

O.J. ACTIS JUNIOR HIGH SCHOOL



Home of the
Americans

2024-2025



OFFICE HOURS

8:00 AM – 4:00 PM

(661) 833-1250

ACTIS JUNIOR HIGH SCHOOL

2400 Westholme Blvd.

Bakersfield, CA 93309

WELCOME

Welcome to Actis Junior High School. Our students have established a reputation for excellence in academics, athletics, and performing arts. The entire Actis staff takes the responsibilities of education very seriously. Our mission is to prepare all students for the 21st century. Through this focus we create the kind of learning environment where each student can reach his/her highest potential.

Parent, student, and staff involvement are all critical during these transition years. Every Actis student will leave our school knowing what it takes to be successful in high school. At Actis, every student is important. Make good choices, make the most of these junior high years, and get involved.

MISSION STATEMENT

It is the mission of Actis Junior High School to prepare all students for 21st century careers and citizenship. We are dedicated to developing lifelong learners who use technology effectively and appreciate the diversity of our multicultural society in which they live.

ACTIS AMERICANS

At Actis Junior High we take pride in being "Americans." The school is named after Mr. O. J. "Rusty" Actis, an emigrant from northern Italy. He built a life in Kern County and experienced firsthand the AMERICAN DREAM. Always interested in helping others, Mr. Actis dedicated his life to public education. He served on our school board from 1929-1971, a record for the longest term as trustee. Mr. Actis believed deeply in the principles set forth in our Constitution. We honor his legacy with our core values: Responsibility, Respect, and Honesty.

Mascot: American Bald Eagle
Colors: Red, White, Blue



PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

DISTRICT OFFICE PERSONNEL

Katie Russell
Superintendent

Brandie Dye
Assistant Superintendent of Instructional Services

Jennifer Irvin
Assistant Superintendent of Educational Services

Darryl Johnson
Assistant Superintendent of Human Resources

Katie Gonzales
Assistant Superintendent of Business Services

BOARD OF TRUSTEES

Bryan Easter
Linda Garcia
Paula Van Auken
Tom Webster
Keith Wolaridge

**ACTIS JUNIOR HIGH SCHOOL
OFFICE PERSONNEL**

Patrick Spears
Principal

Dr. Melissa Richert
Vice Principal

Brandi Hamilton
Vice Principal

Kim Cornford
Counselor

Katie Chilton
Intervention Counselor

PARENT INVOLVEMENT

ACTIS PARENT CLUB

Welcome Parents! Your Actis Parent Club provides a vital link between you and your child's school. All activities of the Parent Club benefit all the students and support the educational environment.

Over the years, your Parent Club has provided support to Actis with the purchase of trees, library books, sports equipment/uniforms, picnic tables, a PA system, display cases and "Renaissance Academic Recognition" programs. The funds we raise from the Membership Drive and Cookie Dough fundraiser keep Actis Junior High the outstanding school that we can all be proud to be a part of.

The success of your Parent Club depends on the involvement of YOU! Throughout the school year, there is a need for volunteers. Being active in your child's school will provide you with the opportunity to get to know the teachers and staff that are educating your children during the next two years. At "Back to School Night," you will have the opportunity to join the Parent Club and **"GET ACTIVE AT ACTIS."** Volunteer forms will be provided.

We hope you will join us as we support the school year!

-The Actis Parent Club
Contact us at: actispc@gmail.com

STEPS TO SUCCESS

To be successful, students must CHOOSE TO:

- Attend every day.
- Be prompt (be in your seat and ready to learn).
- Follow the teacher's directions.
- Write down assignments in a planner.
- Do class work and homework every day.
- Study for tests.
- Ask for help.
- Take responsibility for the choices you make.
- Participate in activities.
- Treat everyone, including yourself, with dignity and respect.

OBSERVATION OF INSTRUCTIONAL PROGRAM BY PARENTS

Copies of the school's observation procedures are available upon request.

ABSENT FROM SCHOOL

Regular attendance is one of the most important factors affecting a student's academic and social success in school. Frequent absences are harmful to the academic progress of any student. If it is necessary to be absent from school, the absence must be cleared through the school attendance office by the parent or legal guardian – ONLY. This can be done by phone on the day of absence (preferred way), or by a signed note on the day of return, or by leaving a message after hours at (661) 833-1250 ext. 102. All absences not cleared within 48 hours of occurrence will become unexcused and will count towards truancy. If a student returns to school the same day after a partial day absence, he/she should go to the attendance window and pick up their green hall pass.

Unexcused absences, including family trips for pleasure/recreation & business purposes or failing to provide proper verification for an absence for more than 10 consecutive days can result in the student being dropped.

LATE TO SCHOOL

The law requires students to be in class when the bell rings at 8:28 a.m. However,

1. If there is a legitimate reason for a tardy, such as a dental appointment, the parent may either call the school before the student arrives or send him/her with a signed note stating the reason for the tardy.
2. If the student arrives after 8:28 a.m., he/she reports to the attendance window to clear the tardy.

EARLY DISMISSAL

Parents taking a student from school prior to dismissal time must come into the office and sign their student out. Parents must also show a photo I.D. Whenever possible the student should return to school as soon as business is completed. It is vital that disruptions to the student's education are held to a minimum.

TAKING A STUDENT OFF CAMPUS FOR LUNCH

Parents taking a student to lunch off campus must sign their student out in the office. It is important that the student is returned to school in time for his/her class.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school, a parent should inform the office as to the last day of attendance. A check-out sheet, picked up in the office on the final day, must be completed to allow the student to enroll in his/her new school.

SCHOOL WORK WHILE ABSENT

Requesting make-up work is the student's responsibility. Students should check with their teachers for missing assignments. Students will be given the opportunity to make up for missed work. The work should be turned in according to a reasonable make-up schedule. Generally, students will be allowed one day after they return for each day missed to make up work.

Parents are encouraged to call and request school work if the absence exceeds 3 days. Generally, work will be available to be picked up after 3:40 p.m. in the office on the day following your request. In some cases, work may be available the same day as your request, but a confirming phone call is suggested prior to coming to the school. More work will not be issued until the previous work has been returned.

EARLY ARRIVAL – LOITERING AFTER SCHOOL

Students will not be allowed to enter the Actis campus until 8:15 a.m. each morning. There is no campus supervision until this time. Therefore, students are not allowed to arrive earlier than 8:00 a.m. Please make arrangements for your student so that they are under supervision until this time. If students arrive early, they may serve lunch detention.

Band or orchestra students who have zero period P.E. will enter through the gate which is located between the gym and the locker rooms. These students should not arrive before 7:15 a.m, gate closing at 7:25. Students are late after the gate closes (utilizing cell phone time). Parents may NOT drive into the staff parking lot, as this is a danger for student safety. Parents may only drop off their students in the drive through loop in front of school.

After school, 3:40 p.m. on a regular school day, (Wednesday 2:10) students should walk home immediately, ride the school bus, or be picked up by you, unless they are involved in a school mandated activity. There is **NO SUPERVISION** outside of these times.

CURRICULUM

CURRICULUM REQUIREMENTS

Every student at Actis is required to take English, math, reading, history, physical education, and science in both the seventh and eighth grades. All students will complete their seven period schedule with one elective each semester. The Panama-Buena Vista Union School District believes in the value of homework. Homework can be used to reinforce the day's lesson, to complete any unfinished work, and/or to prepare for the next day. To be sure that students are not overburdened with homework each night, the following nights are assigned to subject matter areas:

MONDAY & WEDNESDAY NIGHTS	-	History, Reading, & Electives
TUESDAY & THURSDAY NIGHTS	-	English, Math* & Science

Homework should not normally be given out on Friday night. *Most math teachers prefer to assign 20-30 minutes of homework four nights a week rather than an hour on two nights. The reasoning is that daily reinforcement is necessary as math is a constant building of small skills and understandings. If this becomes a burden, please contact the teacher or the principal.

GRADUATION REQUIREMENTS AND ACTIVITIES



It should be considered that the graduation exercise is a privilege and not a right and students must earn the privilege to take part.

During each year of junior high school, in order to be promoted from seventh to eighth grade, the student must achieve at least two passing quarter grades each year for reading, English, and mathematics. In order to graduate from eighth grade a student must:

1. Achieve at least two passing quarter grades each year for English, and Mathematics.
2. Pass 14 quarters of core curriculum classes (English, Reading, Mathematics, Social Science & Science).
3. Pass 6 quarters of elective and physical education classes.
4. Excessive absences (20 days or more, excused or unexcused) can exclude a student from participating in the graduation ceremony.
5. Suspensions, poor behavior and misconduct may result in the loss of the end of year activities and/or graduation ceremony.

* For students not enrolled in a District junior high school for an entire year, the requirements would be prorated.

Students may be denied the privilege of taking part in graduation ceremonies and/or activities if the student has been absent twenty days or more, unless under the care of a doctor. This provision will be used at the discretion of the school principal. The principal may also withdraw the privilege of participation in end-of-year activities related to graduation and promotion from any student whose behavior has been unacceptable.

Eighth grade students who have satisfactorily completed proficiency examinations and courses of study prescribed by the Governing Board shall be eligible for a diploma of promotion and may participate in promotion ceremonies. Only school-sponsored awards are acknowledged during graduation exercises. Other awards may be given during separate awards programs.

Extracurricular activities are a privilege and not a right. Students are subject to restriction from any event based on grades, attendance, or discipline.

REPORT CARDS

Report cards are mailed to parents/guardians within two weeks of the closing of each grading period. Grading periods end approximately:

1 st Quarter:	October 18 th
2 nd Quarter:	January 10 th
3 rd Quarter:	March 14 th
4 th Quarter:	May 29 th



Following the time frame above, if you do not receive your student's report card, please call the school office at 661-833-1250.

Progress reports are mailed approximately halfway through each grading period. The purpose of these notices is to alert the parent of their child's progress in each of their classes. Concerned parents should call the office and speak to the counselor to arrange a conference with the teacher involved.

HONOR ROLL REQUIREMENTS

The Honor Roll is based on quarter grades. A "B" (3.0 grade point average) in all subjects, including physical education and elective classes, is required. A student is disqualified if he/she receives any grade below a "C" in any subject or receives a comment code of a "16" indicating behavior problems. An eighth grade student must have made the Honor Roll six of the eight grading periods in his/her two years at junior high in order to qualify for a **gold seal** on his/her diploma. The PRINCIPAL'S HONOR ROLL gives special recognition to students who attain a straight "A" (4.0 grade point average) report card for both 7th and 8th grades.

RENAISSANCE PROGRAM – EXCELLENCE BY DESIGN

Our Renaissance program expands Honor Roll and Principal's List into an incentive/awards program for our improving and high achieving students. The Renaissance program at Actis Junior High School includes the recognition of all students who are attaining academic excellence or improving academic achievement, attitude and attendance. Traditionally, our best academic achievers have received little more than a pat on the back. Renaissance was established to recognize these students with positive, tangible incentives to encourage their working even harder. The program is open to all students at both 7th and 8th grade, and puts a sense of pride into all academic achievement. Students are applauded for scholastic achievement, continuous improvement, good behavior and strong attendance.

In addition to recognizing excellence in our students. Renaissance at Actis Junior High School includes the recognition of excellence, professionalism and dedication of all staff members. Luncheons will be held during the year to recognize the Principal's list of students.

SUPPLIES AND MATERIALS

BOOKS



All required books are furnished by the District.

Please remember the following rules:

1. When a student uses a text, it is his/her responsibility to care for the book as if it is his/her own.
2. Any stolen, damaged, or lost book is the responsibility of the student who checked it out.
3. He/She or his/her parent(s) or guardian(s) must pay the replacement cost.
4. To help keep books in good shape, they should be covered.
5. Please check with our library clerk for the current price of textbooks. You may also check with your student's teacher.

PENCILS & BINDER

It is the responsibility of each student to have a pencil at all times. It is a requirement that each student carry a school-wide binder to record assignments and to keep papers and other materials in good order. This binder should include: a supply of binder paper, 2 pencils - sharpened and ready, 8 dividers (inserts), and a zip lock bag for pencils and pens.

A school binder is provided to each student at the beginning of the year. The Actis binder is the only binder your child is allowed to have at school. They are expected to bring their binder to school each day and to keep track of assignments/projects in this binder. This is also a tool parents may use to help monitor their student's progress. Please make sure that your student cares for their school binder. Students are not to write on their binder or damage it in any way. If he/she loses or damages their binder, the cost to the student will be \$7.00.

P.E. CLOTHES

All students are highly encouraged to dress for physical education classes. All students will have an individual locker for their P.E. clothes. Locks are provided for their lockers. If a student loses the lock provided by the school, they must pay for a new lock.

All information concerning appropriate clothing and where it may be purchased will be given to the student in P.E. class on the first day of school. P.E. shirts are \$10.00 and P.E. shorts are \$10.00. A set (both shirt and short) is \$20.00.

Students **MUST** wear appropriate shoes in order to participate in PE.

SPECIAL SUPPLIES OR CHARGES

Some electives, such as Exploring Woodworking / Technology and Art, may charge for extra materials used in projects which students consume or keep. Student ID's are provided at no cost when the student gets their picture taken. If the student loses the ID, the charge to make a new one is \$3.00.

LIBRARY

Actis operates an excellent library. Students are permitted to check out books before school, after school, and on a regularly scheduled basis during their reading class. Students are responsible for their library books, and will be charged for any overdue (.10 per day), lost, or defaced books. If a student would like to visit the library during their lunch hour, they must ask for a Library Pass from one of their morning teachers. They must first eat lunch and then report to the library with their pass.

CHROMEBOOKS

Chromebook Policies, Procedures and Information

Students will each have access to Chromebook laptops in each of their classrooms. Laptops are not allowed to leave campus for any reason and will be stored properly each day before students leave campus.

GENERAL INFORMATION

In keeping with the mission of Actis Junior High School to create a 21st century collaborative learning environment for all learners, the Chromebook initiative enables and supports students and teachers in implementing transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners. Students will begin the exciting transition from consumer of information to creative producers and owners of content and knowledge. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teaching and learning environment from one of giving content to one of constructing and facilitating learning. Together, with the support of our community, we will all play a key role in the development of effective and high quality educational experiences.

CHROMEBOOK PURPOSE

Actis Junior High School supplies all students with a Chromebook device. This device is property of the Panama-Buena Vista Union School District. The Chromebook functions as both student access to required educational materials needed for each student to be successful and a tool to create personalized content and expression. The Chromebook allows student access to Google Apps for Education, educational web-based tools, and many other useful sites. The supplied device is an educational tool that is not intended for gaming, social networking or high-end computing.

Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook can be issued to their child. All Chromebooks must be returned at the end of each class period/day following the guidelines discussed within. Students leaving the district must return Chromebooks to the school Library before unenrolling.

PROPER CARE FOR YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. In the event that a Chromebook is broken or fails to work properly, it must be taken to the Library as soon as possible to be assessed and repaired.

General Precautions:

1. No food or drink is allowed next to your Chromebook.
2. Cords and cables must be inserted carefully into the Chromebook.
3. Never transport your Chromebook with the power cord plugged in.
4. Never carry a Chromebook with the screen open.
5. Student-Chromebooks must remain free of any writing, drawing or stickers.
6. Vents should not be covered.
7. Chromebooks must have all barcodes and original tags on them at all times and tags must not be removed or altered in any way.
8. Chromebooks should never be left on the yard or any unsupervised area.

CARRYING CHROMEBOOKS:

1. Transport Chromebooks with care and always in its case.
2. Chromebook lids should always be closed and tightly secured when moving around.
3. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

SCREEN CARE:

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything near the Chromebook that could put pressure on the screen.
4. Always place the Chromebook in the carrying case when traveling.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or paperwork).
7. Clean the screen with a soft, dry microfiber cloth. NEVER use any cleaning solvents.

CHROMEBOOK USAGE

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible with their Chromebooks in each of their classes. Chromebooks will not be carried from class to class or taken home.

Students will have an assigned Chromebook in each class. Teachers will monitor the use of the Chromebooks in class. Students must notify the teacher if there is a problem with their Chromebook right away. Failure to do so may result in fines or fees.

Inappropriate media may not be used as a screensaver or background. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary measures and possible loss of personalized Chromebook access for a period of time. Take care to protect your passwords and never share your passwords.

Unless otherwise informed by your teacher, the sound must be muted at all times. Headphones may be used at the discretion of the teacher. It is a good idea for students to carry wired headphones with their Chromebook as bluetooth headphones are not allowed on campus.

REPAIRS AND MAINTENANCE

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

Chromebook Fees: In the event a student's Chromebook is damaged or broken, whether through student carelessness, accident, or intentional, the costs of the repair will be the responsibility of the student and his/her parent/guardian. The following Chromebook repair costs will be charged:

- Catastrophic Damage/Replacement - \$309.00

PBIS

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Positive Behavior Intervention and Supports (PBIS) is a school wide approach to promote appropriate behaviors and a process for creating safer, more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom management systems.

The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning.

Core Values:

Actis' All-American Values are Respect, Responsibility and Honesty. Students are expected to "ACT" respectfully, responsibly and honestly in every school setting.

ACT RESPECTFULLY ...toward yourself and others.

ACT RESPONSIBLY ...by following the rules and doing your best.

ACT HONESTLY ...at all times by taking ownership of your actions.

PBIS means students will know exactly what is expected of them in all school settings. Students will receive on-going instruction from staff on the school-wide expectations in all areas of the school.

Students who consistently behave respectfully, responsibly and honestly will be recognized and rewarded in a variety of ways. Students will also know the consequences that will result when they choose not to meet the school-wide expectations.

The PBIS program is used in conjunction with the Panama-Buena Vista student code of conduct which ensures a safe, productive, and positive learning environment. The PBVUSD Parent Handbook and this publication are essential resources for understanding school rules and regulations; expectations for student conduct; and possible consequences for violating the rules.

SCHOOL EXPECTATIONS

PLEASE READ EACH OF THESE IMPORTANT RULES CAREFULLY

- Students are expected to be in class, ready to work, when the bell rings. This includes having all materials necessary: books, paper, pencil, and P.E. clothes.
- Behavior in the classroom that interferes with another student's education or your own will not be tolerated.
- Bringing items to school (such as radios, toys, etc.) that interfere with education is also prohibited.
- Keep your hands/feet/body to yourself at all times. No horseplay, wrestling, scuffling, holding hands, or public displays of affection.
- Actis is a closed campus, students will not be allowed to leave campus unless picked up by a parent.
- Students must check out through the office with his/her parents. When any student returns from being off campus during the day, he/she must check back in at the office.
- With the exception of lunch, no other food or drink (except water) is allowed on campus.
- The bike rack is off limits during the school day. Be sure to lock your bike - then leave the area. Students are not permitted in the bike rack area unless they have a bike and are going home. NEVER leave your bike at school overnight. NEVER double lock your bike with another student's bike.
- If you ride a school bus to and from school, remember the fact that riding a bus is a privilege, not a right. Read the bus rules carefully and follow them.
- No perfumes, scented sprays or spray deodorants are allowed on campus.
- In order to maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for committing a serious offense.
 - Suspension is defined as exclusion from school and all school activities for a period of one to five days.
 - Expulsion is defined as removal of the student from all schools in the Panama-Buena Vista Union School District for an extended period of time. In some instances, the period of expulsion may cover one school year and a semester. Students considered for expulsion are brought before the District's Administrative Hearing Panel where the facts of the case are presented. The District's Board of Trustees review the Panel's findings and determine whether or not to issue an expulsion order.

Behavior expectations are reviewed with all students at least once per quarter.

SUSPENSIONS & EXPULSIONS

In accordance with Education Code 48900, school districts are granted the authority to suspend or expel students who have committed any of the following acts:

<ul style="list-style-type: none">● Fighting/Assault● Possession of weapon● Drugs - possessed, sold, furnished● Drugs - possession, use or sale, including alcohol● Attempted or committed robbery● Damage of school or private property● Theft● Promotion of gang activity	<ul style="list-style-type: none">● Habitual profanity or vulgarity or obscene act● Possession or sale of drug paraphernalia● Defiance of school authority● Received stolen property● Possession of imitation firearm● Sexual harassment● Harassment, threats, or intimidation● Tobacco - possession or use of
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The acts in this section are related to school activity or attendance that occurs at any time, including, but not limited to any of the following:

- a. While on school grounds.
- b. While going to or coming from school.
- c. During the lunch period whether on or off the campus.
- d. During or while going to or coming from a school sponsored activity.

The Panama-Buena Vista Union School District maintains that any knife, regardless of length, or any weapon is strictly prohibited at school or at any school sponsored activity. Students found to be in possession of a knife, weapon or weapon replica will be subject to expulsion. State and Federal law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student who brings a firearm to school.

We ask that all parents take time to review this important policy with their students so that we can work together to maintain safe and orderly school campuses.

- Students are prohibited from selling any edible or non-edible items at school for personal gain or for any outside organization. These items will be confiscated.
- Students may not carry or possess felt tipped permanent markers, paint, or any other marking instrument beyond standard pencils. If special marking instruments are required for class projects, they will be provided by the school for in-class use only.

ACTIS IS A PENCIL ONLY SCHOOL.

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

SCHOOL POLICIES

CELL PHONES, SMART WATCHES, WIRELESS EARBUDS AND OTHER UNAUTHORIZED ELECTRONIC DEVICES

Electronic devices MUST be turned off (not silent or do not disturb) and stored in backpack at all times during the official school day and at any other time directed by a district employee. Electronic communication devices may be used **off campus** before and after the official instructional day before stepping onto school property. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day, or activity, or until the parent picks it up. It is the student's responsibility to inform parents of confiscated devices. Students may utilize cell phones in the classroom ONLY with discretion of the teacher or administrator. Students are able to call parents from the school office when needed. Parents may call the school to leave a message for their student.

It is the student's responsibility to ensure that his/her electronic signaling devices are turned off and secure in their backpack at all times. Students who violate the rules and regulations regarding electronic signaling devices are subject to having the device confiscated and subject to disciplinary action. The Actis Junior High School Cell Phone/Electronic Device disciplinary action is as follows:

- First Violation:** Item confiscated, 1 day noon detention.
- Second Violation:** Item confiscated, 2 days of noon detention.
- Third Violation:** Item confiscated, 3 days of noon detention. Progressive discipline Form sent home for signature (detention until returned).
- Fourth Violation:** Item confiscated, parent contacted, and 1 day of after school detention
- Fifth Violation:** Item confiscated, parent contacted, Alternative Class Setting, or possible IMPACT or suspension for subsequent violations.

The district and school is not responsible for retrieval, replacement, or any charges incurred as a result of lost, stolen, or damaged electronic communication devices. **Student refusal to comply with school mandate to turn over electronic device/cell phone will result in further disciplinary action, up to/ or including suspension.**

GUM/CANDY POLICY

Gum and/or Candy is not allowed at Actis Junior High School. The following consequences have been formulated to help curb the amount of gum/candy on campus. We hope that this will help eliminate the damage to school and personal property, and the educational distraction they cause.

Student with a gum/candy offense will receive the following consequence:

<u>First Violation:</u>	1 day of noon detention.
<u>Second Violation:</u>	2 days of noon detention.
<u>Third Violation:</u>	3 days of noon detention. Progressive Discipline Form sent home (detention until returned).
<u>Fourth Violation:</u>	After school detention (1-hour).
<u>Fifth Violation:</u>	Parent contacted, Alternative Class Setting, or possible IMPACT or suspension for subsequent violations.

TARDY POLICY

Students are allowed three tardies in each class for each quarter. On the fourth, or more tardy, students will receive the following interventions to assist them to be more successful:

<u>Violation 1-3:</u>	Warning
<u>Violation 4:</u>	Student loses fun day privileges (resets monthly)
<u>Violation 5-6:</u>	1 Days of lunch detention
<u>Violation 7-8:</u>	2 Days of lunch detention
<u>Violation 9-10:</u>	3 Days of lunch detention
<u>Violation 11-12:</u>	1 Day of after school detention (per violation)
<u>Violation 12-14:</u>	2 Days of after school detention (per violation) + Behavior Contract
<u>Violation 15 +:</u>	Alternative Class Setting, or possible IMPACT or suspension for subsequent violations.

Dress Code

PURPOSE

The Board of Trustees' position respecting student dress is to be adhered to by all pupils attending schools of the Panama-Buena Vista Union School District. The purpose of the dress code is to help generate a positive learning situation.

Pupils attending the Panama-Buena Vista Union School District are expected to wear clothing that is appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress but rather to assure that the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn; and it is the responsibility of the students to help create and maintain this atmosphere.

The Board of Trustees has revised the student dress code to better meet the needs of the schools and the students. Laws governing student dress have recently changed allowing school districts more leeway in restricting student dress. In an effort to counteract the negative influence created by gang attire, some school districts are considering uniforms for students. The Panama-Buena Vista Union School District is not interested in restricting dress beyond what is necessary to assure a school environment providing a quality educational program and a safe and protected student body.

This dress code, which follows changes in the law, has been reviewed and approved by a representative group of parents, district office staff and school administration.

It is the District's hope that we can count on your support in helping us maintain a safe and productive atmosphere for our youngsters.

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

HAT POLICY

Actis is a no-hat school. No hats can be worn while on campus. Student's who choose to wear a hat to school will be subject to disciplinary action (dress code infraction) and confiscation of hat for parent pick up.

CONDITIONS OF DRESS AND APPEARANCE

- **We Dress Respectfully**

- We wear clothes that fit appropriately
 - We do not wear clothing that is excessively large
 - We do not wear clothing that is too small, too tight, or too revealing
- We NEVER show our undergarments
 - Tank tops need to be at least 2 finger widths wide
 - No sagging pants
 - No muscle shirts or open clothing revealing undergarments
- We do NOT wear clothing that is too revealing
 - Pants, shorts, or skirts with holes, shredding, or fraying that **reveal skin** above the knee are NOT acceptable.
 - All shorts or skirts must be at least as long as the middle finger with arms at the side.
 - No bare midribs
 - No bodysuits
 - No spandex shorts (unless under a dress, skirt, or pants/shorts)
 - Spandex pants or leggings **MUST** have a shirt which **COVERS** the front and back end
 - No clothing which is transparent or revealing of undergarments
 - No tube tops
 - No tops cut low at armpits or neckline
 - No backless or halter tops
 - Clothing must be appropriate for school, no personalized clothing is accepted. In addition we do NOT write on backpacks, binders or self.

- **We Dress Responsibly**

- We wear clothing with appropriate content
 - We do not wear any clothing or accessories that are obscene or depict illegal activity
 - We do not wear any clothing or accessories that depict tobacco, drugs, alcohol, sexually suggestive activities, gang activities, or other which is deemed disruptive to the learning environment.
 - No bare feet, house slippers, “roller skate” or unsafe or disruptive footwear shall be worn. All shoes must have a rubber sole.
 - No pajamas, or clothing that resembles pajamas.
 - Cosmetics to the face or hair that distract from the educational process are unacceptable.
 - Any “spiked” or dangerous earrings/piercings are not allowed.

Modifications will be at the discretion of the administration, or designee.

For students found out of compliance with the dress code, the following consequences have been formulated to help curb violations. The dress code will be strictly enforced, so please read and discuss it with your student.

<u>First Violation:</u>	Change into P.E. loaner clothes, 1 day noon detention
<u>Second Violation:</u>	Change into P.E. loaner clothes, 2 days noon detention
<u>Third Violation:</u>	Change into P.E. loaner clothes, 3 days noon detention, Progressive discipline form sent home (detention until returned).
<u>Fourth Violation:</u>	Change into P.E. loaner clothes, 1 day after-school detention(1-hr)
<u>Fifth Violation:</u>	Alternative Class Setting, or possible IMPACT or suspension for subsequent violations.

LUNCH PERIOD

CAFETERIA

The Actis cafeteria offers a hot lunch with a main dish. Students may also purchase milk as an la carte item for \$0.50. All hot lunch students are required to eat inside the cafeteria or in the quad.

Cafeteria rules are posted in the area. These include:

- Find a seat and remain seated until finished.
- Do not trade food or money with friends.
- Separate your trash and compost.
- Raise your hand when finished and wait to be dismissed by an adult.
- Remove all personal trash and leave your area clean.
- Take trash or leftovers to a receptacle and place trays and silverware in the designated area.
- No food of any kind may be consumed on the yard or the field.



Note: Parents can bring food items for their child only, not for any other students. (NO FOOD DELIVERIES i.e., DoorDash, Uber Eats, etc.). Please inform your student of this before school begins. Due to the demands of the office staff during lunch time, it will be the student's responsibility to pick up any items left. They will not be notified by office staff.

NOON-TIME ACTIVITIES

Noon-time activities are open to all students, and we encourage your participation. Sign-up with one of the intramural teachers, and have a great recreational break from academics. We also offer an inclusive POP (Power of Play) Program with structured activities such as games, music, and arts & crafts.

EXTRACURRICULAR ACTIVITIES

ELIGIBILITY

In order to encourage and promote academic excellence, all students participating in extracurricular/co-curricular activities (after school sports, student body government, etc.) shall demonstrate satisfactory minimum progress in meeting the prescribed course of study and standards of proficiency established by the District.

In order to be eligible for participation in extracurricular/co-curricular activities, a student in grades 7 and 8 shall have earned a minimum of 2.0 or "C" grade point average with no "F" grades during the preceding grading period (preceding quarter)

Any student new to the Panama-Buena Vista Union School District is eligible for the remainder of the quarter in which he/she enrolls. All new seventh graders are automatically eligible for the first quarter of their 7th grade school year. Students transferring within the Panama-Buena Vista Union School District junior high schools take their eligibility status with them.

Students who are declared ineligible to participate in extracurricular / co-curricular activities shall remain ineligible until their quarter grades show a 2.0 average with no "F" grades.

As a condition for maintaining eligibility for participation in extracurricular / co-curricular activities, each student shall also maintain a positive record of citizenship.

A student shall be ineligible for participation if he/she receives two or more unsatisfactory marks on his/her quarterly report card. An unsatisfactory mark shall consist of #10 on the computer report card.

STUDENT COUNCIL

The Actis Student Council is made up of students who are elected from a designated class. The Student Council officers are elected by the student body at large in September. Any eligible student may petition to run for an office. These petitioners are then reviewed by the Student Council and several are selected to run for each office. Student Council officers are:



1. President - must be an 8th grader.
2. Vice President - must be a 7th grader.
3. Secretary - may be either a 7th or an 8th grader.
4. Treasurer - may be either a 7th or an 8th grader.

The Student Council and its officers are the student leaders of the school. They represent the student body, run the student store, plan social activities, and determine the expenditure of student body funds. For a student to be eligible to run and hold a student body office he/she must have and maintain a 3.0 GPA (grade point average). For a student to be a class representative *and* serve on student council he/she must have and maintain a 2.0 GPA. Any student who has an “F” grade will be in jeopardy of losing their office or position on student council. A student council member may also be dropped for poor discipline.

YEARBOOK

Americana, the school yearbook, is sold in the fall and distributed around the last week of school. Journalism class students work most of the year getting pictures of the students and the many activities which take place. The resulting yearbook is a highly attractive hard-bound book that serves as an excellent remembrance of the junior high years.

TRANSPORTATION

SCHOOL BUS

The Panama-Buena Vista Union School District has an enviable record of safe transportation for our bus riding students. To safely transport your children, we have rules and regulations to assist students in understanding their responsibilities while riding school district buses. These rules will assure safe and proper travel to and from school, and are to be observed when riding the bus and while waiting at school bus stops. At this time, students are required to wear a face mask covering their mouth and nose at all times while riding a bus and while inside any school classroom/building.

The following list of student actions constitutes violations of the established rules and regulations:

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading.
2. Using profane language or obscene gestures.
3. Putting any part of the body out of the bus window at any time.
4. Any movement out of seats while the bus is in motion.
5. Creating excessive noise that distracts bus driver.
6. Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and windows.
7. Any type of damage or defacing of a bus.
8. Throwing any objects in, out of, or at the bus.
9. Lighting of matches, cigarettes, smoking on the bus.
10. Transporting live animals, reptiles or insects, on the school bus. Science specimens are to be encased in safe containers of plastic or cardboard.
11. Glass containers will not be allowed on the bus.
12. Eating, drinking, or chewing gum on the bus.
13. Failure to obey the driver, or disrespect to the bus driver.
14. Using other than the student's regularly designated bus stop.
15. Riding the bus after receiving a "No Ride" penalty.
16. Any improper bus stop procedures (e.g., not properly at bus stop.)
17. Giving improper identification when requested by the bus driver.
18. Tampering with radio or bus controls.

Transportation to and from school by school bus is a privilege and not required by law. Minimum penalties, as listed below, shall be used as guidelines for infractions of established rules:

1st Citation - Warning of possible bus riding suspension. Letter to be signed, dated and returned by parents.

2nd Citation - Grades 7-8 - Parent to be notified by letter. (Telephone contact as needed.) Principal has discretion to suspend up to three (3) days. Letter to be signed, dated and returned by parent.

3rd Citation - Five (5) day bus riding suspension. Letter to be signed, dated and returned by parent.

4th Citation - Ten (10) day bus riding suspension. A conference with parent or guardian will be required during the ten (10) day suspension before student can resume riding the bus. The principal may request the driver to be present, or the driver may request to be present at the conference. Letter to be signed, dated and returned by parent.

5th Citation - Balance of school year bus riding suspension. Letter to be signed, dated and returned by parent.

BICYCLE SAFETY

Bicycles may be ridden to and from school with the understanding that they be maintained and operated in a safe manner. Traffic laws should be observed. Entrance and exit to the school for all bicycle riders is through the south gate on the east (Courtleigh) side of the campus. Bicycles are to be "walked" immediately to the bike racks. Bicycles are not allowed anywhere else on campus. Bicycles are not to be ridden on the school grounds or parking lots and are to be parked inside of the fenced bike rack area. This area is not locked so students are expected to provide locks for their individual bikes. No one is permitted in the bicycle area except to place or pick up his/her bicycle. The school is not responsible for lost or damaged bicycles. We expect our students to wear helmets!

COMMUNICATION

EMERGENCY CARDS

Each student must have emergency information on file in the school office. These cards are for the purpose of contacting you, or your designee, in the case of any emergency if you are unavailable. We cannot release a student from school except to a person listed on this card. Current addresses, phone numbers, and emergency contacts are very important. Therefore, please inform the school office of any changes of phone number, address, etc. during the year. If your student's address changes, you must provide the office with acceptable documentation (proof of residence) immediately. Report cards and other mailings may be delayed if records are not up-to-date.

CHANGES IN STUDENT INFORMATION

It is imperative that parents report any change of information to the school office. The office must have the student's correct address and parent's home and business phone number in case of emergency. If your address changes, you must bring in "proof of residence" and provide valid identification.

TELEPHONE

A telephone is provided in the office for student use. When student's wish to utilize their dedicated phone, a note from a teacher is required or students may choose to use it during their passing period or lunch time..

STUDENT MESSAGES

We ask parents/guardians to communicate all messages (i.e. transportation arrangements, doctor appointments, etc.) to students prior to leaving home in the morning. Due to the large student population, messages cannot be taken for students during the school day. Students will miss educational instruction in the classroom; therefore, we will only deliver messages to a student in an **emergency situation only**.

DELIVERIES FOR STUDENTS

Balloons, toys, party food, flowers, or any other item parents have sent to the school will not be delivered to a student in class. Delivery of these items to school is discouraged. They are most disruptive to the classroom educational atmosphere, and cannot be taken home on the bus. Special recognition of an individual should be done away from the school setting. Parties or celebrations are not appropriate for individuals at school. Please adhere to this policy.

ParentVUE

ParentVUE is a web-based app designed to help parents monitor their student's education by providing real-time academic information and communication tools. ParentVUE is available in the App Store and Android Market. Please contact the school for the activation code needed to use ParentVUE.

SPECIAL SERVICES

HEALTH SERVICES

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

Medication at School

1. The administration of medication to pupils by designated school personnel shall be done only when the student's health may be jeopardized without the medication and when such administration has been requested in writing and approved by both the treating physician and the student's parent.
2. Students requiring medication during school hours are to have the original container brought to the school office by the parent. Medication must be counted / measured by school personnel and the parent. It will be kept in a safe and secure place and given to the child as indicated on the container and Pupil Medication to be Administered at School form.
3. A completed and signed "Pupil Medication to be Administered at School" form must be on file in the school office. (A pupil medication form can be obtained in the office.)
4. Administration of over-the-counter drugs also requires a completed and signed "Pupil Medication to be Administered at School" form on file in the school office.
5. Under no circumstances are school personnel to provide aspirin or any other medication to students.

COUNSELING AND GUIDANCE SERVICES

The School Counselor, Kim Cornford, and Intervention Counselor, Katie Chilton, help all students achieve their highest potential, both personally and academically. They also work closely with the School Social Worker and School Psychologist to meet the needs of our students in order for them to be successful in learning and in life. Students may make counseling appointments with the counselors before school, at lunch, or after school. Parents may contact the counselors by calling the school office at (661) 833-1250.

SPECIAL EDUCATION

Panama-Buena Vista Union School District operates Resource Specialist, Learning Handicapped, and Severely Learning Handicapped Programs on our campus. In addition, the County Consortium operates four special classes on our campus. These include the Severely Learning Handicapped and Aurally Exceptional Classes. These students are mainstreamed into regular classes when appropriate.

EMERGENCY PROCEDURES

FIRE DRILLS, LOCK-DOWN, AND EARTHQUAKE PROCEDURES

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

Title I, Part A School Parent and Family Engagement Policy Board Approval: April 9, 2024

Title I, Part A School-Parent Compact



Principal: Patrick Spears
Address: 2400 Westholme Boulevard,
Bakersfield, CA 93309
Phone: (661) 833-1250
Email Address: pspears@pbvUSD.k12.ca.us
Website: <https://actis.pbvUSD.k12.ca.us/>

O.J. Actis Junior High School provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), which includes providing information and school reports, in a format and, to the extent practicable, in a language such parents understand.

The School-Parent Compact is available on the school website and ParentSquare. In addition, paper copies of the Compact can be found at the school office, free of charge. Parents and families wishing to provide ongoing support and input into the Compact can participate through the School Site Council, the Title I Subcommittee, the District Advisory Committee, and other committees. Additionally, parents and families can provide input by completing the parent surveys distributed throughout the school year.

O.J. Actis Junior High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116(d)).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

In order to meet the challenging State academic standards, Actis Junior High School is committed to providing high-quality curriculum and instruction paired with a supportive and an effective learning environment. These goals will be achieved through meaningful professional development for all staff, appropriate curriculum for all students, modern technology and materials for all students and staff, a welcoming environment for all students and their families, well-qualified teaching staff, and high expectations for all students. We welcome parent/guardian feedback at all times.

Parents/Guardians will support school attendance by:

- Reinforcing the importance of daily school attendance
- Calling the school office at (661) 833-1250 to report each absence
- Ensuring that their children arrive on time and attend the entire school day
- Scheduling appointments outside of the school day, when possible
- Scheduling family trips during school vacations
- Providing a doctor's note for appointments and absences, when possible
- Communicating with the school if there are barriers to regular school attendance
- Contacting the school in advance if there is an unavoidable absence of 3 to 14 school days to arrange for Independent Study

Parents/Guardians will support their students' learning by:

- Communicating the importance of education to their student(s)
- Reinforcing school rules and supporting disciplinary actions, when necessary
- Providing a quiet place for homework and assisting with the work, when possible
- Ensuring that their children receive proper sleep and nutrition
- Participating in school meetings and activities when possible
- Participating in educational decisions regarding their children
- Staying informed by reading all school notices and responding when necessary
- Utilizing ParentSquare to send and receive messages, if possible
- Reaching out to the school office at (661)833-1250 for assistance with any of the above areas

Parents/Guardians will monitor their children's use of extracurricular time by:

- Monitoring their children's technology (phone and internet) use
- Teaching their children about online dangers
- Teaching their children about the dangers of alcohol, drugs, tobacco, and vaping
- Knowing their children's friends, and when possible, the friends' parents
- Knowing where their children are at all times
- Encouraging at least 30 minutes of outdoor activity per day
- Encouraging at least 30 minutes of reading per day
- Spending positive time with their children (eating meals together, playing games, outdoor activities, etc.)
- Enrolling their children in a team, sport, club, or organization to support positive peer interactions, if possible
- Reaching out to the school office at (661)833-1250 if assistance is needed with any of the above areas

Parents/Guardians will participate in school decision-making opportunities including:

- School Site Council, which approves the School Plan for Student Achievement. Those who are not elected to the School Site Council may attend meetings or make public comments regarding agenda items.
- Title I Annual Review Committee, which reflects upon the school year and plans for the following year
- Parent Club meetings with the principal

- "Coffee with the Principal" meetings, which provide an educational component and give parents/guardians the opportunity to ask questions and provide feedback about school programs
- English Learner Advisory Committee, which provides feedback about programs for our English Learners
- Family input surveys, in which parents/guardians are asked to provide feedback and make suggestions to improve our school

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

- (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their children's progress;
- (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

The School-Parent Compact will be discussed at the following conferences:

- Parent-teacher meetings held upon request by parents/guardians or teachers
- Student Student Success Team (SST) meetings, in which parents/guardians, students, teachers, and additional school staff collaborate to provide additional academic, behavioral, and/or social-emotional support for students in need
- Attendance meetings with school personnel

The school will provide reports to parents/guardians through:

- Mid-Quarter grade reports mailed home
- Quarterly report cards mailed home
- Grades available via ParentVUE at all times
- STAR Reading and STAR math scores reports, available upon parent request from the student's English or math teacher

Parents/Guardians may consult with school staff through the following means:

- District email and ParentSquare
- Calling the school office at (661)833-1250 to leave a message for any staff member
- Requesting individual conferences with counselors and/or teachers.

Parents/Guardians have the following opportunities for observing classroom activities, volunteering, and participating:

- Classroom observations may be arranged by calling the school office in advance
- Volunteer opportunities will be communicated through ParentSquare and paper notices
- Parents/Guardians may participate in the following committees: School Site Council, Title I Annual Review Committee, Parent Club meetings with the principal, and the English Learner Advisory Committee
- Parents/Guardians will receive information about the School Site Council, Title I Annual Review Committee, Parent Club meetings with the principal, The Title I Annual Meeting, "Coffee with the Principal" meetings, English Learner Advisory Committee, and Family input surveys. Notification for these opportunities will occur via Parent Square and via paper notices when possible.

Regular two-way, meaningful communication will occur between parents/guardians and staff through:

- Email
- ParentSquare
- Phone calls
- Parent/Guardian events listed above
- Conferences, attendance meetings, and Student Success Team meetings

Information provided in a language that family members can understand:

- Interpreters are available for meetings upon request
- Office staff can provide Spanish interpretation services for parent phone calls
- Notices sent from school are available in English and Spanish

This Compact was established by O.J. Actis Junior High School on March 20, 2024, and will be in effect for the period of the 2024-2025. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: September 30, 2024.

Patrick Spears, Principal

Name and Title of Authorized Official



Signature of Authorized Official

March 20, 2024

Date