



2018-2019  
STUDENT / PARENT  
HANDBOOK

RANCHOS MIDDLE SCHOOL  
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# 2018 – 2019 Student Handbook

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## VISION STATEMENT FOR RANCHOS MIDDLE SCHOOL

The mission of Ranchos Middle School (RMS) is to provide all students with the opportunity to be successful. RMS is committed to motivating all students to be academic achievers. Through teamwork we set the foundation for the next generation of leaders.

Motivated

University Bound

Successful

Teamwork

Academic Achievers

Next generation leaders

Goal oriented

Super Athletes

# RANCHOS MIDDLE SCHOOL BELL SCHEDULE

## 2018-2019

### Monday, Tuesday, Friday

1 <sup>st</sup> Bell	8:10 AM	
Period 1	8:15 AM	- 9:10 AM
Period 2	9:14 AM	- 10:04 AM
Break	10:04 AM	- 10:21 AM
Period 3	10:25 AM	- 11:15 AM
Period 4	11:19 AM	- 12:09 PM
Lunch	12:09 PM	- 12:43 PM
Period 5	12:47 PM	- 1:37 PM
Period 6	1:41 PM	- 2:31 PM
PEP/Tutorial	2:35 PM	- 3:08 PM

### Block Wednesday (Odd)/ Thursday (Even)

1 <sup>st</sup> Bell	8:10 AM	
Period 1/2	8:15 AM	- 9:58 AM
Break	9:58 AM	- 10:12 AM
Period 3/4	10:16 AM	- 11:59 AM
Lunch	11:59 AM	- 12:33 PM
Period 5/6	12:37 PM	- 2:20 PM

### P.M. Rally/Assembly Schedule

1 <sup>st</sup> Bell	8:10 AM	
Period 1	8:15 AM	- 9:01 AM
Period 2	9:05 AM	- 9:46 AM
Break	9:46 AM	- 10:03 AM
Period 3	10:07 AM	- 10:48 AM
Period 4	10:52 AM	- 11:33 AM
Lunch	11:33 AM	- 12:08 PM
Period 5	12:12 PM	- 12:56 PM
Period 6	1:00 PM	- 1:41 PM
PEP/Tutorial	1:45 PM	- 2:15 PM
Rally/Assembly	2:19 PM	- 3:08 PM

### Minimum Day Schedule

9/10, 10/1, 11/5, 2/4, 3/25, 5/13

1 <sup>st</sup> Bell	8:10 AM	
Period 1	8:15 AM	- 8:55 AM
Period 2	8:59 AM	- 9:39 AM
Break	9:39 AM	- 9:56 AM
Period 3	10:00 AM	- 10:40 AM
Period 4	10:44 AM	- 11:24 AM
Lunch	11:24 AM	- 11:58 AM
Period 5	12:02 PM	- 12:42 PM
Period 6	12:46 PM	- 1:26 PM
PEP/Tutorial	1:30 PM	- 1:50 PM

# Ranchos Middle School

## Office Directory

Name	Contact	Position
Imperatrice, Chris	cimperatrice@gvusd.org	Principal
Melvin, Janell	jmelvin@gvusd.org	Secretary
Macias, Kristal	kmacias@gvusd.org	Attendance/ Registrar

## Staff Directory

Name	Contact	Subjects
Alarcon, Stephanie	salarcon@gvusd.org	U.S. History 8
Barber, Donna	dbarber@gvusd.org	Special Education Paraprofessional
Baughman, Barbara	bbaughman@gvusd.org	Library Tech
Clarke, Josh	jclarke@gvusd.org	Science 7, Wheel-Robotics
Davis, Lisa	ldavis@gvusd.org	English 7, History 7, ELD
Hart, Rebecca	rhart@gvusd.org	English 8, Theater Arts, Wheel Theater Art
Lee, Cristie	clee@gvusd.org	English 7, English 8
Phillips, Matt	mphillips@gvusd.org	SDC 7/8
Ketner, Mark	mketner@gvusd.org	Science 8
Lydon, Kim	klydon@gvusd.org	Resource Specialist
Moore, Kellee	kmoore@gvusd.org	Wheel- Computer Sci Computers Sci Yearbook/Journalism
Norris, Jeremy	jnorris@gvusd.org	Physical Education/Health
Norris, Jillian	jnorris1@gvusd.org	Physical Education/Health
Miranda, Daniel	dmiranda@gvusd.org	Math 7
Merritt, Alyssa	amerritt@gvusd.org	History 7
Mellot, Katie	kmellott@gvusd.org	Ag, Wheel-Ag
Tenpas, Janet	jtenaps@gvusd.org	Band/Choir
White, Arris	awhite@gvusd.org	Math 8

## Maintenance/Facilities Staff

Name	Position
Ruben Carlin	Lead Custodian
Kathy Kochackis	Custodian
Josh Prater	Grounds

## SECTION I: ATTENDANCE

### Regulations and Procedures

Parents are required to clear absences. Under law, schools must continue to track all absences and report them to the state. In as much as class participation is an integral part of students' learning experiences, parents and students shall be encouraged to schedule medical appointments during non-school hours.

Our procedure is a period-by-period attendance check. Each day, we know the period or periods that a student has missed the previous day.

When a student is absent, students and parents should adhere to the following procedure:

1. All absences must be cleared by telephone or note with parent/guardian signature. Only parents or legal guardians may clear absences.
2. Parents may call the Attendance Office between the hours of 7:30 a.m. and 4:00 p.m. and speak directly to the Registrar.
3. All absences should be cleared within 24 hours of their occurrence. **An absence not cleared within five days will be considered an unexcused absence.**

### Excused Absences

State Law requires all students to attend school daily. According to the Education Code, a student may be excused from school for various personal reasons, including:

1. Legitimate illness
2. Medical appointment
3. Court appearance
4. Bereavement
5. Other justifiable personal reasons approved by the principal or school administrator
6. Participation in religious instruction or exercises in accordance with district policy

### Unexcused Absences

An absence due to any reason not listed above will be marked as an unexcused absence.

### Extended Absences

If a student will be absent five (5) days or more, a student shall request to be placed on an Independent Study Contract (ISC). **In order to be eligible to be on an ISC, a request must be submitted at least five (5) days prior to the absences.** If a student does not fulfill his or her obligations to the ISC, the absences will be considered unexcused. **Independent study does not count towards perfect attendance.**

## Confidential Medical Appointments

School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent, as required by California's education law. **Perfect attendance is defined as present at all times and will be rewarded.**

## Make-up Work

Students whose absences are cleared as either excused or unexcused can make up all work missed; the amount of time given will be equivalent to the number of days missed (i.e. a student absent two days would be allowed two days to turn in work).

A student whose absence is not cleared, unauthorized, considered as truancy, or not due to a suspension, may not be allowed to complete assignments, tests, or other class work missed as per teacher discretion.

**It is the responsibility of the student to make up work missed due to absences.** Students are expected to complete, on time, any class work they were assigned prior to their absence. PEP/tutorial is designed to help struggling students, not to complete homework that was forgotten the previous night.

If students have been absent for at least two (2) days, parents may phone in a request to pick up work missed. The work will be available after 2:00 p.m. on the day following the request. If a student is suspended for three (3) days or more, homework will be available to pick up by the parent after 2:00 p.m. on the second day of suspension.

## Excessive Absences

Excessive absences will be dealt with in the following manner:

### Excused Absences:

Step 1: Ten (10) excused class period absences will result in a notice mailed home. A conference with the counselor will be scheduled. The School Attendance Review Board (SARB) process begins. Saturday school is an option.

Step 2: Fourteen (14) excused class period absences will result in a notice mailed home notifying parents that at 14 absences a doctor's note will be required for each additional absence. A conference with the counselor will be scheduled. Saturday school may be assigned.

### Unexcused Absences:

Step 1: Three (3) unexcused class period absences, not due to extenuating circumstances, will result in a notice mailed home. A conference with the counselor will be scheduled. The School Attendance Review Board process begins. Saturday school is an option.

Step 2: Six (6) unexcused class period absences, not due to extenuating circumstances, will result in a letter and parent contact notifying the parent that five (5) semester credits will be removed from the student in the class from which he/she

is absent. **\*\* (High School)**. A meeting will be scheduled and the student will be asked to sign an attendance contract agreement.

**\*\*** A student may make up the period(s) missed by attending a Saturday School for each of those periods in excess of five (5) absences. Credits (geometry for RMS students) will be reinstated at the end of the semester providing the student fulfills the Saturday School requirements and achieves a passing grade in the class that has been missed.

Six (6) absences in the same class period = Attending two (2) Saturday School sessions

Eight (8) absences in the same class period = Attending three (3) Saturday School sessions

Step 3: Ten (10) unexcused period absences will result in a scheduled meeting with the district SARB committee.

If a student reaches nine (9) period absences, not due to extenuating circumstances, the student will not be allowed to make up work for the class, but will remain assigned to the class. **EXAMPLE:** A student has six (6) absences in periods 1, 3, and 5, plus seven (7) absences in period 6. The student would need to serve five (5) Saturday Schools to complete work for all four (4) periods.

A parent may appeal the decision of making up work by contacting the school counselor for an appeal form. All appeals must be submitted and resolved no later than the following grading period.

## **Truancy Policy**

Any student who is absent from school without a valid excuse for 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, shall be classified as truant. A student found to be truant will be given a referral to the office. Students who are habitually truant are in violation of the Education Code and are subject to referral to the justice court system and/or the School Attendance Review Board (SARB).

Ed Code 48264.5 Truancies 1-3

### **School Attendance Review Board (SARB)**

The Golden Valley Unified School District SARB is used in conjunction with the Ranchos Middle School attendance policy. The board is made up of school officials, members of the community, Madera County Sheriff's Department, and representatives of various social service agencies. Any student who is a habitual truant or is irregular in attendance may be referred to SARB.

Saturday School may be assigned for unauthorized, unreported absences or tardies, or for disciplinary reasons. The student has the responsibility of coordinating with his/her teachers all work that needs to be made up. The following rules for Saturday School apply:

1. Parents will receive a notice in the mail when a student is assigned Saturday School. The notice will include the date, time, location, and responsibilities.
2. Saturday School will be held from 8:00 a.m. to 12:00 p.m. on Saturdays. Students will meet in



the LHS Cafeteria for Saturday School room assignments unless otherwise notified. **NO ONE WILL BE ALLOWED TO ENTER SATURDAY SCHOOL AFTER 8:05 A.M.**

3. Students must bring materials to study or read. **IF A STUDENT DOES NOT BRING MATERIAL TO STUDY OR READ, THEY WILL BE REMOVED FROM SATURDAY SCHOOL AND CREDIT WILL NOT BE GIVEN FOR ATTENDANCE.**

4. All students assigned Saturday School are expected to complete their Saturday School assignment as given, unless they receive permission to reschedule the assignment from a school administrator PRIOR to the assigned date. Failure to attend assigned Saturday School will be dealt with as a form of defiance.

5. Students must adhere to all school policies while attending Saturday School. Students must follow RMS Dress Code Policies; students out of compliance will not be admitted and/or given credit.

6. If at any time during the class period a student becomes a disciplinary problem, the parent/guardian will be contacted and requested to come to school and pick up their student. If this occurs, no credit is given and an out-of-school suspension may follow.

### **Check-in/Check-out Policy**

#### **Appointments, Partial-Day Absences**

All students leaving school during the day must sign out with the Registrar. All students must be checked out or released by a parent/guardian/emergency contact before leaving campus. Verification of parent/guardian/emergency contact may be required before the student is allowed to leave. Students must obtain permission prior to leaving campus. Students leaving campus without signing out through the Registrar's office will be marked as truant and will be referred to the Learning Director for disciplinary action. Students must sign back in after returning to campus.

#### **90% attendance for 8<sup>th</sup> grade students**

**To participate in the RMS promotion ceremonies, eighth grade students must attend school 90% of all periods.** This means students can not miss more than 17 days per year or 102 periods per year. All absences, excused or unexcused, except those for school activities, will be counted in this rule. With prior administrative approval, Saturday school may be used to make up a maximum of twelve periods (four periods per Saturday School). Saturday school may not be used as a credit for future absences.

### **Tardy Policy**

Teachers will document each tardy a student accumulates. The attendance office will monitor tardies and appropriate disciplinary action will be taken.

A tardy is defined as not being in the classroom when the tardy bell stops ringing. A tardy can only be excused due to illness, doctor's appointment, family funeral, or school activity. Any other reason

is considered an unexcused tardy. If a student is reporting to school late, he/she must report to the Attendance Office. To be excused, the Registrar must receive a note or a phone call from a parent/guardian that meets the above criteria. The student must sign in, and the Registrar will issue a time-stamped tardy pass to the student. The teacher will remove the absence or tardy mark from the attendance report. Habitual tardies subjects the student to a referral, parent conference and Behavior Contract, and possible restriction of privileges, suspension, transfer, or expulsion.

Saturday School does not clear tardies. Progressive discipline will be assigned as follows:

1<sup>st</sup> Tardy: Warning by teacher, record of tardy in student attendance.

3<sup>rd</sup> Tardy: Lunch detention/community service (1 day). Call to parent by attendance clerk.

5<sup>th</sup> Tardy: 2 days lunch detention.

7<sup>th</sup> Tardy: 3 days lunch detention. Call to parent by administrator.

9<sup>th</sup> Tardy: 4 days detention. Restricted lunch with assigned staff.

Should the tardiness continue, students will be suspended for an additional 1-5 days, be placed on a behavior contract, referred to SART/SARB process, and be recommended for possible referral to alternative education.

If a student acquires 4 tardies in a 6 week grading period, they will be placed on "Choices" List, disqualifying the student from participation of school activities and events. See "Choices" on page 18.

### **Independent Study**

If your child is going to be absent for an extended period of time see the school registrar about signing up for independent study. Parents must submit a request at least 5 days in advance for students to go on independent study. Students will get their assignments but independent study will not count towards perfect attendance.

## SECTION II:

# ACADEMICS

## Ranchos Middle School 2018-19 Curriculum Course Outlines



Each course listed below is being offered for the current year. The course outlines are only descriptions. Included at the bottom of each department will be the internet link to the California Department of Education content standards webpage.

### Core Courses

#### English

The English department seeks to endow the students with mechanical proficiency, critical thinking skills, a strong ethical foundation through literary exploration, and proficient writing and speaking skills. All courses are one year long. The curriculum includes:

- Grammar, vocabulary, creative and expository writing;
  - Reading comprehension, composition, and creative writing, based on the study of short stories, novels, and poetry selections.
  - Book reports and literary evaluation.
  - Reports and oral presentations.
- **7<sup>th</sup> grade English** - To focus on the reading comprehension and understanding of informational materials. There will also be a focus on research writing and learning to develop appropriate responses to literature.
  - **8<sup>th</sup> grade English** - To focus on the reading comprehension and understanding of literature works and novels. There will also be a focus on response to literature via writing and learning to develop career related documents.

7<sup>th</sup> & 8<sup>th</sup> Grade = <http://www.cde.ca.gov/be/st/ss/documents/finaledaccsstandards.pdf>

#### Social Studies

The Social Studies Department seeks to endow students with an appreciation and sensitivity for the diverse nature of the world culture. Research projects and the study of current events enrich the overall learning experience. Students are exposed to the contributions of various ethnic, racial, and religious groups within the following contexts: (All courses are one year long)

- **7<sup>th</sup> Grade World History and Geography**
- **8<sup>th</sup> Grade U.S. History through Reconstruction**

#### Mathematics

The mathematics curriculum will build intuitive and applicable mathematical knowledge through emphasis on fundamentals, practice, application to real-life settings, and problem solving. (All courses are one year long.)

- **Math 7** - Incorporates introductory concepts of Ratios & Proportions, The Number System, Expressions & Equations, Geometry, and Statistics & Probability.
- **Math 8** – Expands on The Number System, Expressions & Equations, Functions, Geometry and Statistics & Probability.

Math 7 & 8 = <http://www.cde.ca.gov/be/st/ss/documents/ccssmathstandardaug2013.pdf>

## Science

The middle school science curriculum seeks to provide students with a fundamental understanding of the physical, biological, and earth sciences, while instilling an appreciation of scientific study and the natural world. (All classes are one year long.)

- **7<sup>th</sup> Grade Life Sciences:** Cell biology; genetics and heredity; earth history; comparative anatomy and physiology; physical science in living systems (light and sound)
- **8<sup>th</sup> Grade Physical Sciences:** Energy, force, and motion; introduction to chemistry (structure of matter and chemical reactions); astronomy; machines and inventions.

## Electives Courses

### Technology

Technology is a powerful teaching and learning tool. The goal of the school's program is to develop competent and confident technology users. Students are expected to leave middle school computers with a strong foundation on basic computer applications and computer usage.

- **Computers** – Keyboarding, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet search techniques

### Arts

The Middle School arts curriculum is comprised of music and theater arts. Students learn to appreciate, celebrate, and accept the value and the uniqueness of their own achievements and those of others. Middle School Band is taught through a district music teacher. Drama puts on two productions a year; one in the fall and one in the spring. Both productions are done with student actors and stage managers.

- **Band** - Skills and concepts developed through playing this wide range of musical ideas will include its terminology, advanced instrumental techniques, performance practices and styles, and introduction into performing marching and concert bands.
- **Choir** - Open to all students (offered at LHS).

7<sup>th</sup> Grade = <http://www.cde.ca.gov/be/st/ss/mugrade7.asp>

8<sup>th</sup> Grade = <http://www.cde.ca.gov/be/st/ss/mugrade8.asp>

- **Theater Arts** – Students will be given experiences in speech and volume control, acting, memorization and an opportunity to participate in one production per semester.

7<sup>th</sup> Grade = <http://www.cde.ca.gov/be/st/ss/thgrade7.asp>

8<sup>th</sup> Grade = <http://www.cde.ca.gov/be/st/ss/thgrade8.asp>

### General Electives

Courses will provide students with a variety of experiences to help guide their interest in the various elective courses of high school. The middle school elective program is designed to give students a basic introduction into these areas.

- **Yearbook/Journalism** – *open to all 8<sup>th</sup> grade students, teacher approval required*–
- **Intro to Ag** – open to all 7<sup>th</sup> grade students
- **Study Skills** – *open to identified students, semester/year long* – Students will be given opportunities to work on their study skills and organizational skills with an intervention teacher. Students will also work on test taking skills, homework study habits and other essential successful study skills.

### **Physical Education**

The objectives of the physical education program are to enhance the student’s physical fitness and well being and include cardiovascular conditioning, muscular strength, endurance, and flexibility. Curriculum will also include health, nutrition and family life. State adopted curriculum will supplement the health and nutrition units.

### **Academic Grade Reporting**

Our reporting period will follow a six week period. Each semester will have two progress reports. Within the progress report windows, teachers will notify parents prior to a failing grade. All failing marks earned by a student must be reported to the parent / guardian at least one week prior to notices going home. All semester grades are final. Semester grades will determine status for promotion. All grading periods will determine status for “Choices”.

### **“Choices”**

Students who **choose** not to do their class work, homework or prepare themselves for exams will not be academically prepared to be successful. Students who do not display appropriate character traits, are continuously tardy, and/or acquire discipline issues will also not be prepared to be successful. Students who are placed on the “Choices” list will be prohibited from attending any school activity functions including but not limited to dances, rallies, promotion, end of the year activities and athletic competitions and practices for the following 6 week grading period. Therefore, students may be placed on the “Choices” list for the following actions:

### **Academic Grades**

Students whose grade point average (GPA) is below a 2.0 at any of the grading periods will be placed on the “Choices” list for the following 6 week grading period. Students will be placed on grade checks during their time on the “Choices” list and/or assigned to mandatory tutorials. Interventions for poor academic performances can include a transfer into the study skills class, after school academy assignment, mandatory tutorial on Wednesdays and Thursdays, or Saturday School assignments.

### **Character**

Ranchos Middle School and Golden Valley Unified School District have adopted Character Counts. It is our goal that students will develop these six character traits: Trustworthiness, Responsibility, Respect, Fairness, Caring and Citizenship. Staff will embed these traits into their regular classroom instruction and discussions throughout the year.

### **Tardies**

Students who obtain 4 unexcused tardies during the 6 week grading period will be placed on the “Choices” list.

### **Discipline**

Students who have been suspended or having multiple disciplinary issues including class suspension during a grading period will be placed on “Choices” list. A student placed on “Choices” list for disciplinary reasons will be placed on there for 5 days for each day suspended or if student has multiple disciplinary issues (ie. multiple referrals).

## **Honor Roll**

The following criteria will be used for determining the Ranchos Middle School Honor Roll at each semester.

4.0	Principal’s Honor Roll
3.50 – 3.99	Mustang Honor Roll
3.00 – 3.49	Honor Roll

## **Intervention**

Several intervention programs are being put into place to assist our students who are struggling academically. These programs are run during the regular school day and after school. Depending on the needs of each student, a parent conference will be held to determine any placement of a student into an intervention program.

If you feel your child needs additional support please contact Mr. Imperatrice in the RMS office or via email.

## **Promotion / Retention Policy**

The intent of this policy is to encourage students to develop good study habits and the academic skills needed at the intermediate level. Students who meet the requirements will be eligible to participate in the promotion ceremony. Those students who fail to meet the academic requirements will fall into the academy plan and/or summer school (if funding is available). Failure of the academy or summer school programs may result in the student being retained at the middle school level for another year.

## **Promotion Participation Requirements**

### **Attendance**

The student will have at least a 90% attendance rate. Please review the attendance policy for further clarification.

### **Academics**

In order for an 8<sup>th</sup> grade student to participate in Promotion Ceremonies, they must obtain a D or higher grade in each of the four core classes (English, Mathematics, Social Studies, and Science) **and maintain a minimum of 2.0 GPA for the second semester.** The second semester 12 week grade report will be an indicator if the student is to be able to participate in promotion. For example, if a student has a D at the 12 week grading period, but then falls to an F for the final second semester grade, they will not be eligible to participate in promotion. If a student has an F at the 12 week grading period and/or is below a 2.0 GPA, they still have the final 6 weeks to bring their grade up to a D and/or improve their GPA in order to participate.

## Discipline

In order for an 8<sup>th</sup> grade student to participate in Promotion Ceremonies, they must display appropriate behaviors during school hours and at school events. Students who are suspended in the final six weeks of school will not be allowed to participate in Promotion. If a student is on “Choices” during promotion time for behavior issues, they will not be allowed to participate in promotion

### SECTION III:

## SCHOOLWIDE DISCIPLINE POLICY

In order to maintain a safe and effective school site, continuity and consistency in discipline are necessary. Additionally, providing expectations allows students to understand what the expected behavior at Ranchos Middle School includes.

### Expectations

Ranchos students are expected to demonstrate a high level of personal behavior and responsibility.

All students will be expected to:

- Allow the teacher to Teach.
- Allow the other students to learn.
- Behave in a manner that will allow themselves to learn
- Treat every student and teacher with respect.
- Be in the classroom when the tardy bell rings.
- Use appropriate language during the school day.
- Have food and drinks in designated areas only. (MPR only) **NO FOOD OR DRINK IN CLASSROOMS. This includes gum.**
- Keep hands, feet, and objects to yourself.
- Bring your planner, pencil / pen, binder, and other needed materials to class.
- Have **MUSTANG** pride and help maintain all school buildings and equipment.

### Mustang's Progressive Discipline Policy

- **Warning**— Students are instructed on the rule that was broken. **Teacher will write student up on step 1 of referral process.**
- **REFLECTION**- Students are instructed on the rule that was broken, will discuss the appropriate behavior or expectation through an individual REFLECTION Session, and will review possible action if the activity continues. **Teacher will notify parents of infraction and of Reflection Session either by phone or email and will write the student on step 2 of the referral process.**
- **Lunch Detention** - Students will meet with an administrator following a referral from the classroom teacher to discuss actions and future thought processes. Students will be placed in lunch detention from 1-5 days depending on severity of situation. Lunch detention will include 15 minutes of their lunch period with a progression to an entire lunch period if similar behavior continues. **Administration will follow up with parent after third offense (step 3 of referral process).**
- **Saturday School**- Students will be assigned one day of Saturday School for additional infractions.

- **Suspension** –Suspensions can be from 1-5 days depending on the severity of the offense. Any student suspended will be placed on “Choices” list. For each day of suspension, the student will be placed on “Choices” list for 5 days. Return to school may require a student behavior contract and /or a parent-teacher conference.  
**Administration will notify parent of infraction.**

Disciplinary action: School rules are in effect from the time the student leaves for school until the time he / she returns home. The rules apply on and off campus and at school activities. Parents are notified of infractions by the teacher. Parents are then notified of disciplinary action by administrator phone calls or in written form.

## **RANCHOS MIDDLE SCHOOL PROGRESSIVE DISCIPLINE POLICY**

### **LEVEL 1 OFFENSES**

**Minimum Discipline:** Parent notification by teacher/ class detention or lunch detention/ loss of activity privileges/ discipline referral followed by two previous parent contacts.

Violation of class rules	Inappropriate items on campus	Dress Code Violation
Littering	Cheating / Copying	Use of profanity
Writing on desks	Habitually unprepared for class	Tardy
“Roughhousing”	Public Displays of Affection (PDA)	Harassment
Defiance	Food outside of eating areas	<b>GUM</b>

Progressive Discipline Policy for Level 1 Offense:

- Counseling/Lunch Detention (1-3 days)
- Lunch Detention (3-5 days)
- All Lunch Detention
- After School Detention (1 hour) (3 days)
- After School Detention (1 hour) (5 days)
- Suspension 1 day
- Suspension 2-3 days (behavior contract when return)
- Suspension 5 days

### **LEVEL 2 OFFENSES**

**Minimum Discipline:** Parent conference with administrator/ Suspension/ Reimbursement for damages / Saturday School / loss of activity privileges / behavior contract. Bullying will meet with maximum consequence in order to provide a safe climate on campus.

Defiance towards staff	Stealing / Theft	Cutting class
Habitual use of profanity	Damage to school property	Verbal Fighting
Excessive tardies	Obscene or offensive conduct	Inciting a fight
Truancy	Threat of physical harm	Bullying (BP 5138.1)
Cheating	Forgery	Harassment

**Progressive Discipline Policy for Level 2 Offense:**

- Continued progression of detentions or Saturday School
- Suspension 1-5 days/Implementation of behavior contract.



### **LEVEL 3 OFFENSES**

If you commit one of the offenses listed below, you may be suspended or recommended for expulsion from school immediately, even upon a first offense. The offenses all involve the violation of one or more provisions of state law, Education Code 48900.

1. Causing or threatening to cause physical injury to another person.
2. Possession of a firearm, knife, explosive or other dangerous object.
3. Possession, use, sale, furnish, or under the influence of a controlled substance.
4. Robbery or extortion.
5. Damaging or attempting to damage school or private property.
6. Stealing or attempting to steal school or private property or receiving stolen property.
7. Possession or use of tobacco (including e-cigarettes, hookahs, or other vapor-emitting devices, with or without nicotine content that mimic the use of tobacco is prohibited)
8. Committing an obscene act, engaging in habitual profanity or vulgarity.
9. Unlawful possession or sale of drug paraphernalia.
10. Disrupting school activities or otherwise willfully defying the valid authority of teachers, administrators, or other school personnel.
11. Possession of an imitation firearm.
12. Committing or attempting to commit a sexual assault.
13. Committing or attempting to make a terrorist threat.
14. Harassed, threatened or intimidated a pupil who is a complaining witness.
15. Engaging, offering, or arranging to sell, negotiated to sell any drugs.
16. Engaging in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed at a specific student or school personnel.

Any student who is placed on home suspension will not be allowed on any Golden Valley USD campus for any reason during the suspension. This includes during regular school hours and any student activity. Conferences with teachers may be scheduled with administrative approval.

## SECTION IV:

### General Information

#### Activities

##### **Associated Student Body – ASB – Student Government**

The ASB is comprised of a president, vice-president, secretary, treasurer, activities commissioner, reporter and four 7<sup>th</sup> grade representatives. Officer elections will take place in the fall. All student body officers must be in good academic standing. Any officer on academic probation will be subject to removal from office. The student body offices are responsible for sponsoring dances, rallies and other events for the general student body.

##### **Curricular Field Trips**

Throughout the year, RMS staff members will be coordinating off-campus learning experiences. These experiences will enhance the student's educational experience by providing hands on experience. It will also provide application lessons for objectives taught during lectures in class.

##### **Dances**

The Student Council and other clubs will host several dances throughout the school year. Dates for dances will be announced throughout the year.

All dances are chaperoned by staff and administration. The staff members have the right to call the parents of any student whose behavior is inappropriate and can request the parent to pick up the student from the dance. No student will be allowed to leave the dance for any reason unless a parent confirms pick up with a school administrator. **Dress code will be enforced at all dances.** Students must be in good academic standing, good discipline standing and be present at school day of dance to attend. Inappropriate dancing will result in removal from the dance and loss of future dance privileges. Students are expected to be picked up within 10 minutes after the dance. Students not picked up within 10 minutes may not be allowed to attend the next dance.

##### **End of Year Field Trips**

All students who obtain a GPA of 2.0 will be eligible to attend the end of the year class field trip. Cost of trips is the responsibility of the students.

##### **Spirit Rallies**

All students not on the choices lists will be able to participate in a school spirit rallies. All rallies will include class competitions involving games, events and activities. The Leadership Club will work with Administration to set up dates for Rallies.

##### **Sports Team Rallies**

All students will attend team rallies. These rallies are set up to acknowledge those students who are participating on various co-curricular teams. Teams include academic pentathlon, math, athletics and other various competition teams on campus.

## **Athletics**

RMS participates in the Westside Athletic League. The WSAL will be split into two Divisions. Ranchos will participate in the North Division. Our division will consist of Foothill (Prather), Wilson (Chowchilla), Los Banos Gold, and Los Banos Cardinal. We will play each team two times. At the conclusion of each season, a playoff with the top team (1 team from each division) will be held with a championship game following to decide the champion. We currently offer four seasons of athletics;

Fall – Girls Volleyball (7<sup>th</sup> & 8<sup>th</sup>), Boys Soccer (combined grades)  
Early Winter – Girls Basketball (7<sup>th</sup> & 8<sup>th</sup>), Boys Basketball (7<sup>th</sup> & 8<sup>th</sup>) Cross Country (7<sup>th</sup> & 8<sup>th</sup>)  
Late Winter – Wrestling (combined grades), Girls Soccer (combined grades)  
Spring – Baseball (combined grades), Softball (combined grades)

All sports are open to both 7<sup>th</sup> and 8<sup>th</sup> graders. RMS believes that the development of sportsmanship, school spirit and competitive spirit are important in the overall development of our students.

## **Eligibility**

Students who wish to participate in extracurricular sports represent Ranchos Middle School, and must therefore keep the highest standards of sportsmanship and good conduct at all times.

**Academics:** The most recent progress report will be used to determine eligibility. All student-athletes must have and maintain a 2.0 GPA at all times during the season. A student who is below a 2.0 will be removed from their current team.

**Conduct:** Student-athletes suspended from school during their season of sport, will become ineligible to participate for 5 days per each day of suspension.

**Attendance:** In order to participate in any game/match, the student must attend classes the entire school day on the day of the competition (unless he/she has a doctor appointment). Exceptions may be granted by the principal for school-related activities or emergencies.

## **Physicals**

All students who plan on playing a sport must have a signed current sports physical form from their doctor before they begin practicing or playing. A physical form is available in the office. Physicals are current for one calendar year from the date of the exam.

## **Transportation**

### **Bus Regulations**

The Golden Valley USD does provide transportation to students who live outside the designated walking zones. Students who do not follow the bus rules may be denied the privilege of riding the bus.

This year the buses will have separate drop off zones at the middle school and high school. RMS students and LHS students will be riding the same buses. The driver may elect to implement a seating chart. This is at the discretion of the driver. Students who wish to get off at a different stop other than their own must have administrative approval, in writing, prior to the drop off point. A note must be given to the office and a pass will be secured for the approved change. Failure to procure the pass will result in the driver denying the student the ability to ride on his/her bus.

## **Drop Off / Pick-up**

The parking lot will have designated areas for cars to drop off and pick up their students. Please be cautious as students will be walking to/from their cars. All traffic must enter from the **Road 35 1/2. No vehicle is allowed to use the emergency road access or the bus loading/unloading zone at any time.** Do not park where curbs are painted red.

## **Campus Conduct**

Positive and respectful behavior is expected of all RMS students. It is the responsibility of all students to treat each other and staff members with respect and consideration. All trash should be picked up and thrown in the proper bins. Students should respect campus landscape by staying out of flowerbeds and not damaging plants. Remember, you are here six hours a day, make your campus a place you enjoy. You should not arrive before 7:45 a.m. and you should leave the campus within 10 minutes of dismissal from school unless you are involved in a specific school related activity. Loitering is not permitted.

### **Electronic Devices – cell phones**

Students may only use their cell phones before school (prior to 8:15 a.m.) and at the end of the school day. Cell phones must be turned off during the school day. Cell phones are the responsibility of the student and should be kept in a safe, well hidden and secure place. If a student has a cell phone out or on during the school day, it will be confiscated and ONLY returned to a parent. Confiscated phones will not be returned to students. RMS recognizes that parents are concerned about their student's safety. However, cell phones that disrupt the educational process will not be tolerated and will be confiscated.

In addition, all other electronic devices (games, software, handheld systems, tape / CD players, MP3 players, etc) are not allowed at any time on campus. These items will be confiscated and returned only to parents. Disciplinary action will be taken.

**RMS will not spend time investigating or retrieving lost or stolen electronic items that are not allowed on campus.**

In addition, RMS does not take responsibility for lost, misplaced or stolen cell phones or other electronic devices. Students and parents are solely responsible for the phones and other electronic devices.

### **Public Displays of Affection (PDA)**

Public displays of affection (PDA) – holding hands, putting arms around each other, kissing, lying or sitting together in an inappropriate manner, or any other acts not in good taste will not be allowed.

### **Food Services**

Lunch served in the cafeteria is \$3.00. Breakfasts are also served (\$1.75) during break each day. There are also ala carte options in the snack bar for both break and lunch.

Parents may write a check to the school and create a lunch account for their students to use on campus. Students are to use their school ID cards to carry out any transactions.

Students who may qualify for free or reduced lunch can pick up applications from the food service manager in the cafeteria.

### **Cafeteria/Snack Bar Rules**

1. Students must have their ID cards to purchase food items during break & lunch.
2. Running and horseplay are not permitted.
3. Saving seats, buying food for another student, or crowding in line is not permitted.
4. Students should show respect by picking up their own trash.
5. Students are not allowed to loiter in the snack bar area.

### **Office Hours / School Hours**

Ranchos Middle School office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday.

School gates will open at 7:45 a.m. Upon the second morning bell at 8:15, the gates will be locked and all students or visitors must enter through the office.

School gates will be reopened at 3:08 p.m. on Mondays, Tuesdays, and Fridays. On staff development Mondays, gates will be opened at 1:40 p.m. On Wednesdays and Thursdays gates will open at 2:24 p.m. All students must be picked up within 10 minutes of the end of school or be with a staff member in a supervised activity.

## SECTION V:

### GOLDEN VALLEY UNIFIED SCHOOL DISTRICT POLICIES

#### **Bullying**

#### **BP 5131.2**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

#### **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

#### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

GVUSD Adopted: 6/2012

THE PURPOSE OF DRESS REGULATIONS IS TO HELP EACH STUDENT SET A STANDARD FOR HIS/HER PERSONAL APPEARANCE THAT IS APPROPRIATE WITHIN THE ACCEPTED STANDARDS OF GOLDEN VALLEY UNIFIED SCHOOL DISTRICT. ALL GOLDEN VALLEY STUDENTS ARE EXPECTED TO DEMONSTRATE PRIDE IN THEIR PERSONAL APPEARANCE BECAUSE IT REFLECTS INDIVIDUALLY ON THEM AND COLLECTIVELY ON THE SCHOOL THEY ATTEND. DAILY ATTIRE NEED NOT BE EXPENSIVE TO BE ATTRACTIVE AND ENTIRELY ACCEPTABLE. ALL APPAREL MUST COMPLY WITH GVUSD DRESS CODE. THE DRESS CODE SHALL BE IN

EFFECT AT ALL SCHOOL-RELATED ACTIVITIES BOTH ON AND OFF CAMPUS, INCLUDING, BUT NOT LIMITED TO, ACTIVITIES SUCH AS DANCES, AWARD CEREMONIES, FIELD TRIPS, AND ATHLETIC EVENTS.

The Governing Board recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding appearance except when choices affect the educational program of the schools. It is recognized that any apparel that draws **undue attention to the wearer** creates a safety concern or detracts from the education process and is not acceptable. Good taste and good grooming are a part of learning for both boys and girls. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness.

The Board shall authorize school regulations that prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself or others in the school.
2. Cause excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or hearing or restricted movement.
4. Clothing or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.
5. Distract from or otherwise impede the learning process because of their extreme style (e.g. piercing, unnatural hair color, mohawks or attire that is too revealing).

Each school site, in concurrence with the school site council, may develop additional guidelines stricter than the district's minimum Dress Code Policy and these regulations. These local rules shall not permit items prohibited herein. Schools are responsible for notifying the students and parents/guardians in a timely manner of their supplemental Dress Code Policy.

### **Exemption to Policy**

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress Code Policy. A petition for an exemption from enforcement of a specified portion of the Dress Code Policy may be submitted to the Office of Student Services.

## **DRESS CODE**

The Golden Valley Unified School District Governing Board has adopted the following Dress Code policies. These policies ensure a safe school setting conducive to a positive learning environment.

### **Shorts/Skirts**

1. Shorts, dresses, skorts, and skirts are to be worn no shorter than fingertip length of the individual student. They must be hemmed and not be form fitting. Coverings for leggings must also be finger-tip length.



2. Bike shorts (spandex), unhemmed frayed shorts, or shorts with revealing tears and/or holes are unacceptable.
3. GVUSD approved gym shorts may only be worn for physical education activities and athletic practices.

### **Baggy and Tight Clothing**

1. Excessively baggy or oversized pants or shorts are not allowed. Oversized clothing that presents a safety concern is not acceptable.
2. Pants when measured at the middle of the kneecap of the straightened leg **cannot exceed 5 inches horizontally**. Pants must fit and be worn at the **natural waist** and not exceed the student's measured size by more than two sizes. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, taped, or rubber banded.
3. Pants may not be excessively form fitting or a type of undergarment and may not be worn so as to expose undergarments.
3. Leggings, yoga pants or other form fitting pants may be worn if over garment is longer than fingertip length of the individual student.

### **Gang-Related Apparel**

1. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
2. Gang-related apparel is not acceptable. If individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)
3. Because gang-related symbols are constantly changing, definitions of gang related apparel shall be reviewed at least once each year and updated whenever related information is received.
4. Principals or designated administrators will collaborate with Law Enforcement Agencies to update changes in gang-related apparel at the beginning of each year or as often as needed.

### **Clothing With Writing, Symbols, Pictures and Insignia**

Articles of clothing, jewelry or personal effects (backpacks, binders, fanny packs, gym bags, buttons, water bottles etc.) are not allowed if those items contain writing, symbols, pictures or insignia that:

1. Display gang-related symbols;
2. Use profanity;
3. Display products or slogans which promote tobacco, alcohol, drugs, sex or weapons;
4. Substantially disrupt the educational process;
5. Are obscene, libelous or slanderous;
6. Create a clear and present danger of commission of unlawful acts, violation of school regulations, or injury to students, staff or community;
7. Violate state hate-crime laws.

## Shoes/Sandals/Boots

1. All students must wear shoes. **Shoes that are considered to be slippers are not allowed at any grade level.** Students in grades K-6 will not be allowed to wear shoes that are considered to be slippers, thongs, zories, flip-flops, slides, or beachwear. All students in Grades K-6 must wear shoes with backstraps or heel straps and “raised heels” may not be more than one inch.
2. All students are required to wear athletic shoes for physical education. Students in grades 7-12 will be required to wear closed toe shoes in labs and shop classes for safety purposes.
3. No hard-toed or steel-toed shoes/boots will be allowed. No combat, or military style boots will be allowed (with the exception made for students enrolled in the California Cadet Corps program).

## Grooming

1. Hair which causes undue attention is not acceptable; i.e., unusual designs, colors, symbols, messages, mohawks, or “tails,” or unusual razor cuts. Hair must be of a natural hair color in appearance. Natural tones which blend together to achieve highlights or additional dimensions (i.e top blond, bottom dark) is not allowed unless it appears natural. No unnatural hair extensions and hair pieces (i.e., feathers, shining pieces). Complete razor shaving of the head is not allowed. Partial razor shaving of the head may only be one inch (1”) above the top of the ear.
2. Bangs or hairstyles must not obstruct nor interfere with vision of the student, or the ability of school officials to see both eyes of the individual.

## Jewelry

1. Body piercing or studded/spiked jewelry are not allowed except for pierced earrings worn in the ears only. Open gauges or other piercings that protrude from the ear and present a safety hazard to the student are not allowed. Jewelry that is deemed to present a safety hazard is not allowed.

## Shirts/Tops

1. Undershirts, tube tops or halter tops are not appropriate or acceptable. Undergarments including bralettes and bandeaus must not be exposed.
2. Any apparel determined to be too revealing is not allowed. This includes shirts that are see-through, reveal bare midribs or bare the lower back and/or upper back region. Clothing that exposes cleavage is prohibited. Sleeveless shirts are not appropriate attire for male students.
3. “Spaghetti Strap” tops worn by females are not allowed.
4. Dresses or tops with straps less than **one inch** in width will not be allowed.

## All Students:

1. Only school approved hats sold at the Student Store or provided by a school sanctioned club, team, or activity may be worn. Hats may not be altered or modified and must be worn forward. Only school approved hats shall be worn or visible at any time on campus or at any school event. (The term school is used to identify any school in the District.)
2. No head coverings are to be worn indoors, except for school sponsored athletic events.
3. Attire which may be used as a weapon may not be worn such as chains (e.g. wallet chains), items with spikes or studs (e.g. belts). Dog chains or collars are not permitted.
4. Clothes shall be sufficient to conceal undergarments at all times.

5. Any apparel determined to be too revealing or draw undue attention to itself (i.e. lettering on the backside of the pants) in style, fabric, or length is not acceptable. Pajamas are not to be worn at any time.
6. Bandannas or bandanna-patterned articles may not be worn, carried, or displayed.

Note: All clothing/ accessories must be worn to the fullest function of the garment. Any clothing or tattoo which displays gang symbols, profanity or products and slogans which promote tobacco, alcohol, drugs, sex, violence, suicide, racism, or interferes with school work, creates disorder or disrupts the educational process is not allowed. Baggy or sagging clothing will not be allowed.

The dress code shall be in effect at all school-related activities both on and off campus, including activities such as dances, award ceremonies, athletic events, and field trips. Exceptions to the dress code may be made for special days or special events as approved by the administration.

To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. Frayed, torn, or garishly patched clothing is not appropriate. **Extreme fashions or appearances that are considered distracting to the educational process will not be allowed.**

Part of career planning is learning to dress appropriately for the job or for certain occasions. We realize that fashion dictates changes, but as with most things new, certain guidelines and limitations have to be set which are in the best interest of all students. The attitude of students is usually affected by what they wear, and what they wear affects the attitudes of those who see them.

**According to California State Education Code 35183, the final decision of whether the student's appearance is acceptable, or not, is up to the school and its Governing Board.**

The Dress Code will be reviewed annually in May by a committee of students, faculty, parents and administration, with a revised version being resubmitted to the Governing Board for use during the next school year.

### **DRESS CODE DISCIPLINE POLICY**

Students who are considered out of dress code are referred to the office. An administrator makes a determination whether or not the student is out of dress code. If the administrator determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met. Repeat offenders will face disciplinary action which may include a referral, parent contact, detention, suspension, placement on a behavior contract, or transfer.

(7/05) (6/06)

GVUSD Revised: 6/2018

### **Complaint Policy**

It is always better to resolve complaints at the lowest possible level by talking with the teacher or staff member involved or the Principal. If the complaint cannot be resolved, complaint procedures exist in Golden Valley Unified School District as a part of Board Policies 1312.1 and 1312.3.

Complaint forms are available in the Ranchos Middle School office or at the Golden Valley Unified District Office. If your complaint is against an employee of the District, you would ask for the Employee Complaint Form. If your complaint alleges unlawful discrimination or failure to comply with state and federal laws, you would fill out the Uniform Complaint form. In all cases the forms should be directed to the District Compliance Officer, Andrew Alvarado, Superintendent. This individual is knowledgeable about the laws/programs that would be investigated.

### **Grade Change Policy**

1. A teacher may change a student's grade if it is appropriate and justified. The Academic Petition should be used to document this process. A student's grade may not be changed after five (5) weeks from the conclusion of the prior 5-week grading period unless administrative approval is granted in advance for extenuating circumstances.
2. Teachers may establish an academic petition, for students to make up work in order to change a grade issued for the previous grading period. The written plan must include reasonable and appropriate make up work from the prior grading period such as homework, tests, papers, or projects. The grade change should not be based on the student's current grade in the class.

### **Incomplete Grading Policy (Semester)**

A student who receives an incomplete grade (I) at the semester has two (2) weeks of the next semester in which to make up the incomplete grade. Failure to do so will result in changing the incomplete grade to an "F" on the student's report card. Credits toward promotion are determined by the semester grades; therefore incomplete grades at the semester are discouraged except in cases of illness or personal emergency. Semester incomplete grades require administrative approval.

### **Medication Policy**

California state law requires that no medication, neither prescription or over-the-counter, may be administered at school by staff nor student without written instructions from the doctor. The doctor's instruction must include the name of the medication, dosage, and schedule of medication. Also, parent permission must be given in writing. Only medication in their original containers will be accepted by school administration.

### **Sexual Harassment Policy**

According to Education Code 212.5 unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment. Other types of conduct which are prohibited include, but are not limited to:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.

5. Display of sexually suggestive objects or pictures.
6. Jokes of a sexual nature.
7. Any comment that when said to a person of the opposite sex tends to make them feel uncomfortable or be offended.

On the first violation students will receive an "Interview Request" to the Counselor. A second violation will result in a campus/class referral to the Vice Principal. Severe violations will result may result in a referral, suspension, and/or recommendation for expulsion on the first offense. Investigation will include interviews with the victim, the perpetrator, and witnesses and documentation of such.

Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

The principal/designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the Superintendent/designee in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

### **Truancy Policy**

Education Code 48260 states: Any student who is absent from school without valid excuse for more than three days or is tardy to school in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor.

Remember, being truant from school is against state law. The following procedure will be followed for students who are truant:

Saturday detention time will be assigned for 3 and 4 period truants.  
School absence policy will apply, and students may lose credit in their respective classes.

### **Students who are declared to be habitually truant from classes are in violation of Education Code 48260 and are subject to the following:**

1. Referral to the justice court system.
2. Punishment may include:
  - a. Fine
  - b. Order student/parent/guardian to be placed in a parent education or counseling program.