

Olympus Junior High School Student Handbook



HOME OF THE SPARTANS!

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STAFF LIST 2017-2018

Administration & Front Office Staff

Sean Healy	Principal	shealy@eurekausd.org
Meghan Jinguji	Assistant Principal	mjinguji@eurekausd.org
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Cathy Hagerty	Secretary	chagerty@eurekausd.org
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Teaching Staff

	Subject(s) Taught	Email Address
Lisa Blake	8 th Core	lblake@eurekausd.org
Tim Conway	Science, Project Lead the Way	tconway@eurekausd.org
Callie Cramer	Mathematics	ccramer@eurekausd.org
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Support Staff

Deputy Ames	Resource Officer	
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Sandy Greco	Paraeducator	sgreco@eurekausd.org
Dave Hunter	Psychologist	dhunter@eurekausd.org
Anthony Jackson	Custodian-Night	ajackson@eurekausd.org
Alina Klakoff-Black	Nurse	aklakoffblack@eurekausd.org
Minh Ngo	Computer Technician	mngo@eurekausd.org
Michelle O'Neill	Speech	moneill@eurekausd.org
Orlando Orona	Custodian-Day	oorona@eurekausd.org
Laurie Sewell	Paraeducator	lsewell@eurekausd.org

BELL SCHEDULES

Regular Day Schedule (Tues-Fri)

7:00 - 7:40	Zero Period
7:45	First Bell
7:50 - 8:47	1 st Period
8:51 - 9:45	2 nd Period
9:45 - 9:55	Break
9:58 - 10:52	3 rd Period
10:56 - 11:50	4 th Period
11:50 - 12:24	Lunch
12:27 - 1:21	5 th Period
1:25 - 2:20	6 th Period

Monday/Assembly Schedule

7:00 - 7:40	Zero Period
7:45	First Bell
7:50 - 8:37	1 st Period
8:41 - 9:25	2 nd Period
9:25 - 9:35	Break
9:38 - 10:22	3 rd Period
10:26 - 11:10	4 th Period
11:10 - 11:44	Lunch
11:47 - 12:31	5 th Period
12:35 - 1:20	6 th Period/Monday Dismissal
1:20 - 2:20	Assembly/Rally

*The Assembly/Rally period is flexible and may not always occur after 7th period.

Minimum Day Schedule

7:00 - 7:40	Zero Period
7:45	First Bell
7:50 - 8:28	1 st Period
8:32 - 9:07	2 nd Period
9:11 - 9:46	3 rd Period
9:50 - 10:25	4 th Period
10:25 - 10:35	Break
10:38 - 11:13	5 th Period
11:17 - 11:52	6 th Period

*There is no lunch period on minimum/adjusted days

OLYMPUS CULTURE

SPARTAN CHARACTER

Olympus prides itself in the positive learning environment that it creates for students, staff and families. The culture of positivity is the foundation from which we believe that all students can and will learn during their time here at Olympus. As Spartans, our Character Traits¹ that serve as the foundation of our school culture are:

VALUE

We believe that the value of a student's opinion often influences the choices students make. Olympus provides a safe place for students to grow and learn to become independent thinkers, apply experience, growth and maturity to make decisions that will have a positive impact.

KINDNESS

Kindness is the foundation for humanity. The quote: "It is your attitude, not your aptitude that determines your altitude." speaks to the possibility of what kindness can achieve. Olympus provides many opportunities for students, staff and families to be involved in acts of kindness for the benefit of others.

SAFETY

Goodness exists in each and every student. While students may make mistakes or poor decisions, we believe in supporting students in restoring what is right and focusing on moving forward in a positive direction.

COURAGE/RESPONSIBILITY

Change takes courage. Olympus prides itself on providing opportunities for students to reflect on the habits that create positive and negative outcomes in the students' lives--whether it be related to academics, peer relationships, and/or personal physical and emotional wellness. Students are provided support to take risks and be responsible for the positive changes that need to be made.

STUDENT PROGRAMS & SERVICES

ACADEMIC SUPPORT

We recognize that students learn at different rates and may need additional time to master the curriculum and receive additional support. We provide a variety of opportunities for students to receive additional support. For additional information on times and locations, please [click here](#).

Academic Support: Students that are in need of additional support or reteach opportunities, it is recommended that the student attend the various reteach opportunities provided during and after school.

Math Lab: Students that are in need of additional support or reteach opportunities in Math should attend Math Lab.

ATHLETICS

Olympus Junior High School participates in the Foothill Intermediate Schools Athletic League (FISAL). Students have the opportunity to participate in the following athletic activities:

FALL

Flag Football
Cross Country
Girl's Volleyball

WINTER

Boys' Basketball
Girls' Basketball
Wrestling

SPRING

Track & Field
Boy's Volleyball
Girl's Softball

Eligibility for athletics is as follows:

- Completed athletic packet for each sport season.
- 2.0 with no F's on the most recent trimester progress report or report card to date.
- Ongoing eligibility during a sport season for a current team member is determined by the bi-weekly grade checks.
 - If the grade eligibility has not been met, the student-athlete will not participate until the grade has been raised (including practices and contests).
- Maintain satisfactory attendance and citizenship.
 - A student must maintain a minimum of 95 Merit Points during a sport season and may not be suspended from school. If the student-athlete is suspended from school, he or she may be suspended from the team for a period of time that will be determined by the administration. Some situations may result in immediate dismissal from the team.
- The student-athlete must attend school for the full 6-period day to participate in that day's competition/practice. Exceptions for medical appointments, personal necessity, or special circumstances may be made with prior approval from the Principal and/or Vice Principal.
- Student-athlete cannot play, practice and/or attend a practice for another team (of the same sport)

¹ *Ovation Company - 4Word Momentum*. Web. 08 June 2017.

during the FISAL Season

Student-athletes are asked to make a voluntary athletic contribution as a part of his or her participation in the athletic program. A voluntary contribution of \$150 is requested. These funds are used to help offset the expenses of our athletic program including the cost of bus transportation, officials, uniform and equipment replacement, league fees and other expenses.

ATTENDANCE

Attending school regularly contributes to good grades. It has been shown that poor grades and failure in a subject are caused more often by absences than any other reason. **Students absent during the school day without prior approval may be restricted from participating in any after school activity that day.** All students between 6 and 18 years of age are required to attend school. Parents have a legal responsibility to ensure their child's attendance. Ed Code 48200.

ABSENCES

Per Ed Code 46011 and 48205, an absence is excusable for illness or injury; medical, dental, optometric, or chiropractic appointment; funeral for an immediate family member or other justifiable reason: court appearance, religious holiday. Unexcused Absence or Tardy includes: vacations (if more than 5 days, please see "Independent Study"), car troubles, overslept, or unverified absence. Absences must be cleared within 5 days or it is reported as unexcused.

TARDINESS

If students are tardy upon arrival in the morning, they must check in at the front desk in the office for an admittance slip before going to his/her classroom. If a student is **more than a ½ hour late** a parent or guardian must come into the office to check the student into school. Missing the bus, oversleeping, traffic or being in a late carpool are not excused tardies. Students are issued 1 Merit Point loss for any tardy that occurs for periods 2-6. Students have the opportunity for Merit Point Restoration by signing up for various service credit options in the front office. See the Merit Points System for additional information on the Merit System and Service Credit.

TRUANCY

Any student with three (3) unexcused absences in one school year or three (3) unexcused tardies in excess of thirty (30) minutes in one school year is considered to be truant.

COUNSELING SERVICES

There is a school counselor on campus 4 days per week. The school counselor helps support students in the development of the values and skills that promote college and career readiness. Having the support of a counselor on campus provides the opportunity to provide the social and emotional support necessary to allow students to focus on his/her academics. The goal of the counseling department is to increase academic success, appropriate social interactions, and attendance.

DANCE/RALLY/FIELD TRIPS

During a school-sponsored event, all school rules are enforced. Appropriate conduct and interaction is a requirement. Any conduct deemed inappropriate by the Olympus staff will be handled appropriately. School permission slips must be signed by parent in order to purchase a dance ticket or attend a field trip. Only Olympus students may attend dances. Students must have a minimum of 90 Merit Points in order to attend the dance, rally and/or field trips. **School dress code is enforced at all school-sponsored events.**

ENRICHMENTS

Students have the opportunity to take a variety of enrichment courses. Students can be a part of the yearlong Band, Choir or Project Lead the Way (8th Grade), Spanish (8th Grade) programs, or choose to participate in our trimester long enrichments: Yearbook, Life Skills, Woodshop, Ceramics, Project Lead the Way (7th Grade), Informational Literacy, and Video Productions.

GRADING PROCEDURES

The teachers determine academic grades based upon student performance and academic achievement of the content standards. Each teacher will provide grading procedures to their students. In addition to the three report cards that are mailed home, the [PowerSchool](#) system can be used for access to grades online throughout the year. Teachers update online grades on a regular basis.

GRADUATION REQUIREMENTS (Board Policy 5127)

It is the policy of the Eureka Union School District to award diplomas of graduation from the eighth grade in accordance with provisions of the California Education Code and the policies adopted by the district. To graduate from eighth grade, participate in the graduation exercises, and receive a diploma, a student is

required to:

1. Complete the prescribed **course of study**
2. Maintain satisfactory **attendance and citizenship**

COURSE OF STUDY

Students must receive a passing grade ("D" or better) every trimester in each course they are enrolled in, during seventh and eighth grade ("F" trimester grade must be balanced by a "C" trimester grade).

SATISFACTORY ATTENDANCE

Students must maintain satisfactory school attendance from the time they enroll or attend school (student may not have more than 18 absences on the Friday prior to the graduation activity).

SATISFACTORY CITIZENSHIP

Students must maintain satisfactory citizenship during the eighth grade year as described in the Student Handbook. Eighth grade students who have less than 90 Merit Points are denied participation in all graduation activities (attending the dance, luncheon, Six Flags Discovery Kingdom, and the graduation ceremony).

GRADUATION ACTIVITIES

Students who have an F in any class for the 3rd Trimester of their 8th grade year are not eligible to participate in graduation activities (dance, luncheon, Six Flags Discovery Kingdom field trip). Academic eligibility will be determined on the Friday prior to the graduation activity.

HOMEWORK POLICY (BOARD POLICY 6133)

It shall be the policy of the Eureka Union School District to consider home study as an integral part of the students' total school program.

PROCEDURES GOVERNING HOMEWORK

The Board of Education of the Eureka Union School District believes that purposeful homework is an important facet in the total school program because it will significantly advance the educational progress of pupils if properly planned. A gradual introduction to home study from the outset of the pupils' educational experiences will tend to give continuity for pupils' good study habits and to expand and deepen their skills and fields of knowledge.

- Home study must fit the needs of the child.
- Home study should be thoroughly understood by a child before it is assigned.
- Home study should be checked by the teacher with the pupil and records kept.
- Home study policies should be explained to the parent at Back-to-School night and conferences.

At the Junior High level home study should be a cooperative situation between disciplines (i.e., subject areas should not give large assignments at the same time and major tests should be carefully scheduled.)

Administrative Regulation for Implementation of Board Policy

Grades

- | | |
|-----|---|
| 1-3 | 4 days per week - maximum of 30 minutes per night |
| 4-6 | 4 days per week - maximum 1 hour per night |
| 7-8 | 4 days per week - maximum of 1 hour per solid subject |

LIBRARY

The Olympus Junior High School library has a comprehensive selection of books, magazines, and reference materials. Students may use the library during regular class visits and with permission of their teacher and the librarian for independent study during the school day. Students may borrow books for a period of one month. Books may be renewed as needed. Students may borrow additional books for reports and/or research. For some books, borrowing is limited to overnight. A teacher, for a specific length of time, may place books on a non-circulating reserve list. Students may use computers for research, schoolwork, and internet use in accordance with the computer use agreement signed at the beginning of the school year. The library is open during the school day.

LOCKERS

Each student is given access to three lockers: one for books and two for Physical Education. Loss of items from your locker can be eliminated if you adhere to the following procedures:

1. Keep lockers locked at all times.
2. Do not share your locker or give combinations to other students.
3. Do not keep large sums of money on your person or in your locker. If it is necessary to bring money to school it can be left in the office.
4. Report any loss to the office immediately.
5. Report lockers that do not work to the office. Our custodial staff will try to fix the problem as soon as possible

6. Students finding lost items should report these to the office.

Students and parents must also remember that the lockers, which are provided, are a privilege. The lockers are school property. In order to keep the campus as safe as possible, the school reserves the right to inspect the lockers at any time during the school year without prior notice.

LOST AND FOUND

Clothing and other personal articles found during the school year are turned into the MP Room. Periodically, items not claimed are donated to a charitable organization. Labeling of possessions, such as coats, shoes, PE clothes, etc., will help in returning items to their owners.

NAVIANCE

Naviance is a comprehensive college and career readiness program that helps align student strengths and interests to post-secondary goals and support student outcomes.

CLUBS, EXTRA-CURRICULAR ACTIVITIES AND ORGANIZATIONS

Being involved in the Olympus Community is an essential part of having a positive junior high school experience. We encourage all students to get involved with at least one club, extra-curricular activities or organization. Students that participate in any of the following, must have a minimum of 95 Merit Points.

ATHLETICS

Athletic Director: Ms. Taylor

Olympus Junior High School participates in the Foothill Intermediate Schools Athletic League (FISAL). Students have the opportunity to participate in the following athletic activities:

FALL

Flag Football
Cross Country
Girl's Volleyball

WINTER

Boys' Basketball
Girls' Basketball
Wrestling

SPRING

Track & Field
Boy's Volleyball
Girl's Softball

ART CLUB

Advisor: Mr. Conway

Students participating in the after school Art Club learn to draw and paint. No prior experience required; just a desire to learn. Art classes are usually offered during the 2nd Trimester after school one day per week.

CJSF

Advisors: Mrs. Washburn and Mrs. Fowler

California Junior Scholarship Federation (CJSF) fosters high standards of scholarship, service, and citizenship in the middle school grades. CJSF emphasizes service to the school and the community while fostering pride in scholastic achievement. CJSF is meant to recognize students for their hard work and dedication to their academics. Application periods are open for 4 weeks after each trimester end. No late applications are allowed to be accepted, no exceptions.

RECYCLING CLUB

Advisory: Ms. Shaw

Make a difference on the Olympus campus for the betterment of the World. Students that participate in the Recycling Club participate in various activities to create a sustainable campus... Recycle, Reduce, Reuse, Renew.

STUDENT COUNCIL (a.k.a. "The Stu-Crew")

Advisors: Mrs. Lewis and Mrs. Dunkle

This group is one of the most important organizations on campus. Serving as a link between students and administration, Student Council helps to implement positive changes in the school. Every student at Olympus is welcome to join the Stu-Crew. Student Council provides the following services to the students:

- Recycling
- Dances
- Other activities as planned by Student Council
- Rallies
- Spirit Wear, Spirit Days
- Penny Wars
- Canned Food Drive

VIDEO PRODUCTION CLUB

Advisor: Mr. Sellarole

The "O-Show" is Olympus' morning announcement show that is created by students that choose to participate in the after school club. Participants in the club have diverse backgrounds in video editing, public speaking, videography, but experience is not necessary.

WEB: WHERE EVERYBODY BELONGS

Advisors: Mrs. Fowler, Ms. Shaw, Mrs. O'Brien, Mrs. Kite, Mr. Shafto

WEB is a yearlong transition program with four components that contribute to its success. 1. Orientation: WEB Leaders (8th grade mentors) build relationships and support the incoming students in preparation for the junior high experience. 2. Academic Follow-ups: WEB Leaders support the 7th graders in their academic

success and character development through various activities. 3. Social Follow-ups: WEB Leaders connect outside of the classroom at social events to increase student engagement and promote positive school climate. and 4. Leader Initiated Contacts: WEB Leaders connect with the 7th graders on an individual basis.

STUDY HALL

Students are welcome to attend Study Hall on Tuesday, Wednesday and Thursday in the library from 2:20-3:20pm. Students are provided with learning stations by subject area and independent work stations. Computers are available for academic . Study Hall is a place where students can get homework done and seek additional help.

TEXTBOOKS

The school issues all required textbooks. Students are held accountable for the care and safekeeping of books assigned to them. Students are billed for the replacement cost of all lost or damaged books.

SCHOOL PROCEDURES & EXPECTATIONS

Olympus Jr. High School is your school. The school reputation is reflected by your behavior in the classroom, on campus, during assemblies, athletic events, or wherever Olympus students are gathered. Only you can make it a school to be proud of. The following procedures and expectations have been established to help insure a successful year for all.

BICYCLES, SCOOTERS, AND SKATEBOARDS

With ever-increasing traffic, there is a great need for sound and appropriate observance of all rules relating to bicycles, scooters, skateboards and traffic. All students choosing to use a bicycle, scooter or skateboard to and from school must observe the following rules:

1. **Helmets are required by law. CA Vehicle Code 21212(a)**
2. Motorized bicycle, scooter or other adapted forms of human powered transportation may not be used to transport to or from school. CA Vehicle Code 406(b)
3. Bicycle riders must stay on the right side of the street while riding their bikes. Follow the traffic rules that apply to moving vehicles, including the use of hand signals. Always cross a street at an appropriate intersection.
4. Bicycles, Scooters and Skateboards must be placed and locked in the racks provided.
5. Students are not to loiter near the bicycle racks.
6. Riding double is forbidden by law.
7. Ride single file to prevent blocking traffic.

BRING YOUR OWN DEVICE (BYOD)

Students are authorized to use district issued equipment or a previously purchased Chromebook or similar device to school under our "Bring Your Own Device" policy, it should meet the following criteria:

1. The student's name must be on the device
2. The device must be WIFI enabled and have a tactile keyboard
3. The device must be able to access the student's Google account

These devices may access the district Internet or other online services in accordance with Board policy, the user obligations and responsibilities are outlined in the district's Student-Technology Acceptable Use Agreement.

Families have the opportunity to purchase a Chromebook for school and home use at the district pricing during the Summer. This offer is optional and available to any student in our district. For those students that do not have their own device for use at school, there will be devices available for check out - similar to checking out a book at the library.

All network and Internet access at District facilities, regardless if the device is District-owned or personal (BYOD), will be content filtered for appropriate educational use. Network access and Internet use is a privilege, not a right. Students who violate or disregard the Student Technology Acceptable Use Agreement and regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions.

CELL PHONE POLICY

Cell phones and other electronics for non-educational purpose are not allowed to be "on" during school hours (7:50 am – 2:20pm). If a student is using their cell phone (texting, calling, checking messages, etc.) or electronic device (i.e. ipod, MP3 player, video game, etc.), or if the cell phone rings/vibrates during school hours, the electronic device will be confiscated and held in the office until the end of the day. Students are issued 1 Merit Point loss for any use of cell phones or other electronic use for

non-educational purposes. Students have the opportunity for Merit Point Restoration by signing up for various service credit options in the front office. See the Merit Points System for additional information on the Merit System and Service Credit.

CLOSED CAMPUS

Olympus School is a closed campus. This means that once pupils arrive on campus (whether before school has begun or not) they must remain on campus until they are dismissed at the end of the day. All visitors must sign in at the front office and display a visitor badge while on campus.

CONFERENCES- STUDENT-PARENT-TEACHER

10/10/17-10/13/17 – Minimum Days - Parent Conferences
 1/25/18-1/26/18 – Minimum Days – Parent Conferences

EVENTS

8/23/17 – Back to School Night
 10/10/17-10/13/17 – Minimum Days - Parent Conferences
 11/9/17 – Minimum Day - End of 1st Trimester
 1/25/18-1/26/18 – Minimum Days – Parent Conferences
 3/2/18 – Minimum Day - End of 2nd Trimester
 5/10/18 – Open House Night
 6/7/18 – Minimum Day – Last Day of School - Graduation

MERIT POINTS

Teachers use Time to Teach and Love and Logic in the classrooms to allow for a restorative approach to disruptive student behaviors. All students start with 100 Merit Points. When students have infractions that result in a loss of merit points, students have the opportunity to earn back the Merit Points through a variety of service oriented activities. Parents will be contacted (either by phone message or email) when there is a loss of a Merit Point(s). Students are responsible for signing-up and completing Merit Service Activities by the identified deadlines to participate in the various Merit Point Incentive Activities.

POSITIVE STUDENT RECOGNITION

Throughout the year, there will be a variety of activities for students to participate in when students have 100 Merit Points or 90 Merit Points*. If students have lost Merit Points, they have the opportunity to participate if the Merit Points have been restored by the established deadlines.

CHARACTER TRAIT RECOGNITION

Spartan Green Card: Students earn Green Cards when staff recognize the demonstration of Spartan Character: Kindness, Value, Safety, and/or Courage. Regular incentive drawings for Green Card recipients will be held during 90 and 100 Merit Point Activities.

Spartan Silver Card: Students earn Silver Cards when they are recognized as Student of the Week, Month or for Academic Achievement (end of the Trimester). At the end of the year, there will be an incentive drawing for those students that earned a Silver Card.

MERIT POINT INFRACTIONS

1 Merit Point Deduction	5 Merit Point Deduction	10 or More Merit Point Deduction
Cell Phone Use Dress Code Eating in unauthorized areas Gum, Littering, Eating in Class REFOCUS (3 within a trimester) Tardies	Inappropriate and/or Hate Language Inappropriate Display of Affection Defiance Removal from Class	Bullying Fighting Hazing Harassment (physical, verbal, emotional, race, gender, sexuality, religious, other) Vandalism Other suspendable acts indicated in EdCode Section 48911* **

*1 day of suspension = 10 Merit Point Deduction

**each additional day of suspension is 2 Merit Point Deduction

SERVICE CREDIT OPTIONS

Students are able to earn Merit Points through participation in service-oriented activities. Thirty minutes of service equals 1 Merit Point Credit. One hour of service equals the credit of 2 Merit Points.

30 Minutes= 1 merit	1 Hour= 2 merits
2 Lunch Trash Pick-ups (15 minutes/lunch) 1 Spartan Squad Activity (30 minute lunch) 1-2 EdPuzzle Videos (15-30 minutes) 1 Restorative Justice with Teacher or Other Staff (30 minutes)	1 Study Hall Tutoring Session--Must have a minimum of B in core academic subjects (1 hour) 1 Campus Beautification Session (1 hour) 1 Hour of Community Service Project (non-CJSF members)

Students are responsible for coming into the office (before school, during break or lunch, or after school) to sign-up for service credit. Students that choose not to participate in the opportunities to restore merits may not be eligible to participate in the various Merit Point Incentive Activities (Rallies, Lunch on the Quad, Extra-curricular Activities, etc.)

DISCIPLINE **BULLYING**

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another student who has less power. Bullying is unjustified and typically is repeated.

Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

- **Physical:** Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair; or any form of violence or intimidation.
- **Verbal:** Verbal bullying involves speaking to a person, or about a person, in an unkind or hurtful way. Examples include: sarcasm, teasing, putdowns, name-calling, extortion, phone calls, spreading rumors, or hurtful gossip.
- **Emotional:** Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include: nasty notes, saying mean things using technology (e.g., cyberbullying using emails, social media, websites, text messaging), intentional exclusion from games or activities, tormenting, threatening, humiliation, or social embarrassment.
- **Sexual:** Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, unwanted physical contact. Sexual bullying can be classified as sexual harassment.
- **Racial:** Racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name-calling, making fun of customs/skin color/accent/food choices.

CLASSROOM DISRUPTIONS

When students choose not to follow an expected behavior, he/she will be asked to REFOCUS. When a child is in REFOCUS, he or she is seated in a quiet area either in the classroom, another teacher's classroom, or the office. There the student thinks about the inappropriate behavior and writes a positive alternative on a REFOCUS form. The student is then positively welcomed back into the classroom by the teacher who has checked the REFOCUS form for student accuracy and completeness. If your child has been to REFOCUS, it does not mean that he/she has been bad. REFOCUS is an opportunity to identify behaviors that may begin to affect the academic environment.

FIGHTING

Students fighting on or near the school grounds are suspended from school. This includes, but is not limited to, before and after school, and during any school related or sponsored activity.

HAZING

Section 32051 of the California Education Code states that no student shall conspire to haze, engage in hazing, or commit any act that injures, degrades, or disgraces a fellow student. The violation of this section is a misdemeanor, punishable by fine or imprisonment.

SEXUAL HARASSMENT (Administrative Regulation 5145.7)

The Eureka Union Elementary School District has outlined their sexual harassment policy in administrative regulation 5145.7. One of the provisions of this policy is that a copy of this regulation be provided to all the parents and students in a school or district publication outlining codes of conduct. The Olympus Jr. High School student handbook will be our document for providing you this information.

Sexual Harassment (AR 5145.7)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A copy of this policy is to be kept in the office. The principal or designee is to make sure the policy is enforced.

SUSPENSION (Administrative Regulation 5144.1.1)*

Students may be suspended or recommended for expulsion when the Superintendent, Principal, Assistant Principal or Principal's Designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

Suspension Guidelines

- Caused or attempted to cause physical injury to a person (fighting).
- Possession of a dangerous weapon.
- Possessed, sold, used or furnished a controlled substance, alcoholic beverage or intoxicant.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco.
- Committed obscene act or used habitual profanity or vulgarity.
- Sold, offered, or possessed drug paraphernalia.
- Disrupted school activities or otherwise willfully defied valid authority.
- Knowingly received stolen property.
- Caused or attempted to cause damage to school or private property.
- Other offense which is outlined on district suspension form

A student on suspension is prohibited from attending any extracurricular activity during the period of suspension. This includes all off-campus, sponsored activities. Students who accumulate more than 20 days of suspension in a single school year must be transferred to and enrolled in an opportunity school. This procedure is in accordance with Section 48911 of the California Education Code. In addition, students under the age of eighteen years of age who fail to adjust to regular day school may be transferred to opportunity school.

- This information was taken in part from the Eureka Union Elementary School District board policies handbook and the suspension report form and is not a copy of the text of AR 5144.1.1.

EXPULSION (Ed. Code 48915.c)

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determine has committed any of the following acts at school or at a school activity off grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance.
- (4) Committing or attempting to commit a sexual assault or a sexual battery.

This information was taken in part from California Education Code 48915.c

DISPLAY OF AFFECTION

School is a place of business and should be treated accordingly. Display of affection by students is not

acceptable in this situation and will result in a deduction of 5 Merit Points. Students have the opportunity for Merit Point Restoration by signing up for various service credit options in the front office. See the Merit Points System for additional information on the Merit System and Service Credit.

DRESS CODE

School is considered a place of business and student dress and behavior should be consistent with the situation. The school encourages students to use good taste and common sense when dressing for school. Under no conditions should clothing or personal grooming be a distraction, unsafe, immodest, or disruptive to the educational program. Students will be sent to the office and given "dress code" clothes for the day. Students will have a deduction of 1 Merit Point for each dress code violation. Students have the opportunity for Merit Point Restoration by signing up for various service credit options in the front office. See the Merit Points System for additional information on the Merit System and Service Credit. Please keep the following guidelines in mind:

- Dress should be modest, neat, clean, appropriate and compatible with educational activities.
- For health and safety reasons shoes must be worn at all times.
- NO TORN or SHEER CLOTHING ABOVE FINGERTIP LENGTH THAT SHOWS SKIN BENEATH IT – SHIRTS, PANTS, SHORTS, SKIRTS, ETC. SHEER TOPS MAY NOT SHOW SKIN BENEATH IT.
- Shorts and skirts may be worn but they must be an appropriate length (fingertip length) - no "short shorts", or mini-skirts.
- "Halter", "tube", and tank tops with oversized armholes are not appropriate at school – even in combination. Students may not wear spaghetti straps, strapless or backless tops/dresses. Midriffs must be covered.
- Pants/shorts/skirts must be worn with the waistband of the pants/shorts up around the waist – no "sagging" pants/shorts.
- Shorts and skirts must be fingertip length at minimum (arm dropped to the sides, hem should reach fingertips)
- Emblems, words and pictures on clothing should be appropriate for Junior High School students (i.e. no obscenities, vulgar language, indecency, innuendos, violence or drug and alcohol references).
- No pajamas or slippers are to be worn to school unless for a "Spirit Day" designated by the Stu-Crew.

GENERAL SAFETY

In all situations where students are involved with other students at school, concern for one's safety and the safety of fellow students are foremost. All school rules apply as students are on their way to school, while at school, on the way home from school, and during school events (even if it is not during the regular school day). The following rules of safety for students are enforced:

GENERAL RULES

1. Walking in all areas of the school building is required for student safety.
2. The throwing of anything is forbidden because of potentially serious injury.
3. The carrying of sharp objects on one's person is hazardous and students are prohibited from doing so.
4. All equipment in the classrooms (i.e. woodshop, art, video production) is to be used only under the supervision of the teacher.
5. Students walking to and from school are to use sidewalks and are required to follow basic safety rules when crossing streets or near buses and automobiles in the school area.
6. Students are required to remain within the established school boundaries.
7. **BICYCLES, SKATEBOARDS, AND SCOOTERS MUST BE LOCKED IN THE PROVIDED RACKS.**
8. Students are not allowed to bring athletic equipment to school unless prior approval is received. Only equipment furnished or approved by the school will be used.

DRILLS

Throughout the year, all students will participate in a variety of safety drills to prepare for unexpected events. The purpose of the drills is to be sure that all students and staff are aware of the procedures that have been established to ensure the safety and well-being of all.

GUM

NO GUM CHEWING IS ALLOWED ON CAMPUS. Any student that is found chewing gum will have a loss of 1 Merit Point. Students have the opportunity for Merit Point Restoration by signing up for various service credit options in the front office. See the Merit Points System for additional information on the Merit System and Service Credit.

LUNCH TIME

1. All food is to be eaten only in one of the two designated eating areas (the MP room or the outdoor picnic area).
2. Students are to keep the lunch areas clean and are responsible for throwing away all trash.
3. All students are to stay within the view of the yard duty supervisors at all times.

MEDICATIONS

Students may not carry over the counter medication (such as Tylenol, Aspirin, cough drops, etc.). Students may not carry prescription medications (including inhalers) with them at school without a completed [Administration of Medication By School Personnel Form](#) that is signed by the student's physician. Medication that is needed during school hours will be kept in the office. Medication will be supplied provided that the necessary paperwork is on file in the office. Medications must be in the original packaging.

NON SCHOOL DAYS

9/1/17 – Staff Development Day
9/4/17 – Labor Day
11/10/17 - Veterans Day
11/20/17-11/22/17 – Thanksgiving Break
11/24/17 - In lieu of Admission Day
11/27/17 - Staff Development Day
12/22/17-1/8/18 – Winter Break
1/8/18 - Staff Development Day
1/15/18 – MLK Day
2/12/18 – Lincoln's Birthday
2/19/18 – Washington's Birthday
3/26/18-4/2/18 – Spring Break
4/20/18 - Staff Development Day
5/28/18 – Memorial Day

POWERSCHOOL

Students and parents will have daily access to weekly academic progress and grade reporting. "PowerSchool" is the name of the student information system of the EUSD, and each student/family is assigned a confidential access log-in. We encourage all families to use the PowerSchool system to monitor and support your child's academic progress. Grading report periods are published on the EUSD School Calendar.

SETTING UP A POWERSCHOOL ACCOUNT

Step 1:

Open your browser to the PowerSchool Portal: [click here](#).

Step 2:

Click on *Create Account*. *You can create multiple accounts (We recommend students create their own account--separate from parent access.)*

Step 3:

To create an account, you will enter the following information:

- Name – Your first and last name
- Username – Your EUSD Google username
- Password – Students use their Google password
- Student Access Information – This is the old Access ID and Password you have used in the past to access PowerSchool. *The Access ID and Password are case sensitive*. If you do not already have this information, please check with the front office..
- Relationship – Students select "Other" at the bottom of the list.

Once you have created the account you then will be directed back to the login screen where you will login using the new login and password that you just created. After logging in you will see the main screen.

TRIMESTER DATES

11/9/17 – Minimum Day - End of 1st Trimester
3/2/18 – Minimum Day - End of 2nd Trimester
6/7/18 – Minimum Day – Last Day of School - End of 3rd Trimester - Graduation

PERSONAL PROPERTY

Students should not bring items of value to school without the express consent of both parent and

teacher. It is advisable not to bring large sums of money or expensive electronics to school. Personal property having no bearing on studies is not allowed at school. All objects, which in any way might be considered dangerous, may not be brought to school. **If a student chooses to bring valuables to school, it is the responsibility of that student to secure valuables and not leave valuables unattended at any time.**

SCHOOL GROUNDS EXPECTATIONS

1. Use good manners on the school grounds.
2. Walk around areas being used for games.
3. Games will stop immediately when the bell rings.
4. Use equipment safely.
5. **Tackle football and other contact games are not allowed.**
6. Games are to be played away from buildings.
7. Remain in designated areas.
8. Games are open to all students.
9. Classrooms and/or the gym are off-limits before and after school and during lunch or break unless a teacher is present.

TELEPHONE USE

STUDENTS

If there is any reason for a student to call home, we have a phone in the office available. Students may use their cell phones with permission while they are in the office. Students may not call from the classrooms or common areas.

PARENTS

Please do not call or text your child on their personal number. Many times the disruptions to the classroom are parents calling their children and the phone was not silenced. **Classrooms will not be disrupted for non-emergency messages.**

TRANSPORTATION

The aim of the Transportation Department is to provide safe and reliable transportation for the students of the District. The following rules have been established to help this process.

BUS CONDUCT RULES: Failure to comply with any of the following rules may result in loss of privilege to ride the bus.

1. Students are expected to stay in their seats while on the bus. Students may not put any part of his/her body out of the window.
2. Eating, drinking, or chewing gum will not be allowed on the buses.
3. Skateboards, bundles of newspapers, cans, balloons of any kind, or glass jars are not allowed on buses at any time.
4. Pets, rodents, bugs or snakes of any kind may not be transported on the bus.
5. Screaming or shouting is a distraction to the driver and will not be allowed on the buses.
6. Students are to follow directions of the driver; no insolence or disrespect will be tolerated.
7. Students defacing buses, in any way, will be required to pay for damages and may lose bus-riding privileges.

TRANSPORTATION DISCIPLINE PROCESS

- | | | |
|-----------------|----|---|
| 1st offense ... | a. | written warning |
| | b. | Parent signature required on written warning and returned to bus driver |
| 2nd offense ... | a. | One-week suspension from bus |
| | b. | Parent signs citation and returns it to bus driver |
| 3rd offense ... | a. | 20 day suspension from bus |
| | b. | Parent signs citation and returns it to bus driver |
| 4th offense ... | a. | Suspended from bus for remainder of year |
| | b. | Parent signs citation and returns it to bus driver |

The bus driver coordinator is responsible for notifying parents of all Transportation Department violations. For cases of severe misconduct, students may be assigned more severe penalties than provided in the normal process.

ACADEMIC HONESTY CONTRACT

Olympus Jr. High School expects all students to demonstrate honesty and integrity. Olympus Jr. High School expects each student to complete his/her own work and cite material taken from other sources.

ACADEMIC HONESTY

1. Plagiarism: Intentionally taking work, words or ideas that has been produced by someone else and representing the work as one’s own and not acknowledging or crediting the original source(s).
2. Collusion: Intentionally assisting another student in academic malpractice by allowing your work to be copied or submitted for assessment by another student.
3. Cheating: Intentionally using unauthorized materials, study materials, or other information in a deceptive manner to earn credit or improved scores.
4. Facilitation: Intentionally creating, changing or falsifying information in an effort to gain more time, credit or grading leniency on an assignment, project or assessment.
5. Technology: Intentionally transmitting or receiving academic information (through text, voice, images or other medium) related to the content of graded work without authorization.

Academic Malpractice is documented through Log Entries in PowerSchool, and are addressed through academics rather than a loss of merits.

1st Infraction or Level 1	2nd Infraction or Level 2*	3rd Infraction or Level 3**
<ul style="list-style-type: none"> □ Document in PowerSchool Grade Book □ Referral to Assistant Principal □ Parent Contact □ Teacher Conference with Student □ Student completes an alternate assignment or assessment for credit. 	<ul style="list-style-type: none"> □ Document in PowerSchool Grade Book □ Referral to Assistant Principal □ Parent Contact □ Teacher- Student- Parent Conference □ Student receives a 0 (not to reduce the overall grade more than 5%). □ Student completes an alternate assignment or assessment. Optional (Teacher/Admin Discretion): □ Loss of eligibility in CJSF, WEB, Stu-Crew, Athletics other Extra-curricular Activities (requires a team meeting with teacher, student and advisor of extracurricular activity) □ Denial of position as a TA 	<ul style="list-style-type: none"> □ Document in PowerSchool Grade Book □ Referral to Assistant Principal □ Parent Contact □ Teacher- Student- Parent Conference □ Student receives a 0 (not to reduce the overall grade more than 10%) □ Student completes an alternate assignment or assessment. One or more of the following consequences will be administered: □ Denial of position as a TA □ Loss of eligibility in CJSF, WEB, Stu-Crew, Athletics, Extra-curricular Activities (requires a team meeting with teacher, student and advisor of extracurricular activity) □ Loss of eligibility for any academic merit recognition at the end of the trimester.

* ** It is possible that the academic malpractice is of such serious nature, such as cheating on a summative assessment or project that the teacher and administration may bypass any part of Level 1 and/or 2 and the “2nd Infraction or Level 2” or “3rd Infraction or Level 3” consequences may be administered. permitted by law, Board policy and administration regulations. Parents are strongly encouraged to schedule medical appointments during non-school hours. If your child is ill, please call and leave a message. PLEASE STATE YOUR STUDENT’S NAME, THE DATE, REASON FOR ABSENCE, YOUR NAME, YOUR RELATIONSHIP TO THE STUDENT and A NUMBER WHERE YOU CAN BE REACHED. The attendance secretary will listen to the messages each day. It is the parent’s responsibility to notify the **office** when a student is absent. You may also report absences online (www.eurekausd.org/ojhs/attendance).

Student attendance is carefully monitored throughout the year. When a student has had 14 absences in the school year for illness, a physician may be asked to verify further absences for illness. Excessive excused absences may also require notification to the School Attendance Review Board (SARB). A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on (3) or more days in one (1) school year is considered truant. Parents will receive written notification to the School Attendance Review Board (SARB). This is a requirement of the California Education Code.

OLYMPUS ATTENDANCE HOTLINE (786-6006)

CONFERENCES- STUDENT-PARENT-TEACHER

10/10/17-10/13/17 – Minimum Days - Parent Conferences
 1/25/18-1/26/18 – Minimum Days – Parent Conferences

CONTACTING YOUR CHILD AT SCHOOL

Please do not text or call your student during school hours! We recognize the importance of providing

students with sustained, uninterrupted instruction. Allowing interruptions during class time devalues the education process. Interruptions and distractions must be controlled and avoided to ensure that teachers can dedicate classroom time to the instruction. In keeping in line with limiting distractions we would like to request that you limit the delivery of “forgotten” items. **This includes, but is not limited to, forgotten lunches, forgotten projects and homework, and PE clothes.** The office will not notify students to pick up any items that are delivered to the office. Please inform your student that if he/she has forgotten an item to check with the office during passing period, break or lunch time. **Olympus does not allow balloons in the classrooms due to the fact they tend to be very distracting from the educational objectives being taught in the classroom.**

Parents, please set up emergency procedures and plans for your student in advance. Parent messages will be delivered to students only when an extreme emergency exists.

EMERGENCY CARD

Emergency card information **MUST BE UPDATED EACH YEAR** by the parent for each pupil. Parents, please help us in keeping this information current. Please notify the office if there are any changes in phone numbers or addresses. In case of an emergency and parents cannot be reached, the family physician or 911 will be called, and the necessary treatment will be administered.

EVENTS

8/23/17 – Back to School Night
10/10/17-10/13/17 – Minimum Days - Parent Conferences
11/9/17 – Minimum Day - End of 1st Trimester
1/25/18-1/26/18 – Minimum Days – Parent Conferences
3/2/18 – Minimum Day - End of 2nd Trimester
5/10/18 – Open House Night
6/7/18 – Minimum Day – Last Day of School - Graduation

INDEPENDENT STUDY CONTRACT

Students who are going to be out of school 5 or more days and are **not ill, hospitalized or disabled** may request an Independent Study Contract to maintain their schoolwork. This program requires a contract signed by parents, student, teachers, and school administrator. This contract specifies the work to be completed; the amount of time to be spent on specific subjects each day, and an evaluation process when the work is returned. **The request for this program must be made at least five (5) days prior to the absence, through the school office, as the staff needs time to prepare assignments for the student.** Forms must be requested and signed by the parent in the office and must be completed **BEFORE** the student is out of school. Upon return, the student will bring completed assignments and work to the office for verification. The student is responsible for turning in all assignments and work to each teacher after verification. Absences will remain unexcused if there is incomplete assignments or work.

NON SCHOOL DAYS

9/1/17 – Staff Development Day
9/4/17 – Labor Day
11/10/17 - Veterans Day
11/20/17-11/22/17 – Thanksgiving Break
11/24/17 - In lieu of Admission Day
11/27/17 - Staff Development Day
12/22/17-1/8/18 – Winter Break
1/8/18 - Staff Development Day
1/15/18 – MLK Day
2/12/18 – Lincoln’s Birthday
2/19/18 – Washington’s Birthday
3/26/18-4/2/18 – Spring Break
4/20/18 - Staff Development Day
5/28/18 – Memorial Day

POWERSCHOOL

Students and parents will have daily access to weekly academic progress and grade reporting. “PowerSchool” is the name of the student information system of the EUSD, and each student/family is assigned a confidential access log-in. We encourage all families to use the PowerSchool system to monitor

and support your child's academic progress. Grading report periods are published on the EUSD School Calendar.

SETTING UP A POWERSCHOOL ACCOUNT

Step 1:

Open your browser to the PowerSchool Parent Portal: [click here to access](#).

Step 2:

Click on *Create Account*. *You can create multiple accounts (Students must create their own account)*

Step 3:

To create an account, you will enter the following information:

- Name – Your first and last name
- Desired Username – Your username is your unique PowerSchool identity of your choosing.
- Password – Your password must be at least 6 characters long
- Student Access Information – This is the old Access ID and Password you have used in the past to access PowerSchool. *The Access ID and Password are case sensitive*. If you do not already have this information, it can be acquired by contacting the school secretary.
- Relationship – Enter the appropriate option.

Once you have created the account you then will be directed back to the login screen where you will login using the new login and password that you just created.

After logging in you will see the main Parent Portal screen. Across the top you will see a separate tab for each child you have connected to your account. On the left navigation bar there are links providing information about grades, attendance, email notification, honor roll, demographic info.

Clicking on *Account Preferences* in the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, username, or password. You can also sign-up for regular email notifications. We recommend that parents choose the option to have grades emailed to them on a weekly basis.

TRIMESTER DATES

11/9/17 – Minimum Day - End of 1st Trimester

3/2/18 – Minimum Day - End of 2nd Trimester

6/7/18 – Minimum Day – Last Day of School - End of 3rd Trimester - Graduation

TRANSFERS

If a student moves out of the school area, the parents/guardians must present a written request for transfer. A checkout slip is given to the student that is to be signed by all of his/her teachers, the secretary, and the librarian. All books are to be returned and any assessed fines must be paid to the librarian. The student must then return to the office for completion of the transfer. School records will not be sent to the student's new school until all books are returned and/or fines are paid in full.

VISITORS

Visitors must check in at the office. We encourage parents to volunteer on the Olympus Campus. Visiting classrooms or shadowing your child must be pre-approved with the administration. When coming onto campus, please sign in at the office. You will be issued a badge to wear while on campus. Students are not allowed to bring visitors to school.