

# Rivera Middle School Handbook



7200 Citronell Ave.  
Pico Rivera, CA 90660  
Phone: (562)801-7580  
Fax: (562) 801-7585



**School Colors: RED and WHITE**

**Mascot: Eagle**

**Motto: Respectful, Motivated, Scholar**

**Mission Statement:** Rivera Middle School aims to develop a culture of inquiring, knowledgeable, and caring students who help to create a better and more peaceful world through intercultural understanding and respect.

**Vision Statement:** Rivera Middle School is dedicated to helping each student maximize his/her academic, emotional, and positive social growth in order to become lifelong global learners and positive contributor to the global community.

## **Administration**

Dr. Yvette Ventura-Rincon – Principal  
Shirley Lugo – Assistant Principal

## **Academic Counselor**

Jeanette Godoy

## **School Psychologist**

Chelsea Crum

## **Office Staff**

Tina Ronquillo - School Secretary  
Vicky Viramontes - Attendance Clerk  
Suzie Moreno - Health Clerk  
Jazmin Diaz – Office Clerk  
Veronica Rubio – Media Assistant

# Important Dates and INFORMATION

## Early Dismissal Days (Modified/Minimum Days) Students dismissed at 11:58 am

### 2019

August	14,15,16, 21, 28, <b>30</b>
September	4,11,18, 25
October	2,9,16, 23, 30
November	<b>1</b> ,6,13, 22
December	4,11,18, 20

### 2020

January	15, 22, 29
February	5,12,19,26
March	4,11,18, 25
April	1, <b>3</b> ,15,22,29
May	6,13,20,27
June	3, 8, <b>9</b>

## Holidays and Staff Development - No School for Students -

### 2019

September 2	Labor Day
October 4	Staff Development
November 11	Veteran's Day
November 25-29	Thanksgiving Break
December 23-January 10	Winter break

### 2020

January 20	Martin Luther King Jr.
February 10	Lincoln's Birthday
February 17	Presidents' Day
March 13	Staff Development
March 27	Cesar Chavez Day
April 6-13	Spring break

August 27, 2019 Back To School Night 5:00 pm to 7:00 pm

October 30, 2019 1st Semester Parent Conference  
1:00 pm to 3:00 pm (Appointment Necessary) AND  
4:30 pm to 7:00 pm (No Appointment Necessary)

There will be no 2nd Semester Parent Conferences. Parents/Guardians are encouraged to check the parent portal on a regular basis to stay updated with a student's grades. If you have any questions/concerns please contact the teacher directly with questions or concerns and to set up a meeting.

**SAVE THE DATE! Student Work Showcase ALL GRADES- March 12th**

**Class of 2020 Promotion will be on June 9th - times to be determined at a later date.**



<b>Regular Schedule</b>		
<i>Passing Period</i>	<i>Schedule</i>	<i>Class Time</i>
8:00-8:05	1	8:05-8:55 (50 min.)
8:55-9:00	2	9:00-9:50 (50 min.)
9:50-9:55	3	9:55-10:45 (50 min.)
10:45-10:50	4	10:50-11:40 (50 min.)
	1 <sup>st</sup> Lunch	11:40-12:15
11:40-11:45	5	11:45-12:35 (50 min.)
12:15-12:20		12:20-1:10 (50 min.)
	2 <sup>nd</sup> Lunch	12:35-1:10
1:10-1:15	6	1:15-2:05 (50 min.)
2:05-2:10	7	2:10-3:00 (50 min.)

<b>Modified Day Schedule A</b>		
<i>Passing Period</i>	<i>Schedule</i>	<i>Class Time</i>
8:00-8:04	1	8:04-8:29 (25 min.)
8:29-8:33	2	8:33-9:33 (60 min.)
9:33-9:37	3	9:37-10:02 (25 min.)
10:02-10:06	4	10:06-10:31 (25 min.)
10:31-10:35	5	10:35-11:00 (25 min.)
11:00-11:04	6	11:04-11:29 (25 min.)
11:29-11:33	7	11:33-11:58 (25 min.)

<b>Modified Day Schedule B</b>		
<i>Passing Period</i>	<i>Schedule</i>	<i>Class Time</i>
8:00-8:04	1	8:04-8:34 (30 min.)
8:34-8:38	2	8:38-9:08 (30min.)
9:08-9:12	3	9:12-9:42 (30 min.)
9:42-9:46	4	9:46-10:16 (30 min.)
10:16-10:20	5	10:20-10:50 (30 min.)
10:50-10:54	6	10:54-11:24 (30 min.)
11:24-11:28	7	11:28-11:58 (30 min.)

### **ADMINISTRATIVE OFFICE**

The administrative office is open each day from 7:30 am until 4:00 pm. It is here where contacts between home and school are made and all other record-keeping and regular school business takes place. Students must have a pass from a teacher to visit any office during class time. Most student business is conducted at the attendance counter.

ALL VISITORS AND PARENTS ARE REQUIRED TO REGISTER WITH THE OFFICE PRIOR TO ENTERING CAMPUS.

Students will not be called from class until the parent or guardian is present.

Messages and other items will be delivered at the convenience of the office staff. Due to the disruption of class activities, flowers and balloons will not be delivered and may be picked up by the student after the final bell.

Students will only be allowed to use the office telephone for emergencies only. Students need to plan ahead. Repeated requests to use the phone for this purpose will be denied.

### **SCHOOL HOURS**

Regular school day hours at Rivera Middle School are 8:00 am until 3:00 pm. Students are to arrive no earlier than 7:00 am and stay no later than 3:15 pm unless they are participating in supervised activities. Students doing make-up work or being tutored, staying after school for disciplinary reasons, or participating in extracurricular activities should report to the appropriate classroom by 3:10 pm and leave the campus immediately upon finishing the activity. We are very concerned about the safety of our students, and supervision is necessary.

## **UPDATED INFORMATION**

At the beginning of school, parents/guardians will be asked to do **ABUUAÆ cbZfa UHc bÆ** on the RMS homepage. Whenever a student or parent changes an address, a telephone number, a cell number, or other pertinent information, it **MUST BE** changed/edited in the Parent Portal (Aries). It is extremely important that the personal data on file be accurate and current. According to California law, a valid phone number must be on file for emergencies.

## **OFFICE POLICIES**

Administrative Office: School business, record keeping and communication is handled in the office. The office is open from 7:30 a.m.-4:00 p.m.

1. **ALL VISITORS AND PARENTS ARE REQUIRED TO REGISTER WITH THE OFFICE PRIOR TO ENTERING CAMPUS.**
2. **Students will not be called from class until the parent or guardian is present.**
3. Messages and other items will be delivered at the convenience of the office staff. Due to the disruption of class activities, flowers and balloons will not be delivered and may be picked up by the student after the final bell.

We ask that parents/guardians schedule medical and other appointments for students outside school hours whenever possible. Research shows that student achievement is directly related to the amount of time the student spends in school. When arrangements outside of school cannot be made, send your child to the attendance office with a Doctor's note whenever possible.

**Counselor:** A counselor is available at school to help students.

1. As an ongoing support to your student, counseling services are available through our district's ACCESS services. If you have any questions regarding counseling please contact the school counselor.
2. Academic counseling is available at the student's request with prior notification of the teacher and counselor. Transcript advisement and school planning will take place throughout the year.

## **ATTENDANCE**

**EVERY DAY COUNTS** in your child's education. Every day a student misses school, he/she falls more than two days behind his/her peers. Every day a student is in school, he/she raises his/her chances to learn more, score well on tests, and become an active and responsible member of the Rivera Middle School community. It is your child's duty and responsibility to be an active learners, which begins with being present and on time **EVERY DAY** for **EVERY PERIOD**. In an effort to maintain positive attendance, Rivera Middle School requires good attendance to participate in all school related activities. Excessive absences and/or tardies may result in the loss of participation in school activities.

Please remember to:

- Make sure your child comes to school **EVERY DAY** and is on time to **EVERY PERIOD**.
- Schedule appointments after school hours whenever possible.
- Plan your family vacations during school breaks and holidays.

By understanding and promoting that **Every Day Counts**, together we can continue making positive strides in their education – leaps in terms of your child's future. Pupils aged 6-18 are required to attend school full-time, with regular and punctual attendance. Schools are required to enforce this compulsory attendance law. When children are absent the entire school day, the reason must be identified and recorded as either excused or unexcused. Excused absences are compliant with compulsory attendance law (illness, doctor or dentist appointments are the only excused absences); unexcused absences are noncompliant and subject to truancy law after three incidents. It is the responsibility of parents to notify the Attendance Office immediately of all absences. The office must be notified of a child's absence, preferably in the morning of the first day of absence by a phone call from the parent

at (562)801-7580. If a parent or guardian does not contact the school, the student must bring a note to the office from the parent on his/her first day back to school. The note must include the student's name, grade, days and dates of absence, reason for absence, and signature of a parent or guardian. **Absences must be cleared within 3 days.** Any absence which is not cleared within 3 days becomes a TRUANT. A student may be assigned Saturday School if the truancy is not cleared within 2 weeks.

If a child has a medical or dental appointment during the day, have him/her bring a doctor's note to the attendance office before school for a permit to leave the school grounds. Unexcused absences are trancies, and the school receives no reimbursement. Whenever there is a medical, emergency or other absence arranged in advance, students will be permitted to make up work. Please see additional detailed information at erusd.org under "Parents" and "Parent-Student Handbook".

### **TARDY POLICY**

As stated under Board Policy, continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. **Students are expected to be in their seat, or on their number in PE, ready to work before the tardy bell rings, otherwise they are LATE.**

The tardy policy cycle is per class and per semester. Accurate teacher attendance records must be kept. A clear and consistent policy promotes compliance. Our goal is to teach students the importance of regular attendance and promptness.

**Step 1:** Teacher counsels student and a warning is given to student of possible consequences if tardiness continues. (Positive behavioral interventions & supports are applied)

**Step 2:** Second warning by teacher and documented parent contact made by phone or email. (Positive behavioral interventions & supports are applied)

**Step 3:** Documented parent contact is made via phone or email. Student assigned 15 min detention with their teacher. (Positive behavioral interventions & supports are continued)

**Step 4:** Documented phone conference with parent is made to discuss possible solutions to tardy problem. Student assigned 30 minute detention with their teacher.

**Step 5:** Student referral to Check n' Connect. Office will be notified and the student will be assigned mandatory Saturday School with the teacher whose class they are tardy to. Student may receive an "N" for citizenship.

**Step 6:** Office is notified and student is banned from **ALL** school activities, events, trips until tardies are cleared. Students may receive a "U" for citizenship. Student has the option to attend a second Saturday School to clear 6 tardies for each additional Saturday they attend.

**Step 7:** Students with 6 or more tardies of more than 30 minutes each are considered a serious attendance issue and may be referred to SARB (the district's Students Attendance Review Board).

### **GRADE REPORTING**

Report cards are issued 2 times a year at the end of each semester. Letter grades are used to designate a pupil's academics. A student's citizenship will also be reported. Report cards are mailed home. Progress reports will be mailed home 2 times a year between the ninth and tenth week of each semester. Letter grades are used for each class that shows their progress at this time. It should be noted that such reports are given to help students and parents understand academic or conduct deficiencies. The letter grades, which students may earn in the various subjects, are as follows:

A, A- --Excellent or Superior  
B+,B,B- --Better than Average  
C+,C,C- --Average for their Grade Level  
D+,D, D- --Barely Passing  
F--Failure or Unsatisfactory Work

The citizenship marks are:  
O--Outstanding  
S--Satisfactory  
N--Needs improvement  
U--Unsatisfactory

The teachers may make comments on the report card.

Questions regarding grades should begin with a conversation with your student. If questions still remain after discussion with your student, Please direct questions to the teacher/s concerned. Remember that teachers do not give grades; rather, students earn grades.

## **HOMEWORK**

Homework at the middle school level is an extension of instruction, a form of practice. Although there may be differences among teachers, it will not always be possible to complete assignments in class and additional work at home will be necessary. Students must budget time effectively and turn homework in on time. Students should expect an average of 30 minutes per academic class of daily homework. There will be some weekend and/or long-term assignments. Students are responsible for any work missed during an absence. Homework assignments will be posted online on Parent Portal, on teacher's Google classroom or on RMS website.

\*In the event that a student fails to complete and turn in homework, he/she may be detained up to 30 minutes after school in order to complete it with permission from parent and/or 24hr. prior notice.

## **ACADEMIC HONESTY POLICY**

**Purpose-** The purpose of the academic honesty policy is to inform students, parents, guardians, and staff of their roles and responsibilities.

### **Principles of Academic Integrity-**

Students enrolled in the Rivera Middle School are expected to uphold the ideals of honesty and integrity. This applies to all academic areas including daily work, collaboration, assessment, personal interactions, and ethical behavior. It is important for our students to learn what it means to be PRINCIPLED in their academic work and, therefore, prepare them for success in their future careers. These ideals include striving to develop the attributes of the learner profile while demonstrating proper respect for others' ideas and work through appropriate acknowledgement and citing.

The following attributes of the learner profile include key elements related to academic honesty:

- **Dr. W. J. Y. X.**
  - Students act with integrity and honesty;
  - Students take responsibility for their own actions and the consequences that accompany them;
  - Students possess a strong sense of fairness and justice.
- **be i jfy fg-** Students develop the necessary skills to pursue their investigations and questions while conducting research.
- **7 ca a i bMUR fg-** Students take responsibility for asking questions when they do not understand the components or expectations of an assignment.

### **Responsibilities of the School Community**

Teachers and other responsible school personnel will convey, teach, and discuss the proper methods of conducting research. We will relay and reinforce the following information:

- The definition of academic honesty and its importance.
- The definitions of cheating, plagiarism, and academic misconduct.
- Ways to avoid cheating, plagiarism, and academic misconduct.
- The difference between proper collaboration and improper collusion practices.
- Methods which encourage students to develop their own voice and be able to convey their own ideas.

### **Responsibilities of the Student**

- Ask if you do not understand an assignment and the expectations for completion.

- Ask if you do not understand any component of this document.
- Act with honesty and pride when completing your work and expect others to do the same
- Ensure that all assignments reflect your own knowledge and efforts.
- Use proper methods of citing references.
- Expect others to act with the same honesty and integrity when completing an assignment

### Academic Dishonesty - Academic dishonesty includes:

- *7 c`i gcb* – allowing work to be copied or submitted by another person; releasing information about an assessment or test to another person.
- *DU[ Jf]ga* – representing ideas or work of another person as original ideas by using or closely imitating another's ideas or thoughts without authorization or proper credit.
- *: U`gZMWhcb* – purchasing and/or submitting pieces of written work by someone else; misrepresenting work or hours in the community documentation; forgery of a signature not your own.
- *7 \YUhb[* – willfully giving or receiving advantage in academic work over others.

### Consequences of Academic Dishonesty

Consequences regarding acts of academic dishonesty are outlined in the Rivera Middle School Student Handbook and the El Rancho Unified School District Parent-Student handbook. In cases where academic dishonesty occurs, the consequences may include, but are not limited to:

- Student and/or teacher conferences.
- Parent notification and/or conferences.
- Loss of points and/or credit on assignments.
- Request to resubmit assignments after clarifications and/or corrections are made.

**Resources:** Academic Honesty in an IB educational context

<http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>

[http://www.erusd.org/apps/pages/index.jsp?uREC\\_ID=153863&type=d&pREC\\_ID=609820](http://www.erusd.org/apps/pages/index.jsp?uREC_ID=153863&type=d&pREC_ID=609820)

## BULLYING/HARASSMENT

The definition of **bullying** is when an individual or a group of people *repeatedly* and *intentionally* cause hurt or harm to another person or group of people who feel helpless to respond. Verbal or physical bullying, calling others names that put them down, using words that make another person feel extremely insulted, touching others in an unacceptable manner, and making comments of a sexual nature are considered **harassment**.

What bullying is NOT:

- Single episode of social rejection or dislike
- Single episode of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements or fights.

Olweus Anti-Bullying Rules

We will not bully others.

We will help students who are being bullied.

We will include students who are left out.



If we know that somebody is being bullied, we will tell an adult, both at school and at home or report to Text-A-tip at **(562)551-8472**.

## **GENERAL CLASSROOM AND SCHOOL DISCIPLINE**

We are **Respectful Motivated Scholars**

Core Ethical Values are taught and reinforced at Rivera Middle School every day. Remember to be Respectful Motivated Scholars **EVERYWHERE, ALL THE TIME!** (See RMS Expectation Matrix for more detailed information). To maintain the focus on optimal learning opportunities, RMS has developed a Progressive Discipline Policy in conjunction with ERUSD. The goal is to create a process of systems, supports and interventions to establish consequences which successfully modify negative behavior patterns that students will be able to use beyond the middle school years and apply in their daily lives. Student conduct is expected to adhere to district and school rules and regulations. Violations of such rules and regulations will result in disciplinary action including, **but not limited to the following, nor in the following order.** For specific violations and consequences, see the following pages.

1. Counseling and warning to student
2. A behavioral essay written by the student
3. Parent phone call
4. Detention with the classroom teacher or after school for up to an hour (Student & parent will be notified 24hrs. in advance)
5. Campus beautification
6. Lunch detention (with teacher or administration)
7. Conference with student & teacher(s)
8. Conference with student, teacher(s), and parent
9. May be referred for a Student Support Team Meeting & follow-up
10. Will be required to participate in Check-in-Check out
11. On campus suspension
12. Saturday school
13. Suspension from school (Off Campus)
14. Citation from Law enforcement
15. Assigned to outside agency
16. Program change or intervention transfer to another school
17. Recommendation to the Board of Education for expulsion

### **DRESS CODE & GROOMING**

Dress for Success & Respect! The dress code was created in cooperation with teachers, students and parents to establish school rules governing student dress and grooming which are consistent with state law, Governing Board policy and administrative regulations. The school dress codes shall be regularly reviewed. (cf. 0420 – School Plans/Site Councils) The guidelines shall apply to all regular school activities: All clothing should be neat, clean and conducive to learning for everyone. (See detailed information on page 11)

Students who have not met the dress code requirements **will be required to change into their PE clothing or loaner PE clothing.** Clothing can be picked up after school only. After multiple infractions of the dress code, administration may contact parents for a conference, and/or assign discipline including detention, community service, or suspension for defiance of the dress code policy.

### **VIOLATIONS AND CONSEQUENCES**

#### **VIOLATIONS AGAINST PERSONS**

- A. **1. Mutual Combat**: Mutual combat in which both parties have contributed to the situation through either verbal or physical action. **2. Students Involved in a Fight**. Students involved in a fight will be suspended.  
**3. Horseplay**. Students are not allowed to hit, horseplay or play games that involve hitting of other

students. Students that do so will be disciplined. Suspension may result.

**H fYUH b]b[** . Students are not allowed to threaten other students, whether directly or indirectly in person, through friends or on social media. Students that do so will be disciplined. Suspension and/or citation may result.

- B. **5ggJi hE fBUH Y fm** Assault is an unlawful attempt, coupled with a present ability to commit a violent injury to the person of another. Battery is an unlawful attack on another person.
1. Students will be suspended from three to five days.
  2. Expulsion may be recommended.
  3. If a severe threat or injury occurs, the Law Enforcement will be notified.
- C. **<Un]b[** : This is participating in or conspiring to engage in harassing acts that injure, degrade, or disgrace other individuals.
1. This includes initiation into clubs or groups.
  2. Depending on the severity of the act committed punishment may result in a warning, detention, Saturday school, suspension, or expulsion.
- D. **DUbr]b[** : Pulling down or attempting to pull down a student's pants or shorts. **Students will be suspended.**
- E. **H fck ]b[ cZC VYVhg**
1. Throwing objects in general can result in campus beautification or detention.
  2. Throwing objects at another person can result in detention or Saturday school.
  3. Hitting another person can result in Saturday School or suspension.
  4. Throwing objects which cause injury or harm
- Depending on the severity of the act committed punishment may result in a warning, detention, Saturday school, a citation, suspension, or expulsion.
- Hate Crimes: Students may not participate in acts of "hate crimes", intimidation or supremacist activities of others. This includes verbal and written material.
5. Students will be suspended. ge can result in Saturday school or suspension.
  6. Students and their parents will be held liable for damages to school or private property.
- F. **D\ng]WU ``7 c bHUVh** Students are not permitted to hold hands, hug or kiss, push, hit, pull or have any other type of physical contact with another student while on campus.
1. First violation, students will be warned.
  2. Second violation, Saturday school.
  3. Subsequent violations will result in suspension.
- G. Sexual Harassment: Unsolicited and unwelcome sexual overtures or demands, or offensive conduct of a sexual nature which inflicts embarrassment and discomfort on another. Some of the more obvious indications of sexual harassment include: offensive and unwanted physical contact; offensive and unwelcome sex-oriented "kidding", jokes or abuse; circulation or offensive material; and pressure for unwelcome social or sexual relationships.
1. Complaints must be reported to an administrator.
  2. Law Enforcement may become involved.
  3. Expulsion may be recommended.
  4. Law Enforcement may be notified.

## VIOLATIONS AGAINST PROPERTY

- A. Extortion or Robbery: The taking of money or valuables under the threat of bodily harm, including the obtaining of property from another with consent, induced by the wrongful use of force, or fear of intimidation.
- a. Students are not to ask other students for money.
  - b. Students will be suspended and Law Enforcement may be notified.
  - c. Extortion may also result in an intervention transfer to another middle school or expulsion from the El Rancho Unified School District.
- B. Theft: The unlawful taking of property.
- a. Student will be suspended.
  - b. Students must return the item or pay the cost of replacement.
  - c. Law Enforcement may be notified. Possession of lost or stolen property. **5bm]hYa gZci bX'a i ghVY ti fbYXÆ ]brc hY @ghUbX : ci bX ``cWUHYX ]b'h Y cZ]WV''**  
Possession of such property is illegal.

1. Students may be suspended for possession of lost or stolen property.
- C. Willful damage of school or personal property:
  - a. Any student, who willfully cuts, defaces or otherwise damages in any way property, real or personal, belonging to the school district or property of persons at school is liable for damages.
  - b. Student may be suspended.
  - c. Law Enforcement may be notified.
- D. Tagging: Writing of group or individual slang names. Use of tagging monikers is not permitted under any circumstances.
  - a. This includes tagging of school property and personal items such as backpacks, book covers, notebooks and binder binders.
  - b. Students are not allowed to use the "tagging" style of writing at school. Items may be confiscated.
  - c. Students may be given detention, Saturday school or suspended.
  - d. Students found in possession of vandalism tools (paint pens, white out, white out pens, marking sticks, slap tags, sharpies or other marking pens) may receive a citation for a court appearance from Law Enforcement and may be suspended.

### **VIOLATIONS AGAINST DECENCY AND GOOD MORALS**

- A. Gambling: Playing a game of chance for money or betting.
  1. Students will receive detention or Saturday school
  2. Students who continue in the same type of action will be suspended.
- B. Vulgarity, Profanity, Name Calling and Pornographic Material:
  1. When directed at a teacher/staff member, the student will be suspended.
  2. When used in the classroom, the student will receive detention, Saturday school or suspension.
  3. When used in the hall or on school grounds, a warning, detention, or Saturday School depending upon the circumstances.
  4. Habitual profanity, vulgarity, or name-calling will result in suspension.
  5. Pornographic material is not permitted at school. Violators may be suspended.
  6. Students MAY NOT use their student emails to receive pornographic or to enter inappropriate websites.
- C. Cheating: Please refer to P.6 Honesty Policy
- D. **Dress Code:** (see additional information on page 9)
  - Shirts do not require a collar, but **do** require sleeves. Jackets, vests and hooded sweatshirts may not be worn to cover shirts not meeting dress code. Bare midriffs may not be exposed.
  - Pants must fit properly and be worn at the waist. Otherwise they are considered excessively baggy or sagging too low. ~~Æ~~
    - **NO HOLES, TEARS OR FRAYS ABOVE THE KNEE.**
    - Leggings or shorts may not be worn underneath pants with holes, rips or frays.
    - Leggings may not be worn as pants.
  - Underwear or shorts under clothing may not show.
  - Spaghetti straps, halter-tops and low cut tops may not be worn(see bullet point #1).
  - Low cut and see through or sheer clothing is prohibited.
  - Stretchy pants, leggings, or pajama bottoms may not be worn.
  - Pants must be hemmed and may not be tied up at the ankles with rubber bands or string.
  - Only one pair of pants may be worn at a time. This includes P.E. uniform. Wearing PE uniform outside of PE class is not allowed unless required because of a dress code violation.
  - Shorts, skirts and dresses must extend at least to the mid-thigh when standing normally with the hands hanging at the sides and the waist is no more than 1" below the belly button.
  - Belts must be of the correct size, and the ends may not dangle or hang down. Initial belt buckles may not be worn.
  - Shoes must have a firm sole. No flip-flops or open toed shoes, sandals, "chanclas", slippers, etc.
  - Steel toed or reinforced footwear may not be worn.
  - Rivera hats or beanies may be worn outside the building with the bill forward. All other hats, beanies, hoods, bandanas, etc. are not allowed and will be confiscated.
  - Wallet chains, or chains of any type may not be worn.
  - Items with studs or spikes are not allowed.
  - Ear piercings are permitted. Hoops, plugs, dangling earrings or other body piercings are not allowed and will be confiscated.

- Hair may not cover the eyes. Hair must be tied up or cut so that both eyes are visible at all times.
  - No blankets allowed on campus.
- Clothing and accessories may not be worn if they:
- are disruptive to the educational program.
  - are offensive, advertise or represent alcohol, tobacco, vapes or other illegal substances or activities.
  - contain obscene, sexual or inappropriate drawings or messages.
  - suggest gang affiliation. (socks pulled up to meet shorts, sports jerseys, Raiders logos, etc.)
  - identify a group of students for the purpose of harassing, threatening, or intimidating others.

**First violation** Student will be required to change clothing. Either P.E clothes or loaner clothes will be provided. No phone calls to parents will be made.

**Second violation** Student will be required to change clothing. Either P.E clothes or loaner clothes will be provided. No phone calls will be made. Students will be assigned detention or Saturday school, and the article in question will be returned only to guardians after school.

**Third and subsequent violations** Student will be required to change clothing. Either P.E clothes or loaner clothes will be provided. No phone calls will be made. Students will be assigned detention, Saturday school, or be suspended. The article in question will be returned only to guardians after school.

\*Any student that does not return a loaner item will receive a \$5 fine. All confiscated items that are not picked up at the end of the semester will be donated.

- E. Internet Use: Students are expected to follow the guidelines of the El Rancho Unified School District Acceptable Use Policy. Students who violate acceptable use will lose their computer privileges. In addition, students who post photographs, threats, defamatory information displayed on the internet or other electronic media will be disciplined in accordance with California Educational Code. Consequences vary depending upon the circumstances including, detention, Saturday school, suspension and expulsion. Law enforcement may be notified

#### **VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY**

**Administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas and vehicles parked on school grounds. A qualified trainer and a school administrator will accompany the dogs. If a dog indicates that contraband is present on school property, administrators can conduct a further search. Violators may be subject to the districts first-offense alternative contract.**

- A. Narcotics/Controlled Substances: This includes the possession, use or distribution of alcoholic beverages, narcotics, or other dangerous drugs/controlled substances.
  1. Violators will be suspended.
  2. LA County Sheriff will be notified.
  3. Expulsion may be recommended.
- B. Paraphernalia: The possession of any device used to inject or smoke a controlled substance is illegal. May include lighters/matches.
  1. Violators will be suspended.
  2. LA County Sheriff will be notified.
  3. Expulsion may be recommended.
- C. Tobacco/Tobacco Look-Alike products: Students will be suspended for possession of tobacco, look-alike products or smoking.
- D. Spitting: Spitting on the school grounds is not allowed. Repeat offenders may be assigned campus beautification, detention, Saturday school or suspension.
- E. Breath Fresheners/Aerosol Deodorants: Liquid or spray breath fresheners contain alcohol and are not allowed at school.

Students may not have aerosol deodorants or body sprays such as AXE, Tag, etc.

Student may receive detention, Saturday school, and be suspended. Items will be confiscated.

- F. Dangerous Objects: Knives, firearms, explosives, pepper spray/mace, other dangerous objects or weapons, including replica or look-alike weapons.
  1. Students will be suspended.
  2. Students shall be recommended for expulsion.
  3. Law enforcement will be contacted.

## **VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES**

Willful Disobedience and Defiance: Students are expected to follow the directions of teachers, administrators and staff including cafeteria personnel, lunch supervisors, SSO, or other personnel.

- A. Students who do not follow directions may receive campus beautification, detention, Saturday school or suspension. Direct defiance can result in suspension.

Office Referrals for Disobedience or Disruptive Behavior in the classroom: Although the administration will enforce the following step-by-step procedures, there may be certain circumstances when the consequences or corrective measures will be modified.

1. **First referral** Counseling, campus duty or detention may be assigned.
2. **Second referral** Campus duty and/or detention will be assigned.
3. **Subsequent referrals** by the same teacher or for the same offense may result in detention, Saturday school, class suspension or school suspension.

Absences and Tardies must be cleared within 3 days. After 3 days, absences and tardies to school will not be excused. Any absence which is not excused three (3) days becomes a truant. (Perfect Attendance means no day or period missed for any reason.) • If a student is removed from a class he/she will be marked absent for that period.

- Students will not be called out of class until a parent/guardian arrives.
- Parents/guardians must be present to pick up a student from school prior to the final bell. Parent/guardians must show proper valid identification prior to the office summoning the student.
- Students will not be released prior to the last ten minutes of class.

- E. Truancy: An absence without prior permission of a parent/guardian or school personnel.

1. Students are considered truant if they are absent without permission, late more than 10 minutes, or if they leave a class without permission including the P.E. area. In addition, students in public places during school hours may be cited by law enforcement. Students cited for truancy may be subject to one or more penalties including;
2. A fine of up to \$250
3. Court-approved community service
4. Parenting classes (for parents)
5. Students who are truant will be assigned Saturday school.
6. Students may be referred to the District Office of Child Welfare and Attendance. Students and parents may then be summoned to attend a meeting with the School Attendance Review Board (SARB).

- F. Out of bounds or Off-Grounds: Students are to remain on campus during the school day in areas designated for students.

1. Restricted areas during lunch include the hallways, between the gyms and the field area. Behind the bungalows is also a restricted area at all times.
  - First violation the student will receive campus beautification or detention.
  - On subsequent violations the student may be assigned detention or Saturday School.
  - Repeated violations will result in suspension.
2. Leaving campus without permission.
  - Student may be suspended.
  - Parent will be notified.
  - Law enforcement will be notified.
3. Visiting Another Campus: Unauthorized presence during school hours on another school's campus is considered trespass and is not allowed.
  - Student will receive detentions, Saturday school or suspension depending upon the circumstances.
  - Law Enforcement may be notified.
  - **ALL VISITORS AND PARENTS MUST REGISTER WITH THE OFFICE BEFORE ENTERING CAMPUS.**

- G. Failure to report to Office, Administrative Detention or Saturday school.

1. Students who are sent to the office on referral are to sign in at the attendance desk and wait to be seen by an administrator. Students are not allowed to leave without the permission of the office staff. Students who fail to report, fail to sign in, or leave the office without permission may be suspended.

2. If a student misses detention without permission, one additional detention will be added. If the student misses again, he/she will receive Saturday School. Repeated violations will result in suspension.
  3. Saturday school is offered from 8:00 – 12:00 Saturday morning. This is supervised work time for offenses as an alternative to suspension. Students must arrive by 8:00 and sign in. If the student does not attend as assigned or misbehaves during Saturday school, the student will be suspended from school the following school day.
- H. Skateboards, Roller Skates, Roller Blades, Scooters, and Motorized Scooters: Due to safety considerations, these items are not allowed on campus at any time. If found on campus, these items will be kept in the school office until they can be picked up by a parent. Repeat violators will be suspended from school. All confiscated items that are not picked up by the end of the semester will be donated.
- I. Bicycles:
1. Only non-motorized bicycles may be brought to school. All bicycles must be chained and locked to the bike racks located between Rooms 35 and 36.
  2. Students are to wear helmets in accordance with the law.
  3. Only students who bring bicycles to school are allowed in the bike area. Students are not allowed to meet in the bike area.
  4. Bikes must be walked when on campus. Violators will lose their bicycle privileges.
  5. The school district is not responsible for bicycles on campus.

J. Electronic devices:

Radios, CD players, iPod/mp3 players, video games, laser pointers, photographic devices, video cameras or similar equipment are **NOT ALLOWED ON CAMPUS**. These items will be confiscated, and kept in the office. Parents may pick up and sign out confiscated equipment Fridays between 3-4pm (d\chc :B fYeI JfYX). If Friday is an early release day then confiscated equipment will be released from 12-1pm. Lunch Detention/Saturday School may be assigned. Students who continue to violate this rule or disrupt the educational process will be suspended. HYÆ dMcc`XJhfMhXcYgbchUgj a Y fYgdcbgVJImZc fXUa Uf YXZ`c dcf drc Yb JhA d'E

K. Cell Phones: **There will be no exceptions to this policy**

Students who bring cell phones or electronic devices to school must keep them out of sight and turned off throughout the school day (including before school and lunchtime). Cell phones may be used after school once students have left their last class. Electronic devices may be used for academic purposes with the permission of a RMS teacher. Electronic devices are among the most lost, stolen and broken items belonging to students. We discourage students from bringing electronic devices to school. Rivera Middle School assumes no responsibility for the safety or security of these items. RMS personnel will NOT investigate the theft of these items. The El Rancho Unified School District will NOT reimburse for any lost or stolen electronic devices even if they are confiscated.

**ALL CALLS DURING THE SCHOOL DAY MUST GO THROUGH THE OFFICE.** Students who use a cell phone to call home instead of reporting to the Nurse's office when sick will have the cell phone confiscated.

If the student has a cell phone or electronic device out or turned on during the restricted time, the following rules apply:

- The cell phone/electronic device will be confiscated from the student.
- Parents or adult on contact list may pick up and sign out confiscated equipment **Any day between 3-4pm (photo ID required)**. If the day is an early release day then confiscated equipment will be released from 12-1pm.
- Repeat offenders will still have phone confiscated AND face disciplinary consequences including, but not limited to: detention, Saturday School, suspension and/or expulsion.

Students who use a cell phone to call home instead of reporting to the Nurse's office when sick will have the cell phone confiscated.

Nothing in this policy shall be construed to prohibit a student who requires an electronic signaling device for essential health purposes, from the possession and limited use of it for said purpose. A student who needs to possess and/or use a device for this essential health purpose shall present to the principal or designee, proof in the form of a

doctor's note, a determination by a licensed physician, and/or surgeon that the possession and limited use of the device is essential to the health of the student.

L. Valuables

Students should not bring large amounts of money, trading cards, collectibles, expensive clothing or any thing of significant value to school. The questions you should ask yourself before bringing valuables to school are, "Will this item attract the attention of others?" and "Will I be overly concerned if this item is lost, stolen or broken?" If the answer is, "Yes," do not bring it to school! RMS and the El Rancho Unified School District does not assume responsibility for damaged, lost or stolen items. RMS personnel will NOT investigate the theft of these items.

M. Lockers: Lockers are to be used for P.E. only.

1. Students must purchase the school P.E. Clothing and a lock and should label them accordingly  
laundrying their P.E. clothes weekly.
2. Do not give the combination of your locker to other students (even best friends).
3. Students are not to share lockers or PE clothes. Wearing someone else's PE clothes may be considered theft.
4. Although school authorities respect the rights of students, their lockers and property, it should be made clear that the lockers are the property of the school. Accordingly, school officials reserve the right to search lockers, desks or backpacks whenever there is reasonable cause or suspicion.
5. The school district is not responsible for personal property left in lockers. Students should not leave valuable items in the locker at any time and must ensure that their locker is locked securely.

N. Gum: Students are not allowed to bring or chew gum at school. This includes before and after school.

First offense: Student will be warned by staff.

Second offense: Student will be assigned campus beautification/detention by teacher. Gum scraping may occur. Subsequent offenses: students may be assigned detention, campus beautification, Saturday School or suspended for defiance of school rules.

O. Textbooks/Library Books: Students assume responsibility for all books issued/assigned to them. Students must sign out and sign in each book when requested. Failure to return a book will result in a fine, valued at book cost, being placed on the student's record.

### **FIRE CODE VIOLATIONS**

According to California Penal Code 12303.2..."It is a felony to be in possession of any explosive device at or near a school or any other public building." Students who assist in the lighting of fires are subject to the same consequences.

- A. Starting Fires: Lighting a fire, setting off a fire alarm, bringing, possessing or using fireworks or explosives, including firecrackers is not allowed.
  1. Student will be suspended
  2. The Fire Marshall and/or Law Enforcement will be contacted.
  3. The student and their parents are responsible to pay for any damages.
- B. Possession of lighters or matches:
  1. Student will receive Saturday School or suspension 2. Repeat violators will be suspended.
- C. Pulling a fire alarm in a non emergency situation:
  1. Student will be suspended
  2. The Fire Marshall and/or Law enforcement will be contacted
  3. The student and their parents are responsible to pay for any damages.
  - 4.

### **CELL PHONE USE**

All cell phone use is prohibited during school hours. Phones need to be OFF during school hours, including lunch. If it is an emergency, the student may use the office phone to call. If a student is observed using a cell phone on campus, that phone will be confiscated. Cell phones may be used

in class if teachers allow it for educational purposes. The school will not be responsible for damaged, lost, or stolen devices. **Confiscated items will only be returned to the parent/guardian on the contact list between the hours of 3:00 and 4:00 P.M. in the office.**

### **BACKPACKS**

Students are advised to be very careful with their backpacks. Students should not leave money or other valuables in their backpacks. Students are expected to respect each other's property and not to enter or tamper with another student's backpack. Backpacks must be free of graffiti.

**\*\*SCHOOL ADMINISTRATION IS AUTHORIZED TO CONDUCT SEARCHES, INCLUDING PERSONAL PROPERTY (back packs, cellular phones, etc) WHEN THERE IS REASONABLE SUSPICION THAT THE SEARCH WILL UNCOVER EVIDENCE THAT THE STUDENT IS VIOLATING THE LAW OR RULES OF THE DISTRICT OR THE SCHOOL (ED CODE 49050).**

**Library:** The library is available for students to check out books and complete research before and after school. Students must take their reading log and ID card to use the library. Students are financially responsible for any books checked out in their name.

### **SATURDAY SCHOOL**

Saturday School is an opportunity for enrichment, additional time to get help in subject matter, time to make up work, tests or work on projects. It may also be assigned as a consequence for violating school policies. Students must attend for the full 4 hours (8am-12pm). Parents and students will be notified in advance regarding available dates for Saturday School (appr 2 per month). Students attending Saturday School as a consequence will be notified verbally and/or via a referral or Saturday School notice of assigned Saturday School detention by their teacher or administrator. A student who misses Saturday School due to illness or other parental excused notice will be assigned the following Saturday. Students with a valid excuse will be reassigned up to two times, on the third rescheduled Saturday, a student must attend Saturday School or they will be suspended on the following Monday-no exceptions. Saturday Schools assigned for disciplinary reasons may be fulfilled by completing a four hour community service form located in the office. The student has 2 weeks to complete the form and bring it to Assistant Principal to clear their name off of the list. It is the student's responsibility to either attend Saturday School or complete the community service form.

### **8<sup>th</sup> Grade Promotion Requirements**

A promotion criteria has been established district-wide to provide minimum requirements for the promotion to high school. Eighth grade students not meeting the established criteria will be excluded from the promotion ceremony and related activities.

Must have a cumulative GPA (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade) of 2.0 or higher

No More than one U in all subjects 2<sup>nd</sup> semester of 8<sup>th</sup> grade year only

If the above requirements are met, then the student will be permitted to participate in the following 8<sup>th</sup> grade activities:

1. 8<sup>th</sup> Grade Dance
2. Knott's Berry Farm Field Trip
3. Promotion Ceremony

The principal will make the final determination for participation in the Promotion ceremony and promotion to ninth grade based on the student's overall progress.

