

# GIFFORD C. COLE MIDDLE SCHOOL



## STUDENT and PARENT HANDBOOK 2017-2018

3126 East Ave I  
Lancaster, California 93535  
Office: (661) 946-1041  
Fax: (661) 946-0166

Website: [cole.eastsideusd.org](http://cole.eastsideusd.org)

Facebook: [facebook.com/CMSCRUSADERS](https://facebook.com/CMSCRUSADERS)

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## **Gifford C. Cole Middle School Vision**

We are here to inspire a love for learning and cultivate productive members of society.

### **District Goals**

- Improve Student Achievement
- Ensure a Safe and Caring Learning Environment
  - Promote a Team Commitment
- Operate with Increasing Efficiency and Effectiveness

### **Gifford C. Cole Middle School Information**

Address:	3126 East Avenue I Lancaster, CA 93535
Telephone:	(661) 946-1041
Fax:	(661) 946-0166
Website:	<a href="http://cole.eastsideusd.org">cole.eastsideusd.org</a>
Facebook:	<a href="https://facebook.com/CMSCRUSADERS">facebook.com/CMSCRUSADERS</a>
School Colors:	Blue, Gray, and White
School Mascot:	Crusaders
Principal:	Francisco Pinto
Assistant Principal:	Fermin Gonzalez
Assistant Principal:	Preeti Raheja
School Secretary:	Maria Piña
School Clerk:	Johanna Dominguez
School Clerk:	Roberto Gamez
School Clerk:	Vanessa Tapia
School Counselor:	Mario Villa
School Psychologist:	Portia Reddy
District Nurse:	Gail Nelson

## **Abolish Chronic Truancy (ACT) Program**

Cole Middle School has been selected to participate in the Abolish Chronic Truancy (ACT) Program sponsored by the Los Angeles County District Attorney's Office. The Program targets parents and guardians of children who are in danger of becoming habitual truants. Parents must get their children to school every day and on time, because it is good for the child, for the community, and because it is the law.

- Students who have experienced **10 full-day “unverified” absences in a semester (present semester or immediate past semester) or have had 15 full-day “unverified” absences in the preceding 12-month period** will be referred to the ACT Program. The included absences may have been recorded as “excused” (note from parent, for example, indicating the child “did not feel well”) or “unexcused” indicating the excuse was not accepted or there was no excuse submitted at all.
- **NOTE - “Verified”** absences are those whereby an absence was determined to have been truly legitimate, for instance where a Dr.'s note is submitted, a child was hospitalized, had chicken pox, or the child attended a funeral (1 day in California, 3 days out of California) and a death certificate was submitted to verify the funeral absence. California law was recently amended to allow students related to military personnel the ability to spend time with their relatives before and after deployment and during leave.

## **Administration of Medicine**

It is important that we know if a student has any special medical restrictions or needs. Only in that way may we help parents help their student. Parents must furnish the school office with a “Request for Medication” form supplied by the school and completed and signed by the student's physician if medication of any kind is to be administered at school. This medication should be brought to the school office by the parent only. Students will come to the office to take their medication at the prescribed time(s). All medication, whether prescription or over-the-counter, must be administered in the Health Office.

## **Arrival**

**Gates open for all students at 8:20 AM.** Students who are not eating breakfast in the cafeteria will report directly to their first period classroom. Teachers stand outside their classroom door to supervise and to call their students into class. Students are not allowed to leave the classroom once inside.

## **Attendance**

Research shows good attendance supports academic achievement. Consistent attendance enables the student to benefit from the teacher's direct instruction in addition to printed materials. Parents may contact the school office to discuss an ongoing situation or concern that may affect a student's attendance. Pupils are expected to attend school every day school is in session. Any pupil who is absent without excuse more than 10 days in a semester may be placed on probation and may be referred to the School Attendance Review Board (SARB) for further evaluation. **Any pupil who accumulates absences in excess of thirty (30) days will be considered for retention.** These attendance guidelines do not pertain to pupils who are in Independent Study programs or who are served by a home/hospital teacher.

California State law requires that students attend school regularly and punctually. If circumstances prevent a student from attending school, parents must notify the office by phone, or upon the student's return to school, the student must bring a note from the parents explaining the absence. The note must include the student's

first and last name, date of absence, reason for absence and the parent/guardian signature. The note must be presented to the teacher for proper clearance.

### **Bicycle Policy**

Students are allowed to ride bicycles to school in accordance with the safety rules. All riders must wear a helmet and all bicycles are to be locked in the bicycle racks. There is NO riding on campus at any time. Failure to follow the safety rules may result in loss of riding privileges and/or confiscation of the bicycle. Please note the following:

- California State Law requires students to wear bicycle helmets.
- Bicycles are to be locked and left in the bicycle racks located behind Room 510; one bicycle per lock.
- Riding privileges may be taken away for violation of regulations such as:
  - Riding on school campus.
  - Riding on sidewalks immediately adjacent to the school when pedestrians are present.
  - Tampering with someone else's bicycle.
  - Violating local police regulations such as riding against a red light, etc.
- **Skateboards, Ripstiks, penny boards, roller-blades, roller shoes, scooters, etc. are not permitted at school.**

### **Breakfast Period**

The cafeteria will be opened for student breakfast every morning between 8:10 AM - 8:25 AM. Any misconduct or abuse of food may result in loss of cafeteria privileges.

### **Bus Standards**

Riding the school bus is a privilege, not a right. The bus driver is responsible for the safety and welfare of all the students on the bus. Students failing to abide by the bus rules and to obey the directions of the bus driver may have their bus riding privileges revoked. Students will be immediately removed from the bus if they are causing problems and pose a threat to the safety and welfare of other students.

### **Cafeteria Information**

The lunch period is 30 minutes. All students will eat their lunch in the cafeteria or other designated area. Any misconduct or abuse of food may result in loss of cafeteria privileges. Expectations in the cafeteria will be the same as in the classroom. Students are expected to:

- Use polite manners and common courtesy.
- Use quiet speaking voices.
- Stay seated while eating and to clean up their own trash before leaving an eating area.
- Treat everyone with respect.

***Please notify the school office and cafeteria if your child has food allergies.***

The Eastside Union School District takes part in the National School Lunch and School Breakfast Programs. Meals are served every school day. Our goal is to provide good tasting nutritious meals to our students in a safe and caring environment. Students may also bring a sack lunch from home.

All lunches, whether brought from home, or purchased at school, must be eaten in the cafeteria or designated area. All food and drinks purchased at lunch must be eaten at lunch and may not be placed in backpacks or taken into classrooms.

Child Nutrition Services follows the nutritional guidelines provided by the National School Lunch Program. School lunches are required to meet one-third of the Recommended Dietary Allowances (RDA) of protein, calcium, iron, vitamin A, vitamin C and specific caloric levels. Breakfasts must meet one-fourth of the RDA. We also follow the Dietary Guidelines for Americans by offering a variety of foods, which are low in fat, saturated fat, and cholesterol. Students are provided plenty of choices, including fresh fruits and vegetables and whole grain products. Salt is used in moderation. More information on meal patterns is available on the back of the school menu.

**Student Meal prices are as follows [\(MyPaymentsPlus\)](#):**

- \$1.75 Breakfast
- \$2.25 Lunch
- \$0.50 Milk or Juice

**Adult Meal Service (price includes sales tax):**

- \$3.00 Breakfast
- \$4.00 Lunch

Eastside Union School District currently provides reduced price meals at no charge. [Households must reapply for meal benefits every school year.](#) A meal status carries over into the following school year for a grace period of only 30 days. Only one application per household is required to apply. When the application has been processed, and Eligibility determination is made within 10 working days a notification call will be sent to the phone number on in the (SIS) Student Information System.

If you have additional questions or need further assistance, please contact Child Nutrition Services at (661) 952-1200, ext. 8216.

**Cell Phones/Electronic Devices**

Students shall not use personal electronic signaling devices on the school campus including, but not limited to: cellular/digital telephones for voice usage, digital imaging, or text messaging. If a student has a cell phone in their possession on campus, it must remain concealed and turned off. Students shall not possess or use other personal mobile communication devices such as digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, etc. except as a part of direct classroom instruction.

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in school. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

If disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day, or turn it into the office until an administrator has consulted with the student's parent/guardian. The parent may be required to come to the school to pick up the device.

***The school, the district, and its employees assume no liability for damage or loss of any cell phone/electronic device.***

### **Civility Policy (1313 BP)**

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through this policy, mutual respect, civility and orderly conduct among district employees, parents/guardians, and other members of the public. It is also the intent of this policy to encourage positive communication and discourage disruptive, volatile, hostile or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians and the public. It is not the district's intent to deprive any person of his/her right to freedom of expression. The district encourages the public's cooperation with and adherence to this policy.

#### **Expected Level of Behavior:**

1. District employees should treat parents/guardians and other members of the public with civility, courtesy and respect.
2. Parents/guardians and other members of the public should treat students, staff, and each other, while on school grounds and/or participating in school-related activities, with civility, courtesy and respect.

#### **Unacceptable/Disruptive Behavior:**

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school or district, constitutes unacceptable behavior. Unacceptable conduct includes but is not limited to:

1. Disruption of or threats to disrupt school classrooms, activities, and/or operations
2. Threats to the health and safety of students or district employees
3. Battery or assault upon students, district employees or other persons
4. Willfully causing damage to district property
5. Using obscenities or speaking in a demanding, loud, insulting and/or demeaning manner; and/or
6. Unauthorized entry onto district premises and school grounds

#### **Disruptions**

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the principal or designee.



If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under such paragraph 1 or 2 circumstances, the principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within 14 days if the person is a parent/guardian of a student attending that school. If any individual refuses to leave upon request or returns before the applicable period of time, the principal or designee may notify law enforcement officials.

### **Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives**

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district employee, as defined in the Civility Policy, may complete a Report of Complaint.

### **Closed Campus**

For the safety and welfare of our students, Gifford C. Cole Middle School enforces the closed campus regulation. This means that students may not leave the campus between the time they arrive in the morning and the time school is out in the afternoon. Students are not to leave the school grounds after the bus has brought them to school in the morning nor while they are waiting for the bus after school. Students are not to be on school grounds before 8:10 AM. All students are to be picked up or walk home promptly at 3:15 PM.

### **Cyber-Bullying—48900 (r)**

The most common forms of Cyber–Bullying are: Instant messaging, posting on web pages, maintaining Blogs, emailing and texting/sending pictures on a cell phone. Educate yourselves and your students about Cyber-Bullying and monitor computer usage. If you learn that your student is being cyber-bullied, notify law enforcement immediately if the act involves any of the following: threats of violence; obscene or harassing phone calls or text messages; harassment, stalking, or hate crimes; or, child pornography. If you would like more information on the topic of Cyber-Bullying, we have information that we would like to share with you in an effort to keep all of our children safer.

### **Dress Code**

California Administrative Code Title 5, Education, Section 302 states: *A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare himself for the school room, before entering.*

The standard of dress emphasizes that we are concerned with the education and safety of our students. We expect students to dress appropriately for the learning environment. Our dress code creates an effective climate for learning on our campus. We rely on the vigilance of our parents to ensure the safety of our students by adhering to the following standards:

- All clothing must be worn in the manner for which it is designed.
- Visible undergarments are not permitted.
- Dresses, jumpers, shorts, skorts, and skirts must fit and must reach mid thigh.
- Shirts and blouses may not be transparent, see-through, low cut, strapless, or reveal a bare midriff. Stomachs must be covered and no cleavage may be visible.
- Appropriate shoes must be worn at all times; no slippers, flip flops, backless sandals, open-toes shoes, or heels over 1 inch.
- No gang-related attire, including slogans, initials, colors, etc., is acceptable.
- No pajamas or house shoes are allowed.
- No garment that promotes illegal activity or has offensive pictures and /or words may be worn (e.g. sexual innuendoes, weapons, drugs, etc.).
- Caps, hoods, and hats may be worn outside to protect from weather; however, they are not to be worn inside buildings or classrooms.
- Anything that distracts from the smooth functioning of the school program, as determined by the administration, is unacceptable.

Students who do not come to school appropriately dressed may be asked to call home for a change of clothing. Students who persist in violating the District's standards may be suspended and/or recommended for expulsion.

### **Extracurricular Activities**

Students are encouraged to get involved in any of the variety of activities available on campus (i.e., Athletics, dances, clubs, etc.). Students must be eligible and/or maintain satisfactory citizenship in order to participate.

This includes the following criteria:

- Minimum cumulative 2.0 G.P.A. from progress reports and/or quarterly report cards (**Athletics & Grad Night ONLY**);
- Complete *Voluntary Activities Participation Agreement* (**Athletics ONLY**);
- Complete *Medical Authorization Packet* (**Athletics ONLY**);
- Satisfactory citizenship (**No suspensions for current month**);

### **Homework**

Homework is an essential part of a student's education. Teachers will assign homework to provide students with the independent practice they need to really sharpen their skills and deepen their knowledge in all subjects. Students are expected to complete all assignments to the best of their ability—use complete sentences and correct punctuation on all written work and show all steps of math problems (with answers circled). Homework assignments are normally due the day after they are assigned.

### **Homework Logs**

We expect students to log all homework assignments for each school day in their Student Planners. Parents should review and sign the homework log nightly. Teachers may review/collect student planners/homework logs at any time to ensure that students are keeping track of assignments in their classes.

### **Illness/Injury**

If a student becomes ill during regular school hours, the Nurse, Health Clerk, or other office staff will provide basic care. Parents or alternate persons listed on the emergency card may be contacted depending on the severity of the illness.

In the situation of a student accident, the school will provide basic first aid only. If an injury requires more than basic first aid, the parent will be notified immediately. In the event of a serious injury, paramedics will be called first as the safety of the child is of primary importance. Parents will be notified as soon as possible **(emergency cards must be kept up-to-date to enable the school to contact you promptly).**

### **Immunizations**

California State law requires that all students have proper, up-to-date immunizations. Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. Students with incomplete immunizations will be referred to the district nurse.

### **Independent Study**

Independent study may be used if a student is going to be absent for more than five days but less than three weeks. Independent study is permitted for family emergencies. Short-term independent study is permitted at the discretion of the administrator.

Independent study contracts must be requested at least five days prior to the first day of the absence and must be approved by an administrator. A request form is available in the front office. Students with poor attendance and/or poor grades may be denied independent study. The independent study contract requires the signature of the parent/guardian, student, teacher, and the administrator *before* the absence.

All independent study work is to be turned in to the teacher on the day the student returns to school. Unreturned or incomplete independent study work will result in unexcused absences. Students who do not receive full credit for independent study will not be approved for future independent study requests.

### **Internet Acceptable Use Policy**

Students will use the Internet in a supervised manner at school as part of their standards-based curriculum. Gifford C. Cole Middle School employs advanced content filtering software as required by the Federal Children's Internet Protection Act (CIPA) in order to greatly reduce the probability of viewing online content that is offensive in nature. Students must adhere to the policies and procedures set forth in the Technology Acceptable Use Policy or risk losing internet privileges at the school.

### **Intervention/Support Placements**

Students not meeting grade level standards shall be placed in intervention/support courses for reading and/or mathematics.

## **Items Not Allowed at School**

Please note that the following prohibitions apply to students while they are on the way to school, at school, and on the way home, as well as at any school related event.

- Sodas, gum, candy, and sunflower seeds are not to be brought to school.
- Personal items unrelated to school activities are not permitted.
- Students may not bring a gun, a knife, a weapon, or any item that looks like one of these to school. Students who violate this policy may be suspended or expelled, in accordance with the California Education Code. Students violating this policy may also be referred to the school deputy for criminal prosecution.
- Permanent markers such as Sharpies may be confiscated.
- Students may not possess illegal drugs or tobacco on campus. Those who violate this rule may be subject to suspension or expulsion, in accordance with California Education Code.
- Students may not possess any medication, including over-the counter drugs (e.g. Tylenol, Excedrin, etc.) or prescription medications.
- Spray deodorants, spray colognes, and any other spray fragrances are not permitted, as they may lead to allergic reactions in some people. Stick or roll-on deodorants are encouraged.
- Laser pointers are not permitted at school.
- Skateboards, Ripstiks, penny boards, roller-blades, roller shoes, scooters, etc. are not permitted at school.

Any of the above items may be confiscated by school personnel. It is the parent's responsibility to come to the office to pick up such items. After six months, items not claimed may be donated to a charitable organization.

***The school, the district, and its employees shall not be liable for lost or stolen items. It is the student's responsibility to monitor personal belongings during the school day. It is the responsibility of the student/parent/guardian to check for missing items in the designated lost and found area on campus.***

## **Library**

Students may visit the library any day 30 minutes before school. The library is also open after school on Mondays, Tuesdays, and Thursdays, as well as during the lunch period. Library materials and technology are to be used only for purposes consistent with the approved curriculum. The material loan period is two weeks, and it is the student's responsibility to return the materials on time and in good condition. Replacement costs will be charged for lost, stolen, damaged, or wet books. Students with fines or missing books will not be issued additional library materials, and may not be permitted to attend extracurricular activities until the materials are returned or paid in full (cash or money order only).

## **Lost and Found**

Any clothing, money, purses, wallets or other valuables, when found, should be turned in to the school office. Lost items will be held for a reasonable length of time until the rightful owner can be found and claims the lost articles. The lost and found is located in the cafeteria. Items will be sent to a non-profit agency at the end of the second and fourth quarters.

## **Make-Up Work Policy**

Obtaining Make-Up Work is a student's responsibility. Students who miss school work because of an absence will be given the opportunity to complete all assignments and tests that can reasonably be provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Students will be provided one (1) day to complete make-up assignments and return them to the teacher(s) for each day of absence. For example, if a student missed school on Tuesday and Wednesday, they would be required to turn in Monday's work upon returning to school on Thursday. On Friday, they would turn in Tuesday's make-up work along with Thursday's work. On the following Monday, they would turn in Wednesday's make-up work along with any assigned on Friday.

## **Medical Restrictions**

All information regarding medical restrictions MUST be placed on the student's emergency card. All students requiring medical procedures must have an Individual Health Plan (IHP) stipulating medical protocols.

## **Parent Involvement**

Parental involvement is critical in assisting students to overcome academic and other difficulties. This includes, but is not limited to: Monitoring your student's daily learning and activities; checking their materials, notes, and assignments; engaging them in discussion about what they are working on and learning; and providing and expecting your student to spend independent time at home reading and completing assignments to the best of their ability.

Gifford C. Cole Middle School believes positive parental involvement is essential to fostering students' optimal social, emotional, and academic growth. We encourage participation of parents in all aspects of their child's education.

- **Parent Volunteering:** For the safety and protection of all students, every parent wishing to volunteer must first complete a *Volunteer Referral* (available in Administrative Office) to receive approval from the administrator. Once approved, parents will call (661) 952-1200 ext. 8215 to schedule an appointment with district personnel to turn in the following requirements:
  1. Volunteer must be 18 years or older.
  2. *Volunteer Referral*, signed by administrator.
  3. Provide a copy of a Mantoux skin test indicating that they are free from active tuberculosis. You may choose to have the test done at your family physician; or the Mantoux skin test may be obtained at any Los Angeles County Health Clinic. The local office is as follows:

Los Angeles County Health Center  
335 East Avenue K-6  
Lancaster, CA 93535  
(661) 723-4511

4. Fingerprint fee is currently \$47.00 (Money Order or Cashier's Check made payable to Eastside Union School District). *NOTE: The fee is reimbursable if volunteer works 40 hours or more during*

*the first year of service. Volunteer must maintain a volunteer log available at the school site. Log must be signed by the site administrator to receive reimbursement. The \$47.00 fee is nonrefundable if less than 40 hours is documented in the first year of service.*

#### 5. Valid Identification.

If you plan on attending a study trip or you are volunteering one day only, we only require a valid ID and the *Volunteer Referral*. Because of school liability policies, toddlers and preschoolers may not visit during class time.

- **Parent Classroom Visitations:** We welcome parent visits to the school. Come and see learning in action in your child's classroom. Contact your student's teacher, the counselor, or an administrator to request a time to visit. When you arrive at the school, check-in at the office and obtain a visitor's pass prior to going into the classrooms.
- **Parent/Teacher Conferences:** Parent/Teacher conferences are strongly encouraged. A parent may request a conference by sending a written note to a teacher with their student, or by calling/emailing the teacher/counselor/school and leaving a message for the staff member to return the call.
- **School Site Council:** A group of teachers, parents, and classified employees work with the principal to develop, review and evaluate the school's plans for increasing student achievement and relevant programs. The members of the site council are elected by their peers.
- **English Language Advisory Committee:** All parents of English learners are invited to participate in both the school site and the district level English Language Advisory Committees. These groups provide valuable input for ongoing program improvement. They additionally receive information about curriculum, instruction, program evaluation, and budget.
- **Cole Parent Association (CPA):** As stakeholders of your children's education, you are invited to participate in the Cole Parent Association (CPA). CPA provides an avenue for parents to play an active role in their children's education.

#### **Passing Periods**

The passing period is **three (3) minutes**. When students pass between classes, they are to report directly to the following class and are not to loiter. Students who are loitering in halls or restrooms will be considered to be out of class without a pass and subject to consequences.

#### **Progress Reports**

Midway through each academic quarter of the year, we will send home an academic progress report with your student.

#### **Release of Students During School Hours**

All students are required to remain on campus. For the safety and protection of our students, all students leaving school during the school day must be picked up and signed out in the school office by a parent or designated adult (18 years of age or older) who is listed on the student's emergency card.

Any person checking a student out from class must come to the main office and show photo identification. This person's name must appear on the emergency card. No student will be allowed to leave with someone who is not designated on the emergency card.

In emergency situations when a parent needs a child released to someone other than the persons indicated on the emergency card, the parent must do the following:

- Phone the school and identify him/herself by repeating to the office personnel the information on the emergency card.
- Give the name and description of the person to pick up the child. The person must show proper identification.
- Whenever possible, send a written request with the person who is picking up the child, signed by the requesting parent.
- Non-custodial parents may not pick students up at school unless the emergency card so stipulates or the custodial parent gives permission within the guidelines above.

Any student release situation that leaves the student's welfare in question shall be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, the Sheriff's office will be called and intervention will be requested. **Parents are asked to make every attempt not to involve the school in custody matters.**

### **Report Cards**

Report cards will be sent home with students at the end of each quarter.

### **Reporting Accidents**

Every accident in school buildings or on the school grounds must be reported to the person in charge and to the school office.

### **Restroom Use**

Students are to use the restrooms during passing periods or at lunchtime. If your child has a medical condition that necessitates frequent use of the restroom, please contact the school nurse so that an appropriate health plan may be established.

### **School Property**

A clean school is a pleasant place to learn. Please help keep the school clean by putting paper and trash in their proper place. Do not put papers and other objects in books, as this destroys the bindings. Marking on any school property is considered vandalism and will result in disciplinary action and billing for damage.

### **School-Sponsored Activities and Events**

Students, family members, and friends may attend school-sponsored activities and events. The expectation is to have a positive and courteous behavior from all - as we are all representing Gifford C. Cole Middle School. In addition, students in attendance must:

- Be present at school the day of the event;
- Adhere to the school's behavioral expectations;

- Abide by the dress code;
- Stay in the designated area (i.e., gym, cafeteria, etc.). Once you leave, you may not re-enter.

### **School Telephone Use**

Students are to use the office phones only in emergency cases unless otherwise authorized by a staff member. Transportation arrangements must be made before arriving at school. The office phone is not available for students to make transportation arrangements unless their ride has not arrived by 15 minutes after school dismissal.

### **Standards for Student Conduct**

Students will be held responsible for their actions before, during, and after school, and at all school-related functions. They are to conduct themselves in keeping with their level of maturity, showing regard for established authority, and the rights and welfare of others.

All students may rightfully expect that the faculty and administration will maintain an environment in which there is freedom to learn and grow toward maturity. We believe that good citizenship is the cornerstone of a successful learning environment. Students are expected to conform to all district rules, school rules, and rules of their grade level and teachers. Violation of rules/regulations will result in administrative action which may include, but is not limited to, the following: counseling, loss of incentive activity, parent contact/conference, campus beautification, daily progress report, office referral, student study team meeting, loss of bike or extra-curricular activities (i.e. school dance, study trip, athletics, etc.), lunchtime or after-school detention, parent/guardian school attendance, modified day, alternative education placement, suspension, expulsion, and/or citation by local law enforcement.

### **Student Emergency Card**

It is imperative that the school has current emergency phone numbers for all students that will enable the school staff to contact someone in case of an accident, severe illness, or other emergency.

Parents must be certain that an emergency card is completed and the information is up-to-date for each student enrolled in our school. The emergency information should include at least **two alternate local** contacts in case the parent/guardian is unavailable. If you change phone numbers, please call our office with the number(s). In case of a change of address, doctor, day care provider, or any issue regarding guardianship, please advise the office immediately.

### **Student Out-of-Class Procedure/Hall Passes**

Students must have received permission in the form of a hall pass or signed planner at all times when they are out of class. Students out of class during any regular class period will be asked to produce their signed pass or planner. Students who leave their classroom or supervised class area without the appropriate permission will be considered truant and subject to both teacher and administrative disciplinary action.

### **Student Planners**

All students will be issued one (1) free student planner. Students are responsible for maintaining their student planner. Additional or replacement student planners may be purchased for \$1.00 each.



## **Student Success Team (SST)**

Students and parents of students who fail two or more core classes in one grading period or one class in two consecutive grading periods will be required to meet with the Student Success Team. The purpose of these meetings is to determine the most appropriate academic interventions for students who are failing classes.

## **Study Trips**

Gifford C. Cole Middle School recognizes that study trips are important components in the instructional program. All school sponsored trips involving students will have proper supervision by school employees. Parents/guardians are encouraged to participate in such supervision.

Students who are experiencing poor/failing citizenship may be denied permission to accompany their class on a study trip. Appropriate arrangements will be made with learning expectations defined, for any student who is denied permission to attend a study trip. Teachers will notify parents/guardians at least three days in advance if a student is to be denied permission to attend a study trip due to unsatisfactory citizenship.

If a student commits an infraction for which they are suspended (Education Code 48900) or lose their transportation privilege during the final three days prior to a study trip, notification to parents/guardians will be made as soon as possible.

## **Suspensions, Expulsion and Willful Misconduct (EC 48900/48915/48909)**

Listed below are the sections of Education Code 48900 and 48915, which pertain to students. A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a.1 Caused, attempted to cause, or threatened to cause physical injury to another person.
- a.2 Willfully used force or violence upon the person of another, except in self-defense.
- b Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e Committed or attempted to commit robbery or extortion.
- f Caused or attempted to cause damage to school property or private property.
- g Stolen or attempted to steal school property or private property.
- h Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i Committed an obscene act or engaged in habitual profanity or vulgarity.

- j Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l Knowingly received stolen school property or private property.
- m Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of section 245.6 of the Penal Code.
- r Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- t Aided or abetted the infliction of physical injury to another person.
- .2 Sexual Harassment (Grades 4-12 only)
- .3 Causing, threatening to cause or participating in an act of hate violence (Grades 4-12 only)
- .4 Intentionally harassed, threatened, or intimidated, creating a hostile educational environment.
- .7 Made terrorist threats against school officials and/or school property (Grades 4-12 only)

**The following violations of EC 48915 (c) require a mandatory suspension and recommendation for expulsion:**

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limit to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

### **Tardies**

Students are considered to be tardy if they are not in their designated classroom when the bell rings. Three tardies, over thirty minutes late, will compute as a one day absence from school.

Law in California prohibits tardiness. Education Code Section 48260 states that any student who is tardy to school in excess of thirty minutes on each of more than three days is considered truant. As with absences, excessive tardies may result in referral to SARB. Tardies that are excused include those for illness, medical appointments, and or a death in the immediate family.

Students who arrive tardy to school without a valid excuse may be issued a warning. If a student's tardiness is excessive he/she may be placed on the morning wake-up call using our automated phone system. The student may be removed from the system after a reasonable period of perfect attendance.

### **Textbook Replacement**

Each student is responsible for his/her textbooks. Teachers are not accountable for students' books. Students will check out textbooks from the librarian. This checkout will occur at the beginning of the school year and throughout the year as the need arises. Failure to turn in the correct textbook will result in the student being charged for the missing textbook. A student must pay for a lost or damaged textbook before he/she can receive a new one.

When a student transfers, he/she must return his/her textbooks to the librarian or office staff before leaving. There will be a replacement cost for any textbook not returned.

### **Unauthorized Sale or Distribution of Food or Other Items**

The sale or distribution of any food, candy, drink, merchandise, etc. without administrative approval is prohibited. Violations of this policy will result in disciplinary action. Additionally, the items shall be confiscated and only returned to parents or guardians.

### **Uniform Complaint Procedures**

The school believes that the quality of the educational program can improve when the school listens to the concerns of parents and when it resolves these concerns through an established, objective process. We encourage concerns to be resolved early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint in accordance with district procedures. Please refer to the following complaint forms:

- Eastside Union School District Complaint Form
- Williams Uniform Complaint Procedures

## Visitors

Gifford C. Cole Middle School welcomes and strongly encourages parents and members of the community, as well as other interested persons, to visit our school. Visits during school hours should be arranged with the teacher, counselor, or administrator. If a conference is desired, an appointment should be set with the teacher during non-instructional time. Unless otherwise arranged, classroom visits may be limited to 20 minutes.

For the safety and protection of all students, visitors must check-in at the Administrative Office and receive a visitor badge before entering any area on campus. Per Civil Code 3-2.10, persons without specific written authority or permission to occupy premises, excluding playground areas, are considered trespassers. All visitors must provide photo identification and register in the school office prior to proceeding on campus. The principal or designee may assign a staff member to accompany visitors while they are on the school site.

## **Willful Misconduct: Limit of Liability of Parent or Guardian – EC 48904**

(a) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or person employed by, or performing volunteer services for a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all such damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000.00) paid pursuant to Section 53069.5 of the Government Code. **The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the District or private school authorized to make the demand.**

(b) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured may, after affording the pupil his or her due process right, withhold the grades, diploma and transcripts of the pupil responsible for the damage until the pupil's parent or guardian has paid for the damages hereto, as provided in subdivision (a). **When the minor and parent are unable to pay for the damages, the school district or private school shall provide a program of voluntary work for the minor in lieu of payment or monetary damages. Upon completion of such voluntary work, the grades, diploma, and transcripts of the pupil shall be released.**

## STATEMENT OF UNDERSTANDING

*Please Sign, detach this page and Return to CMS Office*

I have read the Gifford C. Cole Middle School Student and Parent Handbook and will reinforce the policies, so that my child abides by them and is a successful student. In signing, we indicate an awareness and understanding of the school policies and procedures. We also understand that any textbooks issued to my student are on loan and my student is responsible for returning the textbook to the school (at the end of the school year or upon exiting the school) in the same condition in which it was issued or shall be assessed fees. We further understand that if we have any questions, concerns, or in need of translation we can contact the school.

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## DECLARACION DE LAS NORMAS

*Por favor firme, separe esta página, y regrese a la oficina*

He leído el Manual del Estudiante y Padre de Gifford C. Cole Middle School, estoy dispuesto a reforzar las normas de conducta para que mi hijo/a cumpla con estas normas y sea un mejor estudiante. Al firmar estoy indicando que estoy de acuerdo y que entiendo las normas y procedimientos de la escuela. También entendemos que los libros de textos están en préstamo y mi hijo/a es responsable de regresar el libro de texto a la escuela (al final del año escolar o al salir de la escuela) en la misma condición en que los recibí. Adicionalmente, si tengo alguna pregunta, inquietud, o si necesito una traducción, me puedo comunicar con la escuela.

\_\_\_\_\_  
Nombre de padre o tutor (imprima)

\_\_\_\_\_  
Firma de padre o tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Nombre del estudiante (imprima)

\_\_\_\_\_  
Firma del estudiante

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Fecha