

This student planner belongs to _____ Team _____

PLACERITA JUNIOR HIGH SCHOOL

(<http://www.hartdistrict.org/placerita>)

25015 North Newhall Avenue
Santa Clarita, CA 91321
(661) 259-1551
Fax (661) 287-9748

Principal: Mike Kuhlman
Assistant Principal: Enrique Lopez
Assistant Principal: Sherry Rickenbach
Counselor: Jody Liss-Monteleone
Counselor: Susan Villasenor
Counselor: Christina Noriega

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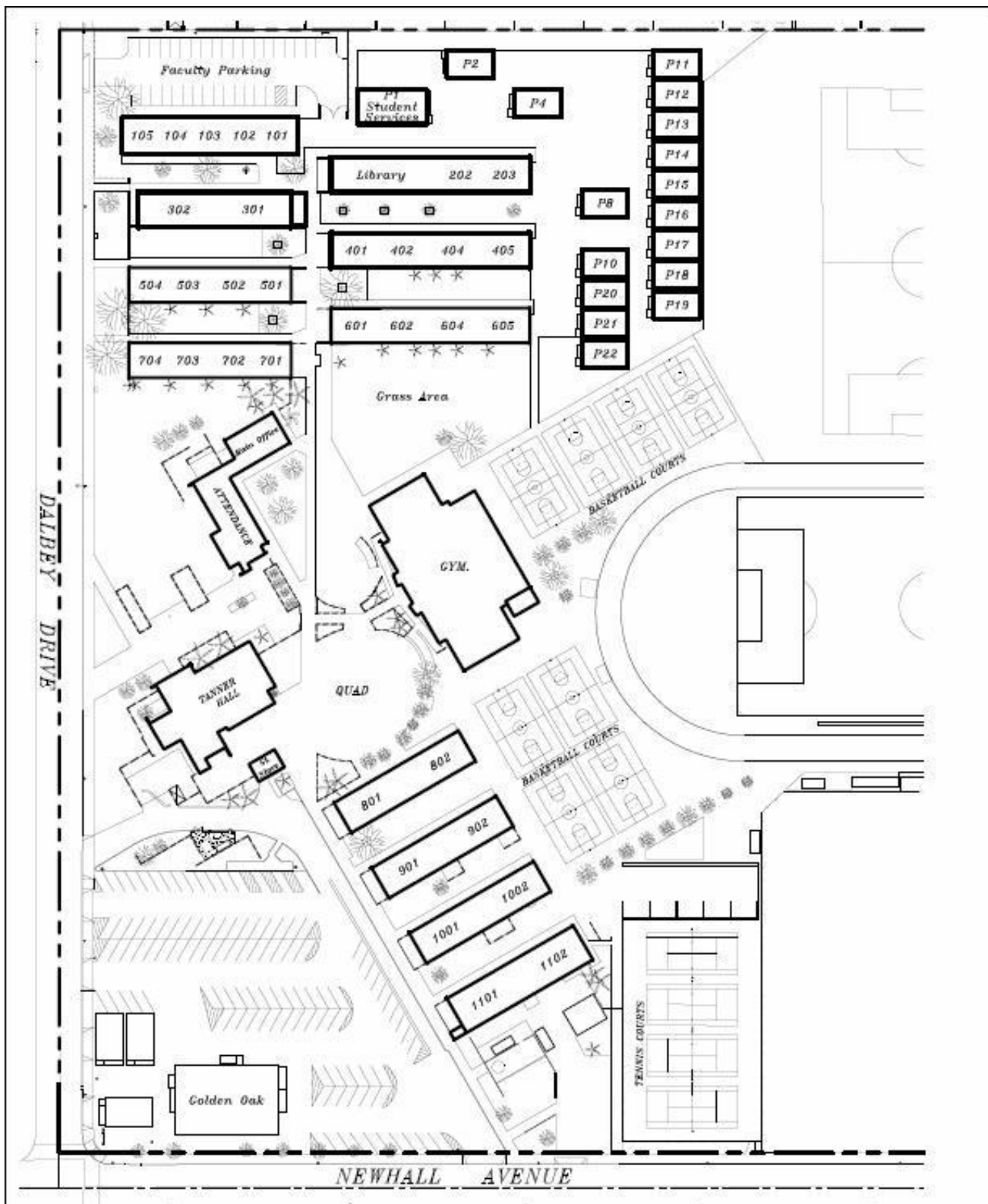
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**CELEBRATING
FIFTY YEARS
OF EXCELLENCE!**





**William S. Hart Union High School District
2011 – 2012**

July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

- 11 8th Grade Registration
- 12 7th Grade Registration
- 18 Classes Start for All Students
- 23 Magazine Drive Kickoff
Parent Patrol Meeting
- 24 Magazine Booklets Due
- 30 Picture Day - Gym
Book Fair
- 31 Book Fair

January

- 16 Martin Luther King Day/Holiday
- 17 Start Semester 2
- 26 Yearbook Pictures
High School Panel

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

February

- 1-13 Valentine Gram Sales
- 7 PAC Meeting
- 14 Valentine Dance
- 16 3rd Progress Report
- 17 Non-Student Day
- 20 President's Day/Holiday
- 22 Winter Musical Play
- 23 Winter Musical Play

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September

- 1 Book Fair
- 1 7th Grade Academic Presentation
- 5 Labor Day
- 8 Back To School - MINIMUM DAY
- 9 Magazine Turn in Day
- 13 PAC Meeting
- 15 Back to School Dance
- 16 Bonus Turn in Day (if needed)
- 23 1st Progress Report

March

- 6 PAC Meeting
- 8 PELL Meeting
- 16 End 3rd Quarter – MINIMUM DAY
- 22 6th Grade Orientation
6th Grade Parent Orientation
- 26 NJHS Ceremony (8th Grade)
- 27 NJHS Ceremony (7th Grade)

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

- 3-4 Fall Break
- 11 PAC Meeting
- 18 Mix It Up Day
- 19 Talent Show
- 20 Talent Show
- 21 End 1st Quarter – MIN. DAY
- 24 Spirit Week
- 25 PELL Meeting
Cookie Dough Pickup
- 27 Halloween Dance
- 28 Vision Screening
- 31 Halloween Costume Contest

April

- 2-6 Spring Break
- 10 PAC (State of the District)
- 17 Dance Show
- 19 Spring Dance
- 24 STAR Test – MINIMUM DAY
- 26 STAR Test
- Open House – MINIMUM DAY
- 27 4th Progress Report

April 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

- 11 Veterans Day
- 15 PAC Meeting
- 18 2nd Progress Report
- 23 Turkey Bowl
- 24-25 Thanksgiving Break

May

- 1 STAR Test – MINIMUM DAY
PAC - Staff Appreciation
- 4 Civil War Day
- 9 Spring Concert I (All Bands)
PELL Meeting
- 15 Spring Concert II
(Orchestra/Chorus)
- 16 8th Grade Awards Night
- 23 Spring Play
- 24 Spring Play
- 28 Memorial Day
- 30 8th Grade Bash
- 31 8th Grade In and Out

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

- 1 Winter Concert I (All Bands)
- 7 Winter Concert II
(Orchestra/Chorus)
- 12 Hearing Screening
- 14 PELL Meeting
- 15 Winter Dance (5 to 7 PM)
- 21 End Semester 1
- 22 Work Day (No Students)
- 23 Winter Break through 1/13/12

June

- 1 End 2nd Semester MINIMUM DAY
Disneyland Trip
- 4 Teacher Work Day

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days may be eliminated from the final week of the second semester, in case of a school year reduction.

ROTATING SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:10 – 9:02	1	1	1	1	1
9:07 – 9:56	2	3	4	5	6
9:56 – 10:11	BRUNCH	BRUNCH	BRUNCH	BRUNCH	BRUNCH
10:16 – 10:30 10:30 – 11:18	D.E.A.R. = 3	(DROP 4	EVERYTHING 5	AND 6	READ) 2
11:23 – 12:12	4	5	6	2	3
12:12 – 12:47 12:52 – 1:41	1ST LUNCH 5	1ST LUNCH 6	1ST LUNCH 2	1ST LUNCH 3	1ST LUNCH 4
12:17 – 1:06	5	6	2	3	4
1:06 – 1:41	2ND LUNCH	2ND LUNCH	2ND LUNCH	2ND LUNCH	2ND LUNCH
1:46 – 2:35	6	2	3	4	5

Take first lunch if your fifth class of the day is in _____

Take second lunch if your fifth class of the day is in _____

MINIMUM DAY SCHEDULE

8:10 – 8:45: Period 1
8:50 – 9:25: Period 2

9:30 – 10:00: Period 3
10:00 – 10:15 Brunch
10:20 – 10:50: Period 4

10:55 – 11:25: Period 5
11:30 – 12:00: Period 6

There is no on-campus supervision provided before 7:30 a.m. or after 3:45 p.m.
On minimum days, supervision ends at 12:30.

PLACERITA ASSIGNMENT FORMAT

First Name Last Name

Subject, Period ____

Teacher's Name

Month, Day, Year

Title

Skip this line.

Indent each paragraph 1/2 inch.

The left-hand margin is 1 inch. Start each line of writing at the printed line.

The right-hand margin is 1/2 inch. You need to imagine the line.

Use pencil in math and when directed by other teachers.

Type or use ink for final drafts.

When using ink, use ONLY blue or black.

BE SURE TO PROOFREAD YOUR WORK BEFORE YOU TURN IT IN!

- * Use complete sentences.
- * Check your spelling.
- * Check your punctuation.
- * Check your computations.
- * Read your paper aloud.
- * Is your paper legible?
- * Have you said what you want to say?

Don't write in the space beneath the bottom line.

STAR SCORES

Total Test	English
600	
585	
570	
555	
540	Score last Year _____
525	
510	
495	Goal this year _____
480	
465	
450	
435	
420	
405	
390	
375	
360	
345	
330	
315	
300	
285	
270	
255	
240	
225	
210	
195	
180	
165	
150	

Score last Year _____

Goal this year _____

ADV = Advanced
 PROF = Proficient
 BAS = Basic
 BB = Below Basic
 FBB = Far Below Basic

Total Test	Math
600	
585	
570	
555	
540	Score last Year _____
525	
510	
495	Goal this year _____
480	
465	
450	
435	
420	
405	
390	
375	
360	
345	
330	
315	
300	
285	
270	
255	
240	
225	
210	Parent Signature _____
195	
180	
165	
150	

Score last Year _____

Goal this year _____

Parent Signature _____

PRINCIPAL'S MESSAGE

Welcome to a new school year at Placerita Junior High School. As a student at Placerita, you will have the opportunity to attend one of the finest schools anywhere. Our recognition as an excellent school is a tribute to the efforts and determination of students, staff, and parents working as a team. We have high expectations of you. You will find the help and support from our staff that you need to be successful, but the key ingredient is YOU. You are expected to put forth your best effort and take responsibility for your own success.

Part of the key to your success will be how well you plan your time and prioritize your assignments. Since junior high can be a big adjustment for students, we provide each student with this student planner to write down all assignments. (Most nights, there should be approximately twenty minutes of homework per class.) **Each academic teacher reserves class time for students to fill out the planner.** You should carry this planner with you to every class and use it to record assignments, school business, important dates, and other things that must be remembered. Your parents can check it nightly and use it to communicate with teachers if necessary. If you have a problem completing homework, we recommend that your parents have you ask the teacher to initial the student planner daily. **Students who write down, complete, and turn in all assignments on a daily basis, can expect to be successful at Placerita.**

Additionally, this planner contains a clear statement of our rules and expectations, along with other school information that will promote effective learning. Please take the time to read and understand these rules in order to assure the most positive experience for you this school year. You are encouraged to review this information with your parents so that our entire team of students, faculty, and parents can work together to maintain a quality learning environment and promote excellence.













MISSION STATEMENT

With "Pride in Excellence" as our motto, Placerita Junior High School's staff, students, parents, and community will cooperate to serve the student, recognizing the unique characteristics of early adolescents. In a safe, caring, and healthy environment, we will prepare students with academic, intellectual, social, emotional, and physical skills to help them become positive, productive, capable citizens.

ACADEMICS

ACADEMIC INTEGRITY

You are cheating if you:

-  Copy, fax, or duplicate assignments to be turned in as "original."
-  Exchange assignments by printout, file transfer, or email, and then submit them as "original."
-  Write formulas, codes, or key words on your person or objects for use in a test.
-  Use hidden reference sheets during a test.
-  Use a cell phone in any way during class.
-  Use programmed material in watches or calculators when prohibited.
-  Exchange answers with others (either give or receive answers).
-  Take someone else's assignment and submit it as your own.
-  Talk to another student or look at their work during a test.
-  Submit material written or designed by someone else without giving the author/artist credit. That is plagiarism.
-  Take credit for group work when little contribution was made.
-  Do not follow specific guidelines on cheating established by your teacher.

All assignments are to be completed independently unless the teacher directs otherwise. Students caught cheating will receive no credit or reduced credit on that assignment or test and will be referred to the school's administration. Parents will be notified of the incident and the penalty imposed.

GRADING

Permanent grade reporting shall occur at the end of each quarter. The grading criteria upon which any grading system is based may include such items as test and quiz scores, homework completion, oral and written reports, research papers, participation in class activities, or similar evidence of the quality of the student's mastery of the subject content. A grade may be affected by missed class work, incomplete homework, or lack of class participation. Most teachers use Infinite Campus (<https://infinitecampus.com>) that lets students and parents check their current grades and homework online anytime. Everyone has their own password so grades are always private.

HOMEWORK

To extend learning, homework is routinely assigned to students and is an integral part of the course grade. Homework reinforces classroom learning objectives and is to be completed outside of the classroom. This student planner is provided to all students to help them organize their homework. Each period of each day, the student is to write down the assigned homework in the correct box. If parents require verification of the homework, they should direct their child to get the teachers' initials in the box after class. Teachers are happy to check and initial the student planner daily if the student approaches them after class. The average amount of homework is two hours per night, including daily reading and daily physical fitness activities.

MAKE-UP WORK

Students shall be allowed to complete with full credit all missed schoolwork because of excused absences. Generally, an EXCUSED absence of one day allows the student one day in which to make up an assignment. If, during an absence, new material was covered, the students may have an extra day before a test. If a student is absent due to truancy or school suspension, the teacher may deny make-up work. The teachers determine make-up work. To the extent possible, make-up assignments or tests shall be equivalent to work missed, and the student shall receive full credit if the make-up work is completed and/or turned in according to the schedule.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent home with students at the middle of each quarter, during the weeks of September 26, November 21, February 20, and April 30. Any student receiving less than a C- on his/her progress report may be in danger of failing the class. If you do not receive a progress report from your student at the correct time, please call the school immediately.

Report cards will be sent home with students at the end of each quarter. Those dates are October 21, December 21 and March 16. The final report card will be mailed home one week after school ends. Report card grades are final grades and will be entered on each student's transcript.

PROMOTION REQUIREMENTS

All state and district course requirements must be completed successfully to receive a Certificate of Promotion from Placerita Junior High. **A student must earn 107.5 credits to be eligible for participation in 8th grade activities.** Also, a student must maintain good attendance and behavior. Students who are academically ineligible, who owe debts to the school, or who have discipline problems will not be able to attend 8th grade activities without administrative approval.

2.5 units of credit are earned for passing each quarter class (nine weeks in length) with a grade of D- or better. Sixty credits can be earned in each grade, ten credits can be earned in summer school, and additional credits can be earned through Placerita Academy or correspondence courses.

ATTENDANCE

ABSENCES

All students must attend a full-time school until they are 18 years old unless official arrangements are made. Failure to attend school regularly can result in serious legal problems for students and parents. **Parents must phone the school on the same day of the absence whenever a student is absent.** The call should be made to (661) 259-1551 before 10:00 a.m. If your parents are unable to call the office before you return to school, you will need to present a note, upon arrival at school, indicating the date and reason for your absence, with your parent's signature. Students who fail to bring a note will have the absence recorded as a truancy. If it is not cleared within three days, the student will be assigned to Saturday School. Students who plan to be absent for five or more consecutive days should request from their counselor an independent study program to be completed for credit during the absence. Attendance letters are mailed home after 10 and 15 days of absence.

CLOSED CAMPUS

Placerita maintains a closed campus. This means you must proceed directly to school, stay on campus in approved areas, from the time you arrive on campus until school dismissal. Off-campus permits are issued only for administrative, medical, or dental purposes, and must be requested in writing by a parent or guardian.

Students are not to visit with persons who are not in attendance at Placerita when they come on or near school grounds. People who loiter around school are subject to fines of not more than five hundred dollars (\$500) and/or imprisonment in the county jail for not more than six months. All campus visitors must report to the attendance office for permission to visit.

Parents are welcome to visit the campus at any time; however, they are required to report to the principal's office for a visitor's pass. School district insurance does not allow for friends to visit students at Placerita.

In keeping with the closed campus policy, we strongly discourage parents from interrupting the school day by taking students off campus for lunch.

HOMEWORK REQUESTS

If a student will be absent **for more than two days**, a parent can call the attendance office to request homework. If homework is requested **before 9:00 a.m.**, it should be picked up on the same day between 3:00 and 4:00 p.m. Otherwise, allow one school day for teachers to respond, and pick up the homework the next day between 3:00 and 4:00 p.m. Homework requests for absences of five or more days should be discussed with the counselor, so that an independent study program can be arranged.

TARDIES

We hope to impart many useful attitudes and values that will be important to students in their future. One of these values is having the courtesy to be on time. Many classroom problems can develop from the constant disruption of students who are tardy to class. Students are marked tardy if they are not in their seat when the tardy bell rings. In Physical Education, students are tardy if they enter the locker room after the bell or fail to be in the assigned area at roll call.

ENFORCEMENT

1st Tardy	Teacher warning.
2nd Tardy	Student writes the entire tardy policy once and has it signed by parent.
3rd Tardy	Student writes three copies of tardy policy to be signed by parent. Teacher phones parent.
4th Tardy	Counselor counsels student and phones parent.
5th Tardy	Refer to Administrator to assign Detention
6 th Tardy	Refer to Administrator to assign Saturday School

TRUANCY

Being truant means the student is out of class without permission from his/her parent or teacher. Students who cut class or stay home without parent permission are truant, as well as students who leave the P.E. area before the period ends. Truant students receive consequences from the assistant principals and may not be allowed to make-up missed class work.

COMMUNICATION

CALENDAR OF EVENTS

Your parent will receive "The Placerita Prospector" newsletter via e-mail or through the U.S. Mail. Please review it together for important Placerita dates and other information. The district and school occasionally sends out automated phone messages.

CELL PHONES AND ELECTRONIC DEVICES

The Hart District acknowledges the importance of communication between students and parents, particularly in emergency situations; however, the District recognizes that instructional time is precious and must be protected from unnecessary disruptions. Therefore, students may be permitted to have a cell phone in their possession on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Students are allowed to possess and use cell phones while under supervision of the school with the following parameters:

- Cell phones and any other electronic devices are to be turned off and put away upon arriving to class or before entering any school building.
- Authorization for student possession or use of a cell phone or any electronic device may be revoked by the administration for inappropriate student use.
- The District assumes no liability for the damage, loss, theft, or misuse of the cell phone or electronic device by the student or another person.
- Students are expected to immediately comply with the direction of any school personnel to cease the use of a cell phone or electronic device on campus or at a school sponsored activity.
- Failure to comply with this policy may result in detention, loss of privileges, Saturday school, suspension, and/or confiscation of the cell phone or other electronic device by school personnel.

DAILY BULLETIN

The daily bulletin and Miner Morning TV keep students and teachers informed of happenings at Placerita. All students should listen carefully to public address or TV announcements to stay informed. The bulletin is posted in the main office window daily. Be sure to ask your teacher for clarification of any announcements you do not understand or have missed.

MESSAGES AND PACKAGES

The office cannot handle all the requests to deliver items to students. Please understand that we do not have staff available to deliver messages, money, lunches, P.E. clothes, forgotten homework, etc. The student can learn important lessons about responsibility if the parent does not deliver forgotten items to school. Balloons and flowers delivered to school will remain in the office until the end of the school day.

PARENT ADVISORY COUNCIL

Placerita's PAC is our parent organization. It works with school staff to help coordinate all volunteer parents for school-wide activities and classroom or office assistance throughout the year, and to provide input into school decisions. PAC supports many specialized groups on campus such as the Performing Arts Department, Friends of the Library, and Parent Patrol. All parents are encouraged to come to monthly meetings to learn about school events and to give valuable input. For information about how to participate in PAC, go to our website at www.hartdistrict.org/placerita.

PARENT-TEACHER COMMUNICATION

Parents should contact the school when the need arises. Parents may email teachers through the website. If your parent calls during the school day, the office will leave the teacher a message to return the call. If your parent wants a conference with a teacher or counselor, he/she should call for an appointment. Teachers' schedules do not allow for drop-in conferences.

TELEPHONES

There is no longer a public telephone at Placerita. With teacher or office permission, students may use a school telephone **only** for unforeseen emergencies.

PROCEDURES AND RULES

BRUNCH AND LUNCH

Students may bring their own lunches or purchase a lunch for approximately \$3.00 through food services. Monthly menus are available on our school website. Placerita is a closed campus, so students may not go home for lunch.

CHARACTER COUNTS

Placerita and the City of Santa Clarita promote Character Counts. All Placerita students are encouraged to make ethical choices based on the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. A Placerita student is trustworthy, treats people with respect, is responsible, is fair, is caring, and is a good citizen. Academic teams choose students to be honored for each pillar of character at our Student of the Month Brunches.

CLEAN CAMPUS

Each individual on campus is expected to throw away his/her own trash in a trashcan. Please do your part by not littering!

CONDUCT AND DISCIPLINE

It would be impossible to list all the rules that we expect you to follow. We are a large school with many students attempting to get an education in the most enjoyable manner possible. This means you have to consider the rights and feelings of others and how they are affected by your behavior. Be sure to follow the directions of all school employees at all times!

Following are five basic standards that we adhere to at Placerita:

- ⇒ Be on time and in your seat with required materials when the bell rings.
- ⇒ Eating or drinking is not permitted in class and chewing gum is **never** permitted on the school campus.
- ⇒ Damage or destruction of school or private property is not permitted. Monetary restitution will be required.
- ⇒ Rudeness, profanity, and obscene gestures will not be tolerated.
- ⇒ Any action, item, or clothing that is unsafe or that disrupts school activities is unacceptable.

We also emphasize:

- ♥ No gossip!
- ♥ No put-downs!
- ♥ No name-calling!
- ♥ Hands off others!
- ♥ Attentive listening!
- ♥ Appreciation for all!

Discipline consequences range from warnings, loss of privileges, litter pick-up, Referral Room, lunch detention, after-school detention, Saturday School, suspension, transfer to another program or school, and expulsion.

2011/12 CAMPUS DRESS CODE

Uniform dress among students has enhanced the learning environment at Placerita Junior High School. Standards of modesty and appropriate school dress are much easier to maintain for parents and the school when clothing items are standardized. A better climate for learning has been created through the campus dress code as students become less occupied with their dress and more focused on their classroom studies. Increased student safety has been realized as unwanted visitors to the campus are easily noticed and dress styles that might create a school disruption are eliminated.

Approved clothing is to be worn to and from school as well as in class and at all school activities.

Approved campus apparel is available for purchase from Uniformland at 23300 Cinema Drive in Valencia; however, campus apparel may be purchased elsewhere (Target, Kohls, Old Navy, etc.), provided it meets all standards of the policy. Parents who wish financial assistance in complying with the campus dress code may do so by contacting the principal's office. Parents who elect to have their son/daughter exempted from this policy must contact the principal by telephone. No student shall be penalized academically or otherwise discriminated against or denied attendance to school if the student's parents choose not to have the student comply with the school uniform policy. However, the school strongly encourages parents to support school policies that are established to enhance the environment on campus.

OFFICIAL COLORS

Blue	Black	Brown	Green	Grey	Khaki	White	Yellow
------	-------	-------	-------	------	-------	-------	--------

- 1) All clothing (pants, shorts, skirts, T-shirts, polo shirts, sweatshirts, and jackets must be solid in color **free of writing and/or graphics including stripes, except for official school logos.**
- 2) **Clothing must conceal all undergarments.** See-through or tank tops, halter tops, spaghetti straps, off-the shoulder, or low-cut tops are **prohibited**. No bare midriffs.
- 3) Pants/shorts must be worn at the waist and may not be excessively baggy. Sweat pants/shorts are not permitted.
- 4) Jeans are permitted, as long as they are within the color guidelines, not excessively baggy, faded, or worn. Jeans with holes are not permitted.
- 5) Shorts and skirts must be an appropriately modest length, which is fingertip length when arms are extended at the side.
- 6) Oversized shirts are not permitted – no larger than fingertip length when arms are extended at the side.
- 7) No athletic (sports) type shorts are permitted on campus.
- 8) Students must lower sweatshirt hoods while on campus.
- 9) No hats, beanies, bandannas, sunglasses, or belt buckles with initials are permitted on campus.
- 10) No backless shoes are permitted at any time.
- 11) Accessories such as heavy chains and jewelry with dangerous points or spikes are prohibited.
- 12) Clothing and jewelry that advocate drugs, alcohol, tobacco, or gang activity are prohibited. Clothing and jewelry shall be free of writing, pictures, on any other insignia that are crude, vulgar, violent, profane, sexually suggestive, or that advocate racial, ethnic, or religious prejudice.
- 13) Protective Sun Gear: Hats are banned; however, upon written request from a parent or guardian and with approval by the principal or designee, a student may wear an approved hat outdoors during P.E. or other school activities.
- 14) Students are not to write on their own or others' bodies or on their own or others' clothing or backpacks.
- 15) Students who fail to comply with this policy will be required to call home and have appropriate attire brought to school or they may be required to change into P.E. uniform.
- 16) Campus wardrobe guidelines are subject to change.

EMERGENCY DRILLS

Fire and Emergency Evacuation Drills are conducted as prescribed by the regulations of the Fire Department and the William S. Hart Union High School District. In an actual emergency, parents are directed to go to www.hartdistrict.org, TV Channel 20 (Comcast Cable and Time Warner Cable), or radio stations: KHTS 1220 AM, KNX 1070 AM, or KFWB 980 AM.

EMERGENCY INFORMATION

For safety, an Emergency Information Card is collected from each student. This card gives information such as the name and telephone of the family doctor, parents' work phone numbers, and emergency contacts, etc. Each student must have an emergency card on file, and it is very important to report any change of information on the card to the Health Office. **Please be aware that a student cannot be released to anyone who is not listed on the Emergency Card.** In the case of a school lockdown, parents or emergency card designees should report to Tanner Hall to pick up students. In case of fire or any other natural disaster, parents should report to the 16th Street gate to pick up students.

GUM

Gum is **never** permitted on campus, either during or outside of class.

HALL PASSES

Students are required to carry a pass whenever they are out of the classroom during class time.

LOSS OF PRIVILEGE

Students who have discipline problems, such as Saturday School, suspensions, and/or repeated trips to the Referral Room will be placed on the Loss of Privilege (LOP) list by Assistant Principals. Students on this list will be excluded from dances and other activities.

LOST AND FOUND

There is a lost and found cabinet in the attendance office for large items and small items are kept with the attendance secretary. If a student has lost an item, students are encouraged to look through the cabinet and talk to the attendance secretary. The lost and found gets emptied at the end of each quarter. Any items not claimed by the specified date are donated to charity. Placerita is not responsible for lost items.

PEDESTRIAN SAFETY

Students are encouraged to obey important pedestrian safety practices while traveling to and from school. Students must remain on sidewalks at all times while traveling to and from school. Students must use marked cross walks whenever crossing a street to and from school.

PERSONAL PROPERTY THEFTS

Students are encouraged to keep personal belongings and textbooks at home. During physical education, students must lock valuables in the P.E. lockers. Backpacks should never be left unattended. The school is not responsible for lost or stolen items.

PHYSICAL EDUCATION

Students are required to wear the Placerita Physical Education uniform (blue shorts and a gray shirt) that will be sold during registration and Physical Education classes the first week of school. The cost is \$20.00. Combination locks are required and must be purchased from the P.E. Department for \$6.00. Parents who require financial assistance should call the counselor. **Tennis shoes** (no slip-ons) are also required.

Small P.E. lockers are issued to you to be used for your street clothes while you are in P.E. Sharing your locker with someone else doubles the chance of something getting stolen from your locker. **Lockers or combinations should never be shared with anyone!**

To be excused from physical education for up to three days for reasons of health, a parent may write a note to the P.E. teacher. Any excuse covering more than three days must be substantiated by a note from a doctor to the **health assistant**.

REFERRAL ROOM

Placerita students who repeatedly or flagrantly disrupt class or are defiant may be referred to the Referral Room by a classroom teacher during class time or the assistant principal for one or more periods or during brunch or lunch. When students are assigned to the Referral Room during class time, the parent will be notified. Students will be required to sit quietly and do assigned work. Credit for work will be given at the discretion of the classroom teacher.

RESTROOMS

Restrooms are to be used only for their intended purpose. Loitering in and around the restrooms is not allowed.

SAFE SCHOOL

The Sheriff's Department has established a student drop-off and pick-up zone in front of the school on Dalbey Drive. The hours of operation are from 7:30 a.m. to 3:00 p.m. Pedestrian students desiring to cross Dalbey must do so at a designated crosswalk and not in the middle of the block. Upon arrival at school, students are to enter campus and may not loiter outside of the school gates. Students may not leave campus during school hours without written permission obtained in the Office. Scooters and skateboards are prohibited on campus at all times. There is no on-campus supervision provided before 7:30 a.m. or after 3:45 p.m. On minimum days, supervision ends at 12:30 p.m.

The behavior of students shall promote a safe environment at all times. Actions, gestures, and language (both spoken and written) shall not be disruptive to a safe and orderly school. Antisocial activities or displays (buttons, backpacks, etc.) of students at school, or to and from school, such as hazing, fighting, or violent horseplay are not permitted. Students who are angry with, or fearful of, another student are directed to report to the office to seek mediation of their problem. Conflicts shall be resolved in a non-physical manner under the supervision of an adult and away from other students. Do not attempt to settle emotionally charged differences on campus.

If you are aware of a weapon, drugs, or other items of concern on campus, please report them to the office immediately!

Approaching another student on campus for the purpose of obtaining goods or money is prohibited. "Tagging" or graffiti of any sort on personal or school property is prohibited. Permanent markers are prohibited.

Items such as toys, games, playing cards, skates, skateboards, "white-out," permanent markers, balloons, flowers, squirt guns, aerosol sprays, laser pens or pointers, scissors, cigarette lighters, matches, sunflower seeds, or stuffed animals, etc. deemed disruptive to school activities are not permitted on campus. Gambling of any sort, including coins or cards, is prohibited. Students should avoid bringing MP3 players, iPods, Game Boys, and other electronic devices to school. If they do, the items must not be visible or turned on while the student is on campus, or they will be subject to confiscation. School personnel are not responsible for loss or theft of such items.

Behavior that interferes with students' right to learn and teachers' right to teach is not tolerated.

SALES ON CAMPUS

Students are not allowed to sell or trade anything on campus without proper authorization. Unauthorized items being sold or traded will be confiscated. Appropriate discipline will be administered.

SEXUAL HARASSMENT

The William S. Hart Union High School District will maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited.

It is a violation of this policy for any member of the William S. Hart Union High School District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of district policy for students to harass other students or staff through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic status, or is sufficiently severe or pervasive enough to create an intimidating, hostile, or offensive working or learning environment.

Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to file a complaint of harassment. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in ways that model and encourage respect for all individuals.

SMOKING, NARCOTICS, ALCOHOL

Smoking and/or possession of tobacco are not permitted on or near the school grounds or at school activities (on or off campus). Penalties may include Saturday School, suspension, and/or a citation from law enforcement.

Use or possession of narcotics, narcotics paraphernalia, or alcohol on school premises or on the way to or from school; or appearing at school or school functions under the influence of narcotics or alcohol will result in an immediate suspension from school and transfer to another junior high or program within the district.

The **Comprehensive Alcohol and Drug Reduction and Education (CADRE) Program** is free and confidential to all Hart District students and parents. Read a Parent Brochure and Enrollment form to learn more about how the CADRE Program empowers students by giving them a reason to say NO to illegal drug and alcohol use and how the program provides parents with assurances that their sons or daughters are not using drugs or alcohol. For more information, please go online at www.hartdistrict.org, contact the Assistant Principal at your child's school, or call (661) 259-0033 x 210.

SUPPLIES

Students are required to bring appropriate school supplies including paper, pen, and pencil to school each day, so that they do not disrupt class by borrowing from other students. Parents who have a financial problem purchasing these supplies should call the counselor.

SUSPENSION OR EXPULSION FROM SCHOOL

Students and parents should understand that under California law, the superintendent or principal may recommend a student's expulsion or suspension for any of the following acts:

- a. 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except self-defense.
- b. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
- c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
- d. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind; and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Engaged in any act of bullying, including but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- t. Aided or abetted the infliction or attempted infliction of physical injury to another person.
Committed sexual harassment.
Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
Engaged in harassment, threats or intimidation of school district personnel or pupils.
Made terrorists threats against school officials, school property, or both.

It should be noted that, while the above acts **may** lead to expulsion, certain actions **require the school to recommend expulsion**. These acts include:

1. Causing serious physical injury to another person.
2. Possession of a firearm, knife, or other dangerous object.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

TEXTBOOKS

- 📖 The library will issue textbooks for home use. Students are responsible for maintenance of textbooks.
- 📖 A student who loses a book must make arrangements with the library for payment or replacement of the book.
- 📖 If the lost book is later found, the amount paid by the student would be refunded.
- 📖 Found textbooks are to be turned in to the library.
- 📖 Copies of all textbooks are available for students to use in the library.

The school will not reimburse lost textbooks or personal property. Lost books are the responsibility of the student to whom they were issued, and charges for replacements will be required of that student. Payment must be made to the library.

Students with damaged books (water, stains, writing, etc.) will be assessed a fine. When textbooks are handed out, students are asked to carefully check for and list damage. Any damages not listed will be charged for at the end of the year.

TRANSPORTATION INFORMATION

- If your child is walking, PLEASE discuss safe routes to school and pedestrian traffic laws. We encourage you to “walk the route” with your child.
- Please discourage your child from visiting Newhall Park unsupervised before or after school.
- Bus riders are under the authority of the bus driver and must obey, without question, any order or suggestion given by the driver that relates to the safety or orderly transportation of students. Students receiving bus “tickets” are subject to suspension or denial of bus transportation.
- Students riding a bicycle to school should lock it in the designated area before school begins. Students are asked to walk bicycles in and out of the bike area. Students remaining after school for intramural sports, make-up tests, etc. should remove their bicycle from the bike racks immediately after school is dismissed and walk it to the assigned room or activity area.
- Students riding a bicycle to school MUST wear a properly fitted helmet and must secure it properly.
- Students may not bring skateboards or scooters to school at any time because there is no place to store them. If they do, they will receive detention.

WORK PERMITS

Students under the age of eighteen who are employed during the school year are required by state law to have a work permit. See the counseling secretary to complete the proper forms once you have an offer for employment.

PLACES FOR ASSISTANCE

ADMINISTRATIVE OFFICES

The administrative team is responsible for management of all instructional programs, counseling services, school safety and discipline, student activities, personnel, school budget, and facilities. Administrators are available to assist students and parents with any school-related issues.

COUNSELING OFFICES

The counselors are professional educators with specialized training and experience to help students maximize their learning potential. They believe that all students have the ability to learn and be successful. Counseling and guidance services are directed toward helping students become confident in solving problems and making decisions on their own. Any information of a personal nature disclosed by a student or parent in the process or receiving counseling from a school counselor is confidential except when there is a clear and present danger to the health, safety, or welfare of the student or another school or community member.

HEALTH OFFICE

The health office is for first aid emergencies and is not for “resting.” The health assistant cannot dispense aspirin or any other medicine. Students requiring medicine at school must have a written doctor **and** parent request on file in order to bring the medicine to the health office. The health assistant is not a nurse and cannot diagnose injury or physical problems. Students too ill to remain in class will be sent home after a parent contact.

Students visiting the health office must:

Have a pass from their teacher.

Sign **in** and **out** at the health assistant’s desk.

Follow office rules.

Go directly back to class when sent.

LIBRARY

All students are welcome to come and explore the resources of the library. It is open daily from 7:30 a.m. until 3:15 p.m. (except for some Wednesdays when meetings are held). The library is not open at brunch, but is open at lunch unless a class is in session. We have some suggestions that will help the library meet your needs.

- 📖 Be sure books are checked out properly. If you are not sure how, ask questions.
- 📖 Return books to the library promptly -- others may be waiting. Don't ignore late notices.
- 📖 A pass from your teacher is necessary if you wish to use the library during class.
- 📖 There are a limited number of Internet-connected computers available for student use.
- 📖 The librarian is a great source of information. Don't be afraid to ask questions.

PLACERITA INTERVENTION

Students can receive remedial instruction in language arts and math through Placerita Intervention, which is held after school from 2:45 until 3:30 p.m. two days during most weeks. Saturday Intervention is also available for remedial instruction.

SCHOOL RESOURCE DEPUTY

A Los Angeles County Sheriff Deputy works directly with our school in matters requiring the help and support of law enforcement. He/she is also available to speak in classrooms and assist students.

STUDENT STORE

Some school supplies, nutritional snacks, frozen yogurt, and drinks are available for sale during brunch and lunch.

**IF A PARENT OR GUARDIAN NEEDS TO SPEAK WITH AN ADMINISTRATOR, COUNSELOR,
TEACHER, SECRETARY, OR HEALTH ASSISTANT, HE/SHE MAY
CALL (661) 259-1551 BETWEEN THE HOURS OF 7:30 A.M. AND 4:00 P.M.**

CLUBS AND ACTIVITIES

ASSOCIATED STUDENT BODY

The Associated Student Body (ASB) organization is designed to help students work toward service and recreational goals and to provide funds for the purchase of items not provided by the taxpayers for student use. The ASB is responsible for the planning and organization of dances, assemblies, and special activities. Clubs which may be offered include: Drama Club, Kid Flix, Literary Magazine, Math Club, Robotics, Club Life (student-initiated Bible study), and intramurals. Students should listen to announcements and check the daily bulletin for specific information.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Students who have a cumulative grade point average of 3.5 meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, character, and citizenship.

SAFE SCHOOL AMBASSADORS

Safe School Ambassadors are a group of diverse, committed, and trained students who intervene with their peers to prevent and stop acts of cruelty and reduce tension on campus. Ambassadors talk with their peers to stop them from mistreating others or to make them feel better when someone has hurt them. Through these interventions, Ambassadors also impact the attitudes and behaviors of the bystanders creating a welcoming campus, where all feel safe and included.

IDENTIFICATION CARDS

Identification (ID) cards will be issued to students during registration in August. They are required for checking out textbooks and library books and for attending school activities. **Students must carry their ID cards with them at all times.** Lost cards may be replaced for a fee.

DANCES AND ASSEMBLIES

The executive council of the Associated Student Body plans dances for Placerita students. All school rules apply to these dances and only Placerita students not on the LOP list are allowed to attend. Student ID cards and a ticket are required to enter the dance. **Students may not leave dances before the end.** They must remain inside the gym until the conclusion of the dance or until a parent or guardian comes to the gym to pick them up. Students attending assemblies are to behave in a courteous manner and follow directions of teachers and others in charge. Poor manners and behavior will result in removal from the assembly and possible elimination from subsequent activities. "Freak" dancing is not allowed.

ELIGIBILITY FOR EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

Extracurricular/co-curricular activities include intramurals, school teams, ASB, band, orchestra, chorus, dance, drama, and similar programs requiring practice and performance time beyond a class period.

A student shall have a GPA of 2.0 or higher and have passed a minimum of ten credits in the prior quarter to be academically eligible to participate in extracurricular/co-curricular activities. The GPA shall be computed using all classes in which the student is enrolled at the grading period, which determines eligibility. The fourth quarter of the previous school year determines eligibility for the first quarter of the current school year. The first quarter grades determine eligibility for the second quarter. The second quarter grades determine eligibility for the third quarter. Third quarter grades determine eligibility for the fourth quarter. Some activities may have additional special requirements, approved by the principal, such as: mandatory attendance at rehearsals and performances; specific standards of conduct at practices, rehearsals, etc.

Students are required to attend all classes (except those classes which must be missed because of travel time to a game or event) **in order to participate in a game or event that afternoon or night.** In extraordinary circumstances, this district policy can be modified and permission to participate can be granted by the principal. Students are not required to participate in performances, practices, etc., on the days of their religious observances, nor shall they be penalized for not participating on those days.

RETURNED CHECKS

For each returned (non-sufficient funds) check, we will charge an additional \$10.00 fee. If we do not receive payment in full, a student will lose some extra-curricular school privileges.

“PRIDE IN EXCELLENCE” AGREEMENT

As a student of Placerita Junior High School, I will:

1. Read and comply with all requirements of the District Rules and Regulations Handbook and the Placerita student planner.
2. Strive for excellence in academic work by using my student planner daily; by completing all assignments neatly, accurately, and promptly; and by making up work missed during all absences within the time frame established by the teacher.
3. Complete all requirements in order to earn promotion.
4. Follow all classroom rules to help maintain an atmosphere for learning.
5. Regularly attend all classes unless ill or excused.
6. Be responsible for all textbooks assigned to me.
7. Comply with the campus dress code.
8. Demonstrate respect for all students and all staff members.
9. Appreciate the diversity of my school, which includes race, ethnicity, religion, culture, language, age, size, gender, sexual orientation, and ability.

As a parent of a student at Placerita Junior High School, I will:

1. Provide positive support for the goals, philosophy, and programs of the school.
2. Assist my child in achieving the required academic standards necessary for promotion.
3. Participate in conferences with school personnel as requested and support mutually agreed-upon decisions.
4. Check the student planner daily and provide support to my child in completing assigned homework.
5. Provide a designated homework time and a designated homework location for my child.
6. Be responsible with my child for reading the District’s Rules and Responsibilities Handbook and Placerita’s student planner and abiding by all school policies and procedures concerning academics and behavior.
7. Be responsible for my child’s regular attendance.
8. Keep current addresses, phone numbers, and emergency numbers in the school office.
9. Know and enforce the campus dress code.

I understand that Placerita Junior High School desires to provide an environment of behavioral and academic excellence and that this requires a strong commitment to the guidelines set forth in this contract. I have read the above agreement and will abide by it.

Student’s Name Printed Legibly

Grade

Date

Student’s Signature

Parent’s Signature

Using Computers on Campus

Network Login In order to use a computer on campus, you must have and display your ID card. To access the network on campus, students must have a username and a password. Your user name consists of your 8-digit ID number followed by a period and the year you promote.

98123456.2012 is a sample username for an 8th grade student .

98123456.2013 is a sample username for a 7th grade student.

My Network Username is: _____
ID Number year you promote

Your password for the network must at least 8 characters without symbols or capital letters and must contain at least one number. You will activate this password during library orientation through your English classes, and you will use this password all year.

The password I wish to use on the Network is: _____

You may not search the Internet without a signed contract and a sticker for your ID card.

Accelerated Reader Program is available on network computers. Log on to the network and click on the Accelerated Reader Icon. Your Accelerated Reader Password is different than your network login password. It is your initials.

For Example: Mary Doe = md

You must have an ID card to take an Accelerated Reader test, and all AR tests must be signed before leaving the library.

No signature = no credit.

My Accelerated Reader Password is: _____
Your initials

Infinite Campus Login: Click on the Infinite Campus Logo on the Placerita Webpage.

Username = your ID number

Password = "<first name initial><last name initial><birthdate MMDDYY>"

Example: Ralphie Miner, born May 12, 1997 = rm051297

Destiny Library Catalog

The library catalog may be accessed from the Placerita web page using a password.

My Destiny username is: _____

My Password is: _____

Hart District Student Email

You can access your student email from the the Placeritawebsite: <http://www.hartdistrict.org/placerita>

It is located under **Student Links**

Your Username is your 8 digit ID number only


Password: your 6 digit birthdate: Example: July 3, 1995 = 070395

Your personal email address begins with your 8 digit ID number@hart.k12.ca.us

Example:

980XXXXX@hart.k12.ca.us

To Attach a document to student email

- ✓ Open a new email document. 
- ✓ Put your student email address on the TO line
- ✓ Locate and click the **Browser** button on the bottom left side of the screen
- ✓ A file box appears. Using the pull down menu locate your file (look for your ID number)
- ✓ Double click on the file you want to attach
- ✓ Click Send

(Note: you can send from school to your personal email account, but you cannot send it back to school via your personal email. You are not able to access any private email account on the campus computers.)

Important: When working on a MS Word Doc at home, be sure to 'save as' a Word 2004 or earlier document so it can be opened at school.