

# Escuela Secundaria James E. Potter

*“¡Inspirando estudiantes a encontrar la grandeza dentro de sí mismos!”*

**2023-2024**

Dr. Alejandro Gonzalez, Director  
Sr. Robert Huish, Asistente de Director  
Sra. Jessica Ramirez, Asistente de Director

## Información del Estudiante:

Nombre del Estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

Maestro(a) de Liderazgo: \_\_\_\_\_

## Horario del Estudiante:

Clase	Materia	Maestro(a)	Código
0.	_____	_____	_____
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

## He Leído y entiendo el contenido de esta agenda:

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Firma del Padre o Tutor Legal

1743 Reche Road, Fallbrook, CA 92028  
(760) 731-4150 Oficina, (760) 731-4152 Asistencia, (760) 723-5740 Fax

## 2023-2024 Calendar

	S	M	T	W	TH	F	S	Events/Activities
August			1	2	3	4	5	Jul. 17 – School Office Opens
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	Aug. 14 – First Day of Instruction
	20	21	22	23	24	25	26	Aug. 22 – BTSN - PJH (Minimum Day)
	27	28	29	30	31			
September						1	2	
	3	4	5	6	7	8	9	<b>Sept. 4 – Labor Day (No School)</b>
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	Sept. 22 – 1st Trimester Progress Reports
	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	Oct. 17-20 – Parent Teacher Conference
	8	9	10	11	12	13	14	Oct. 17, 19 & 20 Minimum Day (12:15 p.m.)
	15	16	17	18	19	20	21	Oct. 17-20 – Book Fair
	22	23	24	25	26	27	28	Oct. 23-27 – Red Ribbon Week
	29	30	31					
November				1	2	3	4	Nov. 3 – 1st Trimester End
	5	6	7	8	9	10	11	<b>Nov. 10 – Veteran's Day (No School)</b>
	12	13	14	15	16	17	18	Nov. 17 – Report Cards Go Home
	19	20	21	22	23	24	25	<b>Nov. 20 – 24 – Thanksgiving Break (No School)</b>
	26	27	28	29	30			
December						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	<b>Dec. 18 – 29 – Winter Break (No School)</b>
	24	25	26	27	28	29	30	
January	31	1	2	3	4	5	6	<b>Jan. 1 New Year's Day (Observed) (No School)</b>
	7	8	9	10	11	12	13	Jan. 5 – 2nd Trimester Progress Reports
	14	15	16	17	18	19	20	<b>Jan. 15 – Martin Luther King Day (No School)</b>
	21	22	23	24	25	26	27	
	28	29	30	31				
February					1	2	3	
	4	5	6	7	8	9	10	Feb. 5 – ELPAC Testing Begins
	11	12	13	14	15	16	17	Feb. 16 – 2nd Trimester Ends
	18	19	20	21	22	23	24	<b>Feb. 19 – 23 President's Day Break (No School)</b>
	25	26	27	28	29			
March						1	2	Mar. 2 – Read Across America
	3	4	5	6	7	8	9	Mar. 4-5 – Parent Teacher Conference
	10	11	12	13	14	15	16	Mar. 4-5 – Minimum Days (12:15 p.m.)
	17	18	19	20	21	22	23	Mar. 8 – Report Cards Go Home
	24	25	26	27	28	29	30	<b>Mar. 25-29 – Spring Break (No School)</b>
April	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	Apr. 8 – SBAC Testing Begins
	14	15	16	17	18	19	20	Apr. 12 – 3rd Trimester Progress Reports
	21	22	23	24	25	26	27	
	28	29	30					
May/June				1	2	3	4	May 23– Open House/Book Fair
	5	6	7	8	9	10	11	May 23 – Minimum Day (12:15 p.m.)
	12	13	14	15	16	17	18	May 24 – 3rd Trimester End
	19	20	21	22	23	24	25	<b>May 27 – Memorial Day (No School)</b>
	26	27	28	29	30	31		May 31 – 8th Grade Promotion & Report Cards Go Home May 31– Last Day of Instruction, Minimum Day (12:15 p.m.)

## **Welcome to the 2023-24 School Year at PJHS!**

The quality and success of any school is often determined by the degree to which parents and school personnel work together for students. Potter Junior High School is a Leader in Me school designed to meet the unique needs of Junior High School students. A total commitment has been made to provide a consistent program of learning designed for the intellectual, emotional, and social needs of teenagers. The Potter staff is dedicated to providing the time, attention, and expertise to develop an environment that will meet the needs of every student. Familiarizing yourself with the policies and procedures contained in this handbook can contribute to student success. You will also receive additional information throughout the year from teachers and the administration. We want every student's experience at Potter Junior High School to be both challenging and successful. The faculty, staff and administration will work toward this objective. **We welcome you to Potter Junior High School and look forward to a wonderful year!**

### **Portrait of an 8th Grader**

An FUESD 8th grader is a confident, compassionate, and courageous member of their community, prepared to make meaningful contributions to the world. Our mission is to prepare every student leader with the knowledge and skill-set needed to thrive in high school, college, and career. We want our leaders to be caring, scholarly, confident, resilient, and innovative.

### **Leader in Me**

The Leader in Me is an approach to developing a culture of leadership in our school and is based on The 7 Habits of Highly Effective People® by Stephen Covey. Founded on internationally recognized and universal principles, The Leader in Me model emphasizes skills that students need in order to be successful in an ever-changing society. Developing a culture of leadership in our school is about helping students be the leaders of their own lives. The Leader in Me helps them identify their own unique talents and abilities and encourages them to make a positive difference in the world. Potter Junior High School and the Fallbrook Union Elementary School District have committed to help all of our students become leaders.

### **School Hours**

School hours are from 8:15 a.m. to 3:10 p.m. on Monday, Tuesday, Thursday and Friday and from 8:15 a.m. to 2:15 p.m. on Wednesday. **Students who arrive on campus before 7:35 a.m. must report to the gym. Students must be picked-up 15 minutes after the school day ends.** The office is open from 7:30 a.m. to 4:00 p.m. to answer your questions and help you in any way possible.

### **School Information and Communication**

Parents may come in or call 731-4150 between these hours. Current events, news, forms, contact information, school calendars and other information can be found online on the Potter website: <https://pih.fuesd.org/>. On the website, you can also find a link to the Potter Parent Portal in Infinite Campus where you can find current information about student grades, attendance, class calendars, and fees. This information is also accessible through a free mobile app called "Infinite Campus Mobile Portal" available in your mobile device's app store. Potter Junior High School has an automated communication system through Infinite Campus. This system is used for student absences, important messages, emergency information, and calendar items. It is important that parent and student contact information is filled out completely during registration and updated, if changed, to receive important messages. To receive text and email messages, parents need to provide mobile phone numbers and email addresses. Potter maintains a Twitter account @PotterJHS that parents and students can follow.

### **Use of Office Telephones/Cell Phones**

Use of cell phones and other electronic devices are prohibited during school hours unless instructed by school staff to use the device. Potter's office is available for parent communication although we encourage students to call during break and lunch time. If a student is sick, they must go to the nurse's office so parents can be contacted. If a cell phone is out or rings during class, the phone will be confiscated. The student may pick up the phone at the end of the school day in the main office for the 1<sup>st</sup> offense. **Parents will be required to pick up cell phones/other electronic devices after the 1<sup>st</sup> offense. The school assumes no responsibility for loss or theft of cell phones.**

### **Identification Cards (I.D. Cards)**

Students will receive a photo I.D. card that also serves as their permanent school bus pass. It is expected that students carry their ID cards at all times. A student may be excluded from bussing, library usage, school activities, computer use, Internet access, dances, field trips, etc. unless he/she has an identification card in his/her possession. If the ID card is lost or stolen, the student should come to the front office to purchase a replacement for \$3.00.

## **Closed Campus**

Potter has a closed campus. Students are not to leave during the school day without a note from home and checking out with the Attendance Clerk. Parents must check students out through the office so as not to disrupt classroom activities. In order to ensure quick checkouts, a student may bring a note to the Attendance Clerk before school and receive a pass that will release him/her from class at the specified time. **A verified adult on the child's emergency card must sign out all students at the attendance office.**

## **Visitors on Campus**

**In the interest of student safety, all visitors must sign-in and verify their identification with official photo identification at the front office prior to entering campus.** Potter welcomes volunteers to assist in programs and school-related activities. Please call the school if you would like to help in any area. Parents wanting to visit/conference with teachers must pre-arrange visitations or meetings with the teacher. Please contact the school office by telephone to arrange such a meeting. Students who do not attend Potter Junior High School are **not** allowed to visit campus during the school day.

## **Volunteer Procedures/Requirements**

We are grateful to have exceptional parents and community members to volunteer in our school. Before volunteering at our school, please read the FUESD Volunteer Code of Conduct at <https://www.fuesd.org/volunteer/> and upload the following documents:

- Proof of a negative TB test;
- Copy of State Identification;
- Once uploaded, the site secretary will review the volunteer application and documents;
- Sites will then approve or deny applications and communicate to the volunteer applicants.

## **Parent-Teacher Association (PTA) and Committees**

All parents, guardians, and teachers are encouraged to join the Potter chapter of the PTA and get involved in leadership. The PTA has an elected board and helps to make decisions about the school. Other committees where parents can get involved and share in decision-making include the School Site Council (SSC) and the English Language Advisory Committee (ELAC).

## **Lunch**

Students must stay on campus during lunchtime. Our school cafeteria has a wide range of lunch items. Free lunch programs are available to all families. A variety of foods and snacks are available either in our cafeteria or snack-line located on campus. **Students may bring their own lunch, but no outside food deliveries are allowed.**

## **Classroom Deliveries**

Classroom interruptions hamper teachers' ability to deliver the highest quality instruction. Classes will not be interrupted to deliver gifts to students such as balloons or flowers. The school will not sign for or accept delivery of gifts for students.

## **Traffic Reminders for Drivers on Campus**

- For everyone's safety, do not pick up or drop off passengers on Reche Road;
- Students who cross Reche Road should always use the crosswalk at the signal light or in front of Live Oak School;
- Once on campus, drop off only at a yellow curb after completing the driveway loop;
- Driveways must be clear for traffic in both directions at all times. Please, no double-parking. Make right turns out of the driveway to help speed traffic at peak times;
- Do not park or stop along red curbs – these areas must be clear for access by buses and emergency vehicles.
- Do not park and pick up or drop off passengers on private roads adjacent to the school.

## **Bus Passes**

Transportation is a privilege provided for students who live outside a 1.5 mile radius of the school. The Potter student ID card serves as a permanent bus pass and needs to be replaced immediately if lost. Bus riders will receive a copy of the Transportation Rules. Violators may be given warnings for first offenses and referrals for continued misbehavior. Chronic violators will lose their transportation privileges. **If you have questions relating to bus transportation, please contact the Transportation Department at 723-7075.** The Transportation office is located at 825 Winterhaven Road, Fallbrook CA.

## Hall Passes

When outside the classroom, students must have a pass. **Students without a pass are considered truant.** Students who are delayed by a teacher or staff member should get a pass before leaving the area. Students may use the SmartPass system.

## Attendance

The State Compulsory Attendance Law (Ed Code 48200) requires that each person between the ages of 6 and 18 attend a public, full-time day school or continuation school. The state attendance laws also require regular attendance and punctuality, with both the school and the parents having a responsibility for enforcing these laws. **It has been well documented that regular attendance is a key factor in the success a student achieves at school.** The teacher of any class from which a student has an absence shall determine what period of time the student has to complete missed assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in Ed Code Section 48205.

Student attendance is taken each period. **It is important that parents call an attendance clerk at 731-4152 on the day of the student's absence.** If this is not possible, the student may bring a note from a parent/guardian the day the student returns to school and turn it into the attendance clerk in the office. Please visit the Parent Portal to check the student's attendance and update the contact list.

## Multiple Day Absences

For absences longer than three days, the parent/guardian should contact the school to arrange for work to be completed during the absence. Parents/guardians may also request an **Independent Study Contract (ISC)** if they know in advance of an absence that will last five or more days. The ISC pre-arranges work for students to do during their period of absence which is checked and graded once they return. ISCs are only granted for students in good academic standing (no Ds or Fs,) those not in remedial support classes, and not during school-wide testing dates. When a student returns from an excused absence, he/she is allowed to make up missed work. For each day of absence, the student will have the same amount of time to complete the work. For unexcused absences, the teacher may deny credit.

## SART/SARB

Excused absences include illness or a medical/dental appointment. As per Board policy, a doctor's note is required once a student reaches 11 absences or more in the year, even if they have been excused. Truancies and unexcused absences may result in disciplinary action. Excessive absences and tardies may result in referral to School Attendance Review Team (SART) and continued violations may result in a hearing before the School Attendance Review Board (SARB) involving District representatives. This team will link students and families to the appropriate interventions to support increased student attendance.

## Early Release from School

**A student will only be released to adults who are listed on the student's contact list.** Permission must be granted prior to a student's leaving school. If the parent/guardian is not the one picking up the student, a call from a parent or guardian or a written, signed note requesting that a student be excused for a specific reason must be presented to the office. At that time, the adult on the contact list will be required to sign a release form. Students will not be released during the last 15 minutes of school.

## Emergencies

Every student must have an updated Census Verification Report on file in the school office. Census Verification Reports are entered into the school information system (Infinite Campus). Emergency contact information must be kept updated for the welfare and safety of students. Notify the office as soon as possible if any contact information changes throughout the year, should the child become ill or suffer an accident, information on this report allows the school to contact parents/guardians immediately. It is essential to verify and update the information on the entire report and provide at least three different phone numbers. Authorized older siblings over the age of 18 years of age who drive must be included on the report if they may pick up students and must be able to present photo identification. **In the event of an evacuation, our school's safety plan calls for parents to check out students at the tables on the front lawn and to reunite with students at Gate 8 (in front of the school). Students are only released to those listed on emergency cards and who can present official photo identification.**

## Health Services

Potter Junior High School has a full-time School Nurse who is available for immediate first aid. If a student is too ill to remain at school, a parent or emergency contact person will be notified. **All medications needed by a student during the school day must be kept in the health office (including all over-the-counter medications such as Tylenol and/or aspirin), these medications must be administered by the nurse or other office personnel as needed.** These

medications must be brought to school in the original container. Medication in “baggies” or other containers will be returned to the parents. Parents must sign a medical authorization form for all prescriptions and over-the-counter medications. Students may not carry any medication (including aspirin, Tylenol, or any cold medications) with the exception of inhalers and Epi-pens, which require authorization from their physician. Any exception to this must be authorized in writing by the physician and then approved by the principal. Medication that needs to be taken while at school must be administered through the health office; it is the student’s responsibility to go to the Health Office to take it. Before medication can be brought to school, a special form must be completed. These forms are available online under the parent forms tab. In case the need of medical equipment is needed (crutches, wheelchair, scooter) a medical note from MD is required. **Please notify the office immediately of any changes in emergency information.**

## **Insurance**

The Fallbrook Union Elementary School District takes appropriate steps to protect students from injury. Even so, accidents can and do happen while participating in activities on campus, on school trips and during extracurricular activities. **Since the district does not provide accident medical insurance for school-related injuries, it makes available a variety of affordable insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs. Information for Student Accident Insurance will be sent via Peachjar on the first week of school.** Thereafter, the packet will be available on the district website. Students participating in interscholastic sports are required to have medical insurance.

## **Temporary P.E. Limitations or Exclusions**

If it is necessary for a student to limit P.E., he/she must have a written note from a parent stating the reason. A parent’s note may excuse the student for up to **two days**. The school nurse may approve an **additional three days**. For illness or injury that requires a student to be excused for more than **five days**, a doctor’s note is necessary. The doctor’s note should state what the student can or cannot do. If a student has a medical condition that may affect his/her daily participation in vigorous physical activity, the parent must notify the school in writing. A student may be excused from participation but will still be required to dress out.

## **Physical Education (PE)**

Every student is expected to have P.E. clothes (uniform) at school Monday through Friday and dress out every day unless medically excused. All students are responsible for having their P.E. shorts and shirt. The first set of PE shorts and shirt will be given to each student at no cost. Additional PE clothes may be purchased through the school. Students may bring their own uniform from home, as long as it meets the requirements of the P.E. staff. Loaner clothes are available for those students who do not have their PE uniform that day but repeated or habitual failure to have P.E. clothes will result in parent contact and discipline consequences.

## **P.E. Locker Room**

**Lockers and P.E. locks are issued to students for the storing of P.E. clothes only. It is important that students** do not share their combination with anyone at school to eliminate potential theft or damage. The school cannot be responsible for articles stolen or damaged. Students are expected to have responsible behavior in the P.E. locker room and the use of any electronic device, as anywhere on campus, is strictly prohibited. Theft cannot be controlled if a student is not using his assigned locker or is sharing a locker with another student. If P.E. locks are lost or damaged, their replacement cost is \$5.00.

## **Library**

The library provides books, resources, technology, and media sources for our students, staff members, and family members in our learning community. The library is a place where students can read, meet, collaborate in groups, and work on educational activities. The library is also a resource to support the classroom curriculum. Our library provides a safe haven for all students to think, create, share, and grow. Classes may use it on an as-needed basis and students may check out books. Students are responsible for loss/damage that may occur while books are checked out. Students may be restricted from year-end activities until these fees have been cleared. Failure to follow library rules may result in loss of library privileges.

## **Textbooks**

The Fallbrook Union Elementary School District furnishes textbooks to all students to be kept at home during the school year. Students are responsible for the textbooks assigned to them and must pay for lost or damaged textbooks before replacement books will be given. Refunds for items that are found and returned at a later date are made through the office. **Damage to textbooks will result in fines.**

## **Chromebooks**

Fallbrook Union Elementary School District (FUESD) encourages the use of Chromebooks and the network, including the

Internet, as a tool for research and education. Potter Junior High School furnishes Chromebooks to all students to take home and bring to school each day during the school year. The Chromebooks issued to students are the property of FUESD. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Chromebooks and the network, like any other school property, must be used for the educational purposes for which they are intended. **Before a Chromebook is issued for use at home, students and parents or guardians will sign an Internet Access and Acceptable Use Policy, Student User Agreement and Parent Permission Form. Missing or damaged Chromebook will result in fines.**

### **Bicycles/Skateboards**

**State law requires all minors to wear a properly fitted and fastened bicycle helmet when riding a bicycle on streets or public bicycle paths.** Students who ride bicycles to and from school are expected to comply with state laws. Bikes are to be left in the racks provided in front of school and must be kept locked. **Skateboards are not allowed on campus. Bicycles or skateboards may not be ridden on campus at any time including after-school hours. After-hour violators may be arrested for trespassing.**

### **Lost and Found Items**

Clothing items found at school should be turned into the office or campus/playground supervisors. Money or other valuables should be turned into the front office. **Clothing will be held until the end of the trimester and may be donated to charity, if unclaimed.**

### **Personal Items**

Personal items, such as earpods, electronic devices, cameras, video games, arsenal sprays and cologne/perfume in glass containers are prohibited. Skateboards, water pistols, permanent markers, laser pointers, or other non-school related items are not permitted on school grounds and will be confiscated. Parents may be requested to pick-up these items after school. **The school assumes no responsibility for loss or theft of any unauthorized items.**

### **Students with Disabilities:**

Students with disabilities will be disciplined in accordance with all relevant federal and state laws and regulations, including the Individuals with Disabilities Act and the California Education Code. The procedures for discipline of students with disabilities are set forth in the District's Notice of Procedural safeguards. Copies of the Notice of Procedural Safeguards are available at the District Office and also online.

### **Class Changes**

Students who wish to request a class change must make an appointment with their counselor within the first two weeks of the trimester. Both student and parent must meet with the teacher and counselor prior to a class change being considered. When assigned to a class, students should report to and stay in that class until they receive official notification that a change has been made. **An administrator must approve schedule changes.**

### **Associated Student Body**

Potter has an active student government organization. It functions according to a constitution that has been approved by the Potter Student Body and the Fallbrook Union Elementary School District Board of Trustees. Members of the Leadership Class are selected each year through application and interviews coordinated by the student body advisor. The class consists of the four elected ASB officers and other outstanding student leaders. The group is directly responsible for coordinating such on-campus activities as Spirit Days, dances, assemblies, and elections. Students not in the Leadership Class can become involved in student government by becoming members of Student Congress. Elections for 7th grade representatives and 8th grade senators are held the first trimester of the school year in social studies classes. The ASB also sponsors various clubs on campus.

### **ASB Funding**

All receipts/expenditures of Potter's ASB are regulated by the ASB Congress. There may be a fund-raising campaign. ASB revenue is used for student body expenses/activities. School dances, "Spirit-Day" activities, assemblies and awards are funded by ASB.

### **Honors Program**

The Honors Program at Potter Jr. High consists of three separate areas: Language Arts, Social Studies and Math. Students may participate in the Language Arts, Social Studies or Math programs, or all. Honors program occurs in both 7<sup>th</sup> and 8<sup>th</sup> grades in preparation for participation for Honors and Advanced Placement classes in high school. Students identified for Honors classes will participate in a challenging program with high expectations for performance. Students who earn a grade below a "C" in an Honors course have one grading period to raise the grade or risk being removed from the class and placed in a more appropriate setting.

## Grade Reporting

Our reporting system consists of two types of reports:

- Progress Report – Parents receive at the midpoint of each trimester.
- Report Card – Sent at the end of each trimester (twelve-week periods).

The teacher of each course shall determine the student's grade. Each teacher shall base a student's grades on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom assignments, tests, and portfolios.

Students' level of progress shall be reported as follows:

- A Excels at the grade level standards; outstanding achievement
- B Meets the grade level standards; above average achievement
- C Approaching grade level standards; average achievement
- D Below grade level standards; below average achievement
- F Significantly below grade level standards; little or no achievement
- I Incomplete

Each teacher will attempt to keep parents informed through telephone calls, notes, grades posted online or, if needed, a face-to-face conference. **If students are on a daily-check, students are responsible for giving their teachers the proper document to sign.** Parents may also email individual teachers.

## Grades for Citizenship, Study Skills, and Effort

1. Citizenship, Study Skills, and Effort are reported separately from academic grades.
2. Study Skills, and Effort are based on a student's responsibility for completing assigned work, including completing work that is missed due to absences, suspensions, or assignments to alternative learning centers including school suspension.
3. Citizenship is based on compliance with site and district expectations for student behavior.
4. Grades for citizenship, study skills, and effort shall be reported as follows:

Grade	Citizenship	Study Skills and Effort
O (Outstanding)	Consistently high compliance with site and district expectations for behavior	Completes all assignments, including homework
S (Satisfactory)	Generally complies with site and district expectations for behavior	Completes most assignments, including homework
N (Needs Improvement)	Needs to improve compliance with district and site expectations for behavior	Completes some assignments, including homework
U (Unsatisfactory)	Extremely poor compliance with district and site expectations for behavior	Completes few assignments, including homework

## Honor Roll

Students are honored at the end of the year for excellence in academics and citizenship. These include:

- Scholastic Award: (8<sup>th</sup> grade) Students that have maintained a 4.0 GPA through both 7th and 8th grades at Potter.
- Board Scholarship Awards: (8th grade) Students must achieve a cumulative 3.75 GPA or above for two years at Potter through five trimesters.
- Principal's Honor Roll: (7th and 8th grade) Students qualify if they achieve a cumulative 3.75 GPA during the current school year.

## Parent Conferences

Parent conferences are provided as an opportunity for students, parents and teachers to create an academic plan for students. Parents are encouraged to attend. Parent conferences will be held in October of 2023 for all students and in March of 2024, on an as-needed basis. Students will attend minimum/shorten days, and conferences are held in the afternoon by appointment. Specific details of the conferences will be sent home at a later date.

## Academic and Behavior Intervention Programs

For those students struggling academically and behaviorally who might need adult assistance with assignments and understanding lessons, Potter may offer after-school intervention programs four days a week on Monday, Tuesday, Thursday and Fridays from 3:10 to 4:10 p.m. and a lunch time intervention program five days a week on Monday - Friday.



## **Homework**

Homework is a valuable extension of class instruction that allows students to practice skills and reinforce new learning. It also teaches students to budget their time and develop the good study habits necessary for a successful education. Assignments vary in length and in level of difficulty in order to achieve these goals. Combined daily homework should not extend beyond 70 minutes for 7<sup>th</sup> Grade students and 80 Minutes for 8<sup>th</sup> Grade students, not to include time spent on special projects or completing missed work. Parental support is necessary to encourage organization and time management. Communication between teacher and parent is crucial in helping students who are having difficulty completing homework. Parents are encouraged to contact teachers if there is a question/concern about homework. Homework and makeup work policies are listed in class syllabi and assignment progress can be checked online at the Potter website through the Infinite Campus system. Any student who is absent is required to make up missed work. It is the student's responsibility to get the missed assignments. Students should check with teachers the day they return to school.

## **Community Service/Lighthouse Leadership**

In following the Leader in Me Lighthouse model, Potter encourages and explicitly teaches student leadership, beyond the student government elective. **Potter encourages students to be leaders on campus through different clubs and electives such as Advancement Via Individual Determination (AVID), Community Service-Oriented Clubs, Potter Music Program, Yearbook, PALS, 21<sup>st</sup> Century Journalism just to mention a few. Students can help or serve on decision-making advisory committees such as School Site Council, Student Lighthouse Team, PBIS/Safe School Committee, Future Braves Day Ambassadors, or the English Learners Advisory Committee.** Students are also encouraged to participate in **Potter's Student Forums** which are focus groups based on student opinions or the **Student Congress** in which they serve as class representatives in the Associated Student Body (ASB) government.

## **California Junior Scholastic Federation (CJSF)**

The CJSF program is a statewide honors club based on grades in core academic classes. Membership is not automatic. **Students must apply each trimester.** Announcements will be made during each application period. Membership is always based upon the previous trimester grades. Honor Member status is based on any two of the Seventh-grade trimester's grades and the first two trimesters of eighth grade (four trimesters in all). Honor Members will receive a gold seal that will allow them entry into CSF (California Scholastic Federation) as a ninth grader.

## **Student Leadership Recognition and Leadership Rally**

Potter students are nominated by our staff members or other students for exemplifying one or more of the Seven Habits of Highly Effective Teens. The students are recognized during our Leadership Rally. Each Trimester two students, typically one seventh and one eighth grader will be recognized for their exemplary leadership skills. Additionally, two students each year will be selected to attend an honorary luncheon. This program is sponsored by the Fallbrook Rotary Club. For every student nominated, parents receive their nomination form in the mail, can attend a school luncheon, take yearbook pictures, receive front-of-the-line lunch privileges, and receive a certificate.

## **Dances**

Potter's ASB schedules a few dances throughout the school year to foster good social behavior and to develop positive peer interaction within the junior high school setting. The rules listed below will help to provide for the safety and enjoyment of all students. Dance rules:

- Students are required to turn in a signed permission form to attend all dances/activities
- The student Code of Conduct, proper attire and standard rules of behavior apply at all times
- School dances are for Potter students only and are required to show their school I.D.
- Students who want to leave early and walk home from the dance must bring a signed parent note
- Students must be picked up within fifteen minutes following the dance. Failure to do so may result in the loss of privilege to attend the next dance.
- Failure to follow the above rules may result in disciplinary action.

## **Sports and Extracurricular Eligibility**

In keeping with the CIF eligibility policies of high schools, Potter students need to maintain at least a 2.0 GPA (C average) and have no F's or U's (Unsatisfactory in citizenship) to remain on sports teams. Any student with F's, U's or below a 2.0 GPA will be eligible to try out for teams or activities with the understanding that they will need to raise their academic and behavioral marks in order to continue participation. Students who fall below this criterion and make the team will be placed on probation, will be ineligible to play in games, and progress will be monitored in the counseling office with weekly progress reports that are updated by teachers. If they are able to raise their marks, they can return to eligibility. If they are unable to make progress toward eligibility, their spot will be forfeited. On a day of an athletic contest, student athletes must attend at least four classes. This is confirmed by the coach and counselor's office. Students placed on Independent Study Physical Education must meet the district criteria within the appropriate timeline.

## **PBIS**

The Potter staff strives to encourage positive student behavior and academic progress through our Positive Behavioral Interventions and Support (PBIS) program. PBIS encourages the explicit teaching and practicing of behavior expectations, monitoring and adjusting the behavioral program based on data, an emphasis on the educational component of behavior intervention, and the creation of greater incentives for positive behavior. Potter has created incentives such as **Potter PRIDE Cards**, which are handed out to students by school staff and can be redeemed for rewards. Potter also celebrates strong student achievement through an **End of Trimester Reward Celebration** for students that have a strong GPA, have perfect attendance without tardies or who have 4 or more “Outstandings” on their trimester report card. **Potter PRIDE Time** is another reward where students who avoid the non-participation list can choose enrichment activities during a specified time.

## **Code of Conduct – Philosophy & Goal**

The Potter Junior High School Code of Conduct reflects the school’s belief in the value of all students. It will be equitably enforced campus-wide and emphasizes the importance of obeying rules in a spirit of cooperation through understanding. Consequences listed in the PJHS code will be effective because they will be assigned in a way that encourages positive behavior and discourages continued misbehavior with a strong emphasis on future improvement. We expect our students to become self-directed, responsible citizens of the school and public communities.

This Code of Conduct is intended to orient you and your family to Potter’s policies, services, rules of behavior, and the consequences for violating these rules. It was developed by staff, parents, and students in order to establish a firm, fair, and consistent discipline plan. A student is subject to administrative interventions and consequences for the prohibited acts that are school-related and occur at any time, including, but not limited to, when the student is on school grounds when school is in session, or when a school-sponsored activity is in progress, and/or when the student is going to or coming from school or a school-sponsored activity. The infractions and consequences in this code are intended to serve as guidelines for students, parents, and school personnel when determining the best response to student misbehavior. The severity of any misbehavior or rule violation may impact the extent of the consequences. These guidelines are not meant to be inflexible. Factors such as chronic patterns of misbehavior or seriousness of the violation will result in more serious consequences.

## **Academic Requirements for End of Year Activities and 8<sup>th</sup> Grade Promotion**

In order for 7<sup>th</sup> and 8<sup>th</sup> Graders to participate in end-of-the-year activities to include 8<sup>th</sup> Grade Promotion, they must meet the following criteria:

- Must not fail two or more core courses (social studies, language arts, math, science, physical education) in the final grading period.
- Must not have a total of five or more failing report card grades out of the 15 core course grades throughout the school year.

## **Non-Participation List (Non-Par)**

Student eligibility for all extra-curricular activities is based on the number of demerits the student has received. Students receiving 3 demerits in the previous 30 days of school shall be placed on a non-participation list for 4 weeks. Students on the non-participation list are excluded from the following: school dances, assemblies, contests, programs, performances, year-end activities, intramural, extracurricular, and lunchtime activities.

Additionally, students accumulating demerits throughout the year will not be eligible to participate in the end of the year activities to include 8<sup>th</sup> Grade Promotion as indicated below:

- |   |             |
|---|-------------|
| • 8 <sup>th</sup> Grade Dance                   | 15 demerits |
| • 8 <sup>th</sup> Grade Knott’s Berry Farm Trip | 20 demerits |
| • 7 <sup>th</sup> Grade Carnival                | 20 demerits |
| • 8 <sup>th</sup> Grade Promotion               | 25 demerits |

## **Demerits**

Students are expected to demonstrate good behavior, be respectful and follow school rules at all times. When a student breaks a school rule, they may be assigned one of the consequences listed below:

- |   |            |
|---|------------|
| • Warnings and conferences              | 0 demerits |
| • Detentions assigned by office/teacher | 1 demerit  |
| • In-School Suspension (ISS) (period)   | 1 demerit  |
| • In-School Suspension (ISS) (day)      | 2 demerits |
| • Off-Campus Suspension                 | 3 demerits |

## **Service Points**

Students may remove demerits by earning school service points. One school service point is awarded for one hour of school service. For each service point earned, one demerit will be removed.

## **Potter Honor Code**

We have high expectations for Potter students. They are expected to work independently and honestly on academic assignments. Cheating and plagiarism will not be tolerated, and students will receive immediate consequences. All tests, quizzes, reports, assignments are subject to this policy. Please review the Honor Code with your student and discuss the importance of completing his/her own work and the integrity of not sharing work with other students.

Cheating includes, but is not limited to, looking at another student's paper, copying from another student, helping another student cheat on an exam or assignment, copying questions from an exam, texting answers (via cell phone) or photographing questions (via cell phone) from a test.

Plagiarism is a form of cheating in which the work of someone else is offered as one's own. The language or ideas taken from another may range from isolated sentences or paragraphs, to entire articles copied from printed sources, speeches, Internet sources, or the work of other students. If used, the material must be cited as a direct quote and the source referenced.

A first violation will result in a parent contact, a discipline referral, placement on non-participation status for 4 weeks, the assignment being redone for a lowered grade, and a mark "Needs Improvement (N)" in citizenship. A second violation will result in a parent conference, a discipline referral with an elevated consequence, placement on non-participation status for 8 weeks, the assignment being redone for a lowered grade, and a mark "Unsatisfactory (U)" in citizenship.

## **Communication with Parents about Student Behavior**

Helping adolescent students become self-directed, responsible citizens requires a partnership between the school and home. Parent contact, when a student has violated the Code of Conduct, is done with the intent to inform parents of concerns and enlist support in correcting the behavior in question. Whenever possible, parents will be contacted at the first sign of concern. However, minor transgressions that allow students to accept individual responsibility for improvement may be handled without immediate parental notification. In such cases, students will be given an opportunity to demonstrate improvement before notification. Subsequent failure to correct the behavior in question will result in parent contact. Any time a student is assigned Afterschool Behavior Intervention (3:10-4:10 pm), in-school or out-of-school suspension, there will be prompt parent contact.

## **Office Referrals**

Students are expected to cooperate with all school personnel. Each teacher handles his/her classroom discipline; however, continued problems could result in an office referral where disciplinary action to correct unacceptable behavior will be taken. Any staff member may refer a student who is disruptive on campus to the office, at any time. Students who have been referred to the office are expected to be seated in an assigned area and wait to be seen by a counselor or administrator. Continued misbehavior or disruption while waiting in the office after referral may result in suspension from school. Students who are uncooperative with substitute teachers will receive an administrative referral.

## **Detention/Campus Beatification**

Individual teachers may hold lunch detention as part of their classroom discipline plan. Administrative detentions will be held before school, during break or lunch and after school. Campus Beautification assignments will be after the student has eaten lunch. Failure to attend may result in more severe consequences.

## **Restorative Circles**

Restorative circles are restorative discipline strategies used to develop relationships, build communities, and respond to conflicts and problems that arise. With restorative circles, students are given an equal opportunity to speak, and be listened to.

## **Buddy Room**

The purpose is for students to get a short amount of time to think about their actions in a partner teacher's classroom and to create a plan as to how their behavior will change when they return to class. This is a low-level intervention for students who engage in mildly disruptive behavior in class. Students who do not proceed directly to the partner teacher's classroom, or who disrupt the partner teacher's classroom will be assigned the next level of discipline.

## **Reflection Projects**

We learn from reflecting on experiences, good and bad. A Reflection Project is a very effective tool to use when a student is displaying unacceptable behaviors. This can be used to help correct undesired behaviors by asking students to analyze their motivation, identify the impact of their behavior, and make a plan to change the behavior in the future. Reflection

Projects may be assigned on an informal basis; staff members can assign Reflection Projects to be completed immediately in the classroom when students are exhibiting behaviors that run contrary to our Potter Conduct Code. Reflection Projects may be assigned on a formal basis; staff members can officially assign Reflection Projects to be completed with the guidance of a school staff member or school counselor during lunch/break period.

### **In-School Suspension**

The In-school Suspension program is provided for students who have been suspended for offenses as specified in the Code of Conduct. Students are assigned either for their entire suspension period or for reintegration after an out-of-school suspension. Academic assistance is provided to keep students current in their academic progress. The social-emotional component stresses individual responsibility and accountability.

### **Fighting, Physical Aggression, and Hazing**

It is a foremost concern of the Fallbrook Union Elementary School District and the administration of Potter Junior High School to provide a safe environment for learning. Fighting, physical aggression, or harassment is not tolerated at any time. The consequences for fighting are printed in the Code of Conduct under Level I Infractions (caused, attempted to cause, or threatened to cause injury to another person). Administrative investigation will determine the severity of punishment assigned to aggressors and defenders in physical confrontation. Self-defense is defined as actions intended to block blows by an aggressor, or actions taken to disengage from a confrontation (i.e., leaving, seeking the assistance of an adult supervisor). **Students who strike retaliatory blows or otherwise engage in physical aggression will be considered participants in the fight and will be subject to disciplinary action.** Length of discipline will be based on investigation into degree of aggression, instigation and prior history of confrontation. Students who encourage, provoke, instigate a fight, or otherwise harass another student, are also subject to suspension. Students may not participate in hazing to celebrate birthdays as this causes campus disruption.

### **Tobacco/Alcohol/Controlled Substance**

Possessing or using illegal drugs, a controlled substance, alcohol, tobacco, e-cigarettes, vape devices, or hookah pens on school premises constitutes cause for suspension and possible expulsion. The Potter staff believes that a drug-free campus is of highest priority. Students failing to adhere to this code may be subject to expulsion. The FUESD is a tobacco-free workplace. **Smoking and like products are not permitted anywhere on campus.**

### **Bullying and Sexual Harassment**

According to California Education Code, bullying is defined as “any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats or intimidation that have the effect or can reasonably be predicted to experience substantial interference with academic performance or to participate in or benefit from the services, activities, or privileges provided by the school.”

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature made against another individual or group. Sexual harassment may be physical (grabbing, touching, gesturing), verbal (sexual propositions, comments, threats), written (notes, drawings, pictures), or social and emotional (spreading rumors, leering).

School personnel will respond to all reports and observations of bullying and sexual harassment. Each complaint will be promptly investigated. This policy applies to incidents occurring on school grounds, during a school-sponsored event, and while traveling to and from school, or a school-sponsored activity. Confirmed incidents of bullying and sexual harassment will result in one or more of the following interventions implemented by the school:

- Provide support for the individual(s) who was a victim of bullying or sexual harassment
- Apply disciplinary action to individual(s) who bullied or sexually harassed others. California Education Code section 48900 and 48900.2 allows for the suspension or recommended expulsion of a student participating in an act of bullying or committing sexual harassment as determined by the principal
- Assist the individual(s) who is bullied or sexually harassed in building awareness of the consequences of his/her behavior, and in developing strategies to engage in more positive actions
- Educate and empower the bystanders involved to respond when witnessing bullying and sexual harassment
- Communicate with the parents of the individuals involved to develop a plan for follow-up, and to form a partnership to prevent future incidents

Students and parents play an important role in stopping bullying and sexual harassment from occurring at school. Students are encouraged to take action against bullying and sexual harassment by creating a peer culture of respect. Both students and parents should notify school staff of incidents of bullying and sexual harassment by calling the school directly at (760) 731-4150 or visiting the Potter website at <https://pjh.fuesd.org/>.

## Potter Dress Code

We believe that there is a definite relationship between good dress habits, good work habits, and proper school behavior. Recognizing this relationship between personal dress habits and personal attitude, we encourage our students to dress in a manner that demonstrates pride both in themselves and in their school. We enforce a dress code for clothing or attire that poses a health risk, may make other students uncomfortable, or causes a distraction in the learning environment. Students are expected to wear clothes that are appropriate for school activities.

- All clothing should be clean and free of revealing or significant tears or holes (i.e., shredded pants, skirts, and shirts).
- Footwear must be worn at all times. Flip-flops are not allowed and any open-toed shoes need to be safe by having a back strap for support. Closed-toed shoes are required for PE for safety reasons.
- Outfits that show underwear or are unduly revealing are prohibited, including but not limited to: halter tops, tube tops, spaghetti-strapped tanks, off-the-shoulder or low-cut tops, and garments with bare midriffs. If clothing is worn over a prohibited top, it must remain over the top for the entire duration of school without being unduly revealing. Students are not to reveal bra straps and tank top straps should be at least 2 inches wide.
- Clothing and personal items that depict offensive or vulgar language, inappropriate or suggestive pictures or graphics or advertisements for alcohol, cigarettes or other controlled substances are not allowed.
- Attire, including clothing, jewelry, pierced jewelry and other accessories must not create a safety issue (i.e., gauges or spiked earrings, wallet chains, spiked rings, safety pins, or other body piercings). Nose/tongue piercing, lip rings, or eyebrow rings that pose a safety concern or distraction to others must be removed upon request by school staff.
- Pants/shorts should be worn at the waist and should be able to stay up without a belt or other support. Under garments should not be exposed.
- Skirts/shorts should be at least as long as the student's hands in a fist position stretched down to their thighs when standing with upright posture. Revealing tights, leggings, or pajama bottoms are also a dress code violation.
- Appropriate hats or headgear may be worn for sun protection or warmth on cold weather days. Hats with brims must be worn facing directly forward. Beanies, sweatshirt hoods, gloves or other types of headgear for warmth must not cause a distraction or be worn to harass, intimidate or deceive. These items should only be worn outside and must be taken off when entering a room. They can only be worn outside during rain or very cold weather (50 degrees or below or when students can see their own breath.)
- Attire designating gang affiliation (as identified by the Fallbrook Sheriff's Department) will not be allowed including:
  - Local gang symbols (such as SD and the "F" logo from Famous Stars and Straps)
  - Long belts with the end hanging down in front or belt buckles with initials
  - Dress in only solid colors of white, dark blue, khaki, or black in a gang style
  - Bandanas/hair nets/doo-rags
  - Shirts/jackets/sweatshirts with "Old English" writing
  - Oversized pants
  - High socks
  - Extra shirt draped over shoulder

**Students who violate the school dress code will be asked to wear an alternative clothing to cover or replace inappropriate clothing or the school will contact parents to bring appropriate clothing. Repeated violations will result in discipline consequences and "non-participation" status. As school dress trends often change among junior high school students, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the student handbook.**

## AB 1729 (Ed Code 48900.5)

Requires alternate means of correction designed to address and correct the student's specific misbehavior under the specific Ed. Code violations be documented prior to suspending a student under 48900 (f)-(t).

## Potter Restorative Discipline Guidelines

At Potter Junior High School, we understand that young people make mistakes, and it is the school's role to support their social-emotional growth as well as their academic growth. When our young people make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engaging in the kind of restorative justice that is rooted in learning and teaches appropriate conduct consistent with school values.

When disruptive behaviors occur, we will attempt to address them in a restorative manner focused on needs, accountability, and addressing root causes. Our staff will work to connect every student to services and caring adults in order to ensure that such students are supported in every way possible. Consequences are applied based on the following guidelines and may be adjusted based on individual circumstances and student behavior record at the discretion of the school administration where other means of correction may be applied.

Students may face both restorative discipline and retribution (consequences) if the act/violation is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period whether on or off campus; or (d) during or while going to or coming from school sponsored activity. (Education Code 48900)

This document is a framework for the restorative action and retribution process within our school. The recommendations are not intended to substitute for professional judgment based upon knowledge of the student's behavior record and statutory requirements.

**Any violation of general campus rules will be considered a violation of administrative policy.**

- Respect other persons and their property in the classroom, in locker areas, and around campus.
- All students are to walk to and from class using sidewalks. No running is allowed on the quad.
- Students will not be allowed out of class without a hall pass. Students in off-limits areas are considered truant.
- Restrooms are to be used for the purpose intended. Loitering is not allowed in or around restrooms.
- Inappropriate displays of affection (hugging or kissing) are not acceptable and parents will be notified.
- Notices on campus must be authorized.
- Littering or graffiti on campus is strictly prohibited.
- Inappropriate language, gestures, symbols or images, even on students' own property brought to school, are also subject to disciplinary action.
- Students are not allowed to throw objects on campus. Students who violate this rule are subject to disciplinary action

**Tier 1 Referral, May Recommend Expulsion (Discretionary)**

<b>Acts committed at school or school activity or on the way to and from school or school activity.</b>	<b>Possible Restorative Action</b>	<b>Possible Retribution</b>
Cause, attempt or threaten to cause physical injury† Possessed dangerous objects Possessed drugs or alcohol (policy determines which offense) Sold look alike substance representing drugs or alcohol Committed robbery/extortion Caused damage to property‡ Committed theft or received stolen property Used tobacco (policy determines which offense) Committed obscenity/profanity/vulgarity Possessed or sold drug paraphernalia or sold prescription drugs (i.e., Soma) Repeated disruption (including but not limited to electronic devices) and/or defiance towards school staff (including but not limited to cheating, gambling, and dress code violation) Possessed imitation firearm Committed sexual harassment Harassed, threatened or intimidated a student witness Committed hazing or provoking a fight Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. The recommendation for expulsion shall be based on one or both of the following: Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)]. † Section 48900 (s) (Statutes of 2001) states a pupil who aids or abets in infliction of physical injury to another, as defined in Penal Code 31, may suffer suspension, but not	Contact Parent Reflection Form Classroom apology Community Service Campus Beautification Restitution Peer mediation School counseling Formal written apology Behavioral contract Loss of school or extracurricular privileges/activities Conference with parent, student, and school personnel SST (Student Success Team) Meeting Referral for psychoeducational assessment Social Skills Group After school programs to address specific behaviors Mentoring younger student Restorative conversations	More restrictive supervision Transportation suspension or restriction Alternative learning environment or placement Lunch and/or after school detention Possible in school suspension Possible suspension determined by severity and frequency May recommend expulsion if habitual Law enforcement contacted

expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled. ‡ Section 48900 (t) "school property" includes, but is not limited to, electronic files and databases.	Student connected to services as needed Restoration Circles Family Group Conferencing Counseling	
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**Tier 2 Referral, Shall Recommend Expulsion Unless Particular Circumstances Render Inappropriate (Possible)**

<b>Acts committed at school or school activity or on the way to and from school or school activity.</b>	<b>Possible Restorative Action</b>	<b>Possible Retribution</b>
<p>EC Section 48915 (a) states that an administrator shall recommend expulsion for the following violations [except for subsections (c) and (e)] unless the administrator finds that expulsion is inappropriate due to a particular circumstance.</p> <p>Causing serious physical injury to another person, except in self-defense. ECSection 48915 (a)(1).</p> <p>Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.EC Section 48915 (a)(2).</p> <p>Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.</p> <p>Robbery or extortion. ECSection 48915 (a)(4).</p> <p>Assault or battery, or threat of, on a school employee.</p> <p>The recommendation for expulsion shall be based on one or both of the following:</p> <p>Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.</p> <p>Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].</p>	<p>Contact Parent</p> <p>Mandatory parent/guardian school day attendance</p> <p>Reflection Form</p> <p>Classroom apology</p> <p>Community Service</p> <p>Campus Beautification</p> <p>Restitution</p> <p>Peer mediation</p> <p>School counseling/outside referrals</p> <p>Formal written apology</p> <p>Academic/Behavioral contract</p> <p>Loss of school or extracurricular privileges/activities</p> <p>Conference with parent, student, and school personnel</p> <p>SST (Student Success Team) Meeting</p> <p>Referral for psychoeducational assessment</p> <p>Social Skills Group</p> <p>After school programs to address specific behaviors</p> <p>Mentoring younger student</p> <p>After School Tutoring</p> <p>Student connected to services as needed</p> <p>Restorative Circles</p> <p>Counseling</p>	<p>More restrictive supervision</p> <p>Alternate learning environment</p> <p>Non-participation in school activity</p> <p>Detentions</p> <p>Transportation suspension or restriction</p> <p>Possible police contact</p> <p>Possible In School Suspensions</p> <p>Possible suspension determined by severity and frequency</p> <p>Possible expulsion</p> <p>Law enforcement contacted</p> <p>If a student is suspended, parent and student will be asked to engage in a restoration circle conference with the admin.</p>

**Tier 3 Referral, Must Recommend Expulsion (Mandatory)**

<b>Acts committed at school or school activity or on the way to and from school or school activity.</b>	<b>Restorative Action</b>	<b>Possible Retribution</b>
<ol style="list-style-type: none"> <li>1. Firearm <ol style="list-style-type: none"> <li>a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee that is concurred with by the principal or designee.</li> <li>b. Selling or otherwise furnishing a firearm.</li> </ol> </li> <li>1. Brandishing a knife at another person.</li> <li>2. Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053 et. seq.</li> <li>3. Committing or attempting to commit a sexual assault as defined in subdivision (n) of EC48900 or committing sexual battery as defined in subdivision (n) of 48900.</li> <li>4. Possession of an explosive.</li> </ol>	<p>Although it is our goal to keep every student in school, it is our responsibility to keep our school campus safe for our entire school community. If a student engages in any of the behaviors listed to the left they shall be recommended for expulsion</p>	<p>Administrator is required to immediately suspend and recommend for expulsion per Ed Code 49915(c). Law enforcement notified.</p>

**POTTER JUNIOR HIGH SCHOOL**  
**“Inspiring Students to Find Greatness Within Themselves”**

**2023-2024 BELL SCHEDULE**

**Monday, Tuesday, Thursday, Friday**

<b>BREAK/LUNCH A (8th Grade)</b>				<b>BREAK/LUNCH B (7th Grade)</b>			
<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Minutes</b>	<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Minutes</b>
Leadership	8:15	8:35	20	Leadership	8:15	8:35	20
1	8:39	9:34	55	1	8:39	9:34	55
Break	9:34	9:44	15	2	9:38	10:31	53
2	9:49	10:42	53	Break	10:31	10:41	15
3	10:46	11:39	53	3	10:46	11:39	53
Lunch	11:39	12:19	40	4	11:43	12:36	53
4	12:23	1:16	53	Lunch	12:36	1:16	40
5	1:20	2:13	53	5	1:20	2:13	53
6	2:17	3:10	53	6	2:17	3:10	53

**Wednesday**

<b>BREAK/LUNCH A (8th Grade)</b>				<b>BREAK/LUNCH B (7th Grade)</b>			
<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Minutes</b>	<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Minutes</b>
1	8:15	9:04	49	1	8:15	9:04	49
Break	9:04	9:14	15	2	9:08	9:56	48
2	9:19	10:07	48	Break	9:56	10:07	15
3	10:11	10:59	48	3	10:11	10:59	48
Lunch	10:59	11:39	40	4	11:03	11:51	48
4	11:43	12:31	48	Lunch	11:51	12:31	40
5	12:35	1:23	48	5	12:35	1:23	48
6	1:27	2:15	48	6	1:27	2:15	48