

# APTOS JUNIOR HIGH SCHOOL



## *HOME OF THE SEA DRAGONS*

STUDENT HANDBOOK 2009-2010

Brian Saxton  
Principal

Richard Determan  
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1001 Huntington Drive  
Aptos, CA 95003  
(831) 688-3234

[www.aptosjr.pvUSD.net](http://www.aptosjr.pvUSD.net)

This Student Planner Belongs To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## WELCOME

Junior High School is a time of change. We hope that the two years students spend with us will be educationally profitable and enjoyable. The experiences can be rewarding with new friends, new teachers, new courses and a variety of activities. The workload and social adjustments are greater here than at the elementary level. Students are expected to attend school regularly, complete all assignments, and behave appropriately. Students will have the opportunity to participate in a variety of activities, including sports, clubs, student council and drama.

All of the people and facilities are here for one reason: to give all students a meaningful education. In education as in all of life, people will get out of it what they put into it—no more no less. Hard work and perseverance are vital. We hope all students have a great school year.

## SCHOOL CALENDAR

August 12	First day of School
August 28	Picture Day
September 3	Back to School Night
September 7	Labor Day
Aug. 21-Sept.9	Magazine Drive
September 25	Make Up Pictures
October 7&8	School Play
October 9	End of 1st Quarter
October 23	School Dance
November 5&6	Honor Roll Bfast
November 11	School Holiday
November 24-27	Thanksgiving
December 16&17	School Play
December 18	End of 2 <sup>nd</sup> Quarter
December 21-January 11	Winter Break
January 12	School Resumes
January 18	School Holiday
February 4&5	Honor Roll Bfast
February 8	School Holiday
February 15	School Holiday
February 26	School Dance
March 17&18	School Play
March 18	Open House
March 19	End of 3 <sup>rd</sup> Quarter
April 2-9	Spring Break
April 22&23	Honor Roll Bfast
May 6	6 <sup>th</sup> grade parent night
May 19	Recognition Bfast
May 21	Talent Show
May 28	8 <sup>th</sup> grade dance
June 1	Academic Honors Night
June 2	Play day/Yearbook Dist.
June 3	Graduation
June 4	8 <sup>th</sup> grade trip
June 4	Last day of school

\*all dates are subject to change

## GENERAL BEHAVIOR

Teachers are responsible for maintaining order and giving direction in their classrooms. Authority in the classroom lies with the teacher. Students who commit behavioral infractions will be warned, and if necessary their parents will be contacted. Students who have chronic or severe behavior problems will be referred to the office. Rules are made to make the operation of the school smoother for all students. In

order for teachers to teach and students to learn, five basic rules are posted and observed in each classroom.

1. **Students will come to class on time, prepared to work and study.**
2. **Students will treat other people, other people's property and school property with respect.**
3. **Students will listen to and follow directions.**
4. **Students will avoid doing anything that interferes with either their own learning or the learning of others.**
5. **Students will refrain from chewing gum anywhere on campus.**

## ATTENDANCE and TARDIES

Good daily attendance is vital to student learning. **If your student is absent from school parents must call the Attendance Office at 688-3234 to excuse the absence.** A written note is also acceptable when your student returns. If the school is not notified of the absence it will remain unexcused and students will be assigned detention or Saturday School to make up for the absence. Students with excessive absences will receive written notification from Students Services at the District Office and will be monitored.

Tardiness to school is not accepted. A student is considered tardy if he/she is not in his/her seat when the bell rings. All students must be signed in at the Attendance Office when arriving late, or a not including the reason for the tardy may be sent in with the student when they arrive. Students arriving late with no phone call or excuse will have to serve lunch cleanup.

If you must pick up your student early from school for an appointment, illness, or family reasons, the student must be signed out in the Attendance Office. **ID is REQUIRED when signing students out from school.** Please allow 5 minutes of transition time for our student assistants to retrieve your students from class. **Only individuals who appear on your student's emergency card will be allowed to pick up your student from school.**

**STUDENTS WITH EXCESSIVE TARDIES OR UNEXCUSED ABSENCES MAY LOSE END OF THE YEAR ACTIVITY PRIVILEGES.**

## PERMIT TO LEAVE SCHOOL

Aptos Junior High is a closed campus. Once a student has entered the campus they may not leave. Students needing to leave early from school should bring a note to the attendance office or have their parents call. Only persons on the student's emergency card may take the student off campus.

## CLASS SCHEDULE CHANGES

Class schedule changes will be made during the first two weeks of school to correct errors and balance classes. For changes later in the school year parents must contact the school counselor to evaluate the need for a possible class change.

## CAFETERIA

Aptos Junior High does not have a full cafeteria on campus. We do however serve a wide variety of foods that are prepared at Aptos High. Students may purchase tickets, either at the beginning of the month or pay cash on a daily basis. Students may eat in the cafeteria or outside in one of the designated eating areas. Students are expected to throw their trash in a garbage can.

## CAMPUS BEHAVIOR

1. Aptos Junior High is a closed campus.
2. Students must have a pass from their teacher when they are out of class.
3. Before school and during break students are to remain in the front quad, picnic table area and the black top area.
4. Students are expected to walk to the lunch lines.
5. During lunch students may eat in the multi purpose room, the quad, and picnic area. No food is permitted on the black top or field areas.
6. Gum and sunflower seeds are not allowed at school.
7. Although we discourage the use of cell phones and other devices such as iPods, we allow students to use/listen to these devices before school begins for the day. When the bell rings all such devices MUST be switched off and remain off until the end of the school day. Electronic devices that disrupt school activity will be confiscated.
8. Electronic games, cameras, hard balls, water pistols, balloons, rubber bands, matches, lighters, toys slingshots, Sharpies and other items of this nature are not allowed at school.
9. Students are to use the sidewalks and stay off the lawn areas.
10. Red boundary lines are used to designate off limit areas.
11. At school wholesome boy girl relationships are encouraged. School Policy is one of "hands off". Holding hands, embracing and kissing are not allowed at school.
12. All bicycles and skateboards are to be walked when on school grounds. Areas are provided to lock up your skateboards and bicycles. Students must provide their own locks for the bicycles and skateboards. The school is not responsible for lost or stolen vehicles.

## STUDENT ACTIVITIES

Athletic and extra curricular activities such as drama are offered to students at Aptos Junior. We recognize this as an important part of a students learning experience. Regular attendance in classes is a prerequisite to involvement in these activities. Students must be in attendance on the day of an activity to participate in any after school event. **Students in attendance for less than six periods due to a valid absence will only be allowed to participate with prior administrative approval.**

## ATHLETICS

Athletics are open to all boys and girls at Aptos Junior. A list of sports offered at Aptos Junior is listed below. Tryouts in the various sports are announced at different times during the year. All students who participate in an after school sport must be covered by personal insurance or the insurance plan offered through the school. Athletes must maintain a 2.0 gpa with no more than one "F" grade on their report card. Students may also be excluded from sports participation if they have poor classroom behavior or have been suspended. Students are welcome to attend after school sporting events as long as they demonstrate proper conduct and remain in the supervised area of the game.

## SPORTS CALENDAR

**First Semester sports:** Girls Basketball, Boys Soccer, Cross Country, Girls Soccer, Boys Basketball.

**Second Semester sports:** Girls Volleyball, Boys Flag Football, Wrestling, Girls Softball, Boys Volleyball, Track and Field, and Golf.

## DANCES

Attending dances is a privilege; students must have a 2.0 gpa from the previous quarter to be able to attend a school dance. Students must purchase tickets and **have their student I.D. card and a signed permission slip.** Dances take place from 3:00 pm to 5:00 pm in the multi purpose room. Only Aptos Junior High students are permitted to attend dances. Students must attend school on the day of the dance in order to participate in the dance. Students may be excluded from the dance for excessive detentions, tardies, Saturday Schools, and/or suspensions. Please pick your student up promptly after the dance. **Students who are not picked up promptly may be excluded from the next dance**

## FUND RAISERS

Fundraisers help to earn money for sports uniforms, referee payments, tournaments fees, field trips, and other items. A school wide magazine drive is held in August/September. We also have been holding a school-sponsored auction in the spring. We encourage all parents and members of the community to show support for these two fundraisers.

## GRADUATION PARTY

In June a special dance is held for graduating 8<sup>th</sup> graders. A letter is sent out in the spring describing this event and contains information concerning times, dress code and behavior.

## STUDENT COUNCIL

The student council is a policy forming body which controls all student organizations, activities, and monies raised by the student body. All representatives and officers must maintain a 2.0 GPA with no more than one F and demonstrate satisfactory behavior in class with no at home suspensions. An election is held annually in the fall to elect new officers.

## STUDENT RECOGNITION

At Aptos Junior academic success and good conduct is both expected and rewarded. Recognition is given to students for their accomplishments through the following school wide incentive programs:

### **SPECIAL RECOGNITION EVENTS**

Two special awards ceremonies are held at the end of the year to recognize the many outstanding accomplishments of our Aptos Junior High school students.

### **PERFECT ATTENDANCE/CONDUCT**

At the end of each quarter, students who have demonstrated perfect attendance are rewarded and issued certificates of perfect attendance. Students are also acknowledged for perfect yearly attendance. Perfect attendance means a student is at school each day during the quarter, and in each of his/her classes during the school day. Students with good conduct on the report card are also rewarded with a certificate and a treat.

### **CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION**

Aptos Junior was the first junior high school in Santa Cruz County to have this prestigious organization on campus. Students are eligible for membership if they earn ten points each quarter and complete two hours of community service. Three points are given for each "A" grade and one point is given for each "B" grade earned. A "B" grade in an accelerated class is awarded two points. P.E. is not counted in this process. Life membership is granted to those students who qualify for membership six out of a possible eight quarters, three of which must occur during the eighth grade year. Gold seals are attached to qualifying member's diplomas. Eighth grade members become honorary members of the California Scholarship Federation in the ninth grade of high school. Applications are due approx. three weeks following the end of the quarter. Application for membership is the responsibility of the student. Students may pick up an application in the school office or from any CJSF faculty advisor. Sorry, late applications cannot be accepted.

### **HONOR ROLL**

Students who earn a 3.5 to a 4.0 GPA each quarter are members of the school wide honor roll. Each quarter the school holds a special breakfast to recognize students who have qualified for the Honor Roll. Students are issued certificates and become eligible for school wide incentives.

### **SPORTS AWARDS NIGHT**

A special event after the fall, winter, and spring sports seasons to recognize our teams, coaches, and the athletic accomplishments of our student athletes.

### **EMERGENCY PROCEDURES**

In case of emergency, earthquake, or other disaster during school hours, the following procedures will be followed.

1. All students will be kept at school in a safe place until they can be sent home safely.
2. Buses will not take students home unless they can be delivered safely to their stop.
3. Students will only be released to parents/guardians or others who have been listed on the emergency card.

4. All parents are urged to create and follow a family emergency plan. Check our website for more detailed information.

### **TELEPHONE**

The office telephone is available to students for emergency use only. Please make every effort to have your child make his/her personal arrangements outside of school hours.

### **CHANGE OF ADDRESS**

If you move during the school year or change your address or phone number please let the front office know as soon as possible. By doing this you help us maintain accurate student records.

### **STUDENT ASSISTANCE**

There is a student assistance program at Aptos Junior. The student assistance counselor is on campus approximately two days a week. All information is kept confidential. Students may refer themselves or be referred by others. Students who are suffering from substance abuse problems or other serious personal concerns may seek help in the assistance program.

### **RESOLVING PROBLEMS OR COMPLAINTS**

The parents' first contact in the event of a problem is always the child's teacher. Teachers are available for phone calls before and after school. Teachers can also be contacted by e-mail. If you have difficulty contacting a teacher please contact our guidance counselor, Mr. Determan. Parent conferences may be set up at any time during the school year (please do not ask to conference with the teacher during class time). The principal will enter into the problem-solving process only if the teacher and parent cannot develop a mutually agreeable solution.

Per district policy (#1306) the normal channel for complaints concerning school personnel shall be from complainant (student/parent/guardian) to employee (teacher/staff), to the principal, to the Assistant Superintendent, to the Superintendent, to the Governing Board. Every effort will be made to satisfy the complaint at the earliest possible stage. Complaints not resolved at the point of origin must be submitted in writing before further processing.

### **LIBRARY**

The library is open thirty minutes before school and thirty minutes after school. Students may use the library during break, lunch and during class time with teacher permission. Students also have access to computers, games, and other items in the library.

Students must use their student identification card to check out books and use the computers. Students are encouraged to use the library for completing assignments, reading and studying. Students are financially responsible for any books they check out.

**Check out policy:** Students may check out up to four books for three weeks at a time. Seriously overdue books can result in detention. Unpaid fines can result in the school withholding report cards and other paperwork.

### **LOCKERS**

Lockers are available to students. Students need to share a locker with a friend. Students will not be issued an individual

locker. Each student will need to turn in a signed parent permissions slip before being issued a locker. Lockers will be issued the second week of school. The school will not be responsible for any items that are taken from or damaged in the lockers. **The student, not the school, is financially responsible for any items, including school issued items, which are stolen from the lockers.**

### TEXTBOOKS

Textbooks are issued through the library. It is the student's responsibility to keep the books clean and undamaged. A student who loses a book must make arrangements with the library media technician for payment or replacement of that book. If the lost book is found later, the amount paid by the student will be refunded. Found textbooks are to be returned to the library. Students will be issued textbooks with a value over **\$300.00**. It is the student's responsibility to care for the books in a conscientious, mature manner. Students and their parents are liable for any loss or damage to school materials or equipment up to \$10,000 (CA Education Code 48904).

### TRANSPORTATION

A great percentage of the student body rides a bus to and from school. Students are under the authority of the bus driver and must follow the directions of the driver. Failure to comply with bus rules will result in students being issued bus citations. Students receiving bus citations are subject to a bus suspension and if necessary are permanently removed from bus transportation.

### PHYSICAL EDUCATION

All students take part in the physical education program, which includes exercise designed to keep students physically fit.

**Participation in physical education is required by the Education Code of California.** Boys and girls are expected to dress for and participate in P.E. Class each day. Uniforms may be purchased from the P.E. department. A doctor's note is required if a student is to be excused from P.E. for more than three days. Students who are excused from P.E. by a doctor must report to class and be under a teacher's supervision.

**Contract P.E. is not offered at this school.**

Physical Education teachers will assign students a locker in the locker room. Students are to bring their own lock and register it with their physical education teacher. It is very important that students P.E. or street clothes be locked in their locker to prevent theft. Students should double-check their locker to check that it is locked before leaving. Aptos Junior High physical education uniforms are required and are available for purchase from the P.E. department. **Students should not bring spray deodorants or perfumes to class.**

**DISCIPLINE:** Students who receive excessive detentions or referrals may be excluded from extracurricular activities including but not limited to: Dances, plays, end of the year activities, and after school sports. Students who are suspended or receive Saturday School will not be eligible for the next dance.

### DETENTION

Under state law, pupils may be detained at school for disciplinary or other reasons for one hour per day after the close of the school day. Students must have work to do at

detention. It is Aptos Junior's policy to give students 24 hours notice of such detention, so that they might inform their parents. Transportation is the responsibility of the parents.

### SATURDAY SCHOOL

Students may be assigned to Saturday School when they are sent to the office with a severe behavior referral, fail to attend assigned detentions, cut class, or commit an infraction for which Saturday School is deemed appropriate. Students are required to bring materials and assignments to Saturday School. Saturday School is held from 8:00 am to 11:45 am. Failure to attend Saturday School may result in suspension.

### BEHAVIOR CONTRACTS

Students who have difficulty following the rules of Aptos Junior may be placed on a behavioral contract. Violation of the terms of the contract may terminate the student's privilege of attending Aptos Junior. An alternative educational setting may be necessary for some students, or a referral for expulsion may be made for those students who willfully violate their contracts.

### HARASSMENT

The P.V.U. S. D. and Aptos Junior High School have adopted a strong policy prohibiting harassments. Students should immediately report acts of harassment to a teacher or school official. Students failing to comply with school and district policy regarding the intolerance of harassment may be subject to expulsion from the P.V.U. S.D.

### SUSPENSION

Students may be suspended from school from one to five days at a time, but not more than twenty days during the school year. Students who are suspended must remain at home or be in the company of a parent or guardian during school hours for the entire period of the school suspension. Students who are suspended will be removed from any after school sports team that they participate on for the remainder of the quarter in which their suspension is given. Students may be suspended and possibly referred for expulsion for the following reasons:

1. Caused, attempted, or threatened to cause physical injury to another person. Any student who fights on campus will be suspended for three to five days.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object (referred for expulsion)
3. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
4. Committed robbery or extortion.
5. Caused or attempted to cause damage to school property.
6. Stole or attempted to steal school or private property.
7. Possessed or used tobacco.
8. Committed an obscene act or engaged in habitual profanity or vulgarity.
9. Unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
10. Disrupted school activities or willfully defied school rules or the valid authority of teachers,

administrators, supervisors, school officials, or other school personnel engaged in the performance of their duties.

11. Knowingly received stolen property.
12. Participated in hazing, student harassment, or sexual harassment.
13. Engaged in an act of bullying, including, but not limited to, bullying committed by electronic means.
14. Created an intimidating or hostile environment.

### CONFISCATED ITEMS

Items that are confiscated will be given to the assistant principal. (This policy does not apply to items that violate the Education Code. Those violations will be handled according to Ed. Code Policy.)

1. 1<sup>st</sup> time confiscated: Student may pick up item after school.
2. 2<sup>nd</sup> time confiscated: Parents must come to school and pick up item
3. 3<sup>rd</sup> time confiscated: Student may not bring item to school.
4. 4<sup>th</sup> time and above: Student may be subject to suspension for defiance of school rules and the confiscated item will not be returned until the end of the school year.

### LOSS OF ACTIVITIES

Students lose activities at the following levels of detentions and referrals to the office.

1. 3 referrals/9 detentions = loss of play day
2. 4 referrals/10 detentions = Loss of 8<sup>th</sup> grade trip/7<sup>th</sup> grade assembly
3. 5 referrals/13 detentions = loss of 8<sup>th</sup> grade dance/party
4. 6 referrals/15 detentions = loss of graduation ceremony

### GENERAL INFORMATION

#### OFFICE HOURS

The Main Office and the Attendance Office are open from 8:00am to 4:00 pm daily.

#### CAMPUS VISITORS

Parents and other community members are encouraged to visit the school. Minors are not permitted to visit school or classrooms during the official school day. All visitors including parents and community members are to report to the school office and make arrangements to visit classes or to be on the campus. Visitors will be issued an identification badge. Unauthorized visitors will be asked to leave the school.

#### AFTER SCHOOL PARKING

We have a very limited parking area for parents who come to pick up their children after school. Please be patient and drive cautiously. It is very important that parents park in designated areas only. **Do not park in the yellow bus lane at any time; this causes severe parking lot congestion.**

### FIRST AID AND ILLNESS

Only students who have been given written permission or have been escorted by a teacher may go into the nurses' office. We are not permitted to dispense any medication to students without a signed note from a physician. We are able to provide band-aids, ice packs and concern. No treatment can be given for injuries, illness or infection. All medications must be kept in the school office.

### PARENT MESSAGES

**If you have an emergency and need to get a message to your child the secretary will notify the student as soon as it is practical to do so.** Please realize that it is not always possible to contact your child immediately. Students who have items delivered to the office by their parents will be sent a note to pick up the item during non class time. The office is not responsible for these items.

### PARENT CONFERENCES

Parents are encouraged to contact the Guidance Counselor whenever there is any question concerning student progress or school policies. Parents should make an appointment when wishing to share pertinent information about their child. Parent/Teacher conferences are always arranged through the front office. When coming on campus all parents are to sign-in at the front office. For the safety of the students we have a closed campus and no one, including parents, is allowed on the campus without permission from the front office. If you wish to meet with a teacher these meetings are to be arranged by either contacting, the teacher ahead of time or contacting Mr. Determan, Mr. Hallett or Mr. Saxton before meeting with the teacher. As a general practice, if you would like to meet with all of your child's teachers at once this meeting can be arranged through the counseling office. These meetings are usually held on Tuesday and Thursday afternoons at 3:15 pm.

### INSURANCE

The school district has student accident, medical and dental insurance available to parents. Complete information and forms are available to students and parents. Students who participate in after school sports must have insurance. Contact the front office for more information.

### ACADEMICS

Report cards are mailed home after the end of the quarter. Students will receive quarterly letter grades for each class. All quarter grades are final grades and are not averaged together to create a semester grade. This gives each student an opportunity to start each quarter with a clean slate. A student's cumulative grade point average, however, will reflect all grades earned during his/her seventh and eighth grade years.

Students who receive an incomplete grade for the quarter may make arrangements with the teacher to make up work. Students have the first two weeks of the following grading period to make up the incomplete grade. Incomplete grades not made up will become "F" grades.

### PROGRESS REPORTS

During each quarter a notice will be mailed home informing parents if their child is receiving below a "C" grade or is in

danger of failing in one or more subject areas. This progress report gives the student an opportunity to improve the grade before the end of the quarter.

Progress reports are mailed out approximately 4-5 weeks into the quarter.

**ONLINE GRADES**

Parents are able to access their children’s grades through our online grading program. You can access this program by going to the school website and clicking on “Grades”. Students are given ID’s and passwords during the beginning weeks of school

**MAKE UP WORK**

When a student is absent, it is the student’s responsibility to ask the teacher for the missed assignments. If the student is going to be absent three or more days, his/her parent should call the attendance clerk before 9:00am to ask for homework. The number is **688-3234**. Teachers require a 24-hour turn-around time for all homework requests. If your child will only be absent for one day please have your child contact their homework buddy and check on-line.

**STANDARIZED TESTING**

Our school administers the STAR test each spring in compliance with state mandates. The results of this test are used for schoolwide planning as well as criteria for graduation and student placement. Individual results are mailed home to parents in the summer. A copy of the results is also put into student cumulative records.

**APTOS JUNIOR HIGH WEB SITE**

Aptos Junior High maintains a comprehensive web site. Information such as parent info, newsletters, sports information, grades and other relevant information can be found on our web site. You can also email teachers and view the daily announcements on our web site. Our web address is: WWW.APTOSJR.PVUSD.NET

**CONTACTING SCHOOL STAFF**

Aptos Junior High does not have a voice mail system; however school staff can be contacted by calling the main office and asking for the staff member you need. You can also email a staff member using the following: [firstname\\_lastname@pvusd.net](mailto:firstname_lastname@pvusd.net) Please note that some staff members do not use email. For more information please visit the staff section of our website.

**School Rules against Bullying**

1. **We will not bully others.**
2. **We will try to help students who are bullied.**
3. **We will include students who are easily left out.**
4. **When we know somebody is being bullied, we will tell an adult at school and an adult at home**

BULLYING BEHAVIOR CHART

PHYSICAL BULLYING		EMOTIONAL BULLYING		SOCIAL BULLYING	
Verbal	Non Verbal	Verbal	Non Verbal	Verbal	Non Verbal
<b>LEVEL ONE</b>					
<ul style="list-style-type: none"> <li>• Expressing physical superiority</li> <li>• Blaming the victim for starting the conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Making threatening gestures</li> <li>• Defacing property</li> <li>• Pushing/shoving</li> <li>• Taking small items from others</li> </ul>	<ul style="list-style-type: none"> <li>• Insulting remarks</li> <li>• Calling names</li> <li>• Teasing about possessions, clothes, physical appearances</li> </ul>	<ul style="list-style-type: none"> <li>• Giving dirty looks</li> <li>• Using insulting gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Gossiping</li> <li>• Starting or spreading rumors</li> <li>• Teasing publicly about clothes, looks, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Ignoring someone and excluding them from a group.</li> </ul>
<b>LEVEL TWO</b>					
<ul style="list-style-type: none"> <li>• Threatening physical harm</li> </ul>	<ul style="list-style-type: none"> <li>• Damaging property</li> <li>• Stealing</li> <li>• Starting fights</li> <li>• Scratching or biting</li> <li>• Pushing, tripping or causing a fall</li> <li>• Assault</li> </ul>	<ul style="list-style-type: none"> <li>• Insulting Family</li> <li>• Harassing with phone calls</li> <li>• Insulting your size intelligence, athletic ability, race, color, religion, ethnicity, gender, disability or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Defacing school work or other personal property</li> <li>• Saying someone is related to a person considered an enemy of this country</li> </ul>	<ul style="list-style-type: none"> <li>• Ostracizing using notes, IM, email, MySpace, etc</li> <li>• Posting slander in public places</li> </ul>	<ul style="list-style-type: none"> <li>• Playing mean tricks to embarrass someone</li> </ul>
<b>LEVEL THREE</b>					
<ul style="list-style-type: none"> <li>• Making repeated and or graphic threats</li> <li>• Extortion</li> <li>• Threatening to keep someone silent: “If you tell it will be a lot worse”</li> </ul>	<ul style="list-style-type: none"> <li>• Destroying property</li> <li>• Setting fires</li> <li>• Physical Cruelty</li> <li>• Repeatedly acting violent manner.</li> <li>• Assaulting with a weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Harassing you because of bias against your race, color, religion, ethnicity, gender, disability or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Destroying personal property, such as clothing, books, etc</li> <li>• Writing graffiti against your race, color, religion, ethnicity, gender, disability or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcing total group exclusion against someone by threatening others if they don’t comply</li> </ul>	<ul style="list-style-type: none"> <li>• Arranging public humiliation.</li> </ul>

AJHS Bullying Prevention Steps: 1. Staff conference with Student, noted on referral form. 2. Staff contacts parent, noted on referral form. 3. Staff refers student to guidance counselor, counselor takes appropriate steps. 4. Referral to assistant principal for appropriate discipline.

Adapted from: *New Jersey cares about Bullying*

Teacher, Student, Parent Agreements for Success

The staff at Aptos Junior High will do the following to help students succeed:

1. Provide a California Standards based education
2. Provide a work environment conducive to learning.
3. Provide individual assistance when needed.
4. Provide organizational strategies needed for success.
5. Provide expectations for assignments.
6. Provide feedback on your academic progress.
7. Reinforce academic skills such as: use of proper headings, neat and complete work, math functions, grammar, punctuation, spelling, etc.
8. Individual teachers may provide additional information specific to their classroom.

Aptos Junior High Staff

As the **student**, I will do the following to help myself succeed:

1. Bring my backpack, binder reminder, and required materials to class each day.
2. Copy down all homework assignments in my binder reminder each day for all of my classes.
3. Listen to directions, participate, and apply academic skills in each of my classes.
4. Ask for assistance and clarification from my teacher when necessary.
5. Identify and use available resources at school such as: library, academic counselors, counseling services, School Resource Officer, after school tutoring, WebGrade, etc.
6. Help keep the campus clean and safe.
7. Be a positive influence to other students at Aptos Junior High School.

As the **parent**, I will do the following to help my child succeed:

1. Support my child with organization by checking his/her backpack and binder reminder on a daily basis.
2. Provide a quiet area to complete homework and help organize homework to be returned to school.
3. Encourage my child to obtain help with subject material and ask questions as needed.
4. Contact my child's teacher if I have questions about a specific class.
5. Maintain communication with the school regarding my child's academic progress; WebGrade, email, phone calls, etc.
6. Support my child by encouraging reading at home.
7. Make sure my child attends school daily.

I have read and understand the Agreements for Success (please keep this form in the binder reminder)	
Parent Name:	Student Name:
Parent Signature:	Student Signature:

# AM I A SUCCESSFUL LEARNER?

## Ready Student Survey

5= always 4=mostly 3=occasionally 2=seldom 1=never

<b>CHOOSE ONE:</b>	<b>ORGANIZATION</b>
5 4 3 2 1	I keep my desk and backpack clean and well organized.
5 4 3 2 1	I have a binder or folder system for keeping track of homework, graded work, and school notices.
5 4 3 2 1	I turn in school forms signed and on time.
5 4 3 2 1	I come to class prepared with all necessary materials.
5 4 3 2 1	I return my library books on time.
5 4 3 2 1	I know how to open a combination lock and can remember my combination.
	<b>WRITTEN WORK</b>
5 4 3 2 1	I put my first and last name, date and period on all my assignments.
5 4 3 2 1	All my assignments are turned in complete and on time.
5 4 3 2 1	All my assignments are: <ul style="list-style-type: none"> <li>○ neatly written.</li> <li>○ on the correct side of the paper.</li> <li>○ neat, clean, dry and unwrinkled.</li> </ul>
	<b>ACADEMIC/ STUDY SKILLS</b>
5 4 3 2 1	I am able to write legibly in cursive and printing.
5 4 3 2 1	I know how to write a well organized expository paragraph that includes: <ul style="list-style-type: none"> <li>○ a topic sentence.</li> <li>○ several important points.</li> <li>○ supporting evidence for each point.</li> <li>○ a conclusion.</li> </ul>
5 4 3 2 1	I am able to select and read chapter books at my level; I consistently pass AR tests on books I read.
5 4 3 2 1	I am able to read textbooks for information, identify important ideas, and outline or take notes for review.
5 4 3 2 1	I know basic math facts; multiplication, division, fractions, etc.
	<b>SOCIAL SKILLS</b>
5 4 3 2 1	I am enthusiastic and open to new experiences.
5 4 3 2 1	I am open to meeting new people and making new friends.
5 4 3 2 1	I ask an adult for help when I need support or clarification.
5 4 3 2 1	I participate in school activities.

Totals:	1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q
90-72 Ready Student				
71-63 On the right track				
62-45 Look at areas that need improvement				
44-18 Make an appointment with the Academic Counselor				

# APTOS JUNIOR HIGH SCHOOL

## DRESS GUIDELINES

Students are expected to dress appropriately and be properly groomed for school. Student dress does have an effect of behavior and attitude toward the learning environment. Student dress cannot disrupt the educational program of the school. Any attire or grooming habits deemed inappropriate will be called to the attention of the parents. If you have questions concerning the school dress code, please contact Richard Hallett, Assistant Principal at 688-3234 or email him at: richard\_hallett@pvusd.net

### **DRESS CODE GUIDELINES:** (The following items are not allowed at school)

- Clothes, jewelry, symbols, signs, emblems, etc. which are evidence of membership in or affiliation with a gang. (District Policy 4508.3.1)
- Belts with initials (any letter/any color)
- Extremely long belts (any color)
- Numbered items relating to gangs
- Chains (longer than 4 inches)
- Steel toed shoes
- Clothing may not contain messages with any of the following: Alcohol/drugs/tobacco/sexual message/excessive violence/profanity.
- Any item which intimidates by fear of violence or may provoke others to acts of violence
- Mid-riff or strapless tops
- Spaghetti straps (straps must be at least 2 fingers in width)
- Underwear must not be showing (boxers, bra straps, etc.)
- Pajamas of any kind (pajama pants, tops, etc)
- Bandanas, headbands, and the like may not be worn at school

### **THE FOLLOWING ARE GUIDELINES FOR THESE SPECIFIC ITEMS**

- Headwear must be worn bill forward (if applicable) and may not be worn inside any school buildings. Beanies are allowed but may not be worn indoors
- Skirts: As a guideline your skirt should be even with or extend past your fingertips when your arms are hanging naturally at your side
- Shorts: Ultra short and short shorts should not be worn to school. As a guideline the inseam on your shorts should be at least 3 inches in length
- For health and safety purposes, shoes must be worn at all times.
- Pants should be worn in the waist area and should not be sagging.
  - Sagging is defined as having the waist band of your pants 2 inches or more below your hip bone.

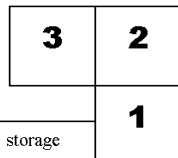
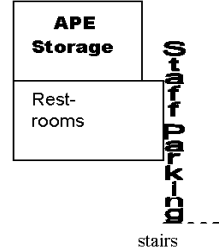
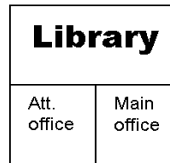
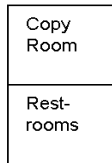
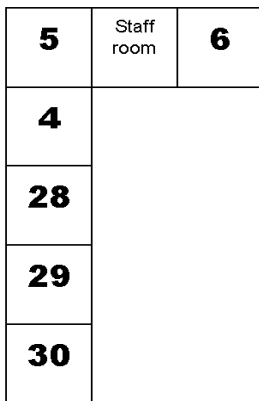
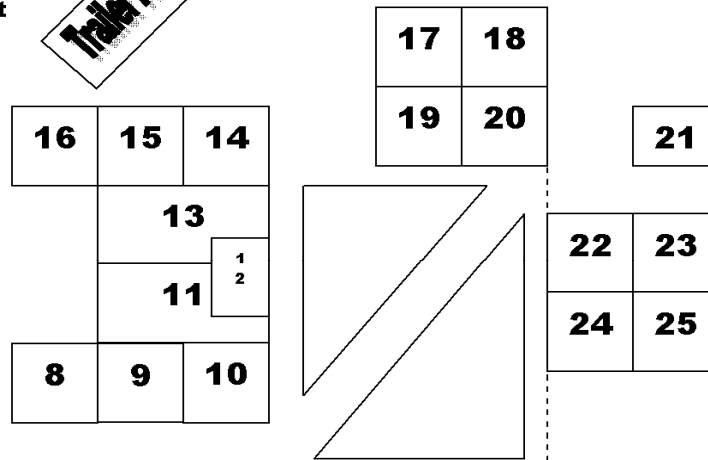
Violations of the dress guidelines may result in after school detention, Saturday School, suspension or other administrative action. Your style of clothing is to be individual and personal yet not distracting, disruptive or unsafe.

APTOS JUNIOR HIGH SCHOOL  
**1001 Huntington Drive**  
**Aptos, CA 95003**  
**831.688.3234**  
**www.aptosjr.pvUSD.net**

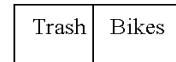


**STAFF PARKING**

AJHS Bell Schedules	
Period 1	8:35-9:27
Period 2	9:30-10:25
Break	10:25-10:38
Period 3	10:41-11:33
Period 4	11:36-12:28
Lunch	12:28-1:05
Period 5	1:08-2:00
Period 6	2:03-2:55



**Main Quad**



Basketball Courts

Playing Fields

