

FERNDALE JUNIOR HIGH SCHOOL HANDBOOK

(updated 8-28-17)

Schedule

Junior high students will rotate classes among various teachers each day. The junior high schedule is subject to minor changes from year to year. Please find our daily schedules in the regular school handbook.

Attendance Policy

Being present and arriving on time to class is very important in junior high. Since junior high students have 7 periods of classes each day, it is important that they are on time to school as well as in between classes. When a student is tardy to school, they must check in at the office and get a “tardy” slip. If a student receives 5 unexcused tardies in a trimester, they will receive a lunch detention. Each additional unexcused tardy (after tardy number 5) will be given a lunch detention as well. If a student accumulates excessive tardies, school administration will address the issue. The tardy count will reset at the beginning of each new trimester for disciplinary purposes.

(***Please see discipline matrix and point system spreadsheet.)

Jr. High Morning Arrival

Starting January 17, 2017, junior high students are not allowed on the playground from 8:10-8:30am. If junior high students arrive on campus before school starts, they are able to do homework in a junior high classroom, or report to their homeroom teacher until 8:30am. Junior high students can still attend breakfast in the cafeteria, but they must report to a junior high classroom afterwards.

Graduation & Diploma Requirements

The criteria listed below must be met before a student will receive a diploma of graduation and participate in the annual graduation ceremony.

The following subjects will be converted to credits: Math, English, Science, History, Core Support, and Physical Education. A letter grade of A, B, C, or D will earn 2 credits and an F earns 0 credits. A minimum of 30 credits must be earned in both 7th grade to be promoted to 8th grade, and 30 credits must be earned in 8th grade to be promoted to 9th grade. It is also required that an 8th grade student pass the U. S. Constitution Test with a grade of 70% or better.

Students with outstanding school debt will not be allowed to participate in graduation ceremonies. These students will still graduate, but not be allowed to participate in graduation ceremonies or receive a paper diploma until their debts are paid.

Students with insufficient credits will be offered intervention. We believe that all students can succeed with effort and appropriate support.

Additional School Help

Our junior high teachers do everything possible to help your child succeed. If you feel your child needs additional help, please talk to your child’s homeroom teacher. Oftentimes, teachers are at school early and stay late to assist students with their schoolwork.

Credit Recovery

Students who are placed on academic contract for promotion/retention are eligible to participate in Credit Recovery. Credit recovery class is intended for students to earn graduation credits in

order to be promoted to the next grade level. The teacher and student must sign in and out of the Credit Recovery class time sheet in order to be credited with time. Attending 20 hours of this class will result in earning 2 graduation credits (2 graduation credits = 1 trimester of a class).

Junior high teachers will offer credit recovery class approximately 2-3 days per week. Students and parents are responsible for communicating with junior high teachers the dates, times, and locations of the credit recovery class.

*Important notes on Credit Recovery:

- a) students must be working diligently or their time will be not credited
- b) students (and teachers) must sign in and out of credit recovery class daily or the time will not be credited
- c) students cannot be credited more than 3 hours of credit recovery time in a Monday-Friday time frame (1 school week)

Physical Education (PE) / Health /HIV&AIDS Prevention Education

Physical Education at the Ferndale Unified School District. Physical fitness stems from vigorous physical activity on a regular basis. Through maximum participation, each student regardless of athletic ability will improve his or her state of fitness and experience with recreational, competitive, and cooperative values inherent in a variety of team and individual activities.

Physical Education is a graded subject with required minutes and standards as mandated by the state of California. Like any other subject area, if a student misses a class, they will have to do a make-up activity for credit. In junior high, students will participate in a structured physical activity each day, which also includes running at least one mile per week! Students will be given a syllabus from their PE teacher with grading criteria in the first week of school.

California state law requires that HIV/AIDS prevention education is taught in middle school and in high school. If comprehensive sexual health education is taught, the District shall follow state laws (California *Education Code* Section 51933). The District may not pick and choose topics to teach.

HIV/AIDS prevention instruction includes:

- Information on HIV/AIDS and how it affects the body.
- How HIV is and is not spread.
- Discussion of ways to lower the risk of HIV, including:
 - Sexual abstinence, and the latest medical information on ways to prevent sexually transmitted HIV infection.
- Discussion of the public health issues related to HIV/AIDS.
- Places for HIV testing and medical care.
- Making good decisions and staying away from risky activities.
- Discussion about society's views on HIV/AIDS, and people with HIV/AIDS.

You can examine instructional materials in our main office. If you have questions, please see the teacher or principal. State law allows you to remove your student from comprehensive sexual health education or HIV/AIDS prevention education. If you *do not want your student to participate* in the comprehensive sexual health or HIV/AIDS prevention instructional program, please return the bottom portion of this letter to your student's Health or PE teacher.

Previously, these topics were identified under the title “Safe and Healthy Relationships/ Fitness/Health” in the health and fitness syllabus as a state requirement along with other topics. If you have any further questions or concerns please contact me at your earliest convenience.

Remember, the goal of a comprehensive sexual health education program is to *help* students learn the facts and to make *good decisions* now, and later in life.

If you would like your child to **opt out** of participating in the above health curriculum, please write a letter and submit it to the school principal at least one week prior to the scheduled class.

Conferences

1st trimester: 1st trimester conferences will take place after the trimester 1 midterm. All 7th grade students will have a conference with their homeroom teacher at 1st trimester midterm. Any 8th grade parents wanting to have a conference may do so.

2nd trimester: 2nd trimester conferences will take place after the conclusion of the 2nd trimester. All 8th grade students will do an “interview” with their homeroom teacher and staff from Ferndale High School in lieu of a typical 2nd trimester conference. This interview includes creating a cover letter and resume as part of a portfolio summarizing their elementary school experience. Any 7th grade parents wanting to have a regular conference may do so.

Honor Roll & High Honor Roll

For honor roll, a student must meet the following requirements:

1. A grade point average of 3.0-3.49 in the 6 subjects: Math, English, Science, History, Physical Education, and Core Support. Computation for GPA: A= 4 points; B= 3 points; C= 2 points; D= 1 point; F= 0 points;
2. No D, F, or “Credit” grades (in 6 subjects above).
3. No “No Credit” grades in any classes

For high honor roll, a student must meet the following requirements:

1. A grade point average of 3.5 or higher in the 6 subjects: Math, English, Science, History, Physical Education, and Core Support. Computation for GPA: A= 4 points; B= 3 points; C= 2 points; D= 1 point; F= 0 points;
2. No D, F, or “Credit” grades (in 6 subjects above).
3. No “No Credit” grades in any classes

Dress Code

Please see the dress code section in the regular school handbook.

Cell Phones

Please see the cell phone and personal electronics policies in the regular school handbook.

Fundraising and the 8th Grade Trip (also see the “Junior High Fundraising Timeline”)

Students in Junior High at Ferndale Elementary School have been fundraising for an 8th grade trip for many years. It is the desire of the school staff that all 8th grade students have the opportunity to participate in the 8th grade trip.

Students, however, must meet the criteria for eligibility. Students will not be allowed to attend the 8th grade trip if:

- by trimester 3 midterm, a student has been ineligible (ineligible is less than 2.0 GPA and/or 1 or more F's or "no credit" grades) for more than 1 grading period–grading period intervals are:
 - trimester 1 midterm
 - trimester 1
 - trimester 2 midterm
 - trimester 2
 - trimester 3 midterm
- trimester 3 midterm by trimester 3 midterm, a student's grades indicate they do not have enough credits to graduate 8th grade (calculated by the credits they've earned and the current grades they have as of that day converted to trimester 3 credits)
- by trimester 3 midterm, a student has not passed the U.S. Constitution Test with at least a 70%
- a student has outstanding school debt.

Students who don't meet the requirements to go on the trip will be given assignments and assigned to a certificated teacher for the week.

In order to make the 8th grade trip possible, an adequate number of students and parents will need to participate in fundraising events. Fundraising events include but are not limited to the Junior High Carnival, pretzel cart sales, and various community service events. In addition, students may be asked to donate money to help cover the cost of the trip. Parents also have the option of paying the cost of the 8th grade trip in lieu of fundraising. The cost of the trip is determined later in the year – parents must contact a junior high teacher ASAP if they would like to do this.

Parents will be needed to chaperone the 8th grade trip. Parents requesting to chaperone will be selected based on a criteria that includes participating in fundraising (fundraising towards the 8th grade trip only, not athletics or any other department). Parent chaperones will be asked to provide a monetary donation to help cover the cost of the trip.

Parents' responsibility: Without parent support and commitment, there will not be an 8th grade trip.

- ✓ If parents donate money (or work hours) in fundraising for the 8th grade trip, it does not go towards money or credit their child earns towards the 8th grade trip. Parent work hours and money can be credited or count toward chaperoning his or her child's 8th grade trip.
- ✓ Parents are needed to plan, coordinate, and set-up the Junior High Carnival. The carnival is a one day event that takes approximately one month to plan and 70 parents to operate all the jobs! There is a great deal of time involved in planning, phone calling, and operating the carnival.
- ✓ Parents are needed to supervise pretzel cart operations. The pretzel cart operates one day each month on our school campus (after school), and it operates at approximately 5 community events (including several over summer) throughout the school year.
- ✓ Parents are also needed to supervise students at community service events such as the Ferndale Rotary Club dinner clean-up.

Students' responsibility: Without student support and commitment, there will not be an 8th grade trip. Students must participate in fundraising in both 7th and 8th grades to make this trip happen.

- ✓ Students are needed to help make the junior high carnival a success by selling a minimum number of presale dinner tickets established by parent coordinators. Students start selling these presale dinner tickets one month in advance of the carnival! Students are also responsible for soliciting silent auction donations for the carnival from local individuals and businesses. Students are also needed to work at the game booths and in the kitchen the night of the carnival. It takes a minimum of 70 students to operate all the jobs.
- ✓ Students are also expected to work between a range of pretzel cart & miscellaneous work hours over the course of 7th and 8th grades combined. This means students must volunteer to do several work shifts per school year. Students may receive training and start working the pretzel cart as early as Spring of their 6th grade school year.

Teachers' responsibility: Teachers will act as liaisons to parents and students who are doing the fundraising.

- ✓ Junior high teachers are class advisors and will help guide parents and students in order to make fundraising as successful as possible.
- ✓ Teachers have created binders with helpful information about each fundraiser as a resource for parents who are in charge of organizing the fundraisers.
- ✓ Teachers manage the money in the 8th grade account and approve or deny all purchases that need to be made. Teachers will analyze the budget to determine the length and complexity of the 8th grade trip.

Fundraising has more purposes than just paying for the 8th grade trip. When students participate in fundraising, they learn many things:

- Business skills
- Conversational and people skills
- Work skills
- Goal setting and resetting
- Budgeting
- Organizing and planning
- Management and cooperation
- Community service

**6th and 7th grade parents and students will be contacted in April or May to work possible summer pretzel cart / fundraising events.

***We will have fundraising and work sign-ups for the Carnival, Pretzel Cart, and other miscellaneous work opportunities at "Back-to-School Night" during the first week of the school year. Please plan to attend this meeting and be thinking about ways in which you can support your son or daughter's class. We cannot provide our special 8th grade trip without your willingness to help

(***Please see discipline matrix and point system spreadsheet for 8th grade trip eligibility.)

Privileges and Extracurricular Eligibility

Athletics...

Eligibility must be maintained on a trimester basis for the duration of any extracurricular activity. To maintain eligibility, a student must have at least a 2.0 GPA with no failing (F's) or

“no credit” grades. The grades must be established in the prior trimester or trimester midterm to the start of

an extracurricular activity and maintained throughout the season. Grade check intervals:

1. Trimester 1 midterm
2. Trimester 1
3. Trimester 2 midterm
4. Trimester 2
5. Trimester 3 midterm
6. Trimester 3

Reward fieldtrips...

Each trimester, the junior high takes a fieldtrip for maintaining good grades and good citizenship. To be eligible to participate in the fieldtrip students must:

1. Have a 2.0 GPA or higher with no F's and no “no credit” grades for that trimester
2. Not have earned more than 2 discipline points for that trimester
3. Not have earned 5 discipline points or more for that school year

Lunch passes...

On occasion, students in 7th and 8th grade will be given the opportunity to eat lunch off-campus and unsupervised. Students are able to eat lunch at businesses in town, or at the home of a parent/guardian or grandparent. Students on double lunch passes may only go to uptown businesses. Single and double lunch passes are awarded for various reasons to students. Lunch passes must be filled out and signed in ink pen by the student's parent/guardian. It must include the date the lunch pass is to be used, and list the name of the student with which they will be going to lunch. If a student is a guest on a double lunch pass, they must have a note written in ink from their parent/guardian stating it is okay to go off-campus for lunch with that friend.

Students must follow the check-out procedures established by their teacher and must return to school on time (students will check in and out of school for a lunch pass upon arriving and departing campus). Any violation of the lunch pass rules will result in a loss of off-campus privileges for the remainder of the school year and possible further punishment.

Students may not go on a lunch pass if:

1. They earned more than 2 discipline points that trimester (date to be re-eligible for lunch pass privileges will be determined by junior high teachers)
2. They earned 5 or more discipline points for the school year
3. They earned a “no credit” in the previous grading period
4. They are academically ineligible (less than a 2.0 gpa and/or 1 or more F's)

(***Please see discipline matrix point system spreadsheet.)

Seventh and Eighth Grade Dances

There are two scheduled dances each school year:

- Back to School Dance (September - TBA)
- Graduation Dance (Thursday, June 14, 9:00-11:30pm)

1. Students who misbehave will call a parent/guardian and that parent/guardian will pick up their child.
2. Any student who is late to the dance must be accompanied by a parent/guardian to the door.

3. Students may not leave the dance early unless their parent/guardian picks them up.
4. The regular school dress code is in effect at regular dances (there is a separate graduation dance dress code – see below).

(***Please see discipline matrix point system spreadsheet for dance eligibility.)

Graduation Ceremonies

The ceremony...

8th grade parents (and possibly 7th grade parents) are needed to help set up and organize Belloti Hall for the graduation ceremony. If you would like to help out with graduation, please talk to the graduation chairperson about possible jobs such as decorating, providing refreshments, hiring a photographer, cleanup, etc.

The dance...

It is a tradition that 7th grade parents (and possibly 8th grade parents) are needed to help set-up, organize, and clean the FES gymnasium for the graduation dance. If you would like to help out with the graduation dance, please talk to the graduation dance chairperson about possible jobs such as decorating, providing refreshments, cleanup, etc. Donations may be collected from students to help pay for the graduation dance and ceremony.

The dress code...

The graduation dress code applies to both 7th and 8th grade students. The only exception to the dress code is that students may wear more comfortable shoes of their choice at the graduation dance.

8th grade students will wear green graduation gowns for graduation pictures and during the graduation ceremony. Students will not wear any additional attire outside of the graduation gown (scarves, sunglasses, flower necklaces, etc...).

*****girls:**

- ✓ Dresses must be modest– the length of the dress must be longer than to the edge of your fingertips with arms facing straight down
- ✓ formal dress shoes (heels or flats) or nice boots

*****boys:**

- ✓ dress pants or slacks (or nice new jeans)
- ✓ full button-up shirt with collar and tie (tucked in shirt)
- ✓ formal dress shoes or nice boots (and socks)

*****The following clothing items are not acceptable:**

- ⊗ Strapless dresses
- ⊗ low cut front or back (dresses)
- ⊗ dress slit above knee length (dresses)
- ⊗ no backless or large back cut-outs (dresses)
- ⊗ flowers or gloves

***Please consult a junior high teacher before you purchase your graduation outfit – especially if you have any questions about it.

Discipline

A student may be detained after school for disciplinary purposes for up to one hour. With parental consent, the student may be detained for more than one hour. It is the practice of the school to allow the student to call a parent or other responsible person as a notification of

detention. Other disciplinary actions may include but are not limited to lunch detentions, referrals, in-school suspensions, suspensions, and expulsions.

In junior high, we teach responsibility and communication to our students. Part of being responsible and communicating is done through sign and return notes, and bringing proper materials to class. When students do not bring sign and return notes back to school on time or do not bring proper materials to class they will receive a detention.

(***Please see discipline matrix and point system spreadsheet.)

Contacts

If you want to contact a particular teacher, either call the school (707-786-5300) or use email. Expect teachers to respond to emails in a reasonable time (within 48 hours, unless they are not at school).

Mr. Rex Rigney rrigney@ferndalek12.org

Mr. Shane Totten stotten@ferndalek12.org

Mr. Jeremy Griffith jgriffith@ferndalek12.org

Ms. Lena Kendall lkendall@ferndalek12.org

*****Please note: Junior high teachers have developed this handbook to keep parents informed and make this year successful. If you have any questions about the handbook, please see a junior high teacher.

*****See Jr. High Point Matrix and important dates on the next pages.



Ferndale Elementary School

Discipline Matrix (7th - 8th grades)



*****The purpose of this discipline matrix is to provide a safe learning environment for all students through positive reinforcement*****

*****A student's prior discipline history may play a role in determining the consequences of their actions*****

LEVEL 1: Non-referral behaviors

Dress code violation, argumentative, candy/gum/food, general misconduct, insulting others, excessive noise, not following directions, off-task behavior, out of seat, profanity, running/horseplay, throwing objects, misuse of electronics, tardies, forgetting supplies, returning signed paperwork; (repeated level 1 offenses can move to level 2 consequences)

Consequences occur in this order...

***1st offense	Verbal warning and redirect
***2nd offense	Verbal conference in hallway for last warning
***3rd offense	Alternate placement and/or after school or lunch detention (parent notification)

LEVEL 2: Possible referral behaviors

Defiance, lying/cheating, pushing/shoving, bullying/threats/intimidation, destruction of school property/personal property, trespassing, endangerment of others, safety violations, obscenity/profanity, disrespectful to adults, misconduct on bus and playground, inciting and/or promoting a fight; (repeated level 2 offenses can move to level 3 consequences)

Consequences to include one or more of the following...

***Referral to administrator (and/or counselor)	***In-school suspension
***Detention	***Referral to SST (student study team)

LEVEL 3: Mandatory referral behavior

Assault, fighting, pantsing, vandalism, extortion, theft, reckless endangerment, repeated bullying/ threats/intimidation, leaving school grounds, false fire alarms, indecent exposure, sexual harassment, misuse of electronics / cyberbullying / hate postings; (repeated level 3 offenses can move to level 4 consequences)

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal	***Moderate term suspension (3-5 days)
***Short term suspension (1-2 days)	***Referral to law enforcement agency

LEVEL 4: Immediate referral and removal from class behaviors

Possession of weapons, aggravated assault, possession of drugs/tobacco/alcohol, arson, robbery, commission of a felony as defined by the law.

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal

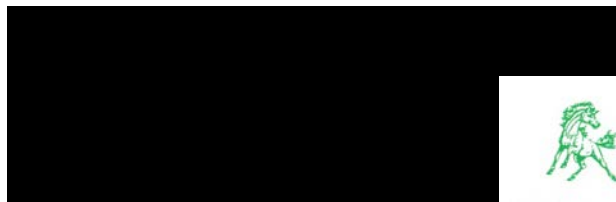
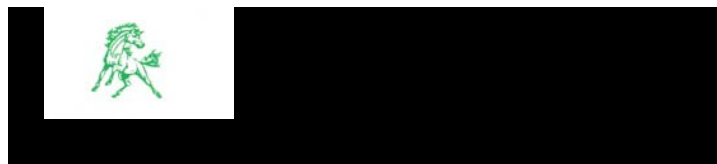
***Moderate term suspensions (3-5 days)

***Long term suspension (6-10 days)

***Expulsion

***Referral to law enforcement agency

NOTE: At any time, a teacher or administrator may institute a disciplinary measure outside this matrix as deemed necessary by the California Education Code.



7th - 8th Grades Discipline Point System

Consequences:

detention

referral

in-school suspension

out of school suspension (1-2 days)

out of school suspension beyond 2 days

Points:

1/3 point

1/2 point

1 point

2 points

1/2 points per day after the 2nd day of suspension

If a student earns 2 or more points in a given term, that student may not participate / attend:

***"good academics & behavior" fieldtrips

***non-graduation dances

***off campus privileges

If a student earns 5 or more points in a given school year, that student may not participate / attend:

***all fieldtrips, including the 8th grade trip

***all dances

***off-campus lunch

***student council

***assemblies

Point Redemptions

Action

Attendance of a full day of Saturday School

Consequence

redeem 1/3 point

Things important to note...

*Students must attend the entire Saturday School session to redeem the 1/3 point

*There will ONLY be 3 Saturday School sessions offered each school year.

FES Junior High timeline of fundraising and other events (2017-2018)

August, 2017

- Aug. 28* *1st day of school
- Aug. 31* *Back to School Night - we'll have fundraising and misc. job signups here!

September, 2017

- Sep. 6* *Fundraising/carn. mtg (5:30pm)
- Sep. 7* *One BIG carnival sign & return will go home explaining student and parent responsibilities for the carnival
- Sep 7-28* *Students and parents working on carnival responsibilities!
- Sep. 9* *Pretzel cart--> Bargain Lover's Wknd
- Sep. 12* *Pretzel cart--> after school sales
- Sep. 20* *Fundraising/carn. mtg (5:30pm)
- Sep. 28* *FES JUNIOR HIGH CARNIVAL (5:30pm)
- Sep. (TBA)* *Jr. High Back to School Dance

October, 2017

- Oct. 6* T1 Midterm ends - midterm goes home 10/11 unless conferencing
- Oct. 10* *Pretzel cart-->after school sales
- Oct 16-20* *Trimester 1 conferences (7th grade)

November, 2017

- Nov. 1* *Analyze fundraising results to determine 8th grade trip options
- Nov. 14* *Pr. cart--> after school sales
- Nov. 17* *Trimester 1 ends - report card goes home 11/29
- Nov. 21 - 25* *Thanksg. break no school

December, 2017

- Dec. 12* *Pr. cart--> after school sales
- Dec 25-Jan 5* *Christmas Break no school

January, 2018

- Jan. 8* *School resumes
- Jan. 16* *Pr. cart--> after school sales
- Jan.19* Trimester 2 Midterm ends - midterm goes home 1/24

February, 2018

- Feb. 3-4* *Rotary dinner clean-up
- Feb. 13* *Pr. cart-->after school sales
- Feb 19-23* President's Week - no school

March, 2018

- Mar. 9* * Trimester 2 ends - report cards go home 3/14 unless conferencing
- Mar. 13* *Pr. cart-->after school sales
- Mar. 19-23* *Trimester 2 Conferences (8th grade)

April, 2018

- Apr. 10* *Pr. cart-->after school sales
- *Letter home re: 8th grade trip chaperones & student money owed/reimbursed; graduation information and volunteers solicited
- Apr. 11*
- Apr. 12 (TBA)* K-8 Open House (TBA)
- Apr. (TBD)* *Letter goes home choosing parent chaperones for 8th grade trip

May, 2018

- May 1-31* *7th & 8th grade parents preparing for graduation and graduation dance
- May. 8* *Pr. cart-->after school sales
- May. 30* *8th grade trip chaperones' meeting (5:30pm)
- TBD* *8th grade to High School orientation

June, 2018

- Jun. 5-8* *8th grade trip
- Jun. 11-14* *8th grade graduation practice and graduation dance setup
- Jun. 14* *Last Day of School !
- *8th Grade Graduation @ HCF
- *8th Grade Grad. Dance (9:00-11:30pm)

July, 2018

- Jul.* TBD
- ****Please note: Junior high teachers have developed this timeline to keep parents informed and make this year successful. If you have any questions about the timeline, please see a junior high teacher. Things may also be changed or cancelled..

