence in response to student behavior.

Suspension  - Home suspension shall be imposed when a student’s presence causes 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/or conference) of the reasons and terms of the suspension. Students are expected to keep up with class work while suspended.

In certain situations, a student may receive an in-school suspension and be required to do their schoolwork 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. Expellable offenses will result in an 18 week LOP.

Behavior Contract - A formal meeting between the student, appropriate school staff and parent as necessary will be held. The inappropriate behavior is defined, previous efforts to correct the behavior are reviewed, future strategies to change the behavior are discussed and agreed upon, and a contract may be signed by all parties.

Parent Support Visit - One way for parents to support and help their children be successful 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 the administration. 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.

<table>
<thead>
<tr>
<th>Excused Absence</th>
<th>Unexcused Absence</th>
<th>Truancy (cut)</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical excuse</td>
<td>A parent gives permission for student to miss school for a purpose not approved by State Attendance Laws</td>
<td>A student chooses not to attend school without parent permission. <strong>An after-school detention will be assigned to any student cutting class.</strong></td>
<td>Arriving late to class. Students who are tardy during the school day may receive a campus lunch detention.</td>
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<tr>
<td>(Doctor’s note may be required) Bereavement for immediate family member or close relative. Court subpoena/appearance.</td>
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**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 conference 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 is requested. 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 if an alternative program is appropriate.

If the SARB intervention does not lead to a significant improvement in school attendance, 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 doing our 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 aide or receiving/giving assistance is not allowed.
- Plagiarism after the 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 a double consequence (for cheating, and for using 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 incidents of cheating can be tracked.

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

<table>
<thead>
<tr>
<th>First Incident</th>
<th>Second Incident</th>
<th>Third Incident and or Subsequent Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Zero Credit on the assignment</td>
<td>-Zero credit on the assignment</td>
<td>-Zero credit on the assignment.</td>
</tr>
<tr>
<td>-After School detention</td>
<td>-Parent conference with behavior contract specifying consequences should third incident occur.</td>
<td>-Referral to principal for appropriate disciplinary action.</td>
</tr>
<tr>
<td>-Teacher notifies parent by email or documented phone call</td>
<td>-Copy of behavior contract sent to principal for inclusion in disciplinary record.</td>
<td></td>
</tr>
<tr>
<td>-Copy of email or documentation of phone call sent to principal for inclusion in discipline record.</td>
<td></td>
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</tbody>
</table>
SVUSD Middle School Dress Code

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)). Site administration believes that the responsibility for appropriate and respectful dress rests primarily with student and his/her parents, and strongly encourages all students to dress appropriately for the primary activity of school, which is learning.

At minimum, all students MUST wear a shirt, pants/leggings/shorts/sweatpants/skirt/dress, and shoes.

Students MAY NOT wear clothing or accessories with wording or images that depict:

- Violence, weapons, or threats
- Alcohol, nicotine, other drugs, or any illegal item or activity, or associated advertisement
- Any indication of gang affiliation (names, numbers, area codes, multiple clothing items or accessories of the same color, etc.)
- Hate speech, profanity, crude or vulgar language, or pornography
- Racial, ethnic, religious or gender prejudice

In addition, students MAY NOT wear clothing including:

- Visible undergarments (e.g. due to sagging pants/shorts, etc.)
- Excessively short skirts or shorts. Fingertip length, with arms resting at sides, may be used as a guideline for determining mid-thigh length.
- Half-shirts or sideless shirts, see-through/fishnet fabrics, bare midriffs, bare or open-back shirts/blouses, spaghetti straps or tube tops. The front of the top must be at least as high as the top of the student’s armpit.
- Bathing suits
- Pajamas, slippers and blankets (except for specific school spirit dress-up days)

Clothing or accessories of any kind that are deemed by the Administration and/or law enforcement to indicate unauthorized group affiliation is not allowed. The principal may restrict student dress and grooming as necessary to comply with Board policy related to gang activity (SVUSD BP 5132). Students who demonstrate gang-related behaviors (see section ‘General Behavior Expectations’) will be referred to the administration; however, the administration acknowledges that wearing red or blue clothing items does not necessarily indicate any involvement in gang-related activities.

Any article of clothing that is deemed by the administration to be inappropriate may not be worn at school. The administrative staff may provide appropriate clothing to the student, which must be returned at the end of the school day.

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Consequence</th>
<th>Action to be Taken</th>
</tr>
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</table>
| 1st Incident        | Documented Warning     | ● Faculty and/or Staff member will direct the student to the office  
● Student will be asked to change their clothing item(s) |
| 2nd Incident        | After-school Detention | ● Faculty and/or Staff member will direct the student to the office  
● Student will be asked to change their clothing item(s)  
● Parent will be contacted through a Detention Notice  |
| Additional Incidents| Referral to Administration | ● Faculty and/or Staff member will direct the student to the office  
● Student will be asked to change their clothing item(s)  
● Parent will be contacted by an administrator |
Starting in the fall of 2018, Adele Harrison Middle School began the process of implementing components of Positive Behavior Intervention and Support (PBIS). One component of PBIS is the Positive Behavior Expectations matrix, in which behavior expectations are worded in a positive manner, and are explicitly taught.

<table>
<thead>
<tr>
<th>School Setting</th>
<th>Be Safe</th>
<th>Be Kind and Respectful</th>
<th>Be Responsible</th>
<th>Be the Best You Can Be</th>
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</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>• Walk at all times</td>
<td>• Greet staff and classmates with eye contact and a smile</td>
<td>• Arrive on time to class</td>
<td>• Make your best effort</td>
</tr>
<tr>
<td></td>
<td>• Keep walkways clear of possessions, such as backpacks</td>
<td>• Use encouraging words when giving feedback</td>
<td>• Bring all required supplies</td>
<td>• Consistently focus on classroom activities</td>
</tr>
<tr>
<td></td>
<td>• Keep feet on the floor</td>
<td>• Remain quiet and respectful when others are talking</td>
<td>• Write assignments and due dates in your planner</td>
<td>• Use your resources first, and ask for help if you still need it</td>
</tr>
<tr>
<td></td>
<td>• Let a staff member know if there are any safety concerns</td>
<td></td>
<td>• Turn in all assignments on time</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Use SLANT strategies</td>
<td></td>
</tr>
<tr>
<td>Walkways and Hallways</td>
<td>• Walk in the hallways, and enter and exit double-doors, on the right side</td>
<td>• Be quiet, so others can learn in their classrooms</td>
<td>• Enjoy snacks outside, on the “quad” side of the painted red lines</td>
<td>• Offer to help carry projects or supplies when a staff member or student has a lot of things</td>
</tr>
<tr>
<td></td>
<td>• Stay only in areas where you are directly supervised by a staff member</td>
<td>• Hold doors open for others</td>
<td>• Throw trash and recyclables in the appropriate receptacle</td>
<td>• Open the door for the person behind you</td>
</tr>
<tr>
<td></td>
<td>• Walk on the right side</td>
<td></td>
<td>• Walk efficiently to your destination</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Walk at all times</td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>• Tell a staff member if there is anything that is wet or slippery on the floor</td>
<td>• Get in line, and remain in your space, until it’s your turn to order</td>
<td>• Have your code or your cash ready</td>
<td>• Make healthy choices</td>
</tr>
<tr>
<td></td>
<td>• Enter through the entry door</td>
<td>• Make eye contact, smile, and tell the person at the window what you would like</td>
<td>• When purchasing something, use your own money</td>
<td>• Place whole fruit you know you won’t eat in the “surplus/free item” bin</td>
</tr>
<tr>
<td></td>
<td>• Exit through the exit door</td>
<td>• Only take things from the window that are yours</td>
<td>• Use serving utensils and a tray when getting items from the salad bar</td>
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<tr>
<td></td>
<td>• Keep the doors facing the Parent Loop closed</td>
<td></td>
<td>• Leave the cafeteria after your transaction is complete</td>
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<tr>
<td><strong>Library</strong></td>
<td>• Keep hands, feet and possessions to yourself</td>
<td>• Speak at a low volume</td>
<td>• Enjoy your food and drinks outside of the library</td>
<td>• Ask the Library Technician for help in finding books that you need or are interested in using</td>
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<tr>
<td></td>
<td>• Ensure that your backpack is under the table or chair</td>
<td>• Greet the Library Technician with eye contact and a smile</td>
<td>• Throw away or recycle paper or other trash</td>
<td>• Focus on completing your work or reading</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td>• Walk calmly and quietly into the office</td>
<td>• Make eye contact with office staff members and let them know why you are in the office</td>
<td>• Give relevant paperwork to an office staff member</td>
<td>• Wait patiently if the staff member you are going to see is busy</td>
</tr>
<tr>
<td></td>
<td>• Keep your hands, feet and possessions to yourself</td>
<td>• Use an “indoor voice” when communicating with staff</td>
<td>• Use the designated chromebook in order to complete the “check in” form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Follow all the safety-related rules for all activities</td>
<td>• Participate fairly and patiently in all activities</td>
<td>• Get a pass back to class from a staff member, before leaving the building</td>
<td></td>
</tr>
<tr>
<td><strong>Gym and Stage</strong></td>
<td>• Enter or stay in the gym or stage only when you are being directly supervised</td>
<td>• Use only kind and encouraging words when talking to or about others</td>
<td>• Except during a rainy day lunch, enjoy all food and beverages outside</td>
<td>• During a rainy day lunch, offer to help pick up garbage, or set up or take down tables</td>
</tr>
<tr>
<td></td>
<td>• Follow all the safety-related rules for all activities</td>
<td>• Participate fairly and patiently in all activities</td>
<td>• Take all your belongings with you, when you leave</td>
<td></td>
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<tr>
<td></td>
<td>• Bring your clean P.E. clothing and appropriate shoes</td>
<td>• Change your clothing and shoes quickly, in order to be on time to your next activity</td>
<td>• Return all equipment and materials to the correct place</td>
<td></td>
</tr>
<tr>
<td><strong>Locker Room</strong></td>
<td>• Be aware of your surroundings, e.g. open locker doors</td>
<td>• Use only kind words when talking to or about others</td>
<td>• Place valuable items in your locker, and lock it</td>
<td>• Keep your area neat, clean and organized</td>
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<tr>
<td></td>
<td>• Memorize your locker combination and keep it private</td>
<td>• Place valuable items in your locker, and lock it</td>
<td>• Bring your clean P.E. clothing and appropriate shoes</td>
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<td>• Change your clothing and shoes quickly, in order to be on time to your next activity</td>
<td>• Return all equipment and materials to the correct place</td>
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<td>• Keep your area neat, clean and organized</td>
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</table>
| **Quad**               | ● Walk at all times  
● Keep feet on the ground  
● Sit on the benches or the ground | ● Play music or anything else on electronic devices only at a low volume, and only before or after school  
● Use only kind words toward students and staff  
● Keep hands, feet and objects away from the trees and other landscaping | ● Throw trash and recyclables in the appropriate receptacle  
● Ask a staff member for help with spills or messes that you can’t clean up yourself  
● Walk only on the paved pathways | ● Participate in organized activities |
| **Blacktop and Field** | ● Be aware of your surroundings, particularly around active games in which students are running and/or throwing balls  
● Get help from an adult if someone is hurt, or if there is a conflict  
● Ask a campus supervisor for help when play equipment goes over the fence | ● Include others in games  
● Use only kind words toward students and staff  
● Play fairly | ● Use your Student ID Card to check out play equipment  
● Listen for the bell at the end of the break, and ensure that you are on time to your next class | ● Pick up and return any play equipment you see that someone hasn't returned |
| **Garden**             | ● Enter or stay in the garden only when being supervised  
● Use all gardening and cooking equipment properly | ● Listen attentively to directions from staff members | ● Return all equipment to the place where it is kept  
● Throw away or recycle any garbage or recyclable items | ● Ask the Garden Instructional Aide questions about the plants and animals in the garden  
● Offer to help work in the garden |
| **Bike Cage/Skateboard Locker** | ● Use a helmet every time you use your bike, skateboard or scooter  
● Walk with your transportation equipment on campus | ● Be courteous when storing and removing your personal equipment  
● Wait until a staff member unlocks the bike cage before getting your bike | ● Always use a lock to secure your personal equipment | ● Get your transportation equipment immediately after dismissal |
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<td><strong>Parent Loop/Bus Waiting Area</strong></td>
<td>● Keep hands and feet to yourself</td>
<td>● Use kind words when talking with others</td>
<td>● Keep track of all of your belongings, and take them with you when you leave</td>
<td>● Make sure you know your after-school plans before you leave home in the morning</td>
</tr>
<tr>
<td></td>
<td>● Stay in the assigned and supervised area</td>
<td>● Make eye contact and smile when you greet the person who is driving you</td>
<td>● Throw trash and recyclables in the appropriate receptacle</td>
<td>● Wait patiently for your ride to arrive</td>
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<td>● Stay alert to traffic</td>
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</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>● Keep water in the sinks and toilets only</td>
<td>● Give everyone privacy</td>
<td>● Throw garbage in the garbage cans</td>
<td>● Let a staff member know if there is any problem with students or property</td>
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<td></td>
<td>● Wash your hands</td>
<td>● Speak with an “indoor voice”</td>
<td>● Be efficient and leave the bathroom as soon as you are done</td>
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<tr>
<td><strong>During Emergencies or Emergency Drills</strong></td>
<td>● Listen to directions from staff, and follow the directions</td>
<td>● Listen to directions from staff patiently and silently</td>
<td>● Follow directions from staff</td>
<td>● Respectfully ask a staff member questions, or offer constructive feedback after the emergency or drill has concluded</td>
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<td>● If students are directed to leave the classroom, stay in a silent, single-file line as you walk to the rally point</td>
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<td>● Tell a staff member if you see anything that seems strange</td>
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<td><strong>During Field Trips</strong></td>
<td>● Pay attention to your surroundings</td>
<td>● Listen attentively to docents, presenters, other hosts, staff members, and chaperones</td>
<td>● Bring only the items that you need to have on the field trip</td>
<td>● Volunteer to participate in experiences and activities that are offered</td>
</tr>
<tr>
<td></td>
<td>● Stay in the group and area to which you are assigned and supervised</td>
<td>● Remember that you are representing yourself, your group, and our school</td>
<td>● Throw trash and recyclables in the appropriate receptacle</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>● Take all of your belongings when you leave the venue</td>
<td></td>
</tr>
<tr>
<td><strong>During Rallies and Assemblies</strong></td>
<td>● Keep hands and feet to yourself</td>
<td>● Respect everyone’s personal space</td>
<td>● Stay where you are seated until you are directed to get up and exit</td>
<td>● Listen for your name, in case you receive an award</td>
</tr>
<tr>
<td></td>
<td>● Enter and exit the gym calmly, quietly, and while walking</td>
<td>● Enjoy the activity while in a sitting position</td>
<td></td>
<td>● Volunteer to participate in activities</td>
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<td></td>
<td></td>
<td>● Congratulate your friends and classmates when they are recognized</td>
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</table>
| During Hornet's Nest and HHH      | ● As soon as the Hornet's Nest Bell rings and you are dismissed from class, go directly to the library and check in with a staff member  
● Walk at all times  
● Keep your hands and feet to yourself  
● Place your backpack and other possessions out of the walkways | ● Respect everyone’s personal space and work area  
● Make eye contact, raise your hand, and ask politely when you need help  
● Say thank you to the person who helped you | ● Ensure that you have all the supplies you need to complete your assignments  
● Stay focused and complete your work  
● Turn in all of your completed work before you leave the library  
● Make sure that your area is neat, and push in your chair before you leave the library  
● Have a bus pass ready, if you take the bus home after Hornet's Nest/HHH | ● Lend extra supplies to other students if you have them |