

# 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 21<sup>st</sup> 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 21<sup>st</sup> 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

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## 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](mailto: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

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## 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 <sup>st</sup> Quarter:	October 18 <sup>th</sup>
2 <sup>nd</sup> Quarter:	January 10 <sup>th</sup>
3 <sup>rd</sup> Quarter:	March 14 <sup>th</sup>
4 <sup>th</sup> Quarter:	May 29 <sup>th</sup>



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 7<sup>th</sup> and 8<sup>th</sup> 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

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## 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

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## **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 21<sup>st</sup> 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

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## **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

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## 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"><li>● Fighting/Assault</li><li>● Possession of weapon</li><li>● Drugs - possessed, sold, furnished</li><li>● Drugs - possession, use or sale, including alcohol</li><li>● Attempted or committed robbery</li><li>● Damage of school or private property</li><li>● Theft</li><li>● Promotion of gang activity</li></ul>	<ul style="list-style-type: none"><li>● Habitual profanity or vulgarity or obscene act</li><li>● Possession or sale of drug paraphernalia</li><li>● Defiance of school authority</li><li>● Received stolen property</li><li>● Possession of imitation firearm</li><li>● Sexual harassment</li><li>● Harassment, threats, or intimidation</li><li>● Tobacco - possession or use of</li></ul>
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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

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## 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:

<b><u>First Violation:</u></b>	1 day of noon detention.
<b><u>Second Violation:</u></b>	2 days of noon detention.
<b><u>Third Violation:</u></b>	3 days of noon detention. Progressive Discipline Form sent home (detention until returned).
<b><u>Fourth Violation:</u></b>	After school detention (1-hour).
<b><u>Fifth Violation:</u></b>	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:

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

# Dress Code

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## 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 midriffs
  - 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.

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

## LUNCH PERIOD

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### 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**

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## **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 7<sup>th</sup> 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 8<sup>th</sup> grader.
2. Vice President - must be a 7<sup>th</sup> grader.
3. Secretary - may be either a 7<sup>th</sup> or an 8<sup>th</sup> grader.
4. Treasurer - may be either a 7<sup>th</sup> or an 8<sup>th</sup> 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

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## 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:

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

**2<sup>nd</sup> 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.

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

**4<sup>th</sup> 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.

**5<sup>th</sup> 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

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## **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

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## 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

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## 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**

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 Parent and Family Engagement Policy is available on the school website and ParentSquare. In addition, paper copies of the Policy can be found at the school office, free of charge. Parents and families wishing to provide ongoing support and input into the Policy 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, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

**I. Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing and distributing a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):**

Actis Junior High has developed this written Title I Parent and Family Engagement Policy with input from Title I parents/guardians. Opportunities for parent/guardian feedback included the Panorama Title I School-Family Relationship survey, the Annual Title I meeting, Coffee with the Principal meetings, School Site Council meetings, English Learner Advisory Committee meetings, and the Title I Annual Review Committee meeting. The Parent and Family Engagement Policy is included in the Actis student handbook, which all students receive, and is also available on the District Website:

[https://www.pbvusd.k12.ca.us/apps/pages/index.jsp?uREC\\_ID=1760535&type=d&pREC\\_ID=1942328](https://www.pbvusd.k12.ca.us/apps/pages/index.jsp?uREC_ID=1760535&type=d&pREC_ID=1942328)

Copies of the Parent and Family Engagement Policy are also available upon request at the school office and are distributed at all Title I meetings.

**II. Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):**

Parents and family members of participating children in Title I, Part A programs are provided multiple opportunities to comment upon the current Parent and Family Engagement Policy and provide input in developing the upcoming school year's Parent and Family Engagement Policy. These opportunities include:

- Annual Title I Meeting
- Panorama: Title I Family- School Relationship Survey
- School Site Council Meetings. Parents/guardians who are not elected to the School Site Council may attend meetings or make public comments regarding agenda items.
- Title I Parent and Family Engagement Activities, including "Coffee with the Principal" meetings
- English Learner Advisory Committee
- Title I Annual Review Meeting
- Parents/Guardians are always welcome to contact the school office at (661) 833-1250 to comment upon the Parent and Family Engagement Policy

The Parent and Family Engagement Policy applies to all parents and guardians of Actis students.

**III. Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):**

The Panama-Buena Vista Union School District Parent and Family Engagement Policy is reviewed annually with the District Advisory Committee and Title I Subcommittee, which is made up of parents and guardians as well as site and district administrators. The District English Learner Advisory Committee is also provided an opportunity to review the Parent and Family Engagement Policy. Based on the feedback, the policy is updated periodically to meet the parents'/guardians' and schools' changing needs. Parent and family members with suggested amendments to the policy are welcomed throughout the school year as well as at the Annual Review meeting. Comments and suggestions on the district's Parent and Family Engagement Policy can be directed to the Title I Program Specialist. The district shall amend the Parent and Family Engagement policy if necessary to meet the requirements.

**IV. Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):**

Parents and Family members have multiple opportunities throughout the school year to provide the district with input during the development of the Local Control and Accountability Plan (LCAP). The district provides parents and family members with surveys, meetings, and committees. The input of the stakeholders helps with the development of the LCAP priorities. If parents/guardians are not satisfied with the draft LCAP, then they have the opportunity to submit comments during the LCAP development process, and the district responds to any written comments. Parents and family members may also submit a public comment via email to [theboard@pbvusd.k12.ca.us](mailto:theboard@pbvusd.k12.ca.us) no later than 12:00 p.m. on the day of the Board of Trustees meeting.

**V. Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):**

Actis holds an Annual Title I Meeting every September. All parents/guardians are invited via ParentSquare and paper meeting notices. Attendees learn about the school's participation in Title I, how Title I benefits all students, Title I services, opportunities for family involvement, parents'/guardians' rights to be involved, and upcoming family events. This meeting is held at a convenient time based on parent/guardian feedback and is held via Zoom, if necessary.

**VI. Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):**

Actis offers a minimum of three parent/guardian meetings per year in an effort to inform families about our school programs and involve them in their child's education. These meetings include the annual Title I Meeting and a minimum of two Coffee with the Principal meetings, which provide a parent/guardian training component followed by an opportunity for parents/guardians to ask questions and make comments about our school's programs. Meetings are scheduled at different times of the day in order to accommodate parents'/guardians' schedules. Additionally, free childcare is provided at these meetings. Meetings are held via Zoom when needed. Home visits are available for parents/guardians who are unable to attend in-person meetings. Please call the school office at (661)833-1250 to request a home visit.

**VII. Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):**

- a.) Parents/guardians are asked to complete a survey providing suggestions and comments about our school's Title I program.
- b.) Parent/guardian survey results and stakeholders' input, such as the School Site Council and English Learner Advisory Committee, are used to develop recommendations for improvements to the program.
- c.) Parent/guardian survey results are shared and recorded at our Title I Annual Review meeting. Suggestions from the surveys are used to improve the Title I program.
- d.) Actis Junior High updates the Parent and Family Engagement Policy based on parent/guardian feedback.

**VIII. Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]:**

Parents/guardians are informed about curriculum and assessments through a Google Slides presentation at our Annual Title I meeting, held during the first quarter of each school year. In this presentation, we explain how student progress is monitored and the levels students are expected to achieve. This meeting is held via Zoom, if necessary. Parents/guardians are welcome to contact the school office at (661)833-1250 to offer feedback or request a meeting at any time, and we will respond to all comments/suggestions. Parents/guardians are always welcome to participate in educational decisions regarding their students

**IX. Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):**

At this time, there have been no unsatisfactory comments made by parents or family members of participating children in Title I, Part A programs regarding the schoolwide program plan. However, should the parents or family members find the schoolwide program plan unsatisfactory, the school site will take the following measures:

- the School Site Council (SSC) will review the comments submitted regarding the unsatisfactory areas located in the schoolwide program plan
- the School Site Council may make adjustments or corrections if the SSC determines that there is a need to amend a particular area of the schoolwide plan
- the School Site Council will approve any revisions to the schoolwide plan
- the revised schoolwide plan will be presented to the district board for approval

**X. Describe how the school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. Section 6318[e][1])**

The school provides education for parents/guardians in understanding the state standards, state and local assessments, the requirements of Title I, how to monitor progress, and how to work with educators during our annual Title I Informational Meeting held each September. Additionally, these topics are reviewed at our Coffee with the Principal meetings. Parents/guardians are always welcome to contact the school at (661)833-1250 if they need assistance with any of the above areas.



**XI. Describe how the school provides materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement.**

O.J. Actis Junior High School provides access to materials and training by holding parent and family education events, including the Title I Annual Meeting and Coffee with the Principal meetings. Actis also has a Family Resource Center. This center contains books on a variety of parenting and life skills topics and also includes computers and other items to aid parents/guardians. Parents/guardians are always welcome to contact the school at (661)833-1250 to make suggestions for or request items from the Family Resource Center. Parents/guardians may also check in at the office window to visit the Family Resource Center.

**XII. Describe how the school educates teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.**

O.J. Actis Junior High School educates teachers, specialized instructional support personnel, the site principal and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents/guardians, how to reach out to, communicate with, and work with parents/guardians as equal partners, how to implement and coordinate parent/guardian programs, and how to build ties between parents/guardians and the school by providing training for staff in the importance of open communication with families and the use of ParentSquare as a form of communication. Actis upholds a schoolwide expectation that all emails, phone calls, and other messages are returned in a timely manner. Additionally, our school has a staff member who is designated as a parent/guardian coordinator, responsible for organizing and communicating parent/guardian engagement opportunities and maintaining our Family Resource Center.

**XIII. Describe how the school provides, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.**

O.J. Actis Junior High School encourages and supports parents/guardians by providing various resources, activities, and strategies to improve their ability to participate in their children's education by providing educational opportunities and open opportunities for parent/guardian questions/concerns at our Coffee with the Principal meetings and by providing a Family Resource Center. Additionally, parents/guardians are given strategies to support their students at meetings, including but not limited to parent/teacher meetings and Student Success Team meetings.

**XIV. Describe how the school ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.**

O.J. Actis Junior High School ensures that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating children in a format and, to the extent practicable, in a language the parents/guardians can understand by sending home all meeting notices in both English and Spanish. Additionally, our school has several Spanish-speaking staff members, including front office personnel. Additionally, a Spanish-speaking interpreter is provided for all parent/guardian engagement activities, and an interpreter of the appropriate language is provided as needed for parent/guardian meetings (IEP, Student Success Team, and parent/teacher meetings) when available.

**XV. Describe how the school provides such other reasonable support for parental involvement activities under this section as parents may request.**

O.J. Actis Junior High School provides such other reasonable support for parental involvement activities under this section as parents/guardians may request by sharing of meeting minutes in English and Spanish, conducting conferences with parents/guardians to share data, and providing workshops and activities based on parent/guardian requests so they can provide academic support to their students.

**XVI. Describe how the school to the extent practicable, shall provide 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), including providing information and school reports required under Section 1111 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand.**

O.J. Actis Junior High School will to the extent practicable, inform parents/guardians and family members of opportunities to participate in parent and family engagement activities by sending home a paper meeting notice with each student, which describes each parent/guardian engagement activity in both English and Spanish. This information is also posted on ParentSquare at least one week in advance of each parent and family engagement opportunity.

O.J. Actis Junior High School's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on March 13, 2023. The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before September 30, 2024.

Patrick Spears, Principal

**Name and Title of Authorized Official**



**Signature of Authorized Official**

March 14, 2024

**Date**

### **Política sobre Inclusión Parental y Familiar de Título I, Parte A**

El La Escuela Secundaria O.J. Actis informará a la medida posible, a los padres/ tutores y miembros de la familia sobre oportunidades de participación en actividades para padres y familiares enviando a casa una notificación impresa de la reunión con cada alumno, la cual describe cada actividad de participación de padres/tutores en inglés y español. Esta información también es publicada en Parent Square por lo menos con una semana de anticipación de cada oportunidad de participación para padres y familias., con los padres y miembros familiares, ha desarrollado en conjunto, acordado mutuamente y distribuido a, los padres y miembros familiares de alumnos participando en programas de Título I, Parte A los siguientes requisitos según es detallado en las secciones 1116(b) y (c) de ESSA.

- I. Describa como los padres y miembros familiares de alumnos participando en programas de Título I, Parte A están involucrados en desarrollar de forma conjunta, distribuir, una política escrita sobre inclusión parental y familiar, acordada por tales padres para realizar los requisitos de la Sección 1116(c) hasta (f) de ESSA (Sección 1116[b][1] de ESSA):**

Escuela Secundaria O.J. Actis

- II. Describa como los padres y miembros familiares de alumnos participando en programas en Título I, Parte A, puede enmendar una política escolar sobre inclusión parental y familia que se aplica a todos los padres y miembros familiares, si corresponde, para cumplir los requisitos (Sección 1116[b][2] de ESSA):**

La Secundaria Actis ha desarrollado esta Política de Participación para Padres y Familias del Título I por escrito con los comentarios de los padres/tutores del Título I. Las oportunidades para los comentarios de los padres/tutores incluyeron la encuestas Panorama de la relación entre la escuela y la familia del Título I, la reunión anual del

Título I, así como las reuniones de Café con el director, del Consejo de Sitio Escolar, del Consejo Asesor para Estudiantes del Inglés y la reunión del Comité de Revisión Anual de Título I.

La Política de Participación para Padres y Familias está incluida en el manual para estudiantes de Actis, que todos los alumnos reciben y también está disponible en el sitio web del distrito:

[https://www.pbvusd.k12.ca.us/apps/pages/index.jsp?uREC\\_ID=1760535&type=d&pREC\\_ID=1942328](https://www.pbvusd.k12.ca.us/apps/pages/index.jsp?uREC_ID=1760535&type=d&pREC_ID=1942328).

Los ejemplares de la Política de Participación para Padres y Familias también están disponibles bajo solicitud en la oficina escolar y se distribuyen en todas las reuniones de Título I.

**III. Describa como la Agencia Educativa Local (LEA, por sus siglas en inglés) participando tiene una política a nivel distrital sobre inclusión parental y familiar que aplica a todos los padres y miembros familiares en todas las escuelas brindadas servicio por el LEA y como el LEA puede enmendar esa política, si corresponde, para cumplir los requisitos (Sección 1116[b][3] de ESSA):**

Los padres y familiares de los niños que participan en los programas de Título I, Parte A cuentan con numerosas oportunidades para hacer comentarios sobre la Política de Participación de Padres y Familias actual y para proporcionar información con la finalidad de desarrollar dicha política para el próximo año escolar. Estas oportunidades incluyen:

- Reunión anual del Título I
- Panorama: Encuesta sobre las relaciones entre la familia y la escuela del Título I
- Reuniones del Consejo Directivo Escolar Los padres/tutores que no sean elegidos para el Consejo Directivo Escolar pueden asistir a las reuniones o hacer comentarios públicos sobre los puntos del programa.
- Actividades de Participación de Padres y Familias del Título I, incluidas las reuniones de "Café con el director"
- Consejo Asesor para Estudiantes del Inglés
- Reunión de Revisión Anual del Título I
- Los padres/tutores siempre pueden comunicarse con la oficina escolar al (661) 833-1250 para hacer comentarios sobre la Política de Participación de Padres y Familias.

La Política de Participación de Padres y Familias se aplica a todos los padres y tutores de los alumnos de Actis.

**IV. Describa como los padres y miembros familiares de alumnos participando en programas de Título I, Parte A pueden, si consideran que el plan bajo Sección 1112 de ESSA no es satisfactorio a los padres y miembros familiares y el LEA debe entregar los comentarios parentales con el plan cuando el LEA entregue el plan al Estado (Sección 1116[b][4] de ESSA):**

La Política de Participación de Padres y Familias del Distrito de la Unión Escolar de Panama-Buena Vista se revisa anualmente con el Consejo Asesor del Distrito y el Subcomité del Título I, que está compuesto por padres y tutores, así como por los administradores de la escuela y el distrito. El Consejo Asesor del Distrito para Estudiantes del Inglés también tiene la oportunidad de revisar la Política de Participación de Padres y Familias. Según los comentarios, la política se actualiza periódicamente para satisfacer las necesidades cambiantes de los padres/tutores y las escuelas. Se agradece que padres y familiares ofrezcan sugerencias acerca de modificaciones a la política durante todo el año escolar, así como en la reunión de revisión anual. Los comentarios y sugerencias sobre la Política de Participación de Padres y Familias del distrito pueden dirigirse al Especialista del Programa de Título I. El distrito deberá modificar la Política de Participación de Padres y Familias si es necesario para cumplir con los requisitos.

**V. Describa como la escuela brindada servicio por fondos de Título I, Parte A realiza una reunión anual, en un horario conveniente, a cuál todos los padres y miembros familiares de alumnos participando deben ser invitados y alentados asistir, para informar los padres sobre la participación de su escuela bajo Título I, Parte A y para explicar los requisitos y los derechos de los padres por participar (Sección 1116[c][1] de ESSA):**

Los padres y familiares disponen de numerosas oportunidades a lo largo del año escolar para brindar información al distrito durante el desarrollo del Plan de Contabilidad y Control Local (LCAP, por sus siglas en inglés). El distrito ofrece encuestas, reuniones y comités a padres y familiares. La información de socios educativos ayuda con el desarrollo de las prioridades del LCAP. Si los padres/tutores no están satisfechos con el borrador del LCAP, tienen la oportunidad de enviar comentarios durante el proceso de desarrollo del LCAP; el distrito, por su parte, responde a cualquier comentario escrito. Los padres y familiares también pueden enviar un comentario público por correo electrónico a [theboard@pbvUSD.k12.ca.us](mailto:theboard@pbvUSD.k12.ca.us) a más tardar a las 12:00 p. m. del día de la reunión del Consejo Administrativo.

**VI. Describa los pasos que toma la escuela para ofrecer una cantidad flexible de reuniones, tales como reuniones por la mañana, tarde u otras maneras y puede proporcionar, con fondos proporcionados bajo Título I, Parte A, para transporte, cuidado infantil o visitas al hogar, ya que tales servicios se relacionan a la participación parental (Sección 1116[c][2] de ESSA):**

Actis lleva a cabo una reunión anual del Título I en el mes de septiembre. Se invita a todos los padres/tutores a través de Parent Square y notificaciones impresas de la reunión. Los asistentes aprenden sobre la participación de la escuela en el Título I, cómo el Título I beneficia a todos los alumnos, los servicios del Título I, las oportunidades para la participación familiar, los derechos de los padres/tutores a participar y los próximos eventos familiares. Esta reunión se realiza en un momento conveniente según los comentarios del padre/tutor y se lleva a cabo a través de Zoom, si es necesario.

**VII. Describa como los padres y miembros familiares de alumnos participando están involucrados y de manera organizada, continua y oportuna, en la planificación, el repaso y el mejoramiento de programas bajo Título I, Parte A, incluyendo la**

**planificación, el repaso y el mejoramiento de la política escolar sobre inclusión parental y familiar y el desarrollo conjunto del plan para el programa a nivel escolar bajo Sección 1114(b) de ESSA, excepto si una escuela tiene en pie un proceso para incluir los padre en la planificación conjunta y diseño de los programas de la escuela, la escuela puede usar aquel proceso, si tal proceso incluye una representación adecuada de los padres de alumnos participando (Sección 1116[c][3] de ESSA):**

Actis ofrece un mínimo de tres reuniones para padres/tutores por año con la finalidad de informar a las familias sobre nuestros programas escolares e involucrarlos en la educación de sus hijos. Estas reuniones incluyen la reunión anual de Título I y un mínimo de dos reuniones de Café con el Director; las cuales brindan un componente de capacitación para padres seguido de un foro abierto para que los padres/tutores hagan preguntas y comentarios sobre los programas de nuestra escuela. Las reuniones se programan en diferentes momentos del día para adaptarse a los horarios de los padres/tutores. Además, se facilita el cuidado de niños gratuito en estas reuniones. Las reuniones se realizan a través de Zoom si es necesario. Las visitas domiciliarias están disponibles para los padres/tutores que no pueden asistir a las reuniones presenciales. Llame a la oficina de la escuela al (661) 833-1250 para solicitar una visita domiciliaria.

**VIII. Describa como la escuela está proporcionando los padres y miembros familiares de alumnos participando en programas de Título I, Parte A con: información oportuna sobre programas bajo Título I, Parte A: una descripción y explicación del currículo en uso en la escuela, las formas de evaluación académica utilizadas para medir progreso estudiantil y los niveles de logro de las exigentes normas académicas Estatales; y si es petitionado por los padres, oportunidades para reuniones sistemáticas para formular sugerencias y para participar, según corresponda, en decisiones relacionadas a la educación de sus hijos y responder a cualquier tal sugerencia lo más práctico posible (Sección 1116[c][4][A-C] de ESSA):**

a) Se les pide a los padres/tutores que completen una encuesta con sugerencias y comentarios sobre el programa de Título I de nuestra escuela. b) Los resultados de la encuesta de padres/tutores y las opiniones de los involucrados, como el Consejo de Sitio Escolar y el Consejo Asesor para Estudiantes del Inglés, se utilizan para desarrollar recomendaciones con el objeto de mejorar el programa. c) Los resultados de la encuesta para padres/tutores se comparten y registran en nuestra reunión de revisión anual del Título I. Las sugerencias de las encuestas se utilizan para mejorar el programa de Título I. d) La Secundaria Actis actualiza la Política de Participación para Padres y Familias en función de los comentarios de los padres/tutores.

**IX. Describa como el plan del programa a nivel escolar, Sección 1114(b) de ESSA, no es satisfactorio a los padres de alumnos participando en programas de Título I, Parte A, entregando cualquier comentario parental sobre el plan cuando la escuela hace el plan disponible al LEA (Sección 1116[c][5] de ESSA):**

Se informa a los padres/tutores sobre el currículo y las evaluaciones a través de una presentación de Google Slides en nuestra reunión anual de padres de Título I, que se lleva a cabo durante el primer trimestre de cada año escolar. En esta presentación, explicamos cómo se supervisa el progreso de los estudiantes, y los niveles que se espera que ellos alcancen. Esta reunión se realizará a través de Zoom, si es necesario. Los padres/tutores pueden comunicarse con la oficina de la escuela al (661) 833-1250 para ofrecer comentarios o solicitar una reunión en cualquier momento; responderemos a todos los comentarios/las sugerencias. Se agradece siempre que los padres/tutores participen en las decisiones educativas relacionadas con los alumnos.

**X. Describa como la escuela proporciona ayuda a los padres de niños brindados servicio por la escuela o LEA, según corresponda, para entender tales temas como las exigentes normas académicas estatales, evaluaciones académicas estatales y locales, los requisitos de Título I, Parte A y como supervisar el progreso del niño y trabajar con educadores para mejorar el logro de sus hijos. (20 U.S.C. Sección 6318[e][1])**

Hasta el momento, no se han obtenido comentarios insatisfactorios por parte de los padres o familiares de los niños que participan en los programas del Título I, Parte A con respecto al plan del programa a nivel escolar. Sin embargo, si los padres o familiares consideran que el plan del programa a nivel escolar no es satisfactorio, la escuela tomará las siguientes medidas:

- El Consejo de Sitio Escolar (SSC, por sus siglas en inglés) revisará los comentarios presentados con respecto a las áreas no satisfactorias ubicadas en el plan del programa a nivel escolar.
- El Consejo de Sitio Escolar puede hacer ajustes o correcciones si determina que existe la necesidad de modificar un área particular del plan escolar.
- El Consejo de Sitio Escolar aprobará cualquier revisión al plan escolar.
- El plan escolar revisado se presentará ante el consejo del distrito para su aprobación.

**XI. Describa como la escuela proporciona materiales y capacitación para ayudar los padres a trabajar con sus hijos para mejorar el logro de sus hijos, según corresponda, para fomentar participación parental.**

La escuela facilita educación para los padres/tutores sobre la comprensión de las normas estatales, las evaluaciones estatales y locales, los requisitos del Título I, sobre como monitorear el progreso y como trabajar con los educadores durante nuestra reunión informativa anual del Título I que se celebra cada septiembre. Además, estos temas son revisados durante nuestras reuniones de Café con el Director. Los padres/tutores siempre son bienvenidos para contactar a la escuela al (661)833-1250 si necesitan asistencia con cualquiera de las áreas mencionadas.

**XII. Describa como la escuela educa los maestros, el personal especializado de apoyo instructivo, los directores, otros líderes escolares y otro personal, con la ayuda de los padres, sobre el valor y la utilidad de contribuciones de los padres, y sobre como acercarse a, comunicarse con y trabajar junto con los padres como compañeros**

**equitativos, implementar y coordinar programas parentales y formar vínculos entre los padres y la escuela.**

La Escuela Secundaria O.J. Actis proporciona acceso a materiales y capacitación llevando a cabo eventos de educación para padres, incluyendo la reunión anual del Título I y reuniones de Café con el Director. Actis también cuenta con un Centro de Recursos para la Familia. Este centro tiene libros sobre varios temas de crianza y habilidades para la vida, asimismo incluye computadoras y otros artículos para ayudar a los padres/tutores. Los padres/tutores siempre son bienvenidos a contactar a la escuela al (661) 833-1250 para hacer sugerencias o solicitar artículos del Centro de Recursos para la Familia. Los padres/tutores también pueden registrarse en la ventanilla de la dirección para visitar el Centro de Recursos para la Familia.

**XIII. Describa como la escuela proporciona, al nivel viable y apropiado, coordina e integra programas y actividades de participación parental con otros programas federales, estatales y locales, incluyendo programas preescolares públicos y realizar otras actividades, tales como centros de recursos parentales, que alientan y apoyan los padres a participar más completamente en la educación de sus hijos.**

La Escuela Secundaria O.J. Actis educa a maestros, personal auxiliar instructivo especializado, el director del sitio, a otros líderes escolares, y otro personal, con la ayuda de padres, sobre el valor y utilidad de las contribuciones de los padres, y sobre cómo contactar, comunicarse con, y trabajar con los padres/tutores como socios equitativos, como implementar y coordinar programas para padres/tutores, y como desarrollar vínculos entre los padres/tutores y la escuela proporcionando capacitación para el personal sobre la importancia de comunicación abierta con las familias, y sobre el uso de Parent Square como una forma de comunicación. Actis mantiene la expectativa de toda la escuela de que todos los correos electrónicos, llamadas telefónicas y otros mensajes se respondan de manera oportuna. Además, nuestra escuela tiene un miembro del personal que está designado como un coordinador de padres, responsable por organizar y comunicar oportunidades de participación para padres/tutores y de mantener nuestro Centro de Recursos para la Familia.

**XIV. Describa como la escuela asegura que información relacionada a los programas, reuniones y otras actividades escolares y parentales es enviada a los padres de niños participando en un formato y, al nivel práctico, en un lenguaje que los padres puedan entender.**

La Escuela Secundaria O.J. Actis motiva y apoya a los padres proporcionando varios recursos, actividades, y estrategias para mejorar su capacidad de participación en la educación de sus hijos proporcionando oportunidades educativas y foros abiertos para preguntas/inquietudes de padres en nuestras reuniones del Café con el Director y proporcionando un Centro de Recursos para la Familia. Además, se brindan estrategias a los padres/tutores para apoyar a sus alumnos en reuniones, incluyendo pero sin limitarse a, reuniones de padres/maestros y reuniones del Equipo de Evaluadores de Desempeño Académico.

**XV. Describa como la escuela proporciona tal otro apoyo razonable para actividades de**



**participación parental bajo esta sección según lo puedan petitionar los padres.**

La Escuela Secundaria O.J. Actis garantiza que la información relacionada a programas escolares y de padres/tutores, reuniones, y otras actividades es enviada a los padres de niños participando en un formato y, en la medida posible, en un idioma que los padres pueden entender enviando a casa todas las notificaciones de reunión en inglés y español. Además, nuestra escuela cuenta con varios miembros del personal que hablan español, incluyendo al personal de la dirección. Asimismo, se facilita un intérprete que habla español para todas las actividades de participación de padres/tutores, y se proporciona un intérprete del idioma adecuado según sea necesario durante las reuniones de padres/tutores (plan educativo individual (IEP, por sus siglas en inglés), Equipo de Evaluadores de Desempeño Académico, y reuniones de padres/maestros) cuando esté disponible.

**XVI. Describa como la escuela al nivel práctico, debe proporcionar oportunidades para la informada participación de padres y miembros de familia (incluyendo padres y miembros de familia que tienen dominio limitado del inglés; padres y miembros de familia con discapacidades, así como padres y miembros de familia de niños migratorios), incluyendo proporcionando información e informes escolares requeridos bajo Sección 1111 del ESEA, según enmendado por el ESSA, en un formato y, al nivel práctico, en un lenguaje que tales padres entiendan.**

La Escuela Secundaria O.J. Actis proporciona otro apoyo razonable para actividades de participación de padres bajo esta sección ya que los padres/tutores pueden solicitar compartiendo minutos de la reunión en inglés y español, llevando a cabo conferencias con los padres/tutores para compartir datos, y proporcionando talleres y actividades basadas en las solicitudes de los padres a fin de que puedan proporcionar apoyo académico a sus alumnos.

La Política Escolar sobre Inclusión Parental y Familia de Título I, Parte A de la La Escuela Secundaria O.J. Actis informará a la medida posible, a los padres/ tutores y miembros de la familia sobre oportunidades de participación en actividades para padres y familiares enviando a casa una notificación impresa de la reunión con cada alumno, la cual describe cada actividad de participación de padres/tutores en inglés y español. Esta información también es publicada en Parent Square por lo menos con una semana de anticipación de cada oportunidad de participación para padres y familias. fue desarrollada en conjunto y acordado por los padres y miembros familiares de niños participando en programas de Título I, Parte A el 13 de marzo de 2023. La escuela distribuirá la Política a todos los padres y miembros familiares de alumnos participando en Título I, Parte A anualmente a más tardar para el 30 de septiembre de 2023.

Patrick Spears, director

**Nombre y Cargo del Funcionario Autorizado**



**Firma del Funcionario Autorizado**

13 de marzo de 2023

**Fecha**

**Title I, Part A School-Parent Compact**

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 their students' learning by:

- Communicating the importance of education • Reinforcing school rules and supporting disciplinary actions, when necessary
- Ensuring that their children arrive on time and attend school daily
- 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

In the Event of Distance Learning, Parents/Guardians will support their students' learning by:

- Providing a quiet place for their children to learn
- Picking up materials and supplies from the school during scheduled deployments
- Communicating with the school in the event of technology problems
- Ensuring that their children are attending all classes daily and are on time to these classes
- Monitoring their students' progress via ParentVUE and communicating with teachers as needed

Parents/Guardians will have opportunities to participate in the decision-making processes by participating in the following:

- 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

(If the need arises, Zoom links will be available for all meetings listed above)

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
- 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
- Educating their children about the dangers of vaping, tobacco, drugs, and alcohol

- 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

**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

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. (Zoom meetings will be available as needed)

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

- Classroom observations may be arranged by calling the school office
- 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. (Zoom links will be available for all meetings listed above as needed).

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

- Email
- ParentSquare
- Phone calls
- Parent/Guardian events listed above
- Conferences 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
- All notices sent from school are available in English and Spanish

This Compact was established by O.J. Actis Junior High School on March 13, 2023, and will be in effect for the period of the 2023-2024 school year. 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, 2023.

Patrick Spears, Principal

**Name and Title of Authorized Official**



**Signature of Authorized Official**

March 13, 2024

**Date**

## **Contrato Escolar-Parental de Título I, Parte A**

La La Escuela Secundaria O.J. Actis informará a la medida posible, a los padres/ tutores y miembros de la familia sobre oportunidades de participación en actividades para padres y familiares enviando a casa una notificación impresa de la reunión con cada alumno, la cual describe cada actividad de participación de padres/tutores en inglés y español. Esta información también es publicada en Parent Square por lo menos con una semana de anticipación de cada oportunidad de participación para padres y familias. proporciona oportunidades para la informada participación de los padres y miembros de familia (incluyendo padres y miembros de familia que tienen dominio limitado del inglés; padres y miembros de familia con discapacidades, así como padres y miembros de familia de niños migratorios), que incluyen proporcionando información e informes escolares, en un formato y, al nivel práctico, en un lenguaje que tales padres entiendan.

El Contrato Escuela-Padres está disponible en la página web de la escuela y en la plataforma Parent Square. Además, en la dirección escolar disponemos de copias en papel sin costo alguno. Los padres y familias que quieran proporcionar apoyo continuado y hacer sus aportes al Contrato pueden participar a través del Consejo Escolar, el Subcomité de Título I, el Comité Asesor del Distrito, así como otros comités. Además, los padres y las familias pueden hacer sus aportes al completar las encuestas que se distribuyen a lo largo del año escolar.

La Escuela Secundaria O.J. Actis informará a la medida posible, a los padres/ tutores y miembros de la familia sobre oportunidades de participación en actividades para padres y familiares enviando a casa una notificación impresa de la reunión con cada alumno, la cual describe cada actividad de participación de padres/tutores en inglés y español. Esta información también es publicada en Parent Square por lo menos con una semana de anticipación de cada oportunidad de participación para padres y familias. y los padres de alumnos participando en actividades, servicios y programas financiados por Título I, Parte A, acuerdan que el Contrato Escolar-Parental detalla cómo los padres, el personal escolar entero y los alumnos compartirán en la responsabilidad de mejor logro académico estudiantil y los medios por cuales la escuela y los padres establecerán y desarrollarán una sociedad que ayudará los niños lograr las exigentes normas académicas del Estado (Sección 1116[d] de ESSA).

**Describe como la responsabilidad de la escuela por proporcionar currículo e instrucción de alta calidad en un ambiente comprensivo y efectivo de aprendizaje permite que el niño sea brindado servicio bajo Título I, Parte A para cumplir las exigentes normas académicas del Estado y las formas por cuales cada padre será responsable por apoyar el aprendizaje de sus hijos y participando, según corresponda, en decisiones relacionadas a la educación de sus hijos y uso positivo de horario extracurricular (Sección 1116[d][1] de ESSA):**

Con el fin de alcanzar el nivel de las exigentes normas académicas estatales, la Escuela Secundaria Actis está comprometida a proporcionar un currículo y una instrucción de alta calidad, junto con un entorno de aprendizaje de apoyo y efectivo.
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Estas metas se alcanzarán por medio de formación profesional significativa para todo el personal, de un currículo apropiado para todos los alumnos, de tecnología y materiales modernos para todos los alumnos y el personal, de un entorno acogedor para todos los alumnos y sus familias, de un personal docente bien calificado, y de unas altas expectativas para todos los alumnos. Recibimos con agrado los comentarios de los padres/tutores en todo momento.

Los padres/tutores apoyarán el aprendizaje de sus hijos al:

- Comunicar la importancia de la educación.
- Reforzar la importancia de las reglas escolares y apoyar las acciones disciplinarias, cuando corresponda.
- Asegurar que sus hijos lleguen puntuales y asistan a la escuela diariamente.
- Proporcionar un lugar tranquilo para hacer la tarea y ayudar con el trabajo escolar, cuando sea posible.
- Garantizar que sus hijos tengan una alimentación adecuada y descansen lo suficiente.
- Participar en las reuniones y actividades escolares, cuando sea posible.
- Participar en la toma de decisiones educativas relacionadas con sus hijos.
- Permanecer informados y leer todos los avisos escolares y responder cuando sea necesario.
- Utilizar Parent Square para enviar y recibir mensajes, si es posible.
- Contactar a la dirección escolar al (661) 833-1250 para pedir ayuda en cualquiera de las áreas mencionadas arriba.

En el caso del Aprendizaje a Distancia, los Padres/Tutores apoyarán el aprendizaje de sus hijos al:

- Proporcionar un lugar tranquilo para que sus hijos puedan aprender.
- Recoger los materiales y suministros de la escuela durante las entregas programadas.
- Comunicarse con la escuela en el caso de que tuvieran problemas tecnológicos.
- Asegurarse de que sus hijos asistan a todas las clases diaria y puntualmente.
- Supervisar el progreso de sus hijos por medio de ParentVUE y comunicarse con los maestros cuando sea necesario.

Los Padres/Tutores tendrán oportunidades para participar en los procesos de toma de decisiones al participar en:

- Consejo del Sitio Escolar (SSC, por sus siglas en inglés), que aprueba el Plan Escolar para el Logro Estudiantil (SPSA, por sus siglas en inglés). Los padres que no son elegidos como miembros del SSC pueden asistir a las reuniones o hacer comentarios públicos en relación con los diferentes puntos del orden del día.
- Comité de Revisión Anual de Título I, que reflexiona sobre el ciclo escolar y planifica para el año siguiente.
- Reuniones del Club de Padres con el director.

- Reuniones de "Café con el Director", que proporcionan un componente educativo y dan a los padres/tutores la oportunidad de hacer preguntas y hacer comentarios sobre los programas escolares.
- Comité Asesor del Estudiante de Inglés (ELAC, por sus siglas en inglés), que permite hacer comentarios sobre los programas para nuestros alumnos clasificados como Estudiantes de Inglés.
- Encuestas a familias en las cuales se pide a los padres/tutores que hagan comentarios y sugerencias para mejorar nuestra escuela.

(si es necesario, habrá enlaces a reuniones Zoom disponibles para todas las reuniones enumeradas arriba).

Los Padres/Tutores van a monitorear el uso del tiempo extracurricular de sus hijos al:

- Monitorear el uso de las tecnologías (teléfono e internet) de sus hijos.
- Explicar a sus hijos los peligros de internet/estar en línea.
- Conocer a los amigos de sus hijos y, cuando sea posible, los padres de los amigos.
- Saber en todo momento dónde están sus hijos.
- Alentar al menos 30 minutos por día de actividades al aire libre.
- Alentar al menos 30 minutos por día de lectura.
- Educar a sus hijos sobre los peligros del tabaco, las drogas y el alcohol.
- Pasar tiempo positivo con sus hijos (comer juntos, jugar, actividades al aire libre, etc.).
- Inscribir a sus hijos a un equipo, deporte, club u organización para apoyar las interacciones positivas entre compañeros, si es posible.
- Comunicarse con la dirección escolar al (661) 833-1250 si necesitaran ayuda en alguna de las áreas mencionadas arriba.

**Describa como la importancia de comunicación entre los maestros y los padres de forma continua, como mínimo, lo siguiente significa (Secciones 1116[d][2][A-D] de ESSA):**

- (A) conferencias de padres-maestros en escuelas primarias, al menos anualmente, durante cual el contrato debe dialogarse ya que el contrato se relaciona al logro del niño individual;**
- (B) frecuentes informes a los padres sobre el progreso de sus hijos;**
- (C) acceso razonable al personal, oportunidades para dares de voluntario y participar en la clase de sus hijos, y observación de actividades en el salón; y**
- (D) asegurando sistemática comunicación significativa de dos vías entre los miembros familiares y el personal escolar y al nivel práctico, en un lenguaje que los miembros familiares puedan entender.**



El Contrato Escuela-Padres será debatido en las siguientes conferencias:

- Reuniones de padres y maestros organizadas por solicitud de los padres/tutores o maestros.
- Reuniones del Equipo de Evaluadores de Desempeño Académico (SST, por sus siglas en inglés), en las cuales los padres/tutores, los alumnos, los maestros y personal escolar adicional colaboran para brindar apoyos adicionales a nivel académico, conductual y socioemocional a los alumnos que lo necesiten.

La escuela proporcionará informes a los padres/tutores por medio de:

- Boletas de calificaciones a la mitad del trimestre, enviadas al hogar por correo.
- Boletas de calificaciones trimestrales enviadas al hogar por correo.
- Calificaciones disponibles por medio de ParentVUE en todo momento.
- Informes de puntajes de las Pruebas e Informes Estandarizados (STAR, por sus siglas en inglés) de Lectura y de Matemáticas, disponibles por solicitud de los padres al maestro de inglés o de matemáticas del alumno.

Los Padres/Tutores pueden consultar con el personal escolar por medio de los siguientes medios:

- Correo electrónico del distrito y ParentSquare.
- Llamar a la dirección escolar al (661) 833-1250 para dejar un mensaje para cualquier miembro del personal.
- Pedir conferencias individuales con asesores y/o maestros. (habrá reuniones por Zoom disponibles, si es necesario).

Los Padres/Tutores tienen las siguientes oportunidades para observar las actividades del salón, ofrecerse como voluntarios y participar:

- Las observaciones del salón se pueden organizar llamando a la dirección escolar.
- Las oportunidades para voluntarios se comunicarán por medio de Parent Square y de avisos en papel.
- Los Padres/Tutores pueden participar en los siguientes consejos: Consejo del Sitio Escolar (SSC, por sus siglas en inglés), Comité Anual de Revisión de Título I, reuniones del Club de Padres con el director y el Comité Asesor de Estudiantes de Inglés (ELAC, por sus siglas en inglés).
- Los Padres/Tutores recibirán información sobre el SSC, el Comité Anual de Revisión de Título I, las reuniones del Club de Padres con el director, la Reunión Anual de Título I, las reuniones de "Café con el Director", el ELAC y las encuestas a familias. Estas oportunidades se notificarán por medio de Parent Square y volantes impresos, cuando sea posible. (si es necesario, habrá enlaces a reuniones Zoom disponibles para todas las reuniones enumeradas arriba).

La comunicación regular, significativa y bidireccional entre los padres/tutores y el personal tendrá lugar a través de:

- Correo electrónico.
- Parent Square.
- Llamadas telefónicas.

- Eventos para Padres/Tutores enumerados arriba.
- Conferencias y reuniones del Equipo para el Éxito Estudiantil (por Zoom, si fuera necesario).

La información se proporcionará en un idioma que los miembros de la familia puedan entender:

- Hay intérpretes disponibles para las reuniones, por solicitud.
- El personal de la dirección puede proporcionar servicios de interpretación en español para las llamadas telefónicas con los padres.
- Todos los avisos que envía la escuela están disponibles en inglés y español.

Este Contrato fue establecido por la La Escuela Secundaria O.J. Actis informará a la medida posible, a los padres/ tutores y miembros de la familia sobre oportunidades de participación en actividades para padres y familiares enviando a casa una notificación impresa de la reunión con cada alumno, la cual describe cada actividad de participación de padres/tutores en inglés y español. Esta información también es publicada en Parent Square por lo menos con una semana de anticipación de cada oportunidad de participación para padres y familias. el 13 de marzo de 2023 y tomará efecto para el plazo de Ciclo escolar 2023-2024. La escuela distribuirá el Contrato anualmente a todos los padres y miembros familiares de alumnos participando en el programa de Título I, Parte A a más tardar para el: 30 de septiembre de 2023.

Patrick Spears, Director

**Nombre y Cargo del Funcionario Autorizado**



**Firma del Funcionario Autorizado**

13 de marzo de 2024

**Fecha**