

Student Name: _____

Grade: _____

Mitchell Senior PRIDE Guide

Here at Mitchell Senior we always show our PRIDE!

Productive **R**esponsible **I**ndividuals **D**edicated to **E**xcellence

Message from the Principal

Welcome to the Mitchell Senior family! We have a staff of talented, well trained, and enthusiastic teachers who are dedicated to providing our students with the best educational experience possible. Our diverse student body and educational opportunities along with our excellent staff combine to create a supportive learning environment that allows the students to adjust to the experience, challenges, freedoms, and expectations of a secondary school environment. We provide students with a number of extracurricular opportunities to get them connected to school and create lifelong memories. Lastly, we want to thank you for entrusting us with your students. The Mitchell Senior staff will work diligently to reward that trust. Working together we can make this school year a positive experience for you and your student. We are looking forward to a great year! Make sure to follow us on Facebook, Twitter, and the Parent Square.

Aaron Delworth

Mitchell Senior Keys to Success

1. Success in anything begins with being present. Be present physically and mentally everyday.
2. Your effort will determine how far you will go. Nothing worth having is ever easy.
3. Come to school with a positive attitude everyday. You choose what type of day you are going to have.
4. Your choices define your character, who you are. Do the right thing, even when you think that no one is looking.
5. Sleep well. Getting enough sleep is critical for your body and brain to function well.
6. Eat right. Healthy and balanced meals give your body and mind energy to work well throughout the day.
7. Do your homework. Making it a habit to do your homework each night will help you practice skills and to be prepared for assessments.
8. Pay attention in class. Focusing and using class time wisely is one of the keys to getting ahead in Jr. High.
9. Get Involved. Research shows that school involvement can be a big determining factor for your success.
10. Ask for help. Whether it is academic, social, or emotional help, there are adults at the school ready and willing to help you.
11. Stay organized. A little organization goes a long way in Jr. High.
12. Make goals. Come up with something you want to attain by the end of each quarter, make a plan and stick to it.
13. Take risks. Jr. High is the time when you start to grow up and figure out who you are in the world. Take risks and be brave!
14. Have fun! Enjoy your time at the Jr. High. It will go by very quickly. Make new friends and make memories that will last a lifetime.

Introduction

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians.

The following represents our expectations of all students:

1. No student has the right to interfere with the education of his/her fellow students. Respect the rights of other students.
2. Express your ideas in a respectful manner, as not to offend or slander others.
3. Be aware of all rules and standards and conduct yourself accordingly.
4. Maintain dress and grooming appropriate for the school setting and in accordance with school policy at all times.
5. Assist staff in creating a safe school for all students.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using facilities and equipment.
8. Attend school daily and be on time to all classes and activities.
9. Make necessary arrangements for making up work when absent from school.
10. Attempt to complete all classes satisfactorily.
11. Assume financial responsibility for any and all damages to facilities, equipment and personal property.

It is equally important for parents to work with the school to insure the maximum opportunity for success for their child. Working together, we can make a difference in the life of each student. With that in mind, we trust that all parents will:

1. Instill an enthusiastic and positive attitude in their child from the first day of school.
2. Build a good working relationship between yourself, your child, their teacher and the school.
3. Teach children to monitor themselves so they understand why they must show respect for the law, the rights of others and public property. Remember, parents are financially responsible for their children's misdeeds.
4. Insist on prompt, regular attendance.
5. Keep in mind that parental attitudes and opinions often influence children.
6. Recognize that the teacher deserves the same consideration and respect we insist upon as parents.
7. Encourage your child to take pride in their appearance.
8. Help your child understand that rules are a necessary part of our society. Cooperate with the school in resolving problems.

Teamwork (noun): cooperative or combined effort of a group of persons working together as a team for a common cause.

Staff Directory

Administration

Aaron Delworth, Principal	adelworth@aesd.edu
Pati DeWitt- Fishback, Assistant Principal (7th Grade)	pdewitt@aesd.edu
Brandi Thompson, Assistant Principal (8th Grade)	bthompson@aesd.edu

Teachers

Mr. Alvernaz (Math 8)	aalvernaz@aesd.edu	Ms. Johnson (Math 7)	rjohnson@aesd.edu
Ms. Andam (Sci 8)	oandam@aesd.edu	Ms. Kruczyk (Sci 8)	pkruczyk@aesd.edu
Mr. Arnold (Math 7)	marnold@aesd.edu	Ms. Leon (ELA 7)	gleon@aesd.edu
Mr. Bagwell (Math 7)	mbagwell@aesd.edu	Mr. Manzo (PE)	mmanzo@aesd.edu
Ms. Belmonte (Math 8)	vbelmonte@aesd.edu	Ms. Meder (ELA 7)	mmeder@aesd.edu
Ms. Bernatz (RSP)	sbernatz@aesd.edu	Mr. Mobley (SDC)	jmobley@aesd.edu
Mr. Button (SDC)	tbutton@aesd.edu	Mr. Pickle (Hist 8)	bpickle@aesd.edu
Mr. Boyenga (Math 7)	cboyenga@aesd.edu	Ms. Rodriguez (RSP)	rrodriguez@ased.edu
Mr. Cox (Band)	rcox@aesd.ed	Ms. Rogers (ELA 7)	arogers@aesd.edu
Ms. Darnell (ELA 8)	lreterria-darnell@aesd.edu	Ms. Samra (Sci 7)	msamra@aesd.edu
Mr. Devrick (ELA 7)	adevrick@aesd.edu	Mr. Sandoval (ELA 8)	rsandoval@aesd.edu
Ms. Gairaud (Sci 7)	kgairaud@aesd.edu	Mr. St. Onge (ASA)	shanestonge@aesd.edu
Mr. Gamble (PE)	dgamble@aesd.edu	Ms. Takahashi (Math 8)	ttakahashi@aesd.edu
Ms. Goodwin (ELA 8)	lgoodwin@aesd.edu	Mr. Ward (Math 8)	dward@aesd.edu
Ms. Haas (PE)	khaas@aesd.edu	Mr. Westerdoll (Tech)	twesterdoll@aesd.edu
Mr. Hammar (ASB)	mhammar@aesd.edu	Ms. Whitby (Hist 8)	jwhitby@aesd.edu
Mr. Hunter (RSP)	jhunter@aesd.edu	Ms. Jimenez (Hist 7)	cjimenez@aesd.edu
Ms. Maldonaldo (ELA 8)	ymaladondo@aesd.edu	Mr. Menezes (Hist 7)	pmenezes@aesd.edu

Support Staff

Ms. Brum (Health Aid)	lbrum@aesd.edu
Mr. Callister (Psychologist)	kcallister@aesd.edu
Ms. Cavallero (Library Media)	wcavallero@aesd.edu
Ms. DeLaCruz (Office Manager)	sdelacruz@aesd.edu
Mr. Duran (Head Custodian)	tduran@aesd.edu
Ms. Englert (Nurse) (Cafeteria Manager)-TBD	oenglert@aesd.edu
Ms. Meidlinger (Office Assistant)	vmeidlinger@aesd.edu
Ms. Odom (COC)	todom@aesd.edu
Mr. Perez (COC)	aperez@aesd.edu
Ms. Pimentel (Attendance)	mpimentel@aesd.edu
Ms. Salazar (Psychologist)	ksalazar@aesd.edu

Campus Supervisors

Ms. Isabel
Mr. Tommy
Ms. Christina
Ms. Ellen
Ms. Chelsea
Ms. Maria

Instructional Assistants

Ms. Able (Special Education)
Ms. Conley (Special Education)
Ms. Harami (General)
Ms. Jimenez (Bilingual Education)
Ms. Schultz (Special Education)
Ms. Shulley (Special Education)
Ms. Cummings (Special Circumstance)

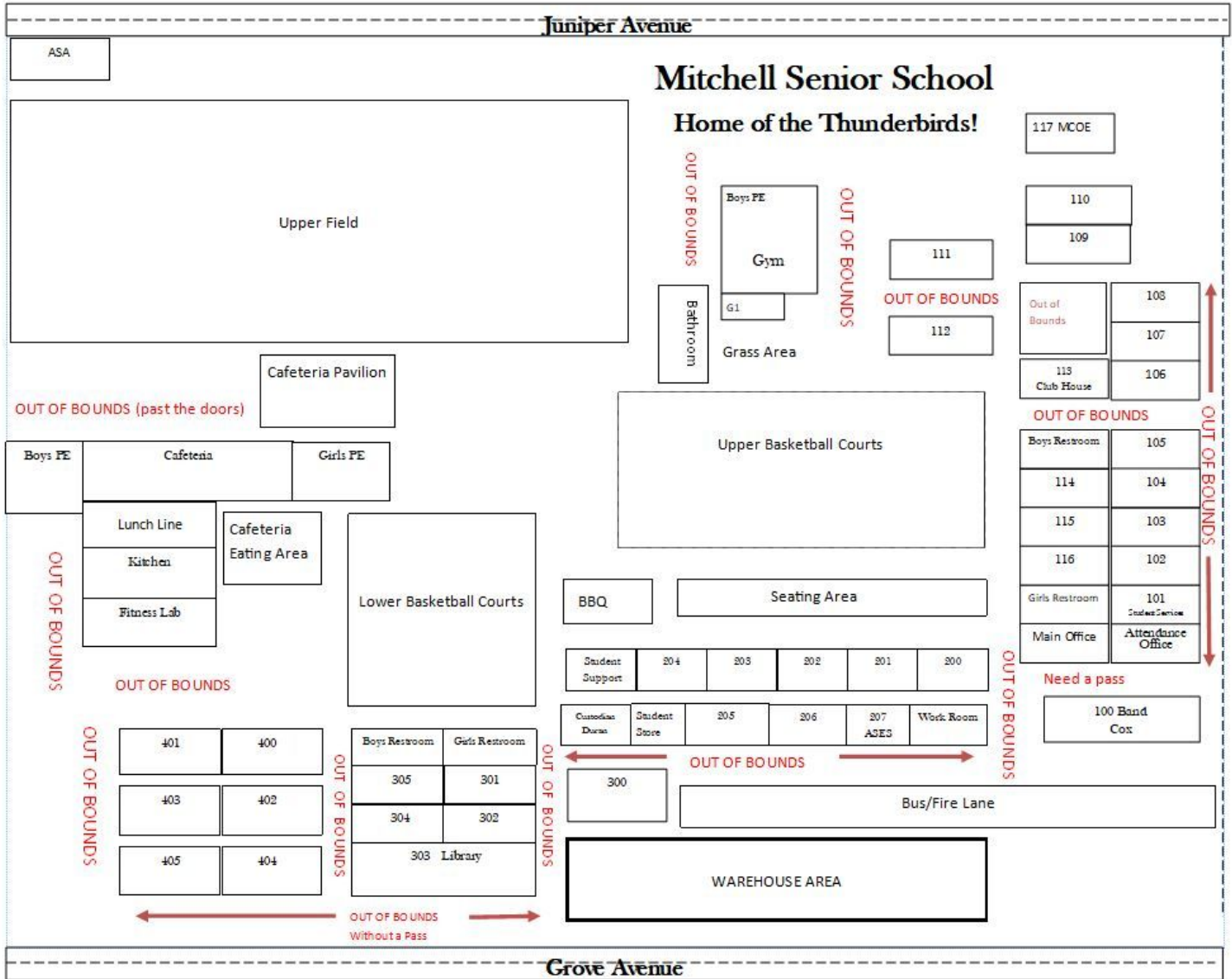
Custodians

Mr. Joey
Mr. Rosendo
Mr. Andrew

Cafeteria Staff

School Information

School Map





Mitchell Senior Bell Schedules

2019-2020



Regular Day

Period 1	7:30-8:13	
Period 2	8:17-9:00	
Period 3	9:04-9:47	
Period 4	9:51-10:34	
Period 5	10:38-11:21	<u>Lunch</u>
Period 6a	11:25-12:08	11:21-12:06
Period 6b	12:06-12:49	12:08-12:53
Period 7	12:53-1:36	
Period 8	1:40-2:22	

Late Start Wednesdays

Period 1	7:47-8:28
Period 2	8:32-9:13
Period 3	9:17-9:58
Period 4	10:02-10:43
Period 5	10:47-11:28
Lunch	11:28-12:13
Period 6	12:13-12:54
Period 7	12:58-1:38
Period 8	1:42-2:22

Minimum Day

Period 1	7:30-8:07
Period 2	8:11-8:44
Period 3	8:48-9:21
Period 4	9:25-9:58
Period 5	10:02-10:35
Period 6	10:39-11:12
Lunch	11:12-11:57
Period 7	11:57-12:30
Period 8	12:34-1:07

Late Start & Minimum Wednesdays

Period 1	7:47-8:21
Period 2	8:25-8:56
Period 3	9:00-9:31
Period 4	9:35-10:06
Period 5	10:10-10:41
Period 6	10:45-11:16
Lunch	11:16-12:01
Period 7	12:01-12:32
Period 8	12:36-1:07

FRI/WHY & Rally Day (Fridays)

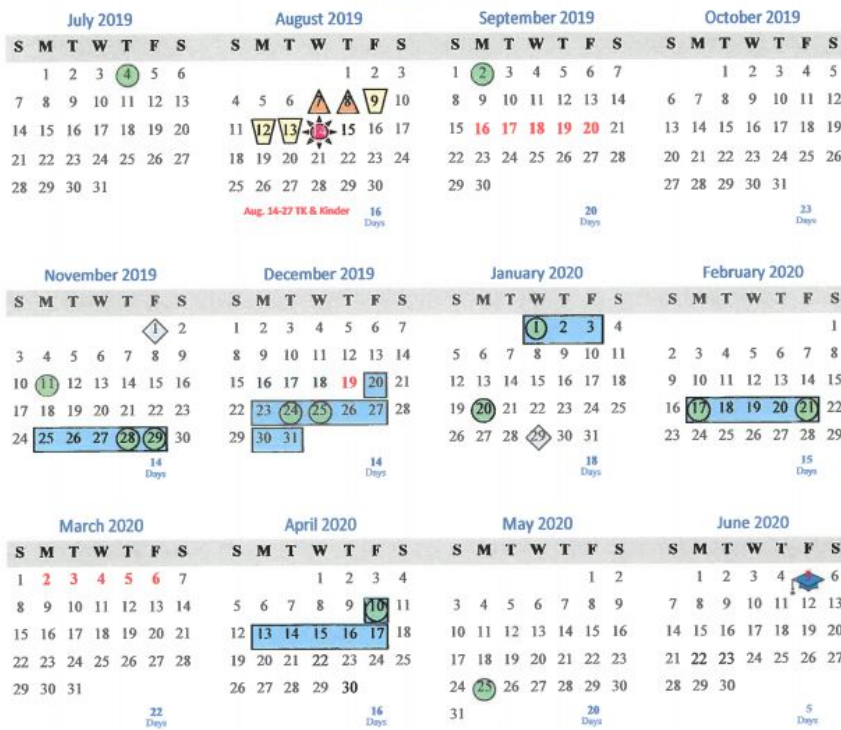
Period 1	7:30-8:08
Period 2	8:12-8:50
Period 3	8:54-9:32
Period 4	9:36-10:14
Period 5	10:18-10:56
Period 6	11:00-11:38
Lunch	11:38-12:23
Period 7	12:23-1:01
Period 8	1:05-1:43
FRI/WHY	1:43-2:22

Assembly Day

Period 1	7:30-8:03
Period 2	8:07-8:38
Period 3	8:42-9:13
Period 4	9:17-9:48
Period 5	9:52-10:23
Period 6	10:27-10:58
Lunch	10:58-11:43
Period 7	11:43-12:14
Period 8a	12:18-1:18 (100*/200 Wing)
Period 8b	1:22-2:22 (300-400 Wing, PE, 109-113*)

District Calendar

Atwater Elementary School District 2019-2020 Calendar Adopted 02/13/18



- First day of school (Minimum Day)
- Holiday for staff & students
- Professional Development Day (Optional for Certificated Staff)
- Recess for students, teachers, & certain classified employees
- Non-instructional day, new teachers, all administrators, & classified personnel on duty (except 180-day classified)
- Non-instructional day, ALL personnel on duty (except 180-day classified)
- Graduation

Grading Periods	
Trimesters:	Quarters: (7 & 8 Grade)
T1: 8/14/19—10/31/19	Q1: 8/14/19—10/11/19
T2: 11/14/19—2/14/20	Q2: 10/14/19—12/19/19
T3: 2/24/20—6/5/20	Q3: 1/6/20—3/6/20
	Q4: 3/9/20—6/5/20

School Calendar	
August 7	New Teachers
August 9	Returning Teachers
August 14	First Day of School—Min Day
August 14-27	TK & Kinder Min Days
Sept. 16-20	Parent Conferences—Min Days
November 1	Professional Development
December 19	Min Day
January 29	Professional Development
March 2-6	Parent Conferences—Min Days
June 5	Last Day of School—Min Day
June 5	Graduation
June 5	Last Day for Teachers
Student Days = 180 Days	
Returning Teachers = 183 Days	
Newly Hired Teachers = 185 Days	

Holidays/Recesses	
July 4 (12 mo empl)	Independence Day
September 2	Labor Day
November 11	Veterans' Day
November 25-29	Thanksgiving Recess
November 28	Thanksgiving Day
November 29	In lieu of Admission Day
December 20-January 3	Winter Recess
December 24 (12 mo empl)	Christmas Eve
December 25	Christmas Day
January 1	New Year's Day
January 20	Martin Luther King, Jr. Day
February 17-21	Lincoln's Birthday and President's Day Recess*
April 10-17	Spring Recess
May 25	Memorial Day
*Observed	

Important Dates

- August 29th: Back to School Night @ 6:00 pm (Mitchell Senior Gym & Classrooms). Title 1 presentation @ 5:30 in the gym.
- September 16th-20th: Parent Teacher Conference* Week & Minimum Days
- October 16th: Report Card Night @ 6:00 pm (Mitchell Senior Gym)
- November 1st: No School - Professional Development Day
- January 29th: No School - Professional Development Day
- March 2nd-6th: Parent Teacher Conference Week & Minimum Days
- May 22nd: Non-Grad Notification (8th grade)
- May 28th: Non-Grad Appeals due by 4:00 pm (8th grade)
- June 2nd: 8th Grade Awards Night @ 6:00 pm (Mitchell Senior Gym)
- June 5th: Minimum Day schedule
- June 5th: 8th Grade Promotion Ceremony @ 7:00 pm (Atwater High School)

Report Cards and Progress Reports

The school year is divided into four (4) quarters. Students will receive four progress reports and four report cards throughout the school year. These reports will be mailed home. Eligibility is based on progress reports and/or report cards. Parent/Teacher conferences can be scheduled throughout the school year. If a conference is desired with a teacher(s), call the main office at 357-6124 or email the teacher(s) directly. A conference will be scheduled at a time that is mutually acceptable to all participants. Priority will be given to students who are failing one (1) or more classes on their 1st progress report.

	Quarter Midpoint	Last Day of Quarter
Quarter 1	09/13/19	10/11/19
Quarter 2	11/08/19	12/19/19
Quarter 3	01/31/20	03/06/20
Quarter 4	04/09/20	06/05/20

Communication

Aeries

Parents/Guardians can and are encouraged to monitor their student's grades regularly through the online Aeries Parent Portal. Log-in information, username, and password information is sent home at the beginning of the school year. Students will also be given access to their account. Call the main office at 357-6124 for more information.

Parent Square

Parents/Guardians are encouraged to sign up for the Mitchell Senior Parent Square account. Parents/Guardians may go to <https://www.parentsquare.com/signin> to create an account.

Social Media

Follow us on:

Facebook - Mitchell Senior Elementary School Thunderbirds

Twitter - Mitchell Senior @MSEatwater

General Information

Clean and Safe School

Keeping our school clean and a safe place to learn is a responsibility shared by students, parents, and staff. Please take that responsibility seriously. The responsibility can be as small as putting trash in bins and as large as reporting vandalism.

Closed Campus

To help maintain student safety, Mitchell Senior is a closed campus. ALL visitors and volunteers must check in at the main office for a visitor's pass. Student visitors are not allowed on campus while classes are in session and must be pre-approved by teachers and administration for non-instructional hours. Students may not leave the school grounds during the day without parental/guardian permission. **Any item being delivered to a student must be delivered to the office.**

Wellness Policy: No fast food deliveries will be allowed during the school day.

Child Nutrition

We are pleased to inform you that Atwater Elementary School District has implemented a new provision that is available to schools participating in the National School Lunch Program and School Breakfast Programs called the Community Eligibility Provision (CEP).

What does this mean for you and your child(ren)?

All enrolled students for the 2019-2020 school year in Atwater Elementary School District, regardless of income level, are eligible to receive a healthy school breakfast and lunch **at no charge each day**. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

The CEP is a new alternative to the traditional meal application process associated with the United States Department of Agriculture (USDA) National School Breakfast and Lunch Programs.

Students attending intermediate school (Bellevue Senior, Mitchell Senior and Peggy Heller Senior) have the opportunity to purchase a variety of snacks and beverages that are in compliance with the “Smart Snacks Sold in Schools” regulation. Please note that snack items, beverages and extra items that aren’t part of the breakfast/lunch meal must be purchased. Students have the option of paying for snacks as they come through the serving line or paying in advance by depositing money into their meal. All students are issued a pin number and will be required to enter this number when they receive a meal or purchase snacks. Parents whose students have a medical or dietary condition that requires a special diet must contact the school nurse so that accommodations can be made.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> and at any USDA office, or write to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider and employer.

Medications

In accordance with State law, students are required to take prescription or over the counter medication during school hours must have a written statement from their physician and parents before the medication can be administered. Forms for this purpose can be picked up in the school office and are also available on the AED

website. All medication will be kept locked in the school office. However, with specific physician and parent permission, inhalers and epinephrine auto-injectors may be carried and self-administered. **No medications, including inhalers, may be kept with a student at any time without written direction by a doctor.** Medications include, but are not limited to, prescribed drugs and over-the-counter medications such as aspirin and cough drops.

Illness

Our district strives to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school in order to prevent the spread of infection to other children and to allow the child to recuperate.

Children with the following symptoms or illness should be kept home from school:

- Fever: Temperature of 100.0 or above. May return when fever-free (below 100.0) for 24 hours without fever-reducing medications
- Vomiting: Unless determined to be caused by a non-contagious condition.
- Diarrhea: Frequent loose stools not caused by food or medication.
- Illness: Unable to participate in routine activities or needs more care than can be provided by school staff. Examples would be the child has uncontrolled coughing, difficulty breathing or other unusual signs for the child.

Student Information

Office/Library/Bathroom Pass

Students must obtain a pass from their teacher, campus supervisor, or staff member to go to the office, library, or bathroom. Any student out of class without a pass will be given a consequence. Students who come to the office during the passing period risk receiving a tardy from their next period teacher. Students are encouraged to visit the office before school, during lunch, or after school.

Class Schedules

Students are assigned classes according to the district instructional program. Each student will be assigned classes in English Language Arts, Math, Science, History, PE, and an elective or support class. All teachers at Mitchell Senior provide a quality educational program in accordance with the district and school policies. Parent requests for particular teachers will not be possible due to the complexity of the school schedule and the various specialized programs unless there are specific legal requirements for a particular class. No schedule change requests will take place within the first two-weeks of school. After the first-two weeks of school, requests for schedule changes must be reviewed and approved by the administration.

Student Body ID Cards

All students will be issued a student body ID card at the beginning of the school year. **Students will be required to wear the ID at all times.** If a student loses their ID they will need to purchase a replacement ID from the office for a fee.

7th Grade Chromebook Check-Out: Please refer to district policy and chromebook take home policy.

Obligations

Students who owe money to Mitchel Senior will be placed on an obligation list and may not be able to participate in school functions or extracurricular activities. **Eighth grade students on the list may not be eligible to participate in graduation activities.**

Bus Riders

Bus riders are expected to follow the bus rules and behave properly while on the bus and at the bus stop. **If a student is misbehaving he /she will receive a bus citation and may be denied the privilege of riding the bus, either temporarily or permanently. Concerns or questions regarding buses should be directed to the district transportation office at 357-6115.**

Mental Health Supports

Protecting the health and well-being of all students is very important at (insert school name). All students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. If you or a friend are showing signs of depression and suicide risk, please remember to ACT:

Acknowledge-that you are seeing signs of depression or suicide in yourself or a friend and that it is serious

Care- Let your friend know how much you care about them and that you are concerned that they need help

Tell- a trusted adult that you are worried about yourself or a friend

All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help. You can also get help at:

National & County Resources	
National Suicide Prevention Hotline	1-800-273-8255
Crisis Text Line	Text HOME to 741741 in the United States
Merced County Mental Health Services	(209) 381-6879
National Alliance on Mental Illness (NAMI)	(209) 381-6844
Nine-Line Crisis Counseling (24-Hour) Nationwide Crisis/Suicide Hotline for Runaways, Homeless Youth, and their Families, Short-Term Phone Counseling	(800) 999-9999
Peer to Peer Crisis Teen Line	(800) 852-8336
Sierra Vista Child & Family Services	(209) 205-1058
Marie Green Inpatient Psychiatric Center	(209) 381-6879

Student Eligibility

Athletics

Participation in extracurricular activities, such as athletics, is a privilege and students must work to maintain high academic standards, attendance, and behavior. Students are expected to represent Mitchell Senior in a positive light and conduct themselves properly and display good sportsmanship. Athletics or school based activities are a privilege and the final decision regarding eligibility rests with the school administration.

Eligibility to participate in Athletics is based on the following criteria:

- Must have a 2.0 grade point average (GPA) or better on their last progress report or report card.
 - May not have more than one “F” on their last progress/report card
 - Must have a current physical on file with the athletic director prior to trying out and/or participating
-
- ❖ Athletes are not eligible to “try-out” for, or participate in, team activities for ten (10) school days following a one (1) day home suspension, or twenty (20) school days following a two (2) or more day home suspension. The “temporary suspension” from team activities begins the first day of the suspension.
 - ❖ Any athlete under in-school suspension may not practice, travel or compete during dates of suspension.
 - ❖ Athletes who have multiple classroom or school-wide behavior concerns during any one quarter may become ineligible for the remainder of the quarter.
 - ❖ Excessive absences (20) or tardiness (7) may result in students being removed from Athletic teams or school-sponsored activities.
 - ❖ Athletes must attend the complete school day on the days of practice/contest unless pre-approval was granted by administration. Students who fail to attend school will not be allowed to practice or participate in that day’s contest.
 - ❖ A student with a parent or doctor’s note excusing them from PE will not be allowed to participate in athletics until the clearance date.
 - ❖ School administration may remove any player from any athletic team or school sponsored event for academic or behavior issues that arise.

Fall Sports

Cross Country (Boys/Girls)
Soccer (Boys)
Soccer (Girls)
Volleyball (Boys)
Volleyball (Girls)

Winter Sports

Basketball (Boys)
Basketball (Girls)
Wrestling (Boys/Girls)

Spring Sports

Baseball (Boys)
Softball (Girls)
Track (Boys/Girls)

Dances

Eligibility to attend a Mitchell Senior dance is based upon the following criteria:

- Must have a 2.0 grade point average (GPA) or better on their last progress report or report card.
- May not have more than one “F” on their last progress/report card
- No benching, in-house or home suspensions within 20 days of the dance
- No classroom suspensions the week of the dance
- No more than 3 R's in the current quarter
- No outstanding obligations (Including, but not limited to: library fees, sports uniforms, PE loaner clothes, PE locks, textbooks, damage to Chromebook, classroom novels, etc.)

Graduation

To be eligible to participate in the promotion ceremony and activities, 8th grade students must:

- Maintain a cumulative 2.0 overall grade point average (GPA) during their 7th and 8th grade years.
- Attend at least 90% of the school days in session during the student's enrollment in school. *Home/Hospital participation or an Independent Study Program (5-15 days) shall constitute attendance.*
- Have no more than two (2) home suspension for the year.
- Not be suspended (in-school or home) during the last 20 days of school.
- Clear all obligations (Including, but not limited to: library fees, sports uniforms, PE loaner clothes, PE locks, textbooks, damage to Chromebook, classroom novels, etc.)

*Students enrolled at Atwater Senior Academy (ASA) during the 4th quarter do not qualify for participation in promotion ceremony and/or activities.

Quarter Rewards

Each quarter, students may be eligible for a reward based upon the following criteria:

- 3.0 cumulative quarter GPA
- No class, in-house, or home suspensions
- No more than two (2) detentions for tardies, or one (1) truant tardy during the quarter
- No more than three (3) days of excused absences or one (1) unexcused absence. *Any single period, or part thereof (i.e. come to school late more than 30 minutes, leave and return for an appointment, or leave early), which is unexcused, will be counted as a full day of absence for the quarter rewards calculation.*
- No outstanding obligations (Including, but not limited to: library fees, sports uniforms, PE loaner clothes, PE locks, textbooks, damage to Chromebook, classroom novels, etc.)

Student Recognition @ 8th Grade Awards Ceremony

8th grade students have the opportunity to gain special recognition in the following areas:

- AVID Scholarship: AVID student awarded a scholarship.
- CJSF Honor Members: Students who are a member of CJSF for at least 6 of the 8 quarters during their 7th and 8th grade years. Students must qualify in at least 2 quarters during each school year. Students must apply to be a member.
- Community Service: Students who provide at least 25 hours of community service outside of their regular classroom hours.
- Perfect Attendance: Students who are on time to every class, every day during their 8th grade year. (No absences, No tardies, No early check-outs)
- President's Award for Academic Excellence: Students who earn a cumulative GPA of 3.5 or higher during their 8th grade year AND scored standards exceeded on the SBAC in either ELA or Math
- Principal's Award: One male and one female student who epitomizes what it is to be a student at Mitchell Senior will be chosen by the principal. The students chosen will have strong academics, above average attendance, no discipline consequences, take part in activities on and off campus and would be considered a role model for other students.
- Principal's Honor Roll: Students who receive a 4.0 GPA during all quarters of their 8th grade year.
- Teacher's Award: Each 8th grade teacher will select one student, based on any criteria that they determine.

Attendance Policies and Procedures

The final school-level decisions regarding interpretation of all policies and procedures shall rest with the Mitchell Senior administration.

Regular attendance is essential for academic and social success. Parents are responsible for making sure their children are at school daily and on time. The California Education Code (Sec. 48200) requires that all children between the ages of six and eighteen attend school. Students who miss an excessive number of school days without communication from parents may be dropped from the school roster. Students who must miss more than five consecutive days of school should apply for independent study (see page).

- **Truant** - Students who are absent from school for more than 3 days without a valid excuse or notification.
- **Habitual Truant** - Students who are absent from school for more than 3 days without a valid excuse or notification on three separate occasions.
- **Truant Tardy** - Students who are more than 30 minutes late to school without a valid excuse.
- **Habitually Truant Tardy** - Students who are more than 30 minutes late to school without a valid excuse on three occasions.
- **Excessive absences** - Students who miss more than 20 days of school regardless of reason.

*****Habitually truant students and students with excessive absences, regardless of reason, will be referred to the School Attendance Review Board (SARB), including the Merced County District Attorney's Office*****

ATTENTION: Reporting an Absence

Parents must immediately call the school at 357-6124 or email through Parent Square to report absences.

Students arriving late to school MUST report directly to the attendance window for an admission slip.

Tardy Policy

It is the responsibility of students to make sure that they are at school and in class on time. The school policy states that students must be in the room, at a minimum, to be considered present; however, individual teachers may require that students be in their desk, or on their PE number, in order to be considered present. It is the student's responsibility to know each of their teacher's attendance policies.

The first two tardies of each quarter are warnings and are not counted against the student as far as interventions; however, students will receive consequences for any tardies accumulated beyond the first two tardies (see below). All tardies count against students for any attendance rewards, including perfect attendance. Tardies are reset at the beginning of each quarter, allowing for a "fresh start."

Tardy Interventions

3rd tardy: After School Detention or Campus Beautification

4th tardy: After School Detention or Campus Beautification

5th tardy: After School Detention, Meeting with Administrator and Parent - Attendance Contract

6th tardy: Friday School

7th tardy: Friday School & Loss of School Extra Privileges

8th tardy: Friday School & Referred to School Attendance Review Team (SART)

9th tardy: 1 day In-House Suspension (on campus) & School Attendance Review Board (SARB)

10th tardy: 1 day Suspension

****After 10 tardies in one quarter consideration for an alternative educational setting may be considered.***
*****Failure to attend Friday School will result in an In-House or Home Suspension the following school day.***

Early Checkout

Checking students out early from school is highly discouraged. When a student is checked out early it can affect the student's attendance record and academic success. In the event that a student needs to be released from school early, **students will not be called to the office until the parent/guardian has arrived at school** to pick them up. Students will not be called early to wait in the office. **Students are not allowed to sign themselves out or walk home when a parent/guardian is not available to pick them up due to suspension, illness, etc.**

Homework

Homework is assigned on a regular basis. Homework activities are designed to promote the development of skills and provide students with the opportunity to grow academically. **Students who are absent are responsible for completing missed assignments.** Students are required to ask their teachers for make-up work when they return from the absence. For absences of more than three (3) consecutive days, please call the school to request homework. Students must complete make-up work in a timely manner. Please read individual classroom homework policy letters sent home by teachers at the beginning of the school year so that you know individual teacher expectations. **Students who are suspended should see their teachers regarding homework; however, per Ed Code, teachers are not required to assign homework to students who miss school due to suspension.*

Independent Study

Because students need to be at school and in class, independent study is strongly discouraged. Parents of students who must be absent for five or more school days, but not more than 15 school days, and have a valid reason should apply for Independent study. An application can be picked up from the Attendance Office and must be turned into the office for approval by the principal or his designee at least five (5) days prior to the requested absence date. If approved, full attendance credit will be given **only if** all independent study assignments and student work is completed upon the day of return to the regular program. Students who are not in good academic standing or have poor attendance may be denied independent study.

Cell Phone Policy

Students are allowed to have cell phones and other electronic communication devices on campus during the school day; **however**, cell phones must be put away (out of sight) and **turned OFF while school is in session.** Putting a phone on silent does not constitute being off. Students may not use cell phones while on campus, unless a school authority has allowed the use of the cell phone. Any use of a cell phone to listen to music, text, take pictures or other unauthorized use is not allowed. Cell phones that are used in violation of school policy will be confiscated and turned into an administrator. Confiscated phones, and/or headphones, will only be returned to parents or guardians.

Dress Code Policy

Appropriate dress and grooming contribute to a positive atmosphere and promote student safety. Thunderbirds are expected to dress for success each day. Mitchell Senior staff, in accordance with California Education Code, Section 48907, and with the best interest of our students, school, school-sponsored activities, and community in mind, adopts the following middle school dress code. We appreciate your support and adherence to these guidelines.

Clothing, jewelry, and accessories:

- Pants/shorts will be worn at the waist level without the need to use a belt. All belts must be worn through the loops.
- All clothing must be worn as to not expose undergarments or midriffs standing or sitting.
- Shorts, skirts and dresses **must be at least “finger-tip length”** to be worn at school.
- Holes in pants may be no higher than the top of the knee. Shorts and shirts with holes in them will not be allowed.
- Backless, strapless, low-cut necklines or armholes, bare midriff tops, spaghetti straps, crop tops, and tube tops are considered inappropriate for school and shall not be worn. Straps must be at least one inch wide, and only one strap may be visible.
- Appropriate footwear must be worn at all times. Steel-toed shoes, cleats, or shoes with wheels shall not be worn at school. Students must have appropriate footwear for PE.
- Pajama tops, bottoms, and/or slippers will not be allowed.
- Clothing, accessories, or jewelry with inappropriate language, pictures, inferences, or symbols which tend to mock, ridicules, provoke, demean, or display words or pictures associated with alcoholic beverages, tobacco products, gangs, sex, drugs, or items associated with alcohol, tobacco, sex or drugs shall not be worn or carried at school.
- Sunglasses may be worn on campus; however, they must be removed when indoors.
- Accessories that may cause injury such as, but not limited to, spiked jewelry, studded collars, safety pins, chains or long belts will not be allowed.
- Headphones and/or earbuds may not be worn unless using for academic purposes in class, with the teacher's approval.
- Hairspray/gel, make-up, and cologne/perfume may not be brought to school. Only non-aerosol deodorant may be kept in the PE lockers.
- No face paint may be worn unless allowed during dress up days.

Headwear:

- Bandanas may be worn on school dress up days; however, students wearing solid red or blue bandanas during dress up days may be asked to remove the item by any staff member.
- Only plain black or Mitchell Senior purchased hats/caps are allowed on campus. Hats may not be altered in any way. They must be worn in a forward position and taken off when indoors.
- No headgear is to be worn in class, including hoods.
- No garments or headwear that conceals identity are permitted.
- School officials may approve the wearing of headwear for special reasons such as athletics, religious practices, theatrical performances, student rallies and activity weeks or health needs.
- **Classroom disruptions resulting from dress code violations will not be tolerated per CA Ed Code 48900 (k).**

***The final determination of what constitutes appropriate dress shall be made by the school administration. All borderline cases will be considered a violation.**

Gang-Related Guidelines

New trends in gang attire are subject to administrative review with law enforcement consultation.

PE Dress Code

All students must wear designated PE clothes and change for PE every school day. Approved PE clothing is available for purchase through the Physical Education Department or a plain gray shirt and black shorts that are similar to the designated PE clothes assigned by the school may be purchased through local vendors. The student's name will be written in permanent marker on the outside of the PE clothing. Students will be assigned a loaner combination lock at no charge and are expected to return the lock at the end of the year. Personal property must be kept in properly locked lockers assigned to them to prevent thefts. The school is not responsible for lost or stolen items. Dress cuts are assigned when a student does not change into PE clothes or wears school clothes under PE clothes.

- 1st Offense - Alternative class assignment - if not completed then assigned a zero (0).
- 2nd Offense - Teacher assigned detention and parent contact.
- 3rd Offense - Parent teacher conference.
- 4th Offense - Class suspension and parent contact by teacher.
- 5th Offense (and remaining offenses) - Referral to administration for defiance.

Bullying Pledge

MSE pledges to take a stand against bullying. WE believe that everyone has the right to live in a community where they feel safe, included, valued and accepted regardless of their differences. WE vow to stop and help those who are being bullied. WE will have the compassion to not be a bully. WE will make our campus a safer place. WE will act now!!! One step could change the world, and we pledge to take that step.

*Report bullying by going to the Mitchell Senior or Atwater Elementary School District website. You will find the form under the resources tab for student and parent.



Behavior Expectations and Consequences

Behavior Expectations and Consequences are managed in three areas

- **Basic Behavior Expectations** - Basic expectations of behavior that allow our campus to run smoothly and safely (Ex. Cell Phone Policy).
- **Classroom/Campus Managed Behaviors** – Expectations and consequences managed by teachers and support staff. These behaviors are usually less severe behavior. (Ex. Class Disruptions)
- **Administration Managed Behaviors** – Expectations and consequences of a more severe nature handled by school administration. (Ex. Fighting)

Office Discipline Referral (ODR). The ODR system is part of the overall behavior management system here at MSE. The behaviors listed under the ODR policy are basic expectations that all students are expected to follow. The goal of the ODR system is to address non severe behaviors that can be disruptive to the school environment. These behaviors are in addition to behaviors managed within the classroom and on the school campus. Teachers and staff will also have rules and consequences within their classroom or on the campus that are above and beyond the ODR policy.

ODR Behaviors (Minors)

- Defiance/Disrespect/Disruption
- Chewing gum or sunflower seeds.
- Cell phone violation.
- Excessive public displays of affection (Kissing, excessive hugging, hand holding etc.)
- Dress code violations
- Inappropriate Language
- Property Misuse
- Technology Violation
- Tardy

ODR Behavior Consequences (receiving any ODR's in a week will exclude the student from the Fri/Why day activity)

- 1st ODR – Minor Consequence + Friday Why Session in Student Support + Parent Contact
- 2nd ODR – Minor Consequence + Friday Why Session in Student Support + Parent Contact
- 3rd ODR – Friday School + Friday Why Session in Student Support + Parent Conference
- 4th ODR – Classroom Benched + Friday Why Session in Student Support + Behavior Contract
- 5th ODR – School Benched for ½ day + Parent Conference with Administrator
- 6th ODR – School Benched for full day + Parent Contact + Assigned to 8-week Why-Try Program
- 7th ODR and beyond will result in moving to the major scale and the grade level administrator will assign consequences which could include placement to our alternative setting, Atwater Senior Academy.

Notes

- ODR system is based on quarters. Students start fresh at each quarter.
- Items confiscated such as cell phones will only be returned to parent/guardian
- Students who do not attend assigned consequences and/or Friday Sessions will have to make up consequences and may be assigned additional consequences including, but not limited to, benched, suspension or alternative education placement.

In addition to the ODR policy, disciplinary interventions can include warnings, counseling, reflections, parent contacts/conferences, extended loss of lunch recess, detentions, Friday school, behavior contracts, benching, suspensions, alternative educational placements, or expulsion.

The above mentioned behavior policy does not cover all possible behavior scenarios. All disciplinary incidents will be evaluated in regards to the incident, frequency, severity, and best possible means to correct behavior. The

school principal or designee will have final say as to the disciplinary action taken in accordance with California Education Code.

Please review discipline pages in the student PRIDE Guide with your child as it explains in detail our policy and procedures regarding student conduct. Administrators and staff members will be reviewing school behavior expectations the first week of school and at intervals throughout the school year. If you have any questions, please call the school at 357-6124 to set up an appointment. Thank you for your cooperation.

Suspension and Expulsion

- A student may be suspended or expelled at any time for acts which are enumerated in this section and related to school activity or attendance, including, but not limited to, any of the following:
 - While on school grounds,
 - While going to or coming from school,
 - During, while going to, or while coming from a school-sponsored activity
- Law enforcement agencies may be notified at the discretion of the administration
- Students may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Ed Code 48900.5)
- Students accumulating an excessive number of suspensions are subject to referral to an alternative education program. Students accumulating 20 days of home suspension will be recommended for expulsion.
- Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in this Student Conduct Code.
- Parental liability for willful misconduct of a minor that results in injury/death to a pupil or school employee who willfully cuts, defaces, or otherwise injures in any way property of any school employee shall be liable for all damages caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000). The parent or guardian shall also be liable for the amount of any reward not exceeding ten thousand dollars (\$10,000). (Ed Code 48904)
- Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal/designee prior to any further appeal.

Student Activity During Suspension

- Students shall not report to school during the period of suspension, except in the case of in-school suspension, unless coming to the office on official business by prior arrangement with a school administrator.
- Students are expected to be under the supervision of a parent during school hours when serving suspension days at home (7:00 am - 4:00 pm)
- Students are not to attend any school event at any school campus in the Atwater Elementary School District during suspension.
- The responsibility of obtaining and doing class work lies with the student. **Teachers are not required to provide class or homework**, but also have the right to require the student to complete any assignments and tests missed during the suspension.

Grounds for Suspension and Expulsion

A. Causes for Mandatory Recommendation for Expulsion (Education Code 48915) Except as provided in subdivision (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstances:

Expulsion Offenses (1-5) - Mandatory Suspension/Mandatory Expulsions (The Big Five, Most Serious Offenses). Principal shall immediately suspend, pursuant to Education Code 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds (Education Code 48915(c)). The Board shall order a pupil expelled upon finding that the pupil committed an act listed in Education Code 48915(c) and shall refer the pupil to an Alternative program of study (Education Code 48915(d)):

A1. Possessing, selling, or otherwise furnishing a firearm. (Education Code 48915 (c)(1), Penal Code 417.8, 626.9, 12001, 12020))

A2. Brandishing a knife at another person. (Education Code 48915 (c)(2))

A3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (Education Code 48915(c)(3))

A4. Committing or attempting to commit a sexual assault as defined in subdivision in Education Code 48900(n) or committing asexual battery as defined in Education Code 48900(n). (Education Code 448915(c)(4))

A5. Possession of an explosive. (Education Code 48915(c)(5))

NOTE: The known possession of a firearm, loaded or unloaded, brandishing a knife, unlawfully selling a controlled substance, committing a sexual assault or battery, or possession of an explosive at school or a related activity, will result in an immediate suspension and recommendation for expulsion. If the Board upholds

an expulsion recommendation after the appropriate expulsion hearing, the student shall be expelled for one calendar year from the date of the offense unless the Board sets an earlier date for readmission, which will be determined on a case by case basis. Referral to an alternative program will be required. (Education Code 48916(a))

Expulsion Offenses (6-10) – Mandatory Recommendation/Permissive Expulsions (Very Serious Offenses). Allowance for a Review of Circumstances. For the following offenses, the Principal must recommend expulsion of the pupil unless the Principal finds that expulsion is inappropriate under the circumstances. While the recommendation is mandatory, expulsion is not. A non-expulsion recommendation must be made in writing to the Board, if the decision is not to recommend expulsion. If the decision is to recommend expulsion, the Board must find that: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and/or b) Due to the nature of the act, the presence of the pupil causes a continuing danger to the safety of the pupil or others.

A student may be subject to suspension or expulsion when it is determined that he/she committed one of the following acts:

A6. Causing serious physical injury to another person except in self defense. (Education Code 48915 (a)(1)(A), Penal Code 243) The principal or designee shall, prior to the suspension or expulsion of any pupil, notify the police of any assault with force likely to produce great bodily injury, with or without a weapon. (Education Code 48902 (a), Penal Code 245 (Assault with a deadly weapon))

A7. Possession of any knife, or other dangerous object of no reasonable use to pupil. (Education Code 48915 (a)(1)(B))

Dangerous Object - An instrument capable of causing serious physical injury (includes look-alike weapon or imitation 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. (Education Code 48900(m)) This also includes but is not

limited to possession, use, and/or sale of destructive/explosive device (bomb), M-80's, cherry bombs, fire-crackers, fireworks and live ammunition.

A8. Unlawful possession of any controlled substance listed in Chapter 2, (commencing with 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis. (Education Code 48915(a)(1)(C)) First offense for marijuana "spice" or "salvia" requires consequences outlined in B.1.

A9. Committed robbery or extortion. (Education Code 48915(a)(1)(D))

Robbery - Taking of property from a person's possession against his/her will by means of force or fear.

Extortion – Obtaining property from another person through the use of force or fear.

A10. Assault or battery upon any school employee, as defined in Penal Code 240 and 242. (Education Code 48915 (a)(1)(E))

NOTE: Whenever school personnel are threatened by any pupil, it is mandatory for the employee and the employee's supervisor, if the supervisor has knowledge of the incident, to promptly report the incident to law enforcement authorities. (Education Code 44014, Penal Code 71)

NOTE: Any five-day home suspension related to possession, use, sale, or under the influence of any controlled substance as defined in Safety Code section 11007, alcoholic beverages, or intoxicant of any kind will result in an ineligibility period from extracurricular and co-curricular activities.

B. Causes for Possible Suspension/Expulsion on First Offense. (Education Code 48900)

NOTE: Depending on the seriousness of the act, a five-day suspension and expulsion may be immediately recommended on the 1st offense.

Failure to complete an intervention will result in a five-day suspension and/or additional behavioral consequences.

Suspension/Expulsion Offenses: B1 - B19 are classified as Permissive Recommendations for Expulsions (Education Code 48915(e)) and

require a complete investigation of circumstances surrounding the behavioral infraction triggering the recommendation for expulsion. Upon a recommendation by the Principal, the Board may order a pupil expelled upon a finding that the pupil violated Education Code 48900(f) through (r), or Education Code 48900.2 (sexual harassment), Education Code 48900.3 (hate violence), Education Code 48900.4 (intimidation), or Education Code 48900.7 (terroristic threats). With regard to these violations, the additional finding that other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or that this pupil's continued presence creates a danger to the physical safety of the pupil or others must be made.

B1. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. 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 beverages, or intoxicant. Unlawfully offered, arranged to sell, or sold the prescription drug Soma. (Education Code 48900(c), 48900(d), 48900(p))

1st Offense: Parent/student conference and immediate one to five-day suspension, loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency.

2nd Offense: Parent/student conference, immediate one to five-day suspension and may recommend for expulsion, loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency.

B2. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

1st Offense: Parent/student conference and immediate one to five-day suspension, loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency.

2nd Offense: Parent/student conference, immediate one to five-day suspension and may recommend for expulsion, loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency.

B3. Stole or attempted to steal school property or private property. Knowingly received stolen school property or private property. (Education Code 48900 (g), 48900 (l), Penal Code 487, 488) Being in possession of another person's property, including computer passwords or files, without permission, is prima facie evidence of theft. Restitution may be a necessary requisite for a satisfactory condition of re-admittance.

1st Offense: Parent/student conference, immediate one to five-day suspension and parent contact. Other means of correction may be used in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.

2nd Offense: Parent/student conference, immediate one to five-day suspension and parent conference. Other means of correction may be used in lieu of suspension. May refer the student to an alternative educational program.

3rd Offense: Parent/student conference, immediate one to five-day suspension, and may recommend for expulsion. Other means of correction may be used in lieu of suspension. May refer the student to an alternative educational program.

B4. Caused or attempted to cause damage to school property or private property - cutting, defacing, tagging, changing information on district servers, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Education

Code 48900 (f))

1st Offense: Parent/student conference, immediate one to five-day suspension. Other means of correction may be used in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration

2nd Offense: Parent/student conference, immediate one to five-day suspension Other means of correction may be used in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration

3rd Offense: Parent/student conference, immediate one to five-day suspension, parent conference, and recommendation for expulsion. Other means of correction may be used in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration. May refer the student to an alternative educational program.

NOTE: The parent or guardian will be held responsible for damages to school district property and restitution for damages. The parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage.

(Education Code 48904, Penal Code 594, Civil Code 1714.1)

B5. Fire-setting, attempted fire-setting or bomb threat - including the activation of false alarms or tampering with emergency equipment. (Penal Code 148.1, 148.4)

1st Offense: Parent/student conference and immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. Other means of correction may be used in lieu of suspension. Restitution for damages may be a condition of re-admittance. Notification of appropriate law enforcement agency is at the discretion of the administration.

2nd Offense: Parent/student conference, immediate one to five-day suspension. Other means of correction may be used in lieu of suspension. Parent and student to participate in Threat Assessment if administration deems necessary. May recommend for expulsion.

B6. Made terrorist threats against school officials and/or school property. (Education Code 48900.7) "Terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Alternatives to home suspension may be used. Notification of appropriate law enforcement agency. May recommend for expulsion.

2nd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program and/or recommend for expulsion.

NOTE: Threatening school personnel requires mandatory notification of law enforcement authorities. (Education Code 44014, Penal Code 71)

B7. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900 (a), Penal Code 415, 415.5)

1st Offense: Parent/student conference, immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. Other means of correction may be used in lieu of suspension.

2nd Offense: Parent/student conference, Immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary, and student may be recommended for expulsion. Additional alternatives to home suspension may be used. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program and/or recommend for expulsion.

NOTE: The 3rd offense may result in a

recommendation for expulsion.

B8. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (e). (Education Code 48900.3) Penal Code 422.6 defines a hate crime as the use of force or threat of force that injures, intimidates, interferes with, oppresses, or threatens a person in the enjoyment of any right because of the person's race or ethnicity, religion, national origin, disability, gender, or sexual orientation or perception thereof. This includes defacing, damaging, or destroying a person's personal property.

1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Other means of correction may be used in lieu of suspension.

2nd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Other means of correction may be used in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.

3rd Offense: Parent/student conference, immediate five-day suspension, and recommendation for expulsion. Notification of appropriate law enforcement agency at the discretion of the administration.

B9. Aiding and Abetting the infliction or attempted infliction of physical injury to another person, as defined in Penal Code 31. (Education Code 48900 (s), 48915 (b)(1) and/or(b)(2))

1st Offense: Parent/student conference, immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. Other means of correction may be used in lieu of suspension.

2nd Offense: Parent/student conference, immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. Notification of appropriate law enforcement agency at the discretion of the administration. May refer the

student to an alternative educational program and/or recommend for expulsion.

NOTE: The 3rd offense may result in a recommendation for expulsion.

Note: A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled on first offense.

B10. Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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. (Education Code 48900 (o))

1st Offense: Parent/student conference, immediate one to five-day suspension and parent and student to participate in Threat Assessment if administration deems necessary. May refer the student to an alternative educational program and/or recommend for expulsion.

2nd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Notification of appropriate law enforcement agency at the discretion of the administration. May refer the student to an alternative educational program and/or recommend for expulsion.

B11. Intentionally engaged in harassment, agitation, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900 (a), 48900.4, Penal Code 415, 415.5)

1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Alternatives to suspension may be used.

2nd Offense: Parent/student conference and immediate one to five-day suspension, parent and

student to participate in Threat Assessment if administration deems necessary. Notification of appropriate law enforcement agency at the discretion of the administration. May refer the student to an alternative educational program. Possible removal from campus or isolation of student.

3rd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. and may recommend for expulsion. Notification of appropriate law enforcement agency at the discretion of the administration.

NOTE: Threatening or intimidating school personnel requires mandatory notification of law enforcement agencies. (Education Code 44014, Penal Code 71)

B12. Committed, or attempted to commit, hazing,sexual harassment, or any act that injures,degrades, or disgraces any other person at school. (Education Code 32050-32052, 48900.2, 48905, 48900 (q), 212.5, Penal Code 245.6)

1st Offense: Parent/student conference, immediate one to five-day suspension. In lieu of five-day suspension. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program or for expulsion.

2nd Offense: Parent/student conference, immediate one to five-day suspension. May refer the student to an alternative educational program or for recommendation for expulsion. Notification of appropriate law enforcement agency.

B13. Upbraiding, insulting, or abusing teachers or other school personnel. (Education Code 48900 (k))

1st Offense: Parent/student conference, immediate one to five-day suspension. Additional alternatives to suspension may be used. Mediation between student and school personnel. (Removal from class is possible at the discretion of the administration)

2nd Offense: Parent/student conference, immediate one to five-day suspension.

3rd Offense: Parent/student conference, immediate one to five-day suspension. May refer the student to

an alternative educational program and/or recommend expulsion if all other means of correction have failed.

B14. 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.

1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Failure to remove social-media may result in additional disciplinary consequences. Acts of cyberbullying may result in revocation of student's internet privileges.

2nd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Notification of appropriate law enforcement agency. May refer student to an alternative education program and/or recommend expulsion.

3rd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. May refer student to an alternative education program and/or recommend expulsion.

NOTE: Bullying means any severe or pervasive physical or verbal act or conduct, including communication in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interference with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the school. Bullying means one or more acts by a student or group of students that constitute:

- Threats to cause physical injury; Disruption of School Activity; Sexual Harassment; Hate Violence; Harassing, threatening or intimidating a pupil witness in a disciplinary proceeding; Harassment, threats or intimidation of students or

staff; Cyberbullying or exclusionary acts of bullying.

Electronic act means the transmission of communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, or computer. A post on a social network Internet website shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

B15. Willful disruption of the school or interfering with the peaceful conduct of the activities of the school, including district servers, websites, data bases, or other information systems. (Education Code 48900 (k)) This also includes the possession and/or use of stink bombs, pepper spray, tear gas, or mace.

1st Offense: Parent/student conference and placed in Student Services for one to three days. Other means of correction may be used in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.

2nd Offense: Parent/student conference and placed in Student Services for one to five days. Other means of correction may be used in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.

NOTE: Restitution for damages may be a condition of re-admittance.

B16. Possessed or used tobacco or any products containing or related to tobacco or nicotine products, including but not limited to cigars, cigarettes, electronic cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900 (h), 48900 (k), 48901)

1st Offense: Parent/student conference, immediate one to three-day suspension to Student Services (In-School Suspension). Other means of correction may be used in lieu of suspension.

2nd Offense: Parent/student conference, immediate one to three-day suspension to Student Services (In-School Suspension)

3rd Offense: Parent/student conference, immediate three to five-day home suspension and recommendation of expulsion or placement in alternative education.

B17. Forgery, falsifying, or altering school correspondence, passes, or absence vouchers, including any records on district servers, websites, databases, or other information systems contained on the school network. (Education Code 48900 (k))

1st Offense: Parent/student conference, placed in Student Services for one day. Other means of correction may be used in lieu of suspension.

2nd Offense: Parent/student conference, placed in Student Services for one to three days.

3rd Offense: Parent/student conference, placed in Student Services for one to five days.

C. Causes for Less Than Suspension on the

First Offense. (1-12) (Education Code 48900)

Alternative consequences may include, but not be limited to; Warning, Counseling, Benching, Detention, Class Suspension, Student Services/Support, Friday School, Saturday School, Work Detail, Community Service, Intervention Groups, or Alternative Educational Programs. (Education Code 48900.1, 48900.5, 48900.6, 48910, 48911)

C1. Committed an obscene act or engaged in habitual profanity or vulgarity either verbally or in writing including all electronic transmissions.

(Education Code 48900 (i), 48900 (k))

1st Offense: Student conference.

2nd Offense: Parent/student conference, placed in Student Services for one to three days. Other means of correction may be used in lieu of suspension.

3rd Offense: Parent/student conference, placed in Student Services for one to five days. Other means of correction may be used in lieu of suspension.

4th Offense: Parent/student conference, placed in Student Services for one to five days. Other means of correction may be used in lieu of suspension.

C2. Any act of defiance or disobedience either in language or in action against school personnel or refusing to comply with the reasonable request or orders of school personnel.

(Education Code 48900 (k))

1st Offense: Mediation between student and school personnel. Alternative consequences/interventions may be assigned at the discretion of the administration.

2nd Offense: Parent/student conference. Mediation between student and school personnel. Other means of correction may be used in lieu of suspension at the discretion of the administration.

NOTE: Interventions for continued acts of defiance or disobedience may include, but is not limited to, referral to school psychologist, Behavior Contract, SST, or possible class change at the discretion of the administration.

C3. Failing to identify oneself or giving false information to school personnel. (Education Code 48900 (k))

1st Offense: Parent/student conference. Consequences assigned at the discretion of the administration. (Detention, Friday School)

2nd Offense: Parent/student conference. Consequences assigned at the discretion of the administration. (Behavior Contract, ISS)

C4. Leaving the campus without authorization. (Education Code 48900 (k))

1st Offense: Parent/student conference.

2nd Offense: Parent/student conference, placed in Student Services for one to three days. Other means of correction may be used in lieu of suspension.

3rd Offense: Parent/student conference, placed in Student Services for one to five days. Other means of correction may be used in lieu of suspension.

C5. Tampering with property of the school district or belongings of any other person.

(Education Code 48900 (k))

1st Offense: Parent/student conference. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Other means of correction may be used in lieu of suspension.

3rd Offense: Parent/student conference. Immediate one to five-day suspension. Other means of correction may be used in lieu of suspension. May refer the student to an alternative educational program.

C6. Being out of bounds without proper authorization. (Education Code 48900 (k))

1st Offense: Student conference.

2nd Offense: Consequences assigned at the discretion of the administration. (Detention, Friday School)

3rd Offense: Consequences assigned at the discretion of the administration. (Behavior Contract, ISS).

C7. Gambling and wagering or habitually being present where such acts are taking place.

Exchanging of Item or Money (Education Code 48900 (k))

1st Offense: Student conference. Consequences assigned at the discretion of the administration. (Detention, Friday School)

2nd Offense: Parent/student conference, Consequences assigned at the discretion of the administration. (Behavior Contract, ISS)

3rd Offense: Parent/student conference, Consequences assigned at the discretion of the administration. (ISS, Home Suspension)

C8. Interfering with the peaceful conduct of the campus or classroom causing class or campus disruption of a minor but annoying nature. (Education Code 48900 (k))

1st Offense: Student conference. Mediation between student and school personnel.

2nd Offense: Parent/student conference. Mediation between student and school personnel. Placed in Intervention Center one to three days. Other means of correction may be used in lieu of suspension.

3rd Offense: Parent/student conference. Mediation between student and school personnel. Placed in Intervention Center one to five days. Other means of correction may be used in lieu of suspension.

C9. Loitering on campus without any apparent lawful purpose. (Education Code 48900 (k), Penal Code 647b and 653b)

1st Offense: Student conference. Alternative consequences may be assigned.

2nd Offense: Consequences assigned at the discretion of the administration.

3rd Offense: Parent/student conference. Consequences assigned at the discretion of the administration.

C10. Violations of district dress code - mandatory sections. (Education Code 48900 (k) The wearing and/or carrying of symbols, paraphernalia which symbolizes gang membership or advocating racial, ethnic, sexual, religious group prejudice or tends to detract from the educational process is not permitted.

1st Offense: Parent/student conference. Alternative consequences may be assigned. Student may be sent home to dress properly, or change into a school issued loaner clothing.

2nd Offense: Parent/student conference. Placed in Student Services one to three days. Other means of correction may be used in lieu of suspension.

3rd Offense: Parent/student conference. Placed in Student Services one to five days. Other means of correction may be used in lieu of suspension.

C11. Misconduct on a school bus. (Education Code 48900 (k) and Title 5 Admin Code 14103)

1st Offense: Parent/student conference. Bus Referral. Alternative consequences may be assigned. If incident is serious, student may be suspended from bus and/or school up to 5 school days.

2nd Offense: Parent/student conference. Bus Referral with possible loss of transportation privileges.

3rd Offense: Parent/student conference. Bus Referral with possible loss of transportation privileges.

NOTE: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street. Continued disorderly conduct or persistent refusal to submit to the authority of

the driver shall be sufficient reason for a pupil to be denied transportation. It shall be the responsibility of the parents of students, in cases of suspension of transportation privileges, to provide transportation to and from school during the period of suspension.

C12. Possession of unauthorized articles/items on campus, i.e. laser pointers, dice, computer/server hacking tools, implements of graffiti including but not limited to marking pens, spray paint, paint tips, etc., and water toys including but not limited to squirt guns and water balloons, and any other items of no educational purpose or value at school. Electronic signaling devices used by the pupil which are authorized by a licensed physician shall be permitted. (Education Code 48900 (k), 48901.5)

1st Offense: Student conference. The object may be confiscated for up to one week.

2nd Offense: Parent/student conference. Other means of correction may be used in lieu of suspension. The object shall be confiscated for up to two weeks. Parent must pick up confiscated item.

3rd Offense: Parent/student conference. Other means of correction may be used in lieu of suspension. The object shall be confiscated for up to three weeks. Parent must pick up confiscated item.

C13. Unauthorized, improper or unsafe use of electronic communication devices within the jurisdiction of the District: (Education 48900 (k))

1st Offense: Student conference. The device will be confiscated and returned to parent. Consequences may be assigned at the discretion of the administration. (Detention)

2nd Offense: Parent/student conference. The device will be confiscated and returned to parent. Consequences assigned at the discretion of the administration. (Detention, Friday School)

3rd Offense: Parent/student conference. The device will be confiscated and returned to parent. Consequences assigned at the discretion of the administration. (Friday School, 1-3 day In-School/Home Suspension)

C14. Improper or unsafe use of; bicycles, mopeds, motorcycles, roller skates, in-line skates, scooters, or skateboards on campus.

(Education Code 48900 (k))

1st Offense: Parent/student conference. The object may be confiscated.

2nd Offense: Parent/student conference. Other means of correction may be used in lieu of suspension. The object shall be confiscated. Parent must pick up confiscated item.

3rd Offense: Parent/student conference. Other means of correction may be used in lieu of suspension. The object shall be confiscated. Parent must pick up confiscated item.

NOTE: The school cannot guarantee the safety of the items confiscated and assumes no responsibility for the theft of or damage to such articles. Parents may be required to pick up articles from school officials.

C15. Cheating or plagiarizing on assignments or tests, including the use of electronic devices (Education Code 48900(k))

1st Offense: Teacher to make a phone call home to parent/guardian. Teacher may assign "F" on assignment.

2nd Offense: Parent/student conference. Teacher may assign "F" on assignment. Consequences assigned at the discretion of the administration (Detention)

3rd Offense: Parent/student conference. Teacher may assign "F" on assignment. Consequences assigned at the discretion of the administration (Friday School, 1-3 days In-School/Home Suspension)