

# GUSTINE MIDDLE SCHOOL

## STUDENT HANDBOOK 2018-2019

**WE**

**C**ompassionate

**A**ll Inclusive

**R**igorous

**E**ducation

HOME OF THE  **BRAVES**

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# THE MISSION

**The mission of the Gustine Unified School District:**

Preparing student for the future...today!

## **BELIEF STATEMENTS**

1. We believe we are accountable to the community.
2. We believe that high expectations yield high results.
3. We believe that every individual is unique, has worth, and has the right to be free from discrimination.
4. We believe in providing support so all students can learn and achieve successfully.
5. We believe that learning is a life-long process.
6. We believe that everyone has the right to a safe, secure, and well-maintained environment.
7. We believe that encouragement, enthusiasm and motivation are essential for success.
8. We believe that honesty, integrity, hard work, and perseverance are cornerstones of good character.
9. We believe that the partnership of schools, parents and community enriches society.
10. We believe that democracy starts at school.
11. We believe in the value of cultural diversity.
12. We believe our responsibility is to provide direction, training, oversight, and support for the professionals who manage the day to day operations of the school district.

## **BOARD OF TRUSTEES**

**Crickett Brinkman – President**

**Kevin Cordeiro Trustee**

**Pat Rocha - Trustee**

**Loretta Rose – Trustee**

**Richard Smith - Trustee**

## **ADMINISTRATION**

### **DISTRICT**

**Bryan Ballenger** ..... Superintendent

**Lisa Filippini**.....Assistant Superintendent of Student Services

**Sara Gomez**..... Superintendent’s Secretary

**Lizett Aguilar** ..... Fiscal Analyst/Business Manager

**Patricia King**.....Personnel

**Marisol Juarez**.....Human Resources

**Hugo Luna** .....Business Services

### **GUSTINE MIDDLE SCHOOL**

**Peter Duenas**.....Principal

**Samia Merza**.....Assistant Principal

**Verenis Fuentes**.....School Psychologist

**Kathy Cortez** .....Secretary

**Mario Madrigal**.....Attendance Clerk

# BELL SCHEDULE

## MONDAY SCHEDULE – 4<sup>TH</sup> PERIOD LUNCH

## MONDAY SCHEDULE – 5<sup>TH</sup> PERIOD LUNCH

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>	<u>Passing</u>
Period 1	08:00	08:45	45 minutes	3 minutes
Period 2	08:48	09:33	45 minutes	NA
Break	09:33	09:43		3 minutes
Period 3	09:46	10:31	45 minutes	NA
Period 4 Lunch	10:31	11:11		3 minutes
Period 5	11:14	11:59	45 minutes	3 minutes
Period 6	12:02	12:47	45 minutes	3 minutes
Period 7	12:50	01:35	45 minutes	Dismissal

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>	<u>Passing</u>
Period 1	8:05	8:52	45 minutes	3 minutes
Period 2	8:55	9:42	45 minutes	NA
Break	9:42	9:52		3 minutes
Period 3	9:55	10:42	45 minutes	3 minutes
Period 4	10:45	11:32	45 minutes	NA
Period 5 Lunch	11:32	12:12		3 minutes
Period 6	12:15	1:02	45 minutes	3 minutes
Period 7	1:05	1:52	45 minutes	Dismissal

## TUESDAY-FRIDAY SCHEDULE 4<sup>TH</sup> PERIOD LUNCH

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>	<u>Passing</u>
Period 0	8:00	8:40	40 minutes	3 minutes
Period 1	8:43	9:30	47 minutes	3 minutes
Period 2	9:33	10:20	47 minutes	NA
Break	10:20	10:30	10 minutes	3 minutes
Period 3	10:33	11:20	47 minutes	NA
Period 4 Lunch	11:20	12:00	40 minutes	3 minutes
Period 5	12:03	12:50	47 minutes	3 minutes
Period 6	12:53	1:40	47 minutes	3 minutes
Period 7	1:43	2:30	47 minutes	Dismissal

## TUESDAY – FRIDAY SCHEDULE 5<sup>TH</sup> PERIOD LUNCH

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>	<u>Passing</u>
Period 0	8:00	8:40	40 minutes	3 minutes
Period 1	8:43	9:30	47 minutes	3 minutes
Period 2	9:33	10:20	47 minutes	NA
Break	10:20	10:30	10 minutes	3 minutes
Period 3	10:33	11:20	47 minutes	3 minutes
Period 4	11:23	12:10	47 minutes	NA
Period 5 Lunch	12:10	12:50	40 minutes	3 minutes
Period 6	12:53	1:40	47 minutes	3 minutes
Period 7	1:43	2:30	47 minutes	Dismissal

## MINIMUM DAY

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>	<u>Passing</u>
Period 1	8:00	8:36	36 minutes	3 minutes
Period 2	8:39	9:15	36 minutes	3 minutes
Period 3	9:18	9:54	36 minutes	NA
Break	9:54	10:04		3 minutes
Period 4 / 5 class	10:07	10:43	36 minutes	3 minutes
Period 6	10:46	11:22	36 minutes	3 minutes
Period 7	11:25	12:01	36 minutes	N/A
Lunch	12:01	12:41		Dismissal

# WELCOME

The Gustine Middle School staff, faculty, and students have created this handbook to provide students and parents with important information about “campus life” at GMS.

It is important for students and their parents to familiarize themselves with our school campus and policies/procedures and the many curricular and extra-curricular opportunities available to all members of our student body. We encourage students to take advantage of the various activities that are offered throughout the year. It’s every student’s responsibility to get involved. Teachers, administrators and ASB officers are here to assist and support all students’ academic and extra-curricular endeavors.

Students’ middle school experiences are unique and special, so we encourage all students to do their absolute best at creating a memorable and productive experience. Remember these three principles to live by:

- **Study hard**
- **Laugh often**
- **Keep your Honor**

**Enjoy a FANTASTIC year of learning and growing – GMS Staff and Administration**

## BUS ONLY SCHOOL

GMS is a bus only school. Students are not permitted to walk to and from school. Children must ride school district provided school busses, or be dropped off and picked up by parents/guardians.

## HOME-SCHOOL CONNECTION

Parents, students, and schools work together to ensure the success of all students. When everyone – parents, students, and school staff – takes responsibility and ownership for quality education, all students can reach their highest potential. The Home/School Connection fosters communication among all stakeholders: the community, school, parents, and students.

**Students** will be responsible for:

1. Mastering the knowledge and skills needed to successfully meet graduation requirements and career goals;
2. Completing all class assignments to the best of their ability;
3. Attending school/teacher tutorials to prepare for an upcoming test, to make up any tests or projects, or to receive extra help;
4. Completing homework daily;
5. Reading at least 20 minutes four times a week outside the classroom;
6. Showing respect to all adults and peers, respect for property;
7. Following all school and class rules;
8. Coming to class on time, every day;
9. Asking for help from an adult at school when needed;
10. Giving parents accurate reports, on a weekly basis, about progress in school.

**Gustine Middle School District and Staff** will be responsible for:

1. Providing a safe, orderly, learning environment;
2. Providing quality curriculum, which meets state guidelines and appropriately challenges all students;
3. Providing instruction, which involves all students in the learning process.
4. Establishing and maintaining learning performance goals and assisting students in reaching these goals;
5. Providing after-school tutorials so that students can master materials to maintain passing grades;
6. Continuing on-going planning, review, and improvement of school activities and programs which reinforce student learning, character, leadership development, and athletic ability;
7. Informing parents and students of school rules and classroom expectations;
8. Providing regular progress reports regarding student achievement to parents;
9. Working with parents as a partner in assisting students in achieving high academic progress, setting appropriate goals, and promoting student citizenship and responsibility;
10. Providing two-way communication between home and school and making home contacts as needed.

**Parents** will be responsible for:

1. Ensuring that their son/daughter studies/reads for at least one hour, five days a week;
2. Checking homework to ensure completion of assignments;
3. Requiring son/daughter to attend school unless ill; and to avoid needless checkouts;
4. Reinforcing school rules and expectations at home;
5. Helping show how education relates to a future career;
6. Praising son/daughter for what he/she is doing right;
7. Working with son/daughter to set realistic goals for areas of improvement;
8. Contacting school staff as needed regarding any and all concerns;
9. Stressing the value and excitement of learning.

The **community** is urged to be responsible for:

1. Advocating high academic, social, and behavioral standards for students;
2. Encouraging student academic achievement and regular school attendance;
3. Providing a safe, healthy, and nurturing community environment;
4. Maintaining a supportive community infrastructure;
5. Providing adequate fiscal support;
6. Lobbying local and state governmental entities for fiscal and legislative support of our local schools;
7. Presenting exemplary adult role models for our youth.

## **GUSTINE MIDDLE SCHOOL MISSION STATEMENT**

The mission of Gustine Middle School is to promote students with the academic, technological, and social skills needed to become responsible and productive citizens. Students will be taught grade-level curriculum every day that is effectively delivered, aligned to Common Core State Standards within a Safe environment.

**The mission of the Gustine Unified School District:  
Preparing student for the future...today!**

## **BELIEF STATEMENTS**

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10. We believe that democracy starts at school.
11. We believe in the value of cultural diversity.
12. We believe our responsibility is to provide direction, training, oversight, and support for the professionals who manage the day to day operations of the school district.

## **STUDENT ID CARDS & AERIES PHOTOS**

Each student will be given an ID card free of charge at the beginning of the school year and must carry the card during the school day and at all other school sponsored activities. Students must present their ID cards upon request by any staff member. Replacement cards will be available for a nominal charge. Students who enroll in school during the school year must obtain a student ID card upon enrolling. Students, who do not have photos in the Aeries Database System, will be notified immediately to make arrangements for a photo to be taken and uploaded into the system. This is a mandatory requirement safety issue and must be complied with.

## **STUDENT EXPECTATIONS**

Gustine Middle School students are expected to exemplify good conduct and classroom behavior. These behaviors are expected at all activities, on or off campus. If a student violates the good conduct standards of Gustine Middle School, disciplinary measures will be taken.

### **STATE LAW & GUSTINE MIDDLE SCHOOL REGULATIONS FORBID:**


- Caused, attempted, or threatened physical injury to another person
- Possessed, sold or otherwise furnished firearms, knives, explosives or any other dangerous items
- Possess, used sold, furnished or under the influence of any controlled substance
- Offered, arranged or negotiated to sell any controlled substance
- Committed or attempted to commit robbery or extortion
- Caused or attempted to damage school and or private property
- Stolen or attempted to steal school and or private property
- Possessed or used tobacco or any other nicotine products
- Committed an obscene act or engaged in profanity or vulgarity
- Possessed or offered, arranged or negotiated to sell any drug paraphernalia
- Defied the valid authority of any or all school personnel
- Possessed an imitation firearm
- Committed or attempted sexual assault
- Harassed, threatened or intimidated a student who is a complaining witness in a school disciplinary

proceeding

- Engaged in or attempted hazing
- Engaged in an act of bullying by means of an electronic act (or any other method)
- Public display of affection (PDA)

Students are forbidden to engage in any violation of the above mentioned regulations and any others contained within this handbook and or any other GUSD official policy document.

## BRAVES BEHAVIOR MATRIX 6<sup>TH</sup> - 8<sup>TH</sup> GRADES

	<u><b>B</b></u> <b>Be Kind</b>	<u><b>R</b></u> <b>Respectful</b>	<u><b>A</b></u> <b>Accountable</b>	<u><b>V</b></u> <b>Value Others</b>	<u><b>E</b></u> <b>Encourage Success</b>
<b>ALL COMMON AREAS</b>	<b>*Follow Adult Directions The First Time Given</b> <b>*No Public Display of Affection</b> <b>*No Gum</b> <b>* No Hats Inside</b>				
<b>CLASSROOM</b>	<b>Follow</b> directions and safety procedures.	<b>Treat</b> others' property with respect.	<b>Resolve</b> attendance issues BEFORE class.  <b>No</b> food or drink (Water is allowed).	<b>Be</b> on time & prepared <b>Keep</b> walkways clear.	<b>Stay</b> on task and topic.
<b>CAFETERIA</b>	<b>Use</b> Excuse me, Please, Thank you, and I'm sorry.	<b>Use</b> appropriate voices and language.  <b>Enter</b> and Exit in orderly fashion.	<b>Clean</b> up your area.  <b>Use</b> trash or recycling bottles & cans.  <b>Eat</b> only your own food.	<b>Follow</b> directions of yard duty and cafeteria staff members.  <b>Hands</b> and feet to self.	<b>Reduce</b> your Waste.
<b>RESTROOMS</b>	<b>Wait</b> your turn patiently.  <b>Respect</b> Property.  <b>Keep</b> water in sink.	<b>Keep</b> walls graffiti FREE.  <b>No</b> food or drink.	<b>Flush</b> toilets.  <b>Wash</b> hands.  <b>Place</b> trash where appropriate.	<b>Give</b> people <b>privacy</b> .	<b>Report</b> problems and vandalism to the office.
<b>OFFICE</b>	<b>Enter AND Exit</b> in orderly fashion.	<b>SMILE.</b> <b>Be</b> courteous to office staff.	<b>Wait</b> in line patiently.  <b>Obtain</b> and Turn in	<b>Use</b> appropriate voices and language	<b>Take</b> care of office business – before school, during

			paperwork in a timely manner.	Say “please” and “thank you.”	breaks, and after school hours.
<b>CAMPUS</b>	<b>Greet others.</b>  <b>Use kind words and actions.</b>  <b>Exhibit good sportsmanship.</b>	<b>Treat All ADULTS with the utmost respect.</b>  <b>Treat others’ property with respect</b>	<b>Follow school rules.</b>  <b>Walk, No Cell phones,</b>  <b>Keep campus clean.</b>	<b>REPORT</b> any bullying or rule violations to the office.	<b>Be BRAVE</b> deep inside and <b>show GUSTINE MIDDLE SCHOOL PRIDE!</b>

## BULLYING

The Gustine Middle school is committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and free from harassment, intimidation or bullying. Bullying and harassment of students by students, school employees, volunteers and visitors will not be tolerated in the Gustine Middle School. The school will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the school’s jurisdiction whether directed at an individual or group. The Gustine school prohibits harassment, bully, hazing, or any other victimization based on but not limited to any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status.

This policy is in effect during the school day, while students are on property within the jurisdiction of the school going to or coming from school, on school-owned or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

**BULLYING** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act, and including, one or more acts committed by a pupil or group of pupils, that has the effect of placing a reasonable pupil in fear of harm to his person or property, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

Reasonable student means a pupil including, but not limited to, an exceptional needs student, who exercises average care, skill, and judgment in conduct for a person of his or her age.

## **RESPONDING TO BULLYING COMPLAINTS:**

The principal is responsible for investigating all reports of bullying. Consequences for a student who commits an act of bullying shall be appropriate according to:

- The nature of the behavior
- The developmental age of the student
- The student's history of problem behaviors and performance
- Inform the parent/guardians of both the victim and the child who committed the bullying
- The nature of the incident
- The results of the investigation
- The type of action(s), consequences, and follow-up that will be taken to resolve the situation (as appropriate to ensure confidentiality)

## **STAFF RESPONSIBILITIES:**

Gustine Middle School Staff will create an environment where students understand that bullying is unacceptable and will not be tolerated by:

- Discussing with all students all aspects of the bullying/harassment policy and strategies to prevent bullying.
- Learning to recognize the indicators of bullying behavior.
- Intervening immediately and take corrective action when bullying is observed.
- Encourage students to report bullying incidents.

## **STUDENT EXPECTATIONS:**

Students are expected to take responsibility for helping create a safe school environment by:

- Not engaging in or contributing to bullying behaviors, actions, or words.
- Reporting all incidents of teasing, bullying harassment, intimidation, or other physical or verbal abuse.
- Never engage in retaliatory behavioral, ask of, encourage, or consent to anyone's taking retaliatory actions on one's behalf.
- Treating everyone with respect and being sensitive to how others might perceive their actions or words.

There will be serious consequences for students who commit acts of bullying, including but not limited to suspension.

## **WHAT IS BULLYING?**

Bullying is different from “horseplay” or real fighting. Bullying can be many things:

### **DIRECT BULLYING:**

- Physical (hitting, kicking, shoving)
- Verbal (name calling, racial slurs)

- Non-verbal (threatening, intimidation, making faces, obscene gestures)


## INDIRECT BULLYING:

- Physical (having another person assault someone)
- Verbal (spreading rumors, talking behind someone’s back)
- Non-verbal (deliberately excluding someone from a group or activity)
- At GMS we do not accept bullying as “a normal part of growing up” and we will take a strong school-wide stance to stop it.

## WHAT CAN BY-STANDERS DO?

1. Report what you see and get help from an adult. You are not responsible for getting the person in trouble; their negative behavior is what gets them in trouble.
2. Be assertive! Say, “STOP IT!” right away.
3. Use humor.
4. Don’t get involved with helping the bully. Get an adult to help
5. Students have the power to change things to help GMS be a safe place.
6. Verbal threats and cyber threats are bullying, too. Report it.

## HOW DO I REPORT A BULLYING INCIDENT?

1. Tell a teacher. Teachers can help you figure out the best way to deal with the situation.
2. Write down what you saw or heard in a student statement report and give it to a teacher, counselor, or principal. Student statement forms are available in the guidance office.
3. Tell an adult at home. If they know, they can contact the school and help.
4. Report it on the App. STOP!T.  Access Code: gmsbraves

## CYBERBULLYING

State statute 947.0125 makes it a crime to do any of the following:

Send a message to a person electronically that threatens to inflict injury or physical harm to that person or the person’s property with the intent to frighten, intimidate, abuse or harass the person;

Send a message to a person electronically that uses any obscene, lewd, profane language or any lewd or lascivious act;

Intentionally prevent or attempt to prevent disclosure of your identity when sending a message to a person;

Send repeated messages electronically with the intent to harass a person.

These types of behavior are considered “cyberbullying”. If the cyberbullying messages are sent from home computers or other electronic communication devices outside the school or school property but the offending

messages causes or could cause a material or substantial disruption to the functioning of the school, the student may be suspended and possibly expelled for these actions.

## **SEXUAL ORIENTATION HARASSMENT & DISCRIMINATION**

Definition: Sexual orientation harassment and discrimination are unwelcome sexual advances, request for sexual favors, and or verbal, visual or physical conduct of a sexual nature made by someone from or in the educational setting. In general the following conduct is considered sexual harassment and is prohibited in the Gustine Unified School District:

1. Unwelcome leering (staring), sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, photos, pictures, or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominately single sex class
7. Touching an individual's body or clothes in a sexual way
8. Cornering or blocking the movements of another (captive audience)
9. Displaying sexually suggestive objects in the educational environment

### **COMPLAINT PROCESS**

Any student who feels that he/she is being or has been subjected to sexual harassment or other types of threats, harassment, bullying, hazing, etc., must immediately contact school officials. School officials cannot address and or prevent potential problems (or be held responsible) if they are not made aware of these issues.

Complaining students and witnesses identities will be strictly protected whenever and wherever possible.

### **CIVIL RIGHTS COMPLIANCES**

The GMS assures that all Vocational Education Program/Services are established and maintained in accordance with the Vocational Education Act of 1984, Federal Register, California State Plan for Vocational and the State of California Education Code and Administrative Code, Title 5, Education. The District further assures that all Vocational Programs and Services are in compliance with Titles VI and VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, the Chapter 4 (Commencing with Section 30) Division 1 of Title 5, California Administrative Code. Form HEW441, a statement of compliance with Title VI of the Civil Rights Act of 1964, has been filed with California State Department of Education. The District further assures that Vocational Education Programs/Services are in compliance with Title IX (Non-discrimination) on the Basis of Sex of the Educational Amendments of 1972.

The District assures that Programs/Services for handicapped persons enrolled in Vocational Education are in compliance with Education for all Handicapped Children Act, Section 613 (a) (2).

Complaints Against Specific Categorical Programs: Parents, students, and guardians have the right to file a written complaint against specific state and federal programs operated by the district for alleged violation of state and federal law under GMS Policy. Complaints are to be submitted in writing to the Coordinator of

Categorical Programs, 1500 Meredith Ave. Gustine 95322. If dissatisfied with the District's decision on the formal complaint, the decision may be appealed within fifteen (15) days of the district's written decision to the State Superintendent of Public Instruction, Attn: Complaint Process Management Services Unit, California Department of Education, P.O. Box 944272, Sacramento 94244-2720. In addition, there may be civil law remedies available. Review and appeal procedures concerning complaints are described in Section 4650, 4652, and 4671 of the California Code of Regulations, Uniform Complaint Procedure. Complainants who believe that the District has discriminated against them on the basis of race, color, national origin, sex, handicap, or age may file a complaint with any of the following agencies: (1) The Department of Fair Employment and Housing, 30 Van Ness Avenue, Suite 3000, San Francisco 94102. A complaint must be filed with DFEH with 12 months from the date of the incident. After a complaint is filed, the DFEH has one year to investigate the complaint. (2) The Federal Office of Civil Rights, 50 United Nations Plaza, Room 239, San Francisco 94102. A complaint must be filed with OCR within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause.

## **EQUAL ACCESS & AFFIRMATIVE ACTION**

The Executive and Legislative branches of the United States government have enacted laws and issued directives affirming their intent to protect and grant equal opportunity to all employees and students. The federal government has enacted and enforced laws regarding the equality of employment and equality of opportunity in education. Therefore, the Board of Education reaffirms its policy to ensure equal educational opportunity for all students and to prohibit discrimination because of sex, race, color, creed, religion, ancestry, national origin, social or economic status, handicap or disability in the educational programs and activities, not limited to but including, course offerings, vocational education, athletic programs, guidance and counseling, tests and procedures, parenthood and marital status through an intensive affirmative action program which shall be in integral part of every aspect of educational policies and programs to be maximum extent possible.

Applicants for admission and employment, students, parents, employees, sources of referral of applications for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the GUSD are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment or employment in its programs and activities.

## **GUIDANCE DEPARTMENT**

GMS has a school psychologist, **Verenis Fuentes**, whose primary responsibility is to meet with students to discuss social and emotional needs. In addition, Mrs. Fuentes will meet with students to discuss ongoing academic progress, attendance, and ongoing discipline issues. Please feel free to contact the GMS office to schedule an appointment with Mrs. Fuentes (209) 854-5030 x. 2007.

## **PROMOTION REQUIREMENTS**

8<sup>th</sup> Grade students must earn a minimum 2.0 grade point average across five core academic classes (ELA, Math, History, Science, and PE). Elective course grades are not factored into the GPA requirements.

## GRADING POLICIES

1. Progress reports are issued four times a year and grade reports four times a year, at the end of every quarter.
2. The following permanent grades are issued:
  - A** = exceeding standards/excellent,
  - B** = meeting standards/above average,
  - C** = approaching standard/average,
  - D** = below standard (passing)/below average,
  - F** = below standard/not passing.
3. To contest a grade:
  - a. The student must notify the teacher within five school days from the date report cards are mailed.
  - b. The teacher will review the student's request.
  - c. If appropriate, the teacher will submit a grade change to the Principal within ten school days of the date report cards were mailed.
  - d. If student or parent is not satisfied with the teacher's decision, he/she must contact the Principal.

*Note:* Although our teachers try to develop grading policies that are honest and fair, their practices may vary. Please make sure that your student understands the grading criteria for each class, which outlines their specific grading scale.

If your student feels that a grade was unfair or incorrect, it is critical that he /she meet with the teacher. Remember, for every class students should know if the teacher:

- Grades on a 1-4 scale or uses points or percentages
- Gives points for participation, group work, attendance, etc.
- Gives opportunities for extra credit
- Allows students to re-take tests
- Allows students to throw out one low grade
- Gives partial or full credit for late work
- Is available for tutoring

## SMARTER BALANCE TESTING

The Smarter Balanced Assessment Consortium is developing a system of valid, reliable, and fair next-generation assessments aligned to the Common Core State Standards (CCSS) in English language arts/literacy (ELA/literacy) and mathematics. The system—which includes both summative assessments for accountability purposes and optional interim assessments for instructional use—will use computer adaptive testing technologies to the greatest extent possible to provide meaningful feedback and actionable data that teachers and other educators can use to help students succeed.

## SCHEDULE CHANGES

Schedules are issued at round up prior to the beginning of the school year. There will be NO student-initiated preference changes. A student starting a course must complete it unless the student has been inappropriately assigned. A change can only be made with recommendations from the teacher and the counselor. All changes must be approved by the Principal/designee during a two-week period at the beginning each academic quarter.



## STUDENT COURSE LOAD

The Board of Trustees has set the following policies to maximize learning:

- All students are required to enroll in six courses. Five of the six courses are core academic courses, and the sixth course will be assigned (based on student need), or students may have an opportunity to select an elective course of their choosing.

## SHORT-TERM INDEPENDENT STUDY

The Independent Study is an educational alternative for students who are required to miss five and no more than 20 school days due to travel or temporary relocation. To enroll,

1. Students must contact the Attendance Office, **at least three school days** prior to their departure to allow for work to be collected.
2. A parent, the student, and the Assistant Principal will sign a contract.
3. The Attendance Office will request homework from each teacher.
4. The student will report directly to the Attendance Office upon his/her return to school, and the assignments will be reviewed and returned to the teachers.
5. An admit to return to class will be issued by the Attendance Office.
6. Students not completing Independent Study assignments will not be allowed to participate in this program for one year.

## ELIGIBILITY ACADEMIC & ATHLETIC

Extracurricular eligibility criteria are established in order to clarify the District's emphasis on academic performance as the primary function and top priority of high school. It is also the position of the Administration that participation in curricular activities is a privilege, which may be enjoyed only through the demonstration of adequate academic performance. Academic eligibility will be determined at the end of each grade reporting period.

**To be eligible to participate** in the Gustine Middle School extra-curricular program (e.g., athletics, spirit squads, ASB, class officer positions, dances, drama, activity and reward field trips) a student needs to meet the following at the end of each quarter/semester (1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, 2<sup>nd</sup> semester):

- a. currently be taking a full schedule
- b. have earned a total grade point average of 2.0 or higher in the previous grading period with no more than 1 "F"
- c. not be on the discipline ineligibility list,
- d. not be in violation of any attendance policies
- e. Progress reports are NOT used to determine eligibility.
- f. Suspension and full day in-house suspension will deem student 10 day discipline ineligible.

## POLICY FOR HOMEWORK REQUESTS

For students out sick, parents may request homework for students missing 3 or more days. Requests can be made at the front office. Please allow at least 36 hours.

# **STUDENT SERVICES**

## **CAFETERIA**

GMS offers a cafeteria lunch to all students for a daily cost. This cost may be offset if a child is eligible for a free and/or reduced cost lunch (as determined by the Federal School Lunch Program).

## **MEDIA CENTER**

The students have access to a large collection of newspapers and other material via the Internet on computer work stations. Students may only use the library/computer lab when accompanied by, and/or supervised by a GMS staff member. Students are expected to follow the posted library/media center rules. Failure to do so will result in exclusion from the library/media center and /or possible school discipline.

## **STUDENT USE OF SCHOOL COMPUTERS & THE INTERNET**

- Students must be under staff supervision when using school computers.
- Students must have an assignment from a teacher in order to use the Internet.
- E-Mail, chat room usage, social networking sites, such as Myspace, Facebook, etc. as well as inappropriate web sites, is not permitted.

Students may receive suspension with loss of computer privileges for any of the following offenses:

- Using school computer without staff supervision
- Misuse of school computers resulting in any damage
- Misuse of the Internet, network, or e-mail

Any cost involved in replacement or repair of computers is the responsibility of the students/parent(s).

## **SCHOOL BASED TECHNOLOGY**

GMS implements an every classroom, per student device program. Each classroom is equipped with network Chromebooks and/or Laptops for students to access during the school day. Use of these devices is a privilege, and students must acknowledge and abide by the Gustine Unified School District's code for acceptable Internet use.

## **POLICY**

Access to the District's network, including Internet, shall be made available to students and employees primarily for instructional and administrative purposes.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all policies governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Noncompliance with applicable regulations may result in suspension, or termination of privileges and other disciplinary action consistent with District policies.

Violation of law may result in criminal prosecution as well as disciplinary action by the District.

The Gustine Unified School District and its schools are not responsible for lost, damaged, or stolen personal items. If such an item is stolen it is the student's responsibility to report it to the police.

## **SCHOOL HEALTH SERVICES AND MEDICATIONS**

Except in the case of an emergency, all students must have a pass from their teachers to come to the office in case of illness. Walk-in's from class may be returned to class for a pass.

Communication with the office and attendance office is important. No student will be allowed to leave with another person (even a relative) unless that person is listed on the emergency card. Students should keep their emergency contact card current.

(Medications Continued next page.)

**Medications:** In compliance with Ed Code Section 49423, no medication will be accepted or administered at school without meeting the following requirements:

- Physician and parent/guardian request form filled out completely including both physician and parent signatures. No medication will be administered without physician instructions.
- Medication taken to school must be furnished in its pharmacy labeled bottle or in original pharmacy labeled injectable medication kit.
- Non-prescription medications such as aspirin, Tylenol, etc., will not be administered by any staff member even at a parent's request; however, a parent/guardian has the right to bring a medication to school and administer it to their student.

## **ACCIDENT INSURANCE**

School accident insurance is not provided by the school District. Students may purchase accident insurance through the District at their own expense. Students who participate in athletics must have insurance.

## **LOST & FOUND**

All lost articles should be reported and turned in to the Secretary. Items need to be claimed as soon as possible. Unclaimed items will be donated to charity at the end of each month. If anything is lost or found during P.E., it should be reported to the P.E. teacher immediately.

## **TEXTBOOKS, TRANSPORTATION FEES, & OTHER MATERIALS**

School issued textbooks, athletic equipment, other materials, is the responsibilities of the student and their parent/guardian for which they were issued/ charged. Damaged, lost, or stolen textbooks and other materials

must be paid for in accordance with Ed. Code 48904(b) (1). Textbooks left in the classroom after issuance are left at the student’s own risk. Students are always responsible for books, athletic equipment, and other materials that have been issued to them.

Any student with an unpaid bill will not be able to participate in school activities, or those activities as determined by an administrator, until all bills are paid or the items are returned.

## LOCKERS

**Students: Sharing lockers is prohibited unless approved by PE Teachers.** Students will be held accountable for any article found in their locker. The student/parent is financially responsible for all textbooks damaged or stolen from their student’s locker. The P.E. teachers also issue lockers and locks for gym clothes. Gym locks are issued at the gym during the opening weeks of school.

**A few simple rules regarding lockers will save much time and trouble:**

- Learn the combination and do not share it with anyone else.
- Keep the locker locked at all times. Do not leave possessions unprotected.
- Report problems with lockers to the Office.
- Report gym locker trouble to the physical education teacher.
- The school will not be responsible for lost or stolen articles. Leave such valuables at home.
- Students who have a large amount of money should check the money with an instructor while in P.E. class. (GMS administration recommends that you do not bring large amounts of cash-\$20 or more- to school. Large bills will NOT be accepted in the cafeteria.)

## SCHOOL BUS PASSENGER SAFETY PROCEDURES

Riding the school bus to and from school is a privilege. Students must obey the rules or lose the privilege.

Students who ride the bus are expected to

1. Be on time at the bus stop.
2. Bus stops are a part of school jurisdiction and all school rules apply. Stay near the bus stop area; stay off private property; do not disturb plants or shrubs; show good manners.
3. Obey the bus driver and follow all accepted rules of safety.

Consequences of Bus-Related Misconduct - All school discipline rules and consequences apply to bus-related misconduct:

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Conference with student.	Parent notification.	Parent notification.
Parent notification.	Student denied bus transportation for 3-5 days.	Suspension from all bus transportation for a year.
Warning citation issued.		
Disciplinary action.		

# STUDENT I.D. CARDS & ACTIVITIES

All Students will carry their GMS Student Identification Card while on campus. Student ID Card must be presented or handed over upon the request of any staff member.

Every student is encouraged to participate in school activities for pleasure and overall self-development. Being a good team member, holding an office, serving on a committee, or being a successful chairperson is valuable experience. The beneficial use of leisure time is one aim of education, and involvement in student activities is definitely a worthy way of using leisure time.

## STUDENT CLUB ORGANIZATION

Gustine Middle School encourages student participation in its various clubs (See Associate Student Body (ASB) for current list of active clubs). To become a recognized part of the student body organization a club must be composed entirely of enrolled Gustine Middle School students. Any group of students may apply to the ASB for permission to form a club by submitting for approval a proposed charter and constitution. All requests to form a new club must be received by the last day of the 2<sup>nd</sup> quarter. All clubs must conform to school and district policies regarding gang affiliation, religion, race, gender, sexual orientation, hate or harassment. Please use the following steps to form a club:

1. Obtain a staff advisor. The advisor must be present at all club functions on and or off campus.
2. Obtain all proper new club creation forms from the ASB
3. Hold a meeting of interested students and their advisor.
4. Submit all completed paperwork to GMS administration for approval.
5. Write a club constitution with the name of the organization, the title, duties and powers of the officers and the manner of their election.
6. Scope of the club's proposed activities.
7. Adopt the club's constitution at a meeting of all members and elect officers.
8. Present constitution to the ASB and site administration for final approval.

## SCHOOL DANCES

School dances are sponsored by various classes and clubs on campus and provide activities for students after games and on different occasions. Only Gustine Middle School students may attend school dances. GMS reserves the right to decide whether or not to involve middle school students from Our Lady of Miracles Catholic School.

1. Students who attend any school dance must show their Middle School ID, exceptions to this rule will be for OLM students (when invited), whose name will be placed on a participant list 48 hours prior to the dance.
2. When dances end will be determined by administration. For the safety of all concerned, parents are expected to pick up their child promptly at the end of the dances.
3. Once a student leaves the dance, he/she will not be readmitted. No one admitted one hour after start time.
4. All GMS rules dealing with dress code, student behavior and the use of drugs and/or alcohol will be

enforced at all dances.

5. Dancing that simulates sexual acts or are sexually explicit are not allowed.
6. All students including guests, must comply with the decisions made by the chaperones at the dance. Students failing to comply with the decision of the chaperone will be asked to leave.  
(Continued next page)
7. Gustine Middle School reserves the right to allow or disallow certain apparel and accessories. If a student or guest is asked to remove a hat or other headgear by any school personnel, the request must be honored promptly and without discussion.
8. Any student who is academically ineligible or discipline ineligible may not attend a school sponsored dance.

## ATHLETICS

### ATHLETICS AND SPORTSMANSHIP

Gustine Middle School supports and encourages all students participating on an extracurricular athletic team. Currently, the middle school offers four sports for boys and four for girls. Proof of insurance, a 2.0 GPA, and, in some cases, “tryouts” is the prerequisites for participation (See the 17/18 GMS Athletic Code of Conduct for specific requirements for student/athletes).

Fall Sports (Aug.)	Winter Sports (Nov.)	Spring Sports (Feb.)
Co-Ed Volleyball (B,G) Co-Ed Soccer (B,G)	Basketball (B) Basketball (G)  B = Boys, G = Girls	Track & Field (B,G)

Athletes must attend **all periods of the school day** in order to compete in an athletic event the same day, with the exception of pre-excused absences. Signed approval has to be granted the day before by the Principal or Assistant Principal. The Principal will handle special emergencies. If athletes leave campus for any other reason, they will not be allowed to participate in the contest that day. Repeated violations can result in suspension from the team.

The highest degree of good sportsmanship is expected from everyone. Sportsmanship is positive, spirited support for one’s school and treating opponents and officials with respect. The conduct of coaches, players, and cheerleaders generally sets the tone for high school contests. These individuals are expected to maintain the highest level of decorum at all school contests.

All staff members (administrators, teachers, classified); athletic directors; coaches, players, and parents/community members are expected to be role models, demonstrating sportsmanship at all times.

A GMS athlete takes pride in playing his or her absolute best. A Brave treats teammates, opposing players, observers, and officials with respect and courtesy. A Gustine athlete, who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy, and respect has good sportsmanship.

The following behavior is unacceptable at all Gustine Middle School contests and students will be asked to

leave: berating an opponent, the opponent's school or mascot; obscene cheers or gestures; negative signs – all signs must be approved by school administration before being posted; artificial noisemakers are not allowed in the gym; throwing objects on field; complaining about officials' calls (verbal or gestures).

If an athlete seeks medical attention due to injury or illness, a physician-written release from practice or competition must be turned into the Athletic Director.

All equipment must be returned before a student can participate in any subsequent sport. Again, see the 2018-2019 GMS Athletic Code of Conduct for specific requirements for student/athletes.

## ATTENDANCE

### SCHOOL GOAL:

Gustine Middle Schools attendance goal is 97% or above.

## ATTENDANCE PROCEDURES

Average Daily Attendance (ADA) is the primary means of how our school district is funded by the State of California. A student's attendance is not only vital to the student's own education but also the functioning of everyday programs and operations of the GUSD as well. As a result extraordinary attention will be focused on a student's attendance habits as is allowed under California Education Code and state law. California Educational Code (48200) requires students to be subject to compulsory education. State law holds parents/guardians legally responsible for their children's school attendance. The law provides penalties for parents and/or students who neglect this duty. The State no longer recognizes excused absences; when students are absent, for any reason, they lose educational opportunities; and the school loses money for teachers, textbooks, maintenance, security, etc.

Gustine Middle School has established the following attendance policies:

1. Students are expected to attend school every day. They are to arrive at their assigned classes on time prepared for the day's lesson.
2. Any student arriving beyond 10 minutes late should go directly to the attendance office to verify tardy.
3. **Students can be assigned Saturday School for excessive absenteeism. If your child has more than 10 school days excused or unexcused absences then they may be subject to serve a Saturday school assignment.**

The Attendance Office utilizes the Edu-Link software to inform parents/guardians when students are absent from class. If your student is absent, you will receive a pre-recorded phone message between the hours of 6:00 pm and 9:00 pm that evening. The purpose of this message is to inform you promptly as possible of your student's absence. In addition it will remind you to either send a note to and or call the Attendance Office if you had not already called to verify his/her absence.

Parents must call or send a note within five (5) school days to clear absences. Absences may not be cleared after a five-day period. Clearing the absences is the responsibility of the parent/guardian. Only parents/guardians can verify the reasons for a student's absence(s). If an absence is not cleared within the five day period, the absence

will then be officially classified as unexcused.

## PROCEDURES FOR PARENTS/GUARDIANS TO CLEAR ABSENCES

- Send a written note with the student to the Attendance Office when the student returns to school.
- Or call 854-5030 ext. 2001 between 8:00 am and 3:00 pm.
- Or email Mr. Mario Madrigal, Attendance Clerk, Email: [mmadrigal@gustineusd.org](mailto:mmadrigal@gustineusd.org)

Provide the following information when clearing an absence:

- Student's name
- Reason for the absence(s)
- Caller's name and relationship  
To student
- Date(s) of absence(s)

### Unexcused (Unverified) Absences

- After first and second full-day unverified absence(s): Student notified and Saturday School assigned.
- **After three full-day unverified absences:** Truancy letter will be sent to parents along with a copy of the attendance record. Saturday School assigned.
- **After five full-day unverified absences:** second truancy letter will be sent to parents along with a copy of the attendance record and conference with the GMS Student Attendance Review Team (SART) and or Assistant Principal will be scheduled. Other consequences may be applied.
- **After seven full-day unverified absences:** students and parents will be scheduled via certified letter to attend the Gustine Middle School Attendance Review Board (SARB).

### Excused Absences

- **After five excused full-day excused absences** for illness during the school year (single occurrence), a parent notification will be sent requiring students to submit a doctor's note if any further absences are anticipated. A home visit might be conducted to verify the illness. (CA Ed. Code 46011)
- **After seven excused full-day absences** for illness during the school year (single occurrence), without a doctor's note, a parent notification letter will be sent requesting a conference with the Assistant Principal.
- **After nine excused full-day absences** for illness during the school year (single occurrence), without a doctor's note, students and parents may be scheduled via certified letter to attend the Gustine Middle School Attendance Review Board (SARB)
- Any further attendance problems will result in the student being placed on a final truancy contract.
- Non-compliance with the final truancy contract will result in immediate referral of parent and student to the Merced County District Attorney for further action.

## CALIFORNIA EDUCATION CODE TRUANCY DEFINITION

**EC 48260(a):** Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.



**EC 48262: Habitual Truant:** Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year...

**Penalties Student:** The law provides schools and school districts with discretion regarding student penalties for truancy as long as they are consistent with state law. The penalties for truancy for students defined in *EC* Section 48264.5 become progressively severe from the first the time a truancy report is required through the fourth time a truancy report is required.

**Penalties Parent:** Penalties against parents apply when any parent, guardian, or other person having control or charge of any student fails to compel the student to attend school. The penalties against parents in *EC* Section 48293 (a) become progressively severe with a second and third conviction.

## **GUSD STUDENT ATTENDANCE REVIEW BOARD (SARB)**

After seven unexcused absences a student and his/her parent/guardian will be summoned to appear before the GUSD SARB. This body is usually composed of representatives from the Merced County Juvenile Probation Department, Gustine Police Department, and GUSD site administrators. The main purpose of this body is to help truant or recalcitrant students and their parents or guardians solve school attendance and behavior problems through the use of available school and community resources. This body is also authorized under Ed Code 48264.5 (a),(b),(c),(d) (1),(2),(3),(4) and Ed Code 48293 (a) (1),(2),(3), (b),(c) to levy progressive penalties upon habitually truant students and their parents/guardians.

## **CHECKOUT POLICY**

Gustine Middle School staff encourages and values learning time; thus, checkouts shall be limited to dental or doctor appointments or family emergencies. If there is a dire emergency, the parent/guardian must come to the Office to pick up the student.

An administrator, in accordance with Ed. Code 46010.1, may release students with confirmed confidential medical appointments. Parents cannot be notified in these cases.

## **CHECKOUT PROCEDURE**

A parent/guardian may check out a student by calling 854-5030 x. 2001 or submitting a note. The student is issued a checkout slip, allowing the student to leave class at the designated time.

Provide the following information when checking out a student:

- Student's full name
- Time the student needs to check out
- The reason for checkout should be limited to family emergency or medical needs

## **MAKEUP WORK**

Excused absence: A student has the right to make up assignments, homework, tests, or quizzes that can be provided for an excused absence. Makeup work submitted within the teacher's specific time limits for an excused absence will be corrected, graded, and given credit.

If a student is absent three or more school days for an excused or allowed reason, homework can be requested through the Attendance Office (ext. 171). For absences fewer than three days, the student will get makeup work when he/she returns. Please allow at least 36 hours to collect homework from the teachers.

Unexcused absences: When a student has unexcused absences he or she will not be allowed to make up work. Suspended students not given the opportunity to make up work will not have that missing work count against them.

## **TARDY POLICY (per grading quarter)**

Any student that accrues 5 unexcused tardies\* in any one period will be assigned a Saturday School day. Each subsequent 5<sup>th</sup> unexcused period tardy will accrue additional Saturday School days. Any student that displays a habitual pattern of tardiness to any one or all classes may lose activities privileges and/or may be assigned additional Saturday School.

\*The only tardies that will be excused will be those accompanied by a medical or dental note. No other reasons will be accepted unless deemed excusable (exceptional circumstances) by a Gustine Middle School administrator.

## **EARLY ARRIVALS ON CAMPUS**

**ALL** students who arrive on campus for the start of the school day must remain on campus.

### **GUSTINE MIDDLE SCHOOL DISCIPLINE POLICY**

## **Expected Student Conduct**

### **ALL GUSTINE MIDDLE SCHOOL STUDENTS SHALL:**

- Be respectful, courteous to and cooperative with all teachers, staff, and classmates.
- Be on time (in your seat or work area when the teacher begins class).
- Be prepared for class and ready to work.
- Be dismissed by teacher (not by the bell).
- Not disrupt the learning environment.
- Follow all class routines and procedures.
- Not take school property or property of others.
- Not abuse, deface, litter, or damage school property.

## **SCHOOL JURISDICTION**

Students are under the jurisdiction of the school from the time they leave home to come to school to the time they return home. Students are also under the jurisdiction of the school during, or while going to or coming from a school-sponsored activity regardless of the time of day or place, as well as any time they are on the school grounds [EC 48900(s)]

## SEVERE OFFENSES

Education Code 48915 states that the governing board shall expel any student whom the board concludes committed one of the following offenses:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil. (Continued next page)
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 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.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

## CAMPUS SUPERVISORS

Campus Supervisors are present on campus daily. These staff members provide security, monitor assigned areas, check restrooms, and assist all students in maintaining expected behaviors. Campus Supervisors are GMS staff members and are to be treated as such. Defiance and or disrespect shown to a campus supervisor will not be tolerated and will be dealt with disciplinary consequences.

## VIOLATION OF SCHOOL RULES:

Level of Offense	Examples of Behavior	Possible Consequences
<b>A</b>	<ul style="list-style-type: none"> <li>• PE Non-Dress,</li> <li>• Dress Code Violation</li> <li>• Inappropriate classroom behavior</li> <li>• Leaving School without permission</li> <li>• Leaving class early, out of class without permission</li> <li>• Public display of affection</li> </ul>	Minimum: <ul style="list-style-type: none"> <li>• Redirection</li> <li>• Phone Call Home</li> <li>• Detention – teacher assigned and supervised</li> <li>• Class suspension</li> <li>• Campus cleanup</li> <li>• Saturday School (when available)</li> <li>• In school Suspension (when available)</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• Any second occurrence of Level A offense**</li> <li>• Bus referral*</li> <li>• Class cut</li> </ul>	Minimum: <ul style="list-style-type: none"> <li>• School Suspension</li> <li>• Class suspension</li> <li>• Campus cleanup</li> </ul>

	<ul style="list-style-type: none"> <li>• Leaving campus without proper authorization (including lunch period)</li> <li>• Computer/Internet violation,</li> <li>• Defiance of authority</li> <li>• Habitual profanity/vulgarity</li> <li>• Student parking violation</li> <li>• Failure to serve detention</li> <li>• Tobacco possession or use</li> <li>• Possession of permanent markers(Sharpies) or any like material</li> <li>• Dress code (gang)</li> <li>• Incitement disruption on campus</li> </ul>	<ul style="list-style-type: none"> <li>• *Loss of bus riding privileges for a specified period of time</li> <li>• Saturday school (when available)</li> <li>• In School Suspension (when available)</li> <li>• Suspension from extra-curricular activities.</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Any second occurrence of Level B offense.</li> <li>• Forged notes or voice mail</li> <li>• Modifying attendance sheets in any way.</li> <li>• Abusing or defacing school property</li> <li>• Fighting (5 day suspension-Physical injury-law enforcement called (P.C.241.2)</li> <li>• Threatening others</li> <li>• Possession and use of laser pointers*</li> <li>• Sexual harassment*</li> <li>• Hazing*</li> <li>• Bullying/Cyberbullying*</li> </ul>	<p>Minimum:</p> <ul style="list-style-type: none"> <li>• Extended campus cleanup</li> <li>• School Suspension</li> <li>• Placement on Ineligibility list – determined by Asst. Principal</li> <li>• Possible referral to police</li> <li>• Saturday school (when available)</li> <li>• In School Suspension (when available)</li> <li>• *May also include recommendation for expulsion, and referral to police if determined by GMS Administration</li> <li>• Suspension from extra-curricular activities.</li> </ul>
<b>D</b>	<p>Any act defined in EC 48900 to include but not limited to:</p> <ul style="list-style-type: none"> <li>• Any second occurrence of Level C</li> <li>• “Gang” related violence, vandalism and or damaging/defacing of school property</li> <li>• Possession of or use of alcohol or controlled substances*</li> <li>• Committing hate crimes,</li> <li>• Assault/Battery with serious injury</li> <li>• Terrorist threats toward school officials or school property,</li> <li>• Threats to adults</li> <li>• Attempting or committing sexual</li> </ul>	<p><b>Level “D” offenses are considered major violations.</b></p> <p>All level D offenses may result in any or all of the following: school suspension, referral to Administrative Hearing Panel, recommendation for expulsion, referral to police.</p> <p>* See Ed. Code/State Attorney General opinion for certain first offenses</p> <p>* *Explosives may also include any large fireworks (mortars, M-80’s, M-100’s, Blockbusters, Cherry Bombs etc.). While not considered level “d” offense smaller fireworks (firecrackers, lady fingers, sparklers, party snappers, etc.) are strictly prohibited from campus as well; Severity of disciplinary action for</p>

	assault <ul style="list-style-type: none"> <li>• Theft, burglary, robbery</li> <li>• Possession or use of weapons or explosives**</li> </ul>	possession and or use of these types of explosives are to be determined by GMS administration.
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## **GANG RELATED OFFENSES**

Gustine Unified School District and Gustine Middle School does not and will not tolerate gang activity of any kind on its sites. Gustine Middle School has worked and continues to work with local law enforcement agencies in identifying and preventing gang related activities on our campus. This includes cooperating within the full extent of the law with the Merced County Sherriff’s Department Gang Task Force and the Gustine Police Department in all gang related issues. If a student is involved in any violation of school rules that appears to involve gang related activity, Gustine Middle School will notify law enforcement immediately. If it has been determined that a student is involved in any type of gang activity, Gustine Middle School will require the offending student to appear before the GUSD Administrative Hearing Panel for disciplinary action.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

The misuse of cell phones and other electronic devices at school by students disrupts the learning environment (e.g., ringing cell phones in the classroom; texting messages during exams; listening to music devices during instructional time; taking unauthorized photographs or videos, etc.) Cell phones may also detract and interfere with school safety, crisis preparedness, and impede public safety response during a real emergency. Accordingly, the school has adopted the following rules applicable to all students pursuant to Education Code section 48901.5.

## **Rules for Cell Phones & Other Electronic Devices**

- Students and parents/guardians are solely responsible for any cell phones or electronic devices brought to school. The school will not be responsible for any lost, stolen, misplaced or damaged cell phone or electronic device. Students who need to call home may use a telephone in the school office.
- Students may not disrupt educational programs or school activities at any time. Students who bring a cell phone or electronic device to school must keep them turned off and stored in their backpack, and any other time or when directed by a school employee. Cell phones may not be used to take photos (I.e., “selfies,” group photos, photos of others with or without their knowledge) or videos of any kind.
- Cell phones and electronic devices may not be used during instruction or testing. Please refer to page 15, B.Y.O.D. For acceptable use and authorization in the classroom.
- In the event of any disruption of the learning environment, school staff may direct the student to turn off the device and confiscate the item(s) until the end of the class period, school day, or activity.
- Cell phones or electronic devices with photo/video capability may not be used on school grounds during school hours without the prior consent of the school Principal. (Education Code section 51512.) It is a violation of this policy to carry or possess in any locker room, bathroom, changing room, or other private

area, any device capable of taking pictures, videos, or transmitting images. A student who violates this policy may be prohibited from possessing a cell phone or electronic device at school or school-related events for such period as determined by the school and/or District, subject to other discipline (e.g., Education Code section 48900(k)).

- If a cell phone or other electronic device is confiscated the student may face the following consequences:
  - 1<sup>st</sup> Offense: Device shall remain in the custody of staff and released to the student. Warning issued and Parent notified.
  - 2<sup>nd</sup> Offense: Parent/guardian/emergency contact. Device shall remain in the custody of staff and released to the student after school. Student will be assigned Saturday School. (Continued next page)
  - 3<sup>rd</sup> Offense or more – student may serve multiple disciplines which are: more than one Saturday School assignment, campus clean up hours, and/or ineligible for school activities such as athletics, dances and field trips.Please note, the Principal may defer from the foregoing and apply a more severe and/or lesser consequence depending on the specific circumstances.

## **INCITEMENT**

Any student determined by administration to have provoked, encouraged, instigated, urged, etc. a confrontation between students either by verbal (rumors), electronic, or any other means will face disciplinary consequences to be determined by administration.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection (PDA), (behaviors like prolonged kissing, hugging, etc.) negatively impact the school and or learning environment and are considered violations of school rules. Students violating GMS's PDA rule will have their parents notified and face possible detention up to school suspension (for repeat offenses). Students are to refrain from any public display of affection that would offend others.

## **SKATEBOARDS/ROLLER BLADES/BICYCLES**

Skateboards, roller blades, roller shoes are considered to be forms of transportation to and from school. They, like bicycles, are not to be ridden on school grounds. Students are to carry skateboards and roller blades upon entering the campus. Students riding skateboards and/or roller blades on campus will be issued a warning for the first violation. Skateboard storage must be arranged between individual students and GMS office staff. Repeated incidents may result in confiscation until a parent comes to retrieve the item. Disciplinary action will be taken for repeat offenses.

## **PERMANENT MARKERS**

Students are not permitted to bring and or possess "Sharpies" or any other similar permanent markers on campus. If required for a class, your teacher will provide your marker and then collect it at the end of class. Any student caught in the act of defacing, tagging, marking, etc. school property with any marking device will face severe disciplinary consequences including up to possible expulsion and or notification of law enforcement.

## TRESPASSING

Entering the school campus without authorization from a school official is strictly prohibited. Violators will be reported to the police department (Education Code 32211 and Penal Code Section 653 G and 602), and subject to school discipline.

## VANDALISM

Vandalism, and or so called “pranks”, that cause or attempt to cause damage to school or private property may be punished by suspension, restitution and or possible expulsion. Any vandalism, graffiti, etc. involving “gang” references will carry additional consequences.

## THEFT

All incidents of theft of students’ property should be reported immediately to the administration. **Although the school can assume no responsibility for such losses**, reasonable effort may be made to apprehend the responsible person and to either return the property or order restitution. When appropriate, assistance will also be sought from the Gustine Police Department.

## SAFE SCHOOL ZONE

This zone extends 1,000 feet around Gustine Middle School during regular school hours and within sixty (60) minutes before or after the school day and sixty (60) minutes before or after any school-sponsored activity at the school site. (Education Code 32211, Penal Code Section 626(c)(2))

## DISCIPLINE SUSPENSION REFERRAL (Mischievous & Serve Behavior)

Mischievous suspension referrals are written by any school employee to the administration. A student may be asked to leave class by a teacher (class suspension) for mischievous behavior. A student who receives suspension referral, for any reason, may receive any one or a combination, or other form of consequence to be determined by the GMS administration of the following:

- Call to parent/guardian to inform of offense and detention
- Campus cleanup, etc.
- In House Suspension – hours/ days depends on students level (when available)
- Saturday School (when available)
- Placement on discipline ineligibility list
- Parent conference (which may be mandatory)
- Suspension from class (up to two days) or school (up to five days)
- Behavior contract
- Expulsion from school for major violations in accordance with Ed Code

## PLAGIARISM & OTHER FORMS OF CHEATING POLICY

Cheating and plagiarism are not tolerated and will result in a reduced or failing grade on a test, assignment paper, or project. The teacher for the first offense will administer disciplinary action\*. Flagrant or repeated incidents will be referred to the administration for appropriate action. Parents are notified of all incidents involving cheating. \* Any cheating involving texting/photographing via cell phone or other electronic device will immediately be referred to administration and may carry more severe consequences.

## **DEFIANCE**

Defiance is the refusal to obey lawful authority. Students who defy any member of the school staff will face consequences from class suspension, detention, up to school suspension, and in extreme cases, expulsion. Teachers and other staff members are required by district policy and state law to provide proper supervision. They can only do this if students are willing to obey them. It is essential, therefore, that students submit to the lawful authority of school officials on or about the GMS campus. This means that all students are required to obey the instructions of any and all members of the staff (including Campus Supervisors) at any time and in any place when a student is at school or a school activity\*. (continued next page)

\*The administration understands that misunderstandings between staff and students may occur from time to time. The place for resolving these misunderstandings is in the administrative office – not in the classroom, hallway, cafeteria, or elsewhere.

## **INVOLUNTARY DISCIPLINE TRANSFERS/VOLUNTARY REFERRALS**

In certain instances and in accordance with California Ed. Code, students may also be administratively transferred to an alternative school for disciplinary reasons.

## **DRESS CODE**

The parents/guardians of the Gustine Unified School District are charged with the responsibility of dressing their children in a neat and clean matter. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hair style which will tend to disrupt the learning environment, either on campus or in the classroom or negatively affect the health and safety of individuals. Explicit or implied profanities, and/or obscenities, will not be tolerated. Any items of clothing, jewelry, footwear, or headgear, which would be injurious, offensive, or disruptive to learning environment, are prohibited.

Gustine Middle School additionally derives its gang related dress code guidance from California Ed Code § 35183. The Legislative Declaration Regarding Gang Regalia, Gang-Related Apparel and Gang Affiliation; Adoption and Enforcement of Reasonable Dress Code Policy:

(a) The Legislature finds and declares each of the following:

(1) The children of this state have the right to an effective public school education. Both students and staff of the primary, elementary, junior and senior high school campuses have the constitutional right to be safe and secure in their persons at school. However, children in many of our public schools are forced to focus on the threat of violence and the messages of violence contained in many aspects of our society, particularly reflected in gang regalia that disrupts the learning environment.

(2) "Gang-related apparel" is hazardous to the health and safety of the school environment.



(3) Instructing teachers and administrators on the subtleties of identifying constantly changing gang regalia and gang affiliation takes an increasing amount of time away from educating our children.

\*Due to the ever changing “subtleties of identifying constantly changing gang regalia and gang affiliation”, administration may seek the advice of law enforcement when making an official determination of a possible violation of this nature. (Examples listed on next page)

Some examples are listed below **but are in no way the only examples** of inappropriate dress.

1. Hairnets or other types of gang related head coverings are not allowed.
2. All imprinted clothing, which may be determined to be gang related is not allowed (for example T shirts depicting bandanna wearing individuals, skulls, etc.).
3. Accessories, such as jewelry, belts, bandanas, purse, sunglasses, which have logos, insignias, colors, or writing depicting gang, related activities are not allowed. This includes, but is not limited to: sagging/baggy pants, shirts, white knee high socks, hanging belts, oversized T-shirts either worn alone or in a layered fashion, blousing of pants (holding pant legs closed with the use of rubber bands or other materials), suspenders off the shoulders, and gang related initials on belt buckles.
4. Shorts cannot be any shorter than mid-thigh length.
5. Pants must fit at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
6. The wearing of clothing which is unduly revealing, which includes exposing of chest, midriff, back or undergarments is not permitted.
7. For safety reasons students must wear shoes at all times.
8. Backpacks, binders, and notebooks should be free of any gang related graffiti.
9. No drug symbols, alcohol or tobacco are allowed. This includes mushroom or marijuana leaf symbols on jewelry or clothing.
10. No snap sweat pants or shorts may be worn.

## STUDENT SEARCH & SEIZURE

All students are responsible for the contents of any locker, desk, bag, or any other item they use, possess or bring on to school property or to a school-sponsored event. No student may bring to school or a school-sponsored event any item or substance that is prohibited by law or school rules. School officials may search students and/or their property located at school whenever they have reasonable suspicion to believe that the student possesses contraband in violation of law or school rules. In determining whether reasonable suspicion exists, school officials shall consider, but not be limited to, the following:

1. Substantive value and credibility of the facts relied upon as justification for the search.
2. Location of the student at the time of the incident which gave rise to reasonable suspicion.
3. Urgency requiring the search without delay.
4. Prevalence and seriousness in the school of the problem to which the search was directed.
5. Student’s age and previous behavior patterns.

Surveillance cameras installed for security purposes and used to observe and videotape activities in public areas of school property, including school hallways, parking lots, classrooms, cafeterias and administrative offices may be used to assist school officials in determining whether reasonable suspicion exists to conduct a search of individual students or their property.

## **PARENTS/GUARDIANS and LAW ENFORCEMENT NOTIFIED**

- The parents/guardians of a student involved in a search shall be notified by school officials within a reasonable time of the search being conducted whenever a search uncovers evidence that the student has violated a law or school rules, and whether disciplinary action will be taken.
- If a search uncovers evidence in violation of criminal law, school officials may contact local law enforcement with the information. In certain circumstances, notification shall be made within one school day after suspension or expulsion. (Education Code sections 48902 and 44014.)

## **NONDISCRIMINATION/HARASSMENT POLICIES**

Gustine Middle School District does not unlawfully discriminate on the basis of race, color, national origin, gender, religion, disability, age, or sexual orientation in any of its policies, procedures, or practices, and prohibits all forms of harassment including, but not limited to, harassment on the basis of race, color, national origin, religion, disability or sexual orientation.

Students, parents, guardians, or any other individuals having questions or concerns regarding the Gustine Unified School District nondiscrimination policy should contact the Principal at 854-6414.

Students with concerns related to any form of harassment on campus can speak with any staff person or can directly contact the GMS Assistant Principal or Counselor.

## **CONFIDENTIALITY**

Issues of confidentiality concerning student and personnel records are governed by the California Education Code, Family Educational Rights to Privacy Act, the California Public Records Act, No Child Left Behind Act, and applicable Government Codes. In 1974, the California Constitution added privacy as an inalienable constitutional right; therefore, the District generally prohibits disclosure of confidential personnel and student records. Additionally privacy laws require when a student is involved in disciplinary action taken by the school administration, only parents/guardians (and in some cases teachers) of that particular student have the right to inquire about the consequences (if any) incurred by that student.

## **UNIFORM COMPLAINT PROCEDURES**

Gustine Middle School District has the responsibility for ensuring compliance with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Early informal resolution of complaints at the

local level is encouraged whenever possible.

Upon receipt of a written complaint from an individual, public agency, or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child nutrition programs, special education programs, and Section 504 programs.

## **FIRE/EARTHQUAKE DRILLS & LOCK DOWN**

Drills are held to prepare students and staff in case of an emergency. Specific instructions are posted in each room, and the school has safety plans in place for emergencies. If an emergency occurs, parents are asked to report to the parking lot for official release of students.

## **VEHICLES ON CAMPUS**

### **Parking on Campus**

The school/District is **not responsible** for damage done to or theft of automobiles, motorcycles, scooters, etc. and or bicycles parked in school parking lots.

### **VISITORS TO CAMPUS**

Student visitors are **not allowed** during the normal school day unless specifically approved by the site Principal.

# STUDENT SIGNATURE PAGE

I have read the Gustine Middle School Student Handbook, and I understand its contents, rules, and policies. I further acknowledge that I have read and been made aware of any new and or revised policies for the 2018-2019 school year.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*  
**PARENT SIGNATURE**

We have read the entire student handbook, have discussed its contents with our student(s), and understand Gustine Middle School's rules, and policies, for the 2018-2019 academic year.

\_\_\_\_\_  
Parent/Guardian name (Print)

\_\_\_\_\_  
Parent/Guardian signature

Date \_\_\_\_\_