



Emerson Junior High School Student Handbook

2121 Calaveras Ave.

Davis, CA 95616

Phone: (530) 757-5430 Fax: (530) 757-5434

Website: <https://emerson.djUSD.net>

Facebook: @EmersonJHS

Twitter: @EJHPrincipal

Instagram: @rwemersoneagles

2019-2020 Bell Schedule

Regular Day

Period 1A (9 th grade Co-Enrolled Only)	8:15AM	9:05 A.M.
Period 1	8:30 a.m.	9:20 a.m.
Period 2 (HR)	9:25 a.m.	10:20 a.m.
Period 3	10:25 a.m.	11:15 a.m.
Period 4	11:20 a.m.	12:10 p.m.
Lunch	12:10 p.m.	12:45 p.m.
Period 5	12:50 p.m.	1:40 p.m.
Period 6	1:45 p.m.	2:35 p.m.
Period 7	2:40 p.m.	3:30 p.m.

Late Start Wednesday (Beginning 9/11/19; Ending 5/27/20)

Period 1A (9 th grade Co-Enrolled Only)	9:10 a.m.	9:50 a.m.
Period 1	9:40 a.m.	10:20 a.m.
Period 2 (HR)	10:25 a.m.	11:05 a.m.
Period 3	11:10 a.m.	11:50 a.m.
Period 4	11:55 a.m.	12:35 p.m.
Lunch	12:35 p.m.	1:15 p.m.
Period 5	1:20 p.m.	2:00 p.m.
Period 6	2:05 p.m.	2:45 p.m.
Period 7	2:50 p.m.	3:30 p.m.

Minimum Day (Fall/Spring Summit)

Period 1A (9 th grade Co-Enrolled Only)	8:15 a.m.	8:45 a.m.
Period 1	8:30 a.m.	9:00 a.m.
Period 2 (HR)	9:00 a.m.	9:35 a.m.
Period 3	9:40 a.m.	10:10 a.m.
Period 4	10: 15 a.m.	10:45 a.m.
Period 5	10:50 a.m.	11:20 a.m.
Period 6	11:25 a.m.	11:55 a.m.
Period 7	12:00 p.m.	12:30 p.m.

Assembly Day

Period 1A (9 th grade Co-Enrolled Only)	8:15 a.m.	9:05 a.m.
Period 1	8:30 a.m.	9:15 a.m.
Period 2 (HR)	9:20 a.m.	10:05 a.m.
Period 3	10:10 a.m.	10:55 a.m.
Period 4A	11:00 a.m.	11:40 a.m.
Period 4B	11:45 a.m.	12:25 p.m.
Lunch	12:30 p.m.	1:00 p.m.
Period 5	1:05 p.m.	1:50 p.m.
Period 6	1:55 p.m.	2:40 p.m.
Period 7	2:45 p.m.	3:30 p.m.

Last Day of School

Period 1	8:30 a.m.	8:55 a.m.
Period 2 (HR)	9:00 a.m.	9:25 a.m.
Period 3	9:30 a.m.	9:55 a.m.
Period 4	10: 00 a.m.	10:25 a.m.
Period 5	10:30 a.m.	10:55 a.m.
Period 6	11:00 a.m.	11:25 a.m.
Period 7	11:30 a.m.	12:00 p.m.

Spring Play Day

Period 1	8:30 a.m.	9:20 a.m.
Period 2 (HR)	9:25 a.m.	10:00 a.m.
Period 3	10:05 a.m.	10:35 a.m.
Period 4	10:40 a.m.	11:10 a.m.
Period 5	11:15 a.m.	11:45 a.m.
Period 6	11:50 a.m.	12:20 p.m.
Spring Play Day	12:20 p.m.	2:50 p.m.
Period 7	2:55 p.m.	3:30 p.m.

QUICK REFERENCE PHONE NUMBERS

Davis Joint Unified School District	(530) 757-5300
Emerson Junior High School Main Line	(530) 757-5430
Scott Thomsen, Principal	ext. 111
John Campbell, Vice-Principal	ext. 107
Camica Edwards, Head Counselor, 7 th & 8 th Grade	ext.109
Macara Nicoll, 9 th Grade Counselor (on campus Monday-Wednesday)	ext. 106
Deziree Sutliff, Site Administrative Assistant	ext. 102
Julie Ser, Attendance/Registrar	ext. 101
Da Vinci Jr. High Office	(530) 759-1615

GENERAL DISTRICT INFORMATION

DJUSD MISSION

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly-connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

Adopted by the Board of Education March 6, 2014

We All Belong Resolution

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression. Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment. The Resolution and other resources can be accessed at www.djUSD.net/belong.

Tobacco

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This prohibition applies to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or ground shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Discipline

Students will be held responsible for their actions and how those actions may affect other people. The standards of student behavior are available at each school site or the Student Support Services webpage found at www.djUSD.net.

We do not allow corporal punishment at our district, but if it is necessary to protect others, physical restraint may be used.

If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

If your student is suspended, you may be required to go to your student's class during the school day to monitor their behavior.

Ed. Code §§ 35291, 48900, 48900.1, 49001

General Complaint

The Board of Education accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board expects that complaints be resolved expeditiously without disrupting the educational process.

Our Board encourages you to notify the district if you have concerns or complaints related to the district. Our Board hopes for early and informal resolution of each complaint starting at the lowest appropriate level. If you have a concern or complaint, your first step (informal complaint) is to discuss your concern with the staff member or site principal. If the matter is not resolved informally, you have the right to file a written complaint with the Principal. The principal will investigate and provide you a written response. If you are not happy with the result of the written complaint then you may appeal the findings to the Director of Student Support Services. The Director of Student Support Services or a designee will investigate and resolve the complaint by following our complaint procedures.

Copies of General complaint form are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at www.djUSD.net.

Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622

Uniform Complaint

We are committed to following state and federal laws and regulations. You may file a complaint under the Uniform Complaint Procedures if you believe the district has violated a state or federal law or if one of our programs is discriminatory.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)
2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any other complaint as specified in a district policy

If you disagree with the resolution of a Uniform Complaint, you may appeal to the Department of Education or seek civil law remedies.

Copies of Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at www.djUSD.net.

Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622

Williams Uniform Complaint

Our district is committed to ensure that the Williams Act is supported. This includes supplying sufficient textbooks or instructional materials. In addition, school facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, not to exceed 10 working days. Copies of Williams Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at www.djUSD.net.

Education Code 35186; 5 CCR 4680

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance. The board desires to provide safe school environments that protect students from physical and

emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage the person's reputation.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with the law and the district complaint procedure.

Ed. Code §§ 200, 220, 234.1

Gender Identity and Expression

California law and District policy require that all programs, activities and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe and non-stigmatizing learning environment for all students and to ensure that every student has equal access to all school programs, facilities and activities.

State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records.

School site administration shall coordinate with the District's Student Support Services Department whenever a student requests or the administration identifies a need to accommodate a student's gender identity and/or gender expression. Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office or file a formal complaint.

Ed. Code 221.5 (f)

Nondiscrimination

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination or harassment. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint. It should be noted that there is a possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex. Please inform your principal if it is felt that such participation would be against religious beliefs and or practices or a violation of his/her right to privacy.

Our district programs and facilities, as a whole, are accessible. Our Superintendent makes information about our programs, facilities, and activities available to everyone, including those with impaired vision or hearing and limited English proficiency. Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office. You may ask the school site or district for complaint procedures.

Ed. Code §§200-220; Board Policy 0410, 5145.3, 20 USC 1681-1688, 20 USC 1400-1487; 42 USC 2001d-2001d-7; 34 CFR 106.9;

Sexual Harassment

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment or sexual violence of students at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person, who reports, files a complaint or, testifies about, or otherwise supports a complaint or respondent in alleging sexual harassment.

According to California Educational Code, sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of these conditions:

- Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress
- Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual
- The harassment has a negative impact upon the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment
- Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Ed. Code §§212.5, 231.5, 48980(g); Board Policy 5145.7

Title IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the Department of Student Services and ask for a copy of the complaint procedures.

Board Policy 0410; 42 USC 2000h-2000h-6; 34 CFR 106.1-106.61; 45 CFR Part 86

Free / Low-Cost Meals

Free or low cost meals are available for eligible students. The application needs to be completed and returned to the school site at the beginning of each school year. Nutrition services will notify the family of their eligibility once the application is processed. Applications are available at <https://djusd.net/cms/One.aspx?portalId=117173&pageId=873370>

Ed. Code § 49510, et seq.

HOME-SCHOOL COMMUNICATION

Phone

- The office phone is for school business purposes and students may use the office phone during any part of the school day for the purpose of contacting parents or guardians.
- Students may use cell phones in the office for communication with family.

Email/Staff Voicemail

- Staff members may be contacted by voice mail, School Loop, or e-mail. Parents and guardians who have a question or concern related to their child's classroom or performance should reach out first to their child's teacher.
- Please allow 24 – 48 hours for a teacher to respond to voice message or email. If you do not receive a response within the 48 hours, please contact your student's school counselor, Vice Principal, or Principal for assistance.

School Loop

- School Loop is our Learning Management System. Please refer to information in the Academic Support section for details.

Daily Bulletin

- The daily bulletin is read every day during 2nd period homeroom. It contains calendar items, school news articles of interest to parents, and messages from the principal, vice principal, counselors and teachers.
- You may receive the daily bulletin and Emerson PTA updates via a list serve by signing up online at <https://www.emersonjrhighpta.com>.
- The bulletin is published daily on our website: https://emerson.djusd.net/resources/daily_bulletin.

ATTENDANCE

- Attendance and success in school go hand
- Call 757-5430 X 101, to report all full day or partial absences OR you may bring a note that has been signed by your parent/guardian indicating your full name, date of absence, and reason for your absence to the attendance office the very next day you return to school.
- For unexpected same day early dismissal use X 101.
- For all other scheduled appointments, please send a note with your child to the attendance office. The note must include the date, departure time, and reason and should be brought to the office in the morning.
- On the third day of an absence, your parent or guardian may e-mail the teachers to request homework.
- If the absence is not cleared within three (3) days, the absence will become unverified. Too many absences may result in a truancy outreach.

- If you have a planned trip 5 school days or longer, please sign up for Travel Study through Davis School for Independent Study. The attendance secretary can give you more information about this program.
- If you have requested homework, it will be waiting for you to pick-up in the homework box located in the office. Please give the teachers 24 hours to arrange for homework.

LEAVING CAMPUS EARLY

- For your safety and by School Board authority, Emerson/Da Vinci is a closed campus.
- Students are not allowed to leave campus without parent permission and must sign out in the attendance office prior to leaving campus.
- When you get to school, go to the attendance office with your note for leaving school early including the date, the time and the reason for which you must leave.
- Sign out in the attendance office just before you leave, and sign back in when you return.
- Students leaving campus without permission will be marked truant and face administrative consequences.

PUNCTUALITY

- You are expected to be prepared and on time for your classes.
- Tardiness can impact your learning and success at school. Please speak to an administrator or counselor to help resolve problems that are interfering with your attendance.

TRUANCY

- California Education Code 48260 states that a student 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 a combination thereof, is a truant and shall be report to the attendance supervisor or to the superintendent of the school district.
- The daily attendance phone messaging system calls student's homes in the evening to report any missed or unverified class periods during the school day, please allow 24-48 hours for the attendance office to update attendance.
- Your parents will be informed by letter or phone call if their student has excessive absences, tardies, or truanacies.

TRAVEL AND INDEPENDENT STUDY

- Contact the Independent Study office at 757-5333 or online at www.dsis.djUSD.net if you are going to be away from school due to personal necessity for more than 5 days.
- Notify your student's counselor and teachers at Emerson/Da Vinci regarding your plans.

OTHER SITE INFORMATION & POLICIES

EMERGENCY PROCEDURES

An All-School Safety Week is held in both the Fall and Spring semesters. All teachers and students discuss and practice safety procedures specific to that classroom in all periods of the school day. It is mandatory that students know what to do and where to go in an emergency. We will practice evacuation, shelter in place, earthquake, and teacher down drills. Emerson or the DJUSD central office will share a message on family's phones if an emergency were to occur. Details about these procedures are on file in the school safety plan. A copy of the Site Safety Plan is on file in the Emerson Front Office.

ACCIDENTS/INJURIES

- Report any accident immediately to your teacher or the nearest staff member.
- First aid will be given as needed. If medical attention is needed, parents will be notified so that they can make arrangements for medical treatment.

- Be sure to let someone in the Attendance Office know if your family's emergency information (e.g.: home phone number, parent work phone numbers, emergency contact people, etc.) changes during the school year.

ILLNESS

- If you become ill or injured at school, tell your teacher. You will be given a pass to the office.
- If you are too ill to remain at school, your parents will be called.

MEDICATION

- Parents/guardians must check with the office to arrange for the dispensing of any medicine.
- Parents must complete a medicine dispensation informational sheet prior to their child taking medicine in the school office or while at any school event.
- The law does not allow a school employee to give any over-the-counter drug to students; including aspirin, painkillers, allergy medicine, etc.

EXCUSE FROM P.E.

- If you cannot participate in P.E., have your parent write a note.
- After 3 days, you must have a note signed by a doctor stating restrictions and for how long.
- Please make the teacher and your counselor aware of any on-going medical problems.

HEALTH INSURANCE

- Health Insurance is not provided by the school.
- A form for purchasing insurance will be included in a pre-school mailing or will be available on the District website. This form is also available in the office.
- Health insurance is required for all students who are competing in school-sponsored athletics.

VISITORS

- All visitors, guest speakers, or volunteers to campus must show an official California ID at the office and receive a visitor's pass from our Raptor System before proceeding to any other areas.
- In order to ensure a focused classroom environment and a safe school, students may NOT bring visitors to school during the school day, or to school dances or field trips.

SCHOOL PHOTOGRAPHS

- Pictures are taken at the end of the first week of school. Ordering information will be handed out at registration. Re-takes and make-up pictures are offered later in the fall.
- All students must have their photograph taken whether or not they purchase a picture packet so that they receive a student identification card.

STUDENT ID CARDS

- Every Emerson student will be issued a student identification card.
- This identification card will also be used as a library card.
- If you lose your student ID you can get a replacement in the library. A replacement fee of \$5.00 will be charged for a picture ID. Temporary cards are free.
- A current identification card or temporary card is required to get into any Emerson/Da Vinci school dance.

TRANSPORTATION TO SCHOOL

- Students should bike or walk to school whenever possible.
- Be sure to secure your bike or skateboard with a secure lock. The school cannot be responsible for lost or stolen items that have been left unsecured. Bike rack cages are unlocked after school and remain unlocked until the next school day. Please do not leave bikes.

- Parents and guardians who drop students off in the parking lot must abide by all directional arrows and curb indicators.
- The bus loading zone must be kept clear at all times.

DESIGNATED EATING AREAS

- Students may eat in the Indoor Commons, the Outdoor Commons, in the area where the picnic tables are located. Students may also eat in the courtyard of the Library or in classrooms by invitation.
- Throw away trash and recycling in the appropriate cans.
- No students are allowed to eat in the halls during lunch after the first 10 minutes.
- Emerson is a closed campus. Students may not leave campus without parent or guardian permission.

FOOD

- You may purchase a variety of food and drinks in the Indoor Commons.
- The cafeteria serves breakfast between 8:00am and 8:30 am, and between 9:00 a.m. and 9:30 a.m. on late-start Wednesdays
- Free and reduced price lunches are available for students who qualify. Application forms for free and reduced lunches were sent home in the back-to-school packet in August. They are available in the office, cafeteria or on the District website.
- During 2nd period, there is a dedicated 5 minute snack break where students may eat snacks from home or purchased through the cafeteria

STUDENT BEHAVIOR EXPECTATIONS

Philosophy and Purpose

DJUSD is committed to ensuring that school is a safe learning environment for every student. Beyond academics, school can be a place where students learn valuable life skills that will serve them well as adults and serve our society in beneficial ways. To that end, DJUSD takes a comprehensive approach to matters involving rights, responsibilities, discipline, and restoration. There are two purposes for standards of student behavior in a school discipline plan: to promote learning and growth for students as they develop self-discipline, and to provide a caring and respectful environment for all.

In this context, teachers and administrators are legally considered “parent/guardians on location.” This defines the relationship between school staff and their students. Students are young people and it is expected that their behavior will sometimes test boundaries of school rules; therefore, it is age-appropriate for young people to behave in ways that are inappropriate for the school environment. We also recognize that all behaviors serve a function and have complex origins. This is an ongoing process that requires communication and support between students, staff, families, and the larger community.

Break in Relationships & Restorative Practices

School staff regard all students as their responsibility to teach, guide, and support. Thus, just as in a home with parents/guardians, all students at school deserve to be treated consistently with care, hope, and positive attitudes. Our goal in responding to harms to others or the community, including breaches of rules or policies, is to have students understand the effects and impacts of their actions, to be accountable for those actions, and to take the opportunity to make things as right as they can be. Clear and appropriate consequences are part of this effort by school staff to educate and to encourage positive, productive student behavior. The rights of all students are part of this philosophy. All students deserve to be psychologically and physically safe at school. These rights also mean that students who are accused of wrongdoing have a right to be heard, treated respectfully, and to understand the process as the school staff determine the appropriate response.

Rights and Responsibilities

The rights inherent in a democratic society are maintained only if each individual understands and assumes responsibility for his or her own behavior. Students have both rights and responsibilities.

Student Rights

- To be safe
- To be respected and treated with compassion regardless of actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
- To be respected and treated with compassion regardless of actual or perceived wrongdoing
- To express opinions, ideas and feelings, without infringing on the rights of others
- To be heard
- To have their person and property respected (including during a search)
- To be informed of school rules and procedures and what is expected of them as students
- To have confidentiality
- To be academically supported and challenged
- To be treated in a restorative way
- To learn and grow from incidents of conflict or harm

Students Responsibilities

- To take advantage of the academic opportunities offered
- To strive for high achievement
- To support and participate in school activities
- To be knowledgeable regarding student rights and responsibilities
- To attend school regularly and punctually
- To be knowledgeable of school rules and follow them
- To respect private and school property
- To be considerate and non-disruptive in all spaces on campus and on buses
- To be dressed in compliance with the District dress code
- To be considerate to students, teachers, and staff
- To be respectful of all students, and staff regardless of actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
- To keep language and gestures respectful and free of profanity or obscenities
- To not use/possess alcohol, tobacco, or drugs on school campuses or school events
- To take responsibility for harm done and work to repair it to the extent possible

Educating Students

Our goal is that all students are given the support they need to expand and enrich their competency in interpersonal skills, decision-making, reasoning, problem-solving and good citizenship. By using a variety of means, students are taught self-control and a respectful regard for others. Strategies include classroom presentations of concepts that are infused through their normal curriculum program, large and small group discussions, and individualized support.

Student Concerns

Students and/or families are strongly encouraged to communicate with teachers, staff, and administrators when they feel harassed, threatened, intimidated, or bullied by another student, or by staff. Students and/or parents should speak with school personnel, and if the issue cannot be resolved, submit a Uniform Complaint

Form. The Uniform Complaint Form is available at all school offices, the District Office, or online at www.djUSD.net. Students and families may also contact the School Climate Office at 530-757-5300 x108. Communication is key to helping students address concerns and find resolutions with assistance from dedicated individuals at their school site.

DJUSD DRESS CODE POLICY

DJUSD recognizes that the responsibility for the dress and grooming of a student rests primarily with students and their parents or guardians. The District's goal is to promote student safety and to create a respectful community that is welcoming to all students. The District Dress Code policy applies to all schools in the district.

Allowable Dress and Grooming:

- Students must wear clothing which includes a shirt with pants, skirt, dress, or the equivalent
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments; however, waistbands and bra straps may show
- Fabric covering all private parts must not be transparent
- Footwear must be worn at all times, and must not limit student participation in school activities
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (hoodies must allow the student's face and ears to be visible to staff)
- Clothing must be suitable for all scheduled classroom activities including physical education (PE), science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

Non-Allowable Dress and Grooming:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances
- Clothing may not depict violence, obscenities, pornography, nudity, or sexual acts
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups
- Clothing must not threaten the health or safety of any other student or staff member

Generally, students who do not follow the dress code will be referred to the school office to correct the issue, which may include changing into PE clothes, wearing a t-shirt provided by the school, or being sent home to change. Every effort will be made by school staff to avoid embarrassing or shaming the student. All corrective actions will be reported to the parent/guardian.

CELL PHONES AND PERSONAL ELECTRONICS

Students may use technology for educational purposes. With teacher permission, students may do research, take photos, use applications, read an e-book or other activities which relate to the teacher lesson. When finished with the lesson, technology is expected to be turned off.

Students are responsible for the devices they bring to school and if they are damaged, lost or stolen. Once school begins, we ask that all personal electronics be turned off except under the direction of a staff for academic purposes. If phones or other devices are used at any time during the school day except under the direction of a staff for academic purposes, staff may confiscate the device. We want students to be engaged in learning. Texting, messaging, social media, photo messaging and other uses can cause a variety of drama and distraction on campus.

Should parents and guardians need to communicate with their student, they may contact the front office OR a student may come to the front office to use their device or the office phone to communicate.

If a student violates the policy:

- First offense, the device will be returned to the student at the end of the school day.
- Second offense, the parent must come and pick up the device.
- Third offense, the parent must come and pick up the device and meet with administration to develop a plan moving forward.

All other violations will be addressed by the district policy for progressive discipline.

SOCIAL & EMOTIONAL SUPPORT

At Emerson Junior High, student health and wellness is extremely important. We strive to ensure each and every student is safe, healthy, and has the resources to support them in their growth and independence. The following are resources and services available to every student on our campus. Students can seek out help in a number of different ways, as described below.

Counseling Office

- The counseling office is open during the school day as well as before and after school.
- To see a counselor, fill out a request slip in the counseling office before class or during lunch time and you will be called out of class as soon as possible. Parents may talk to a counselor in person or by telephone. Please allow 24-48 hours for a non-emergency response.
- Counselors' conversations with students are confidential unless the student reports any concern that he/she is in danger or is a danger to others.

COUNSELORS' ROLES

- To assist students in personal or social development.
- To monitor students' academic progress
- To provide guidance/resources for future educational planning.
- To facilitate student study teams for assessing student strengths and challenges in order to problem solve.
- To have someone to talk with about whatever is on the student's mind.

24-HOUR CRISIS LINES

Service	Phone Number	Description
Suicide Prevention	756-5000	Trained crisis volunteers provide confidential, anonymous telephone counseling and referral information.
Crisis Text Line	741-741	Text the word "Start." A trained specialist will provide effective, secure counseling and referrals to sources of help.
School Safety Tip Line	758-SAFE (758-7233)	This confidential line is where students can report concerns about school safety, including info about possible violence or incidents of harassment.
ASK Teen Crisis Line	753-0797	The Allied Services for Kids (ASK) teen line provides support to teens and families in crisis.

Text for help

Your school counselor can provide personal counseling including:

- coping strategies
- stress management
- guidance for how to help friends involved in risky behaviors
- support in developing a lifestyle that enhances wellness

Other resources:

- **Al-Anon / Alateen**
Support and hope for friends and families of problem drinkers.
(530) 758-6907
www.al-anon.alateen.org
- **Science-based Facts About Drugs**
www.teens.drugabuse.gov

WHERE TO GO FOR HELP

- Every student has a right to live in a safe environment without fear.
- Child abuse can be physical, emotional or sexual.
- Tell your counselor if you or someone you know is being abused.
- You or your friend will get the help and support you need.

- Students may speak with their counselor, teacher, or administrator in confidentiality unless the person of concern is in any position of personal danger.

PEER HELPERS

- These are students who have been specially trained to help other students deal with problems occurring in or out of school.
- To see a Peer Helper, fill out a Peer Helper request slip in the front office.
- A Peer Helper will arrange a time to talk privately with you.

ACADEMIC PROGRESS AND SUPPORT

At Emerson Junior High, we are dedicated to helping each and every student reach their academic goals and develop a love of learning. Teachers provide the skills needed to do well academically in their classes. The following areas describe how students and families can monitor academic progress.

GRADUATE PROFILE

The DJUSD Graduate Profile defines 21st Century Learning by specifying the outcomes that we, as a community, believe are important for student success in college, career, and beyond.

Critical Thinking and Problem Solving

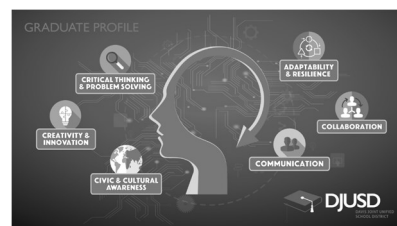
Students reason more effectively in order to identify, define, and solve complex problems and essential questions.

Creativity and Innovation

Students take risks, explore multiple possibilities, challenge the status quo, and seek to continually improve processes and products. They deliberate through a design process to solve problems and act on creative ideas.

Civic and Cultural Awareness

Students will develop and establish an awareness of the responsibilities of contributing individuals in a diverse society. They recognize and respect the differences in values that may exist between themselves and people from other countries or from varying social and cultural backgrounds.



Adaptability and Resilience

Students adapt to varied roles, responsibilities, and contexts, working effectively in a climate of ambiguity and changing priorities. They persist to accomplish difficult tasks and to overcome academic and personal barriers to meet goals.

Collaboration

Students work effectively, respectfully, and with empathy in a team of differing opinions, skills, and strengths. Students assume shared responsibility for collaborative work.

Communication

Students speak and write with clarity, listen actively, and read with comprehension. They know their audience, understand the purpose, choose precise language, and when appropriate, incorporate media to enhance ideas.

SCHOOL LOOP

- All students have School Loop accounts created at the beginning of each year. Teachers post grades, assignments, and announcements for classes. Students can easily send messages to their teachers, counselors, and administrators in a secure, confidential manner.
- Parents and guardians can register for a “Parent Account” for their student(s). The email address used to register for an account must match the email on file in our Student Information System (Q). Parents and guardians can then easily email teachers, counselors and administrators in a secure, confidential manner.
- To register for a Parent Account visit our website: <https://emerson.djUSD.net> .

GRADE REPORTING

- Grades will be mailed to your home at the end of each quarter.
- Progress reports are mailed home halfway through each grading period. Any student in danger of failing will receive a progress report grade.
- Grades will also be posted via School Loop.

HOMEWORK

Emerson follows the District-wide Homework Policy, which is posted on the Emerson Website and through the DJUSD website: <https://djUSD.net/about/governance/policies>. Below are the average time allotments and assignment policies:

Seventh - Eighth Grade

English and mathematics classes may each assign twenty minutes per day. Other academic classes, including foreign language and science, may assign fifteen minutes per day. For example, a schedule with English, mathematics, and three other academic classes, this would result in no more than 85 minutes of homework per day. Music practice may be assigned 80 additional minutes per week.

Ninth - Twelfth Grade

English and mathematics classes may each assign thirty minutes per day. Other academic classes, including foreign language, music or science, that do not carry the designation Honors or AP may assign twenty minutes per day.

For a schedule with English, mathematics, and three other academic classes, this would result in two hours of homework per day. High school Honors and Advanced Placement (AP) classes may require more. Consult the school's course catalog and course syllabus. The remainder of this policy applies to all grades and all classes, including GATE, Honors and AP.

Weekend and Holiday Assignments

Weekend and holiday homework shall not be assigned with the expectation that it be completed during those times. For example, a one-day assignment made on Friday would not be due until Tuesday; a two-day assignment would be due on Wednesday, and so on.

MAKE-UP WORK

- In general, if you miss class, it is your responsibility to arrange with your teachers or classmates to make up missed work. Students have same number of days they were absent in order to finish work (for example, a 2-day absence would allow students to turn in work 2 days after they returned
- For absences of less than 3 days, contact your teacher or classmates for the assignments.
- On the third day of an absence, homework packets may be requested. You may email your teachers to request the work.
- The requested homework will be waiting for you to pick-up in the homework box located in the office or sent electronically.

- If you are missing class for a school event, field trip, or an athletic competition, it is expected that you will arrange to make up work with the teacher before the trip.
- If making-up work after an absence is problematic, please communicate with your teacher.

STUDY TIPS

Teachers will help student acquire and practice skills that will lead to academic success! In general. Students can

- Use your planner to record assignments for each class.
- Check SchoolLoop to see which assignments are turned-in, check due dates, etc.
- Check your homework needs before you leave school so that you have all necessary books/materials.
- Ask questions in class or see your teacher if a concept or assignment is confusing.
- Schedule a specific time and place to do homework.
- Tell your teacher and parent right away if you are falling behind or need extra support
- Take class notes and review them in the evening.
- Put completed assignments in a pocket folder in your backpack, ready for school.
- Always carry extra pens, pencils, and an inexpensive calculator - labeled with your name. If you ever need any supplies, come to the Emerson office.
- Attend After School Academic Program (ASAP) Monday – Thursday, 3:30 – 5:00 p.m. (details below).

ASAP

- After School Academic Program (ASAP) is provided for students who need help with homework or just need a quiet place to study. It is open Monday through Thursday after school, 3:30 p.m. – 5:00 p.m..
- UCD tutors, peer tutors, and staff members are available to help with homework.
- Students may use the library for study, research, and/or computer access Monday, Tuesday, and Thursday from 3:30 until 5 pm.
- Some students may be encouraged to participate in ASAP due to outreach support programs.

WEEKLY PROGRESS REPORTS

- These sheets are located in the Emerson office.
- They help you and your parents know if you are getting your work done and if your attendance and behavior are acceptable.
- The use of this sheet may be initiated through request by a counselor, a teacher, a parent or a student.
- The student gives the sheet to the teacher at the beginning of the class period to be completed and the student is responsible for taking it home.

STUDENT ACTIVITIES & OPPORTUNITIES

While academics are important, all students should feel excited to come to school and participate in engaging, enriching activities. The following opportunities are ways all students can connect and engage with Emerson Junior High in a variety of areas.

CLUBS

- Clubs are formed based on student or teacher interest.
- If you have an idea for a club, find a teacher to be a sponsor.
- More information on signing up or starting a club is at https://emerson.djUSD.net/resources/emerson_and_da_vinci_clubs.

DANCES

- To enter a school dance, you must present a current student identification card and a signed dance bid.
- Three dances are held during the school year.
- The dances begin at 7:30 p.m. and end at 9:30 p.m.
- Students must be picked up promptly at 9:30 pm.
- There is music and dancing in the Indoor Commons. The gym is open for basketball, volleyball, etc.
- Refreshments are sold.
- Students must arrive by 8:00 p.m. and stay until 9:30 p.m.
- These dances are for Emerson and Da Vinci students only, no guests.
- All school rules apply.
- Parents are welcome to volunteer at dances

STUDENT COUNCIL

- The purpose of the Student Council is to:
 - Promote a closer relationship between faculty and students
 - Make recommendations and determine appropriation of student funds
 - Promote school spirit and involvement
 - Represent the student body
- Student Council officers are elected by the students in elections.
- Student Council officers must have a minimum grade point average of 2.0, a “C” average.
- Officer terms are one year in length.
- Student Council includes:
 - President, Vice President, Secretary, Treasurer
 - Historian
 - Representative-at-Large for each grade level
 - One elected representative from each homeroom
- Student Council meets monthly.
- Student Council officers must take the leadership class
- The Leadership class manages all Student council accounts.

CAMPUS CLIMATE COMMITTEE

- The purpose of the Campus Climate Committee is to:
 1. Promote school connectedness between students and staff at all grade levels.
 2. Discuss recommendations on how to improve school climate.
 3. Design school activities that promote positive relationships.

Campus Climate meets on the last Thursday of the month during lunch.

SPORTS

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES:

- The student must earn a grade average of 2.0 GPA with no Fs during the immediately preceding marking period. Grades will be averaged without regard to plus or minus signs.
- The student must be enrolled in the number and types of courses that will enable him/her to fulfill graduation requirements.
- Students who have outstanding discipline matters will not be allowed to practice or play until their disciplinary record has been cleared.

- Students must attend school in order to be eligible to practice or play in an after-school game.
- Students cannot be excused from physical education and play in an after-school game.
- Any student who is suspended from school for disciplinary reasons shall be excluded from all extra-curricular activities and all co-curricular activities, except during regularly scheduled class time, for a period of up to 5 weeks depending on the length of the suspension. The exclusion from extra- and co-curricular activities shall begin on the same day as the suspension from school.

7th/8th Sports

Month	Sport	Group
September/October	Cross Country	7/8 Boys / Girls
September/October	Volleyball	7/8 Girls
October/November	Basketball	7th Boys / Girls
December/January	Basketball	8 th Boys / Girls
February/March	Soccer	7/8 Boys / Girls
April/May	Track	7/8 Boys / Girls

- Students must complete a physical form and an emergency card and turn it into the Emerson office. These forms should be turned in before the season begins and are good for the whole academic year.
- Forms, as well as specific sport & coach information, can be found under the athletics tab on the Emerson website: <https://emerson.djUSD.net>.

DAVIS HIGH SCHOOL SPORTS FOR 9TH GRADE STUDENTS

Fall	Winter	Spring
Soccer	Basketball	Baseball
Water polo	Ski Team	Softball
Volleyball	Snowboarding	Golf
Field Hockey	Wrestling	Track and Field
Cross-Country		Swimming
Golf		Badminton
Tennis		Lacrosse
Football		Diving
		Tennis
		Soccer
		Volleyball
More information can be found on these sports at www.dshs.djUSD.net .		

INTRAMURALS

- During the lunch hour, intramural sports are available.
- Listen to the bulletin for sign-up information and updates.

LIBRARY INFORMATION

LIBRARY HOURS

The library is open from 8:00 a.m. to 5:00 p.m. Monday, Tuesday and Thursday; 9:00 a.m. to 5:00 p.m. on Wednesday; and 8:00 a.m. to 4:00 p.m. on Friday. The library is closed for staff meetings on the third Wednesday of each month after school.

EMERSON & DA VINCI RESOURCES and ONLINE LIBRARY

The Emerson & Da Vinci library offers many resources to students, both in the physical collection housed in the library, as well as in the online collection, which may be found at <http://emerson.djusd.net/library>.

COMPUTERS

- Students must agree to the Acceptable Use Policy (AUP) in order to use the computers.
- Computer use rules are:
 - ✓ Abide by the AUP.
 - ✓ No food or drink allowed at the computers.
 - ✓ Do NOT share your password with anyone, and do not allow anyone to log on to your account.
 - ✓ Computers are to be used for schoolwork only.

STUDENT RESPONSIBILITIES

- To protect the books, computers and other materials no food, drinks, or gum are allowed in the library.
- As stated in School Board Policy, students are responsible for payment to replace lost or damaged materials including library books and textbooks. See below for further Textbook/Library Book policies.
- Checkout privileges may be restricted for students with outstanding overdue books or materials and/or bills.
- All library and textbook accounts must be clear prior to participation in year-end activities.

TEXTBOOK/LIBRARY BOOK POLICIES

- Students will be issued textbooks for classes in which they are currently enrolled. Each student will be supplied with textbooks in order to support and enhance learning and to maintain legal compliance with California law.
- All semester course textbooks are due at the end of the semester. All other textbooks are due by the end of the current school year.
- Students are responsible for maintaining the condition of each book and textbook that they check out or are issued. All books are expected to be returned in good condition.
- **Lost, Stolen or Damaged Textbook and Library Books:**
 - Books with water damage, highlighting, writing, ink or other types of markings will be considered unusable and will require a replacement book.
 - Students are responsible for the cost of replacing lost, stolen or damaged books that they have checked out or been issued. If a student loses or fails to return a book, the parent/guardian is responsible for reimbursing the school with a fair replacement value for the book. Replacement value shall be assessed and determined by the principal or designee of the principal. Consideration will be given for the age of the book and the position the book holds within the adoption cycle. The school reserves the right to choose the ISBN for book replacements to ensure fidelity to editions, equivalent binding and quality, payment options and return policies.
- Educational Code as it relates to Textbooks:
 - 48904 *Liability of Parent*
 - 48904.3 *Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*
 - 48911 *Suspension by principal, designee, or superintendent*
 - 49069 *Absolute right to access*