WELCOME

Welcome to Earl Warren Junior High School for the 2017-2018 school year. We are the **Warren Wildcats**! We practice **Compassion, Pride and Respect** (CPR). We begin our twenty-fourth school year of continuing the tradition of excellence in academics, sports, music and of building a strong sense of school spirit and loyalty within the Warren student body. In acknowledgment of this excellence, Earl Warren Junior High School has been recognized as a *California Gold Ribbon School*. This honor has been a continuing tribute to the dedication of our outstanding staff, students and parents.

The school is named in honor of Earl Warren, who was Chief Justice of the United States Supreme Court from 1953 to 1969. Chief Justice Warren attended schools in the Bakersfield area, and received a law degree from the University of California. He served as Attorney General of California from 1939 to 1943 and was Governor of California from 1943 to 1953. In 1964 President Lyndon Johnson appointed Chief Justice Warren to be chairman of the commission which was to investigate the assassination of President Kennedy, commonly called the "Warren Commission." Our school takes pride in being named in honor of such an outstanding American who began his educational career in the Bakersfield area.

Your years at Warren Junior High School are extremely important steps in your preparation for high school and college. You will benefit a great deal from these years if you come to school each day prepared to do your best in your classes, participate in school activities, and follow the school rules. Your success at Warren will provide you with the educational foundation necessary for future success. The Warren staff is committed to providing you with the knowledge, experience, study skills, physical education, and social skills necessary to help you succeed in the future. I sincerely wish you the very best for an educational and enjoyable year at Warren Junior High School.

Sincerely,

George S. Thornburgh
Principal
PARENT INVOLVEMENT

The parents of Warren Junior High School students support their children, the school and the community by helping their children at home with their school work, providing a caring environment, and by attending conferences, programs, and athletic and academic events. Opportunities for Parental Involvement at Warren Junior High School include the Parent Club, School Site Council, and Parent Advisory Council. Parents may contact the school for more information.

ATTENDANCE PROCEDURES

IMPORTANT: School hours are from 8:30 A.M. to 3:25 P.M. Supervision is not available until 7:45 A.M., therefore students should not be on campus before this time. After-school supervision ends at 3:30 P.M. Therefore, students should be off campus by this time. Zero period PE students should arrive no earlier than 7:30 A.M. Other supervised school activities times will be set by staff.

ABSENCE FROM SCHOOL

Regular attendance is one of the most important factors affecting a student's academic and social success in school. Frequent absences are harmful to the academic progress of any student. However, if it is necessary to be absent for a legitimate reason, such as illness, the following procedures should be followed:

1. Parents should call the school on the day of the absence or write a note stating the reason for the absence on the day the student returns to school. (After hours, message machine available.)
2. Contact needs to be made with the school NO later than 72 hours from the first day of absence.

NOTE: The school will make every effort to contact the parent/guardian on the day of the absence. If not cleared by a parent by the end of the second school day, the absence will be marked by the attendance clerk as an unexcused absence.

LATE TO SCHOOL

The law requires that:
1. If there is a legitimate reason for the tardy (see Student Attendance/Truancy Policy for valid excuses), the parent must either call the school before the student arrives or send a note explaining the tardy with the student. If the student does not come to school with a note or a
parent has not called, then the student will be considered tardy to class. Furthermore, a note may prevent a tardy, but if it is not a valid excuse, then the student will still be considered late to school, just not tardy to class.

2. All students must report to the attendance window if they arrive to school after 8:30 A.M. At this time, the attendance clerk will evaluate the reason for the tardy.

3. Please be aware that it is the law that all students must attend school and be to school on time. Excessive absenteeism (excused or unexcused), and/or tardiness to school can result in both the student and the student’s parent attending a School Attendance Review Board (SARB).

SIGNING STUDENTS OUT

Students who need to leave school during the school day must be signed out by a parent or other person listed on their emergency card. There are no exceptions. A picture I.D. is required. This same procedure will be followed when students are picked up for lunch off campus.

STUDENT ATTENDANCE

Student attendance at school on a regular basis is imperative. The Education Code states that parents/guardians of children between the ages of six and eighteen are obligated to send their children to school unless otherwise provided by law. District employees as representatives of the Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Excused Absences

Absences from school shall be allowed only for health reasons, funerals, and justifiable personal reasons as permitted by law, or religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative procedures.

Some examples of excused absences include:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometry, or chiropractic appointments.
4. Attendance at funeral services for a member of the immediate family (mother, father, grandmother, grandfather, spouse, son, brother, sister, son-in-law, daughter-in-law, or any other relative living in the household), so long as the absence is not more than one (1) day if the service is conducted in California, and not more than three (3) days if the service is conducted outside California.
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
   a. Appearance in court
   b. Attendance at a funeral service
c. Observation of a holiday or ceremony of his/her religion
d. Attendance at religious retreats not to exceed four hours per semester
e. Participation in religious instruction or exercises
   (1) In such instances, the student shall attend at least the minimum school day.
   (2) The student shall be excused for this purpose on no more than four school days per month.

6. Exclusion, for up to five school days, for failure to present evidence of immunization or for treatment of head lice.

If a student accumulates five excused absences or five excused periods of greater than 30 minutes or any combination thereof, a First Excessive Excused Absence letter will be sent to the parent/guardian via first class mail. If a student accumulates ten excused absences or ten excused periods of greater than 30 minutes or any combination thereof, a Second Excessive Excused Absence letter will be sent to the parent/guardian via first class mail and a medical doctor’s note shall be required to excuse any further absences. Students with Excessive Excused absences may be referred to the district nurse.

Additionally, at the discretion of the site principal, students with excessive absences may be denied the privilege of taking part in graduation ceremonies and/or end of school activities under P-BVUSD Board Policy 5127(a).

Unexcused Absences

Unexcused absences for more than 10 consecutive days can result in the student being dropped from the class and the risk of the student not returning to the same class or school. Some examples of unexcused absences include:

1. Oversleeping
2. Cutting/ditching school
3. Family trips for pleasure/recreation/business purposes
4. Vacations
5. Parent/guardian fails to provide proper verification regarding student absence
6. Personal reasons, going out of town or out of the country

TRUANCY

If a student has three unexcused absences, he/she is truant. Anytime a student is tardy for more than thirty minutes three times without a valid excuse, he/she is truant. It is also important that parents/guardians and school officials remember, the state legislature has established truancy and attendance laws.

According to the California Education Code, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.
Written Notifications/Corrective Steps

Upon a pupil’s initial classification as a truant, the District shall notify the pupil’s parent or guardian by first class mail or other reasonable means. The content of the written communication shall explain that the parent/guardian is obligated to compel the attendance of the pupil at school. It shall also explain that parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. The written notification shall include a statement that explains the parent/guardian’s right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy. The notification should also state that the pupil may be subject to prosecution. If a student is absent from school without valid excuse six full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on six occasions in one school year, or any combination thereof, the pupil’s parent/guardian will be notified with a Second Truancy letter. Furthermore, a Conference Summons letter will be sent via first class mail or other reasonable means requiring a meeting to be held with school administrative personnel to address the truancy concerns. If student truancy continues after repeated written notification to the parent/guardian and/or meeting with school administrative personnel, other measures will be initiated by the district. These may include a required meeting with the district attendance administrator, home visits by the district attendance administrator and/or one of the district’s Bakersfield Police Department Resource Officers. Habitually truant students may be referred to a School Attendance Review Board (SARB), a truancy mediation program operated by the county district attorney or probation officer, and/or juvenile court in accordance with law.

Truancy is a very strong term, and there are negative connotations attached to it. However, it is necessary that we all realize its ramifications for a student’s educational experience and do our best to see that students attend school on a regular basis.

If you have any questions regarding this program, please contact your school site vice principal.

Should you require assistance with a truancy problem, first speak with your school site vice principal or contact Randy Miller, Administrator, at (661) 397-2200 or his secretary at extension #6440.

CURRICULUM REQUIREMENTS

STUDENT SCHEDULES

Every student at Warren is required to take year-long classes in Reading/English, Mathematics, History, and Physical Education in both the 7th and 8th grade. In addition, a full year of Life Science is required in the 7th grade, and a full year of Physical Science is required in the 8th grade. This allows all students to take two elective courses during each school year, except students who have chosen year-long electives, such as band, orchestra, and yearbook. Instrumental music students may take zero period PE in order to increase their elective choices. Zero period PE is offered from 7:40 to 8:25 A.M. each day before the regular school day begins. Transportation to school for zero period PE students must be provided by the parents.
Semester electives:

- Art
- Computer
- Peer Tutoring
- Ukulele Class
- Sports Officiating
- Chorus
- Study Skills
- Math Enrichment
- Photography
- Exploring Technology
- Office Assistants

Year-long electives:

- Band
- Chorus
- Yearbook
- Orchestra
- Avid

**COLORGUARD**

Colorguard is a marching group that accompanies the Warren Wildcat Marching Band at all parades, including the Veteran's Day Parade and the Christmas Parade, marching competitions, and the Disneyland trip in the spring. Colorguard is selected by auditions held in September and all students are eligible. Colorguard will have scheduled meetings and practices both before and after school. The schedule will be set by the Colorguard advisor. The school will provide the Colorguard uniform. However, there is a fee for shoes and other accessories. Attendance at all performances (parades, sports events, and rallies) is mandatory.

**ACADEMIC PLACEMENT**

Students will be scheduled into Reading/English and Math classes according to their ability/achievement level. Four levels are provided in each subject area. These are defined below:

**Level 1** - GATE classes for those meeting specific district defined criteria in both ability and achievement. Admittance to this level is determined by GPA, standardized test scores & teacher recommendation.

**Level 2** - Above grade level in achievement and significant self motivation.

**Level 3** - At or slightly below grade level.

**Level 4** - Remedial instruction. Below grade level work.

Information for placement is obtained from previous STAR achievement test results and classroom performance.
NOTE: Each student is strongly encouraged to purchase a year-long assignment book from their English/reading teacher.

The Earl Warren staff and administration believe in the value of homework and encourage the assignment of homework beyond the regular school day for the following reasons:

1. To extend and enrich classroom learning.
2. To provide additional practice on fundamental skills leading to subject mastery.
3. To allow additional time for students to complete regular classroom assignments.
4. To allow additional time for students to consider and analyze difficult problems or subjects.

Homework assignments should:

1. Be on topics and skills previously taught by the teacher or on material which students can reasonably be expected to understand.

2. Be checked and graded consistently by the teacher directly or under the teacher's direction. Since homework is an extension of the regular classroom learning process, its completion in a consistent, diligent, and timely manner is important. Failure to complete homework consistently will have an adverse effect on the student's academic achievement and grades.

**HOMEWORK NIGHTS**

To be sure that students are not assigned excessive amounts of homework on any night, the following homework nights are assigned for each subject:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Night(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading &amp; History</td>
<td>Monday &amp; Wednesday</td>
</tr>
<tr>
<td>English, Science</td>
<td>Tuesday &amp; Thursday</td>
</tr>
<tr>
<td>P.E. and Electives</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>Monday through Thursday</td>
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<td></td>
<td>(20-30 minutes)</td>
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</tbody>
</table>
STUDENT BINDER

Each student's binder should have the following characteristics:
1. It should have dividers to separate subject areas (English, Reading, Math, History, Science, etc.)
2. The papers in the binder should be current and filed in the proper subject area.
3. Blank paper should be stored in back of the last divider.
4. There should be a plastic pouch to store pencils, pens, etc.
5. At the front of the binder, there should be a Warren Assignment Book. This book can be purchased from their English/Reading teacher. (It is important that each student has the same type of assignment book.)

STUDENT ASSIGNMENT BOOK

STUDENT'S RESPONSIBILITIES:
1. Write down assignments for each class daily. If there is no assignment the student should write "No Assignment."
2. Make sure assignments are completed and turned in on time.
3. Show the assignment book to the parent on a daily basis.

PARENT'S RESPONSIBILITIES:
1. Check your child's assignment book daily to make sure assignments are written down and turned in on time.
2. If there are concerns about your child's progress in a class, write your concerns in the assignment book and have your child take the assignment book to the teacher for a response. (THIS ALLOWS THE ASSIGNMENT BOOK TO BE A DAILY CHECK FOR YOU!)

TEACHER'S RESPONSIBILITIES:
1. Teachers will clearly state daily assignments so that student can write them down correctly.
2. Teachers will make periodic checks to make certain that the assignment book is being used correctly by every student.
3. Teachers will respond to parents’ written concerns in the assignment book.

STUDY HINTS FOR STUDENTS

1. Understand the assignment before leaving class.
   a. Question the teacher for specific details if the assignment is unclear.
   b. Write the assignment down in your assignment book.

2. Have a regular time and QUIET place for study.
   a. Study early in the evening for best results.
   b. Do not watch TV or listen to the radio or stereo while studying.
c. Set aside enough time to complete all your homework.
d. Before you begin your study time, assemble all the materials you will need, such as books, pencils, paper, calculator, ruler, eraser, etc.
e. Choose a place, such as a table or desk, where you can sit down and spread out your materials.

3. Use a definite study plan.
   a. Learn to use special parts of each book (index, appendix, maps, charts, footnotes, etc.)
   b. Keep your notebook organized and up to date using dividers to separate different subjects.
   c. Keep an up-to-date assignment sheet to write down the subject, assignment, date assigned and date due.
   d. Read through the assigned material once to get the main idea, then select the main thought of each paragraph and make a list or outline of these topics.
   e. Use the dictionary to look up words you do not know.
   f. Make a note of questions/problems you need to ask the teacher when you return to class.
   g. Test yourself to see how well you recall what you have studied. Example: Discuss what you have studied with your parents/guardians and/or friends.

MAKE-UP WORK

Requesting make-up work is the student’s responsibility. Students should check with their teachers for missing assignments. Students will be given the opportunity to make up work missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable make-up schedule. As a general rule, students will be allowed one day after they return for each day missed for their make-up work. Students who miss school work because of unexcused absences or suspension shall be given the opportunity to make up missed work, but full or reduced credit is at the option of the teacher.

Parents are encouraged to call in for homework if an absence will exceed 3 days. Generally, work will be available to be picked up after 3:45 P.M. in the office on the day following your request. Additional homework will not be issued until the previous work has been completed and returned. **If the absence is 3 days or less, the work assignments can be obtained from classmates.
BOOKS AND SUPPLIES

CLASSROOM MATERIALS

Books are issued to the students at the beginning of the school year, and it is expected that the books will be returned in good condition at the end of the school year. It is the student's responsibility to care for the books in a respectful and diligent manner. Books should be covered. If a book is lost or stolen, or the student is unable to return the book for any reason, it must be paid for before another book is issued. If the book is later found, reimbursement will be made. All books must be either turned in or paid for prior to graduation. Outstanding payments for books may result in the student being precluded from graduation activities and/or the withholding of scheduling/registration documentation. Students are responsible for having a pen/pencil and paper at all times. It is required that students carry a binder with dividers and a pencil pouch with at least three pencils and two pens at all times to keep paper, assignments, and other materials in good order.

SPECIAL SUPPLIES OR CHARGES

Some elective classes such as Exploring Technology, Band, Chorus, Art, Ukulele and Orchestra may charge for extra projects/materials which students consume or keep. The teachers of these classes will send home specific notices of amounts and due dates.

P.E. CLOTHES

Items required for P.E.:

* Blue shorts
* Ash gray t-shirt
* Athletic shoes
* In cold weather any color warm-up sweats are OK.

All students are required to dress out for Physical Education classes. Failure to dress in appropriate clothing will result in a lower grade, may result in an "F" in the class, further disciplinary action, and possible restriction of participation (depending on the activity). The restriction of participation will result in further lowering of the grade. Students will be provided with a P.E. locker in addition to their book locker. All information concerning appropriate clothing and where it may be purchased will be sent home by P.E. teachers the first day of school. P.E. shorts and shirts with the school logo will be available for purchase through the P.E. department. Only locks provided by the P.E. department will be allowed on P.E. lockers. Showers are available but are not mandatory.

DRESS CODE

The Board of Trustees' position regarding student dress is to be adhered to by all pupils attending schools of the Panama-Buena Vista Union School District. The purpose of the dress code is to help generate a positive learning situation and to guarantee the health and safety of all students.
Pupils attending the schools of the Panama-Buena Vista Union School District are expected to wear clothing that is appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress, but rather to assure that the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn. It is the responsibility of the students and their parents to help create and maintain this atmosphere.

Conditions of dress and appearance:

1. Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down.

2. Excessively oversized shirts, including oversized tee-shirts, worn outside pants are not allowed. Shirt length cannot extend beyond the tips of fingers when the student is standing with arms hanging down. Overalls must be worn with straps on the shoulders, not hanging loose.

3. All clothing must be neat in appearance. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. No clothing may be personalized other than with the given name. Any personalized printing or writing on jackets, backpacks, binders, etc. is unacceptable as is writing on the hands or other parts of the body. Clothing that is full of holes or frayed because of being cut off is not acceptable.

4. Clothing that is excessively revealing is unacceptable. "Excessively Revealing" includes:
   a. clothing that is extremely tight fitting.
   b. backless halter tops or dresses; tube-tops; tank-top shirts or muscle shirts cut low at armpits or neckline.
   c. clothing that shows bare midriffs.
   d. shorts the length of which is shorter than halfway between mid-thigh and knee.
   e. clothing that is transparent or revealing.
   f. underwear being worn as an outer garment.

5. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal activity. This includes buttons, arm bands, shirts, insignias, etc. Bandanas of any color or type are not to be worn. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages or clothing that is sexually suggestive or disruptive is not acceptable.

6. Clothing that indicates the student's membership on community teams not affiliated with the school may not be worn. This is added to preclude the wearing of jerseys, uniforms, etc. of teams that are not associated with the school programs.

7. Shoes must be worn at all times.
At junior high school sites, students may wear shoes or sandals without heel straps that do not present a safety concern. During P.E., intramurals, or any other designated physical activity, tennis shoes or completely enclosed shoes should be worn unless other arrangements have been made. Modifications will be at the discretion of the site principal/designee.
8. Cosmetics to the face and hair that distracts from the educational process such as spray-painted hair, extreme painting of the face, glitter in the hair, etc. is unacceptable except on appropriate days declared by the administration.

9. Any apparel, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern or tends to detract from the educational process, is prohibited

The Board and administration reserve the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of all students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class.

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

EMERGENCY CARDS

Each student must have emergency information on file in the school office. These cards are for the purpose of contacting parents, or some other party specified by parents, in the case of an emergency. This information also tells us who to contact if parents are unavailable. **Most importantly, we cannot release a student from school except to a person with proper I.D. listed on this card.** Current addresses, phone numbers, and emergency contacts are very important. **Therefore, please inform the school of any changes of phone number, address, etc., during the year.** We cannot add a contact to your student’s card over the phone. You must make changes yourself after showing proper I.D.

EXTRACURRICULAR ACTIVITIES

There are many positive and exciting extracurricular activities at Warren in which a student may elect to participate. These include both athletics and academics. Examples that may be available:

- Student Council
- Math Field Day
- Math Counts
- Geography Bee
- History Day
- Oral Language Festival
- Science Fair
- Colorguard
- Henry Greve Speech Contest
- Honor Band
- Honor Chorus
- Honor Orchestra
- Battle Of The Books

Students are encouraged to participate in any or all of these activities. While athletic contests and academic competitions are generally open to the public, social activities such as school dances are limited strictly to Warren students.
ELIGIBILITY

Eligibility for participation in extracurricular activities requires a minimum 2.0 grade point average, with no "F" grades, and no more than one #19 comment code, in the most recently completed quarter. These grade criteria apply to the previous quarter grading period. Participation for all extra-curricular activities will be decided as per District Board Policy 6145.

In addition, students engaged in all extra-curricular activities shall display good citizenship and general respect for authority. A copy of the district board policy is available upon request. Final determination of acceptable citizenship shall be made by the principal.

ATHLETICS

Due to budget cuts extracurricular sports and intramural sports may not be offered. However, if offered, specific information covering each sport will be given by coaches at the beginning of each season. Uniforms are generally provided, but some items such as socks and shoes are the responsibility of the student. Games may be played in the afternoon or evening, on weekdays or on Saturdays, and frequently at other schools. Transportation to these "away" games is the responsibility of the student. If intramural sports are offered, they will be played daily during the lunch periods and will be open to all students.

STUDENT GOVERNMENT

The Warren Student Council is made up of one student elected by the student's classmates from each 5th & 6th period class. The Warren Student Body Officers will consist of a President (8th grade), Vice President, Secretary, and Treasurer (7th or 8th grade). Those wishing to run for office must file a petition for office. The election process will take place at the beginning of the school year in accordance with the Warren Student Council Constitution.

The Student Council and Student Body Officers represent the Warren student body by running the student store, planning social activities and special days, and determining the expenditure of student body funds. Eligibility for student government is the same as eligibility for participation in extracurricular activities.

SCHOOL LETTER AND PINS

Students may earn a school letter as recognition for meeting standards in citizenship, academics, school service, school competition/participation and during the academic year. Students qualify for the Warren Letter by meeting the standard in citizenship and at least three of the other five standards. In order to receive the Warren Letter, the student must complete the "Qualifications for Warren Letter" document and return it to the Vice Principal.

Once a student has earned a letter, he/she may earn a Wildcat Logo Pin for qualifying again during the 8th grade year.
FIELD TRIPS

From time to time, educational field trips are taken by various groups or classes. District transportation is provided when this occurs during the school day and for some after school or weekend trips. It is necessary to have parent-signed consent forms for these trips. Student and parent cooperation in getting these forms completed, signed and returned to the proper teacher is appreciated. Students are not allowed to go on these trips without this consent form. **The District requires that the designated form be used;** therefore, handwritten notes and phone calls will not be acceptable in fulfilling, this requirement.

FIRE DRILLS AND EARTHQUAKE PROCEDURES

State law requires that emergency drills be held periodically. Teachers will inform students in each of their classes about specific rules to follow and routes to take. When the fire alarm sounds, rooms are to be evacuated in an orderly manner. Classes will stay together, move quietly, and proceed by designated routes to the athletic field. In the event of an earthquake, students are to immediately get under their desks or tables and cover their face and head. When the fire alarm goes off, the building is evacuated in the same manner as with a fire drill. In the event that parents need to pick up their student following an emergency, a sign-out station will be established as directed by emergency personnel. **Students must be signed out and will be released only to those persons who are listed on our emergency cards.**

EVACUATION PLAN

Each school in the Panama-Buena Union Vista School District has developed a comprehensive plan for total site evacuation should there be a need to clear the campus.

Parents need to be aware of the following details as they relate to this evacuation plan.

1. As soon as word is received that there is a need to evacuate the school, all classes will be advised to go, or remain, inside their classrooms. All doors and windows will be closed and all heating/ventilation/air conditioning units will be shut down.

2. As soon as the buses arrive, evacuation procedures will begin. All our students and staff will be transported to:

   3901 Pin Oak Park Blvd.  
   Tevis Junior High School

3. There will be neither time nor facilities to call each parent/guardian/babysitter.

4. Parents, if you receive word, by whatever means, that EARL WARREN JUNIOR HIGH SCHOOL is being evacuated, you may proceed to Tevis Junior High School to pick up your child. Report to the school office and you will be given information about where to pick up your student.

5. Students will remain at Tevis Junior High School for the remainder of the day or until picked up by parents.
LOCK-DOWN PROCEDURES

PURPOSE

No one can predict when or where a situation may arise on campus requiring the site to immediately secure all persons. The procedures below serve as a guide for incidents occurring under the best conditions. Situations may arise forcing action by staff and students that may differ from the suggestions below.

In the event of a campus lock-down, the best course of action is to ensure students and staff go quickly to the nearest secure area without panicking. When alerting the site to a lock-down by intercom the person announcing needs to speak loudly and clearly. They also need to announce why the school is under lock-down. The administrator could say, “The school is now under lock-down and this is not a drill. There is an intruder on campus, calmly proceed to the nearest building.” Repeat as necessary.

LOCK-DOWN PLAN

1. When the site is alerted to an emergency whether by intercom, megaphone, or other means of communication, students and staff should proceed to the nearest classroom/building for shelter. **DO NOT CALL 911.**
2. Close and LOCK all doors.
3. Close and lock all windows and close the blinds.
4. Staff should keep students away from windows and position them on the floor similar to the drop, cover, and hold drills.
5. Keep students quiet and assure them that everything is under control.
6. **DO NOT CALL THE OFFICE!!!!!! DO NOT USE THE INTERCOM AT ALL!!!!!**
7. Remain in the classroom and keep doors locked until directed to evacuate by an administrator or designee.
8. Proceed to designated assembly area as directed.
9. In the event of casualties, injuries, or missing persons, follow emergency procedures for search and rescue, first aid, and student release.

ASSIGNMENTS

Site Administrator: Announce the lock-down in plain language (no code words) and evaluate the situation continuously. Utilize any necessary forms of communication to remain in appropriate level of communication with law enforcement agencies, district personnel, and site staff.

Teachers: Remain with students and in lock-down until an “all-clear” signal. Once given the “all-clear” notification, report to assembly area and assume emergency responsibility tasks.
Secretary: Call 911. Notify district office as soon as possible.

Clerk: Secure Emergency Cards for release purposes.

Aides/Librarian: If in charge of students, follow procedures 1 through 9. If not in charge of students, report to the command post for instructions.

**GRADING SYSTEM**

The grading scales used in the junior high are as follows:

- A = 90 - 100% Plus (+) or Minus (-) may be used at the discretion of the teacher.
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% or below

**REPORT CARDS**

In arriving at report card grades, teachers consider a combination of daily work, quizzes, weekly tests, finals, projects, and homework. Grades are determined according to the level of achievement in relation to grade level work. District Board Policy 5121 maintains that a student working in below grade level materials or doing modified grade level work will receive such designation from the comment code on the report card.

Report cards are mailed to parents within two weeks of the end of each grading period. These dates are indicated on the school calendar contained in this handbook.

**DEFICIENCY NOTICES**

Progress reports (deficiency notices) are mailed approximately halfway through each grading period. The purpose of these reports is to alert a parent that their student's progress is unsatisfactory and may result in failure or other unsatisfactory grade by report card time. Upon receipt of such a report, the parent should call the teacher involved to arrange a conference. The following time line indicates report card and deficiency notice dates.

**Quarter Report Cards:**

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**Deficiency Notices:**

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</table>
HONOR ROLL

The Honor Roll is calculated at the end of each quarter. A 3.0 or "B" average in all subjects, including Physical Education and elective classes, is required. The Principal's List gives special recognition to students who attain a straight "A" or 4.0 grade point average. A student is disqualified from the Honor Roll if he/she receives any grade below a "C" in any subject or receives a comment code #19 indicating behavior problems on the report card. Students who make the Honor Roll six out of eight grading periods will qualify for a gold seal on their diploma and special recognition at the graduation ceremony.

GRADUATION REQUIREMENTS

In accordance with Panama-Buena Vista Union School District Board Policy 5123 and 5127, students in the 7th grade may be denied promotion to the 8th grade and students in the 8th grade may be denied promotion to high school and the privilege of taking part in the graduation ceremonies for one or more of the following reasons:

1. Failing a year of English, Reading, or Math as defined by receiving more than two quarter F grades in any of these subjects for the year.

2. Failure to pass at least 14 out of 20 quarters of core subjects including English, Reading, Math, History, and Science for the year.

3. Failure to pass at least six out of eight quarters of Physical Education and Elective courses for the year.

Additionally, graduation privileges may be denied to 8th grade students based on excessive absences (20 days or more unless under the care of a doctor) or unsatisfactory behavior as per Panama-Buena Vista Union School District Board Policy AP 5127.

The graduation exercise is a privilege and not a right. Students must earn the privilege to take part. Students who do not take part in the graduation exercise for non-academic reasons may still be promoted to the ninth grade.
HEALTH SERVICES

Students should be sent to school every morning healthy, rested, suitably dressed, adequately nourished, and ready to learn.

MEDICATION

The Administration of medication to pupils by designated school personnel shall be done only when the student’s health may be jeopardized without the medication and when such administration has been requested in writing and approved by both the treating physician and the student’s parent.

1. Students requiring medication during school hours (either prescription or non-prescription) must have a completed and signed Pupil Medication to be Administered at School #709030 on file at the school site.

2. Students must have the original container brought to the school office by the parent. It will be kept in a safe and secure place and given to the child as indicated on the Pupil Medication to be Administered at School #709030.

3. Prescription medication to be administered at school must be in the original container with the pharmacist’s dosage, how often it should be taken, and the prescribing doctor’s name (C.E.C. 49423, 49480). You may request that your physician ask the pharmacist to prepare a separate container for the school to use.

4. Over-the-counter medication also requires a Pupil Medication Form.

5. Under no circumstances are school personnel to provide aspirin or any other patent medicine or nostrum to students.

6. Students are not to be in possession of any type of patent medicine or nostrum (including aspirin and other over-the-counter pain relievers without the written consent of school administration).

SCOLIOSIS SCREENING

Seventh grade girls and eighth grade boys are screened each year for scoliosis. Students who exhibit possible symptoms will be re-screened at school by an orthopedic physician. Parents of students who have confirmed symptoms will be immediately notified.
HEARING SCREENING

All eighth grade students, RSP students, and referrals are screened for hearing problems in the spring of each year. Parents of those students who exhibit possible problems are notified by the district nurse.

LIBRARY

Students are permitted to check out up to two books at a time. The library is open between the hours of 8:00 a.m. and 3:40 p.m. and during lunch most days for student use. Students are also scheduled to come to the library with their reading class. Students are responsible for any books checked out and will be charged for lost or damaged books. Overdue fines are charged at a rate of ten cents per day after the stamped due date.

LOCKERS

Each student will be assigned a book locker and a P.E. locker after they have returned a signed locker agreement. The book lockers come with built-in combination locks. Book lockers will be issued through the history classes during the first two weeks of school. P.E. lockers will be issued through the P.E. classes.

Students must keep their lockers for their own use only and not share their locker combination with any other student. If the student is the only one who knows the combination to the locker, the student will be the only one who can open it. The school is not responsible for any lost or stolen items in student lockers.

Having a locker is a privilege, not a right. Damaging it in any way or defacing a locker with writing or stickers on the inside or outside of the locker may result in denial of locker use. Lockers are the property of the school and may be opened for inspection at any time by school officials.

Being late to class because of a locker problem is regarded as an unexcused tardy. If the student has a locker problem, the student must go to the classroom and tell the teacher before arriving late to the class.

LUNCH / CAFETERIA

Warren’s cafeteria offers breakfast, a hot lunch line and a salad bar line. Milk is available in low-fat white, or chocolate for those who wish to bring lunch. Warren’s cafeteria utilizes a computerized accounting system for all student lunches. Students must deposit their lunch money with the cafeteria before school begins. Visit www.myschoolbucks.com. to make on-line deposits to any lunch account. Breakfast price = $1.75, Lunch price = $2.75
All students are required to eat inside of the cafeteria. **Students may leave campus to go to their home for lunch only if there is a blue permission slip (obtained in school office), signed by the student's parents, on file in the school office.** Students must sign out daily if they are leaving for lunch. This slip gives the student permission to go to their home only for lunch. This permission slip may be revoked by the school if it is abused by the student going somewhere other than their own home or if they are late returning to school at the end of the lunch period.

Students may be signed out for **lunch off campus** only by a parent or other person listed on their emergency card. There are no exceptions. A picture I.D. is required.

**It is the student's responsibility to bring lunch money or a lunch.** Should a student forget his/her lunch or lunch money, he/she will be permitted to use the office telephone to make a call home for lunch or lunch money. If parents cannot be reached, a borrow slip can be obtained from the office for a lunch that day. **Lunch borrow must be repaid to the office the next school day morning in cash.** Failure to repay a lunch borrow may result in a disciplinary consequence.

**ATTENTION PARENTS**

Students are expected to bring or purchase individual lunches. Food brought in for groups is disruptive to the normal cafeteria procedure. Therefore, parents are asked to supply food for their child only. **Please do not have take-out food** (i.e., pizza, sub-sandwiches, etc.) ordered and/or delivered to school.

The daily office routine does not allow the time needed to contact students. Every effort will be made to contact individual students in an emergency situation.

**CAFETERIA RULES**

All students are held responsible for knowing and following these cafeteria rules:

1. All students will walk, not run, to the lunch line.
2. Students must go to the back of the lunch line. Crowding in line or saving another student's place in line is not permitted.
3. Once in the cafeteria and seated, students may not leave their seats until properly dismissed by a staff member.
4. Students are responsible for cleaning up their table.
5. When students are finished eating, they must raise their hand to be dismissed by a staff member.
6. All trash must be placed in the garbage can, and silverware and trays in the designated area.
7. When students leave the cafeteria, they are to go immediately to the field and stay there until the bell rings at the end of the period. The amphitheater, lockers and halls are off limits for students during lunch.
8. Students are responsible for their own purchases. Loaning or borrowing money from peers is not allowed.
SCHOOL RULES

Students are expected to read these rules very carefully and will be held responsible for following them:

1. Students are not to be at school prior to 7:45 A.M. (excluding zero period students.) Any student arriving before 8:00 A.M. must report to the multipurpose room.

2. Students have four minutes between classes to attend to personal needs and go to their locker. They are expected to arrive at their next class ready to work, with required materials, and in their assigned seat before the tardy bell rings.

3. Behavior in a class which disturbs the teacher's ability to teach or other students' ability to learn is unacceptable, unfair, and will not be tolerated.

4. Students are not to bring any items to school which are not necessary for their classes. Such items include, but are not limited to, MP3 players, IPODs, cameras (except photo students), toys, sharpies, etc. Any prohibited items brought to school will be confiscated and can result in disciplinary action. Although cell phones are allowed on campus, they are not allowed to be on and/or out. **There is never a situation that arises that a student must use a cell phone during school hours.** Should a need arise, such as an emergency or illness, the student should report directly to the office for care and/or treatment. At that time, a parent will be contacted from a school phone. The district is not responsible for retrieval, replacement, or any charges incurred as a result of lost, stolen or damaged electronic communication devices.

5. Students may not carry or possess felt tipped markers or any other marking instrument beyond standard pencils and ink pens. If special marking instruments are required for class projects, they will be provided by the school for in-class use only.

6. Gum or candy that turns into gum is not permitted anywhere or anytime on the campus.

7. **ALL food items and beverages (except water) are PROHIBITED on the basketball courts, in “The Forest” area, in the gym, on the gym roll call number areas and gym hallways, and on the athletic fields.** Eating of snacks, candy or drinks other than water in between classes in the hallways is not permitted. However, if a teacher gives you candy or a snack, then it must be consumed in that classroom or in the cafeteria at lunch. **Items purchased from the student store may be eaten during the lunch period either in the cafeteria or on the Amphitheater steps area only.** Students may not bring glass bottles or glass containers of any sort to school.

8. Students are expected to keep their hands to themselves. Running, pushing, play fighting, and horseplay is not permitted. This type of behavior is dangerous to those involved as well as students nearby, and often causes injuries and leads to fights. Hand holding and other public displays of affection are not permitted at school.
9. This is a closed campus. Once the student comes on the grounds he/she may not leave without permission from the office. This includes the following:
   a. Going home when ill.
   b. Going home for lunch. (A blue permission slip, obtained in the school office, signed by the student's parents, is required to be on file in the school office to gain permission to go home for lunch.)
   c. Leaving school with a parent for any reason, including going to lunch, without being signed out in the office by the parent.
   d. Students also may not leave with someone else's parent unless that parent is listed on their emergency card.

10. The bike area is locked and off limits during the school day. Only students who bring bikes are allowed in the bike racks to lock them up in the morning or pick them up after school.

11. Riding a school bus is a privilege, not a right. This privilege can be lost. Read the bus rules carefully and follow them. Bus ticket suspensions will be enforced. If a student is suspended from riding the bus, the student is responsible for acquiring other transportation to and from school.

12. Students are expected to dress in a manner appropriate for school. Please read the Panama-Buena Vista Union School District dress code very carefully. Students who do not follow the dress code will be required to call their parents for other clothes, or they will be required to wear P.E. clothes for the remainder of the day. Repeated violations of the dress code will result in further disciplinary action at the discretion of the school administration.

13. Articles of dress that are in the nature of a costume which detracts from the educational environment are not to be worn.

14. Students are not permitted to sell anything at school including fund-raising items.

15. Students may not bring any items to school, either worn or carried, which can be used to cause injury to others. This includes items such as wallet chains, pocket knives, any sort of a paddle or club, or any other such items which present a danger to other students.

16. Do not have flowers, balloons, etc. delivered to school. Students may not take these items to class. They will be held in the office until the end of the day.

17. Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school property.

18. Classroom visitation procedures require that requests for classroom visits shall be scheduled by the classroom teacher, for a time and date convenient to both parent and teacher. The parental observation date shall be within a reasonable time frame, following the initial request.
MAINTAINING A SAFE SCHOOL ENVIRONMENT

In order to maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for the commission of serious offenses. Suspension is defined as exclusion from school and all school activities for a period of one to five days. Expulsion is defined as removal of the student from all schools in the Panama-Buena Vista Union School District for an extended period of time. In some instances, the period of expulsion may cover one school year. Students considered for expulsion are brought before the District's Administrative Hearing Panel where the facts of the case are presented. The District's Board of Trustees reviews the panel's finding and determines whether or not to issue an expulsion order.

In accordance with Education Code 48900, school districts are granted the authority to suspend, and MAY recommend expulsion proceedings, students who have committed any of the following acts:

(a) Fighting
(b) Weapon or dangerous object
(c) Possession of use of drugs or alcohol
(d) Sale of drugs or alcohol
(e) Robbery or extortion
(f) Property damage
(g) Theft
(h) Possession or use of tobacco
(I) Obscene acts or habitual profanity
(j) Drug paraphernalia
(k) Disruptions and/or defiance
(l) Receiving stolen property
(m) Imitation firearm
(n) Sexual assault or sexual battery
(o) Witness harassment or intimidation
(p) Aiding or abetting the infliction or attempted infliction of physical injury
(q) Sexual harassment
(r) Hate violence
(s) Harassment, threats, or intimidation
(t) Terroristic threats against school officials and/or school property

Students shall be recommended for expulsion proceedings for any of the following acts as per Ed Code 48915 (a)©:

a. Causing serious physical injury to another person.
b. Possession of any knife or other dangerous object of no reasonable use to the pupil.
c. Unlawful possession of any controlled substance.
d. Robbery or extortion.
e. Assault of battery, upon any school employee.
f. Possessing, selling, or otherwise furnishing a firearm.
g. Brandishing a knife at another person.
h. Unlawfully selling a controlled substance.
i. Committing or attempting to commit a sexual assault or committing a sexual battery.
j. Possession of an explosive.

The junior high student is considered responsible for his/her behavior and actions. The school rules are simple and apply to all students equally. The student is considered responsible for knowing what these rules are as well as those that each teacher may establish for their classroom. Failure to comply will result in various disciplinary consequences. Behaving in an acceptable and responsible manner will make the student's life at school more productive and enjoyable.

SPECIAL EDUCATION

Panama-Buena Vista Union School District operates the Resource Specialist Program and all-day Special Day Class Program on the Warren campus. Students who have learning disabilities as diagnosed from tests administered by the district psychologists are placed in the RSP program for Reading and English and/or Math or in SDC. These students receive instruction based on an individual learning program based on the student's Individual Education Plan (IEP).

STUDENT STORE

The student store at Warren is typically open Monday, Wednesday and Friday for the last 15 minutes of the lunch periods. Assorted snack items are available for purchase. There will be times throughout the year when the student store will not be open. Therefore, students are encouraged not to use it as a primary source for lunch. The store is run by the Student Council. The profit is used to benefit the whole school as determined by the Student Council.

OFFICE TELEPHONE USE

A telephone is provided in the office for student use for emergencies and illnesses only. When an emergency arises, a note to use the telephone from a teacher is required. The phone may be used to call home for lunch money. An "emergency" does not include forgotten homework, gym clothes, or permission for after school activities.

TESTING

Various tests are administered throughout the school year either for placement, to assess student progress and achievement, or by state law to assess the school program. A Standardized Testing Program is given in the spring to assess the achievement of 7th and 8th grade students in many different academic areas. Results indicate a student's progress from year to year in the areas of Math, Written Expression, and Reading. Results can be compared to a national sampling of students in the same grade level.
TRANSPORTATION

Whether a student rides the bus to and from school or only on a field trip, the rules of good conduct must be followed. The use of a school bus is a privilege, not a right. Special arrangement for use of transportation services requires a written request from the parent and preapproval by the office.

The California Administrative Code states: "Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway." The school district governing board of trustees has adopted rules and regulations to enforce this provision. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. District rules require students to be lined up at the bus stop at least five minutes before the scheduled bus stop. The following list of student actions constitutes violations of the established rules and regulations:

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) while in or loading or unloading a bus.
2. Using profane language or obscene gestures.
3. Putting any part of the body out of a bus window at anytime.
4. Any movement out of seats while the bus is in motion.
5. Creating excessive noise that distracts the driver.
6. Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits, and/or windows.
7. Any type of damage or defacing of the bus.
8. Lighting of matches, cigarettes, or smoking on the bus.
9. Throwing any objects in, out of, or at the bus.
10. Transporting live animals, reptiles, or insects on the bus. Science specimens are to be encased in safe containers.
11. Eating, drinking, or chewing gum.
12. Disrespect or failure to obey the bus driver.
13. Using other than the student's regularly scheduled bus stop.
14. Riding the bus after receiving a bus suspension.
15. Any improper bus stop procedures, (not lining up, rock throwing, playing in streets, damaging property at a bus stop).
16. Giving improper identification when requested by driver.
17. Tampering with the bus radio or controls.
18. Transporting of glass containers.
19. Crossing behind or in front of the bus without escort.
20. Must be at bus stop before the scheduled pick up time.

Minimum penalties for these infractions are:

- **1st Ticket**: Warning or possible bus riding suspension. Notice will be sent to the parent.
- **2nd Ticket**: Three (3) day suspension of bus transportation to and from school.
- **3rd Ticket**: Five (5) day suspension of bus transportation to and from school.
- **4th Ticket**: Ten (10) day suspension of bus transportation to and from school.
- **5th Ticket**: Suspension of bus riding privilege for the remainder of the school year.
**A call will be made to the parents and a letter will be sent notifying them of the suspension of bus transportation for tickets #2-5. A parent can request a conference at any time.**

**BICYCLES**

Bicycles may be ridden to and from school provided that they are maintained and operated in a safe manner in accordance with current bicycle laws. Bicycles are not to be ridden on the school grounds or parking lots. Upon reaching the sidewalk in front of the school riders are required to walk their bicycles to the bike rack area (please see the school map for location). In the afternoon the students should walk their bicycles until they are off school grounds. All bicycles must be parked inside the fence at the bike racks. Even though the bike rack area is locked during the day, students should provide a lock for their bicycle. Students are not allowed to stay in the bike rack area except when parking or picking up their own bicycle. **The school is not responsible for lost or damaged bicycles.** State law requires, and the school encourages students to wear a bicycle helmet for their safety traveling to and from school.

**SKATEBOARDS**

Skateboards, skates, scooters, and roller blades may not be ridden to school. There is insufficient space in student lockers to store them. District regulations prohibit the use of skateboards, skates, or roller blades on the school grounds at any time.

**YEARBOOK**

The Warren Yearbook, "The Pride," will be produced by the yearbook class. The yearbook is sold in the fall and distributed during the last week of school. Students must order a yearbook in the fall in order to be assured of getting a yearbook at the end of school. Students should keep their yearbook receipt as proof of purchase. The price of the yearbook is determined by the journalism teacher and the school administration each year. The resulting yearbook is an attractive hard bound book that is an excellent reminder of the junior high school years.
Please print or type all information. Procedures regarding complaint processing are on the reverse of this form.

Person making complaint: ____________________________________________

Address: ________________________________ ________________ ________________

Telephone Number: ________________________________________________

Date Complaint Submitted to Compliance Officer: ____________________________

School Site or Department: _____________________________________________

Nature of complaint: (Please include specifics i.e., dates, times, persons, if any, against whom complaint is being lodged, etc. Feel free to attach additional pages, if necessary.)

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Signature of Complainant: _____________________________________________

Disposition of complaint at Compliance Officer level: _______________________

_____________________________________________________________________

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UNIFORM COMPLAINT PROCEEDURES

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.
The Governing Board designates Assistant Superintendent/Educational Services, to receive and investigate complaints and ensure district compliance with law. Please return the completed complaint form to the Assistant Superintendent at 4200 Ashe Road, Bakersfield, California 93313. The contact telephone number is (661) 833-8331, ext. 132.

**Procedures**

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

**Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of an alleged noncompliance by the district. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. Should the complainant be unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint.

**Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

**Step 3: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

**Step 4: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

**Step 5: Final Written Decision**

The report of the district’s decision shall be in writing and sent to the complainant.

**Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

**Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district’s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprized the complainant of his/her right to file a complaint in accordance with Title 5, Section 4622.
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