

Gustine Middle School

Being. Belonging. Becoming. B.R.A.V.E.



Parent/Guardian &
Student Handbook

and

Notice of Rights &
Responsibilities

2019-2020

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Gustine Middle School Student Handbook 2019-2020

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WELCOME

The Gustine Middle School staff, faculty, and students have created this handbook to provide students and parents with important information about our GMS family.

It is important for students and their parents to familiarize themselves with our school campus and policies/procedures and the curricular and extra-curricular opportunities available to all members of our student body. We encourage students to take advantage of the numerous activities that are offered throughout the year. It's every student's responsibility to get involved.

Teachers, administrators and ASB students are here to assist and support all students' academic and extracurricular endeavors.

We would like to encourage all students to do their absolute best at creating a memorable and productive experience here at Gustine Middle School. Remember these simple principles:

- Be Safe
- Responsibility to enjoy school is yours
- Attitude is everything
- Value others as you want them to value you
- Engage and enjoy all academic and social activities

Looking forward to a great year!

GMS Staff and Administration

Being. Belonging. Becoming. B.R.A.V.E.

GUSTINE UNIFIED SCHOOL DISTRICT BELIEF STATEMENTS

The mission of the Gustine Unified School District:

Preparing students for the future...today!

BELIEF STATEMENTS

1. We believe that high expectations yield high results.
2. We believe that every individual is unique, has worth, and has the right to be free from discrimination.
3. We believe all students can learn and achieve.
4. We believe that learning is a lifelong process.
5. We believe that everyone has the right to a safe, secure, and well maintained environment.
6. We believe that encouragement, enthusiasm and motivation are essential for success.
7. We believe that honesty, integrity, hard work, and perseverance are cornerstones of good character.
8. We believe that the partnership of schools, parents and community enriches society.
9. We believe that excellence in education is essential to our country's democracy.
10. We believe in the value of cultural diversity.

BOARD OF TRUSTEES

Kevin Cordeiro – President
Kevin Bloom - Trustee
Pat Rocha- Trustee

Loretta Rose- Trustee
Gary Silva – Trustee

ADMINISTRATION

DISTRICT

Bryan Ballenger.....Superintendent
Lisa Filippini.....Asst. Sup. of Student Services
Kim Medeiros.....Curric. and Instruc. Coordinator
Sara Gomez.....Superintendent's Secretary
Marisol Juarez.....Human Resources
Rosa Mendoza.....Accounts Payable

GUSTINE MIDDLE SCHOOL BELIEF STATEMENTS

Being. Belonging. Becoming. B.R.A.V.E.

THE MISSION

Gustine Middle School is committed to providing a safe environment for all students to achieve to the best of their ability and will work together to help every student realize their potential to become responsible citizens and life-long learners.

THE VISION

To develop each student's academic and social potential to be lifelong learners and productive citizens. Students are given high academic and behavioral expectations and are supported with the tools and strategies that allow them to reach those expectations.

THE VALUES

Be Safe - In and out of school

Responsible - Academically and socially

Attitude - Be positive

Value Others - Treat others how you want to be treated

Engage -In academic activities and assignments as well as social activities

ADMINISTRATION

GUSTINE MIDDLE SCHOOL

Tawnya Coffey.....Principal

Horacio Mercado.....Counselor

Kathy Cortez.....Secretary

Mario Madrigal.....Attendance Clerk

Mariana Franco.....Bilingual Liaison

Helen Encinas.....Health Aide

School Parent and Family Engagement Policy

In support of strengthening student academic achievement, **Gustine Middle School** receives Title I, Part A funds and therefore must jointly develop with, agree with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

Gustine Middle School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

Gustine Middle School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Gustine Middle School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

B. FLEXIBLE NUMBER OF MEETINGS

Gustine Middle School will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide supplies or child care, as such services relate to parental involvement).

Coffee with the Principal, School Site Council Meetings, Parent Informational and engagement Workshops, AVID Workshops, ELAC Meetings, and DELAC Meetings will be conducted and will be posted and advertised for all parents and stakeholders.

C. JOINTLY DEVELOPED

Gustine Middle School will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under

Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

At the end of the school year, we will meet with parents and other stakeholders. During this meeting, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.

D. COMMUNICATION

Gustine Middle School will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of challenging State academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand

The GMS Parent and Family Engagement Policy will be in the student handbook at the beginning of the school year and made available on the school website. It will also be discussed with parents during parent-teacher conferences at the beginning of the school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and /or surveys. Parents will be involved in planning, reviewing and improving the policy through a yearly review. All parents will have the opportunity to participate in this review.

E. SCHOOL-PARENT COMPACT

Gustine Middle School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Gustine Middle School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

F. BUILD CAPACITY OF PARENTS

Gustine Middle School will build parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following: Back to School Nights, Open House Events, Parent Conferences, ELAC, School Site Council meetings, and Parent Teacher Club meetings where assistance will be provided to parents of participating children, in understanding topics such as the following:

- o the State's academic content standards,
- o the State's student academic achievement standards,
- o the State and local academic assessments including alternate assessments,
- o the requirements of Title I, Part A,
- o how to monitor their child's progress, and
- o how to work with educators to improve the achievement of their children.

·Materials and training to help parents to work with their child to improve their child's achievement, such as assisting children with homework, using technology (including education about the harms of copyright piracy), other current topics pertaining to parenting and education, ideas are agenized and discussed through the year, and communication with SSC regarding ways to improve school programs, as appropriate, to foster parental involvement.

- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children including attending Parent/ Teacher Conferences, attending Parent /Teacher Club meetings, being part of Student Study Team meeting as needed, volunteering time in the classroom and at the school site, and supporting their child's participation in afterschool programs such as ASSETS or the SWEET Program. Gustine Middle School will offer periodic parent workshops as well as continue to encourage parents to use online resources such as iReady, Zearn, Khan Academy, Renaissance, Aeries, and Parent Square.

G. ACCESSIBILITY

Gustine Middle School in carrying out the parent and family engagement requirements of this part, to the extent practicable, shall provide full opportunities for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports

required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

Parent Volunteers will be asked to work within the community to garner support for events such as Field Day, Family Nights, PTC Meetings, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input from parents regarding topics of need and to identify barriers to parent participation. Parent workshops will be held periodically (child care and interpreters will be available to assist with non-English speaking parents and/or parents with disabilities) to encourage parental involvement in academia. Family and community persons will be made aware of the training sessions through resources such as Parent Square, use of the school sign, media, and the school website.

PARENT - SCHOOL COMPACT

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 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 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.

PARENT INFORMATION

STUDENT ID CARDS AND 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 following our Site Wide School Expectation Matrix, **B.R.A.V.E.** Be Safe, Responsible, Attitude, Value Others, Engage

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.

SCHEDULE CHANGES

Schedules are issued the first day of each semester. 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 of either the first or second semester.

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.

LOST AND 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, AND OTHER MATERIALS

School issued textbooks, athletic equipment, other materials, is the responsibility 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). Students are always responsible for books, library books, athletic equipment, and other materials that have been issued to them.

Any student with overdue library books will not be able to participate in school activities, or those activities as determined by an administrator, until all items are returned.

LOCKERS

Student physical education lockers on campus are provided for the convenience of the students. Lockers do not have locks, and students must provide their own combination lock. Students must file a duplicate combination with the office. Failure to do so will result in the unauthorized lock being removed. GMS is not responsible for replacing any

unauthorized lock that has to be removed. The lockers are the property of GMS and may be opened by staff at any time. In addition, lockers are not to be shared in any way unless approved by administration. Each student is responsible for any and all damage to their assigned lockers.

Students: Sharing lockers is prohibited unless approved by administration. Students will be held accountable for any article found in their locker. The student/parent is financially responsible for all items damaged or stolen from their student's locker.

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.

IN CASE OF EMERGENCY

Campus Emergencies and Extreme Acts of Violence:

On occasion it may be necessary to lock-down the school. In this situation, the principal or his/her designee will be notified that there is a person on campus with a weapon or firearm, or there is a person fleeing the police, who poses a safety threat to students, etc. The principal, using the intercom, will direct staff to "Lock-down the school." This is a serious response to an emergency and will only be used with great caution. Additionally, if there is a threat of danger to nearby campuses, those sites will also be notified to lock-down. During these situations, for the safety of students, parents are advised not to come onto campus, as doors to buildings will not be opened until the campus has been secured and the lockdown is determined completed. Additionally, parents can assist the process by not calling the school immediately, as the administration has been advised by law enforcement to keep phone lines open for communication to First Responders (Police and Fire Department). In the case of an actual crisis, parents would be advised as to what location they may meet their children. Following a lock-down, the school site will notify parents about the event as soon as possible.

EMERGENCY CONTACT INFORMATION

In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address, if applicable
4. Name, address, and telephone number of an alternative contact person to whom the student maybe released and who is authorized by the parent/guardian to care for the student in case of an emergency or when the parent/guardian cannot be reached.
5. Local physician to call in case of an emergency In addition, parent/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

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))

INSTRUCTIONAL PROGRAMS

English Language Proficiency Assessments for California (ELPAC)

State and federal law requires that school districts administer a state test of English Language Proficiency (ELP) to eligible students in transitional kindergarten through grade twelve. The California Department of Education (CDE) is transitioning from the California English Language Development Test (CELDT) to the ELPAC as the state ELP assessment. The ELPAC is the test that is used to measure how well students in transitional kindergarten through twelfth grade understand English when it is not their primary language. The four domains in which students will be tested are listening, speaking, reading, and writing. The ELPAC has two parts, the initial assessment and summative assessment. Students are given the Initial Assessment within 30 days of when they enroll in Gustine Unified School District. Students who are English learners are given the Summative Assessment every spring between February and May until they are reclassified as English proficient. For more information on ELPAC please visit the websites below: California Department of Education ELPAC Web page: <https://www.cde.ca.gov/ta/tg/ep/> Educational Testing Services ELPAC Web page: <https://www.elpac.org/>

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

California Assessment of Student Performance and Progress (CAASPP) The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. CAASPP includes computer adaptive tests in English language arts, mathematics, and science. Students in grades 3-8 and 11 will take the computer adaptive tests in English and math in spring of each school year. Students in grades 5, 8, and an assigned high school grade will take the tests in science. If you would like more information regarding your school's schedule, please contact your school's main office. Following the spring testing, students will receive individual score reports. Student score reports will be sent home to parents/guardians in late summer/early fall and will include an overall score, a description of the student's achievement level for English language arts, mathematics, science if applicable, and other information. If you would like more information, please visit the Parent/Student tab of the CDE CAASPP Web page at <http://www.cde.ca.gov/ta/tg/ca/>. Parents and guardians have the right to exempt their child from taking the CAASPP assessments. If you have any questions or concerns regarding your child's participation, please contact your school's principal.

GRADUATION REQUIREMENTS

In accordance with BP 6146.5:

In order to recognize successful completion of elementary and middle school education, the Governing Board shall confer diplomas of graduation from elementary/middle schools and from special day and evening classes of elementary/middle grades.

Diplomas shall be awarded only to 8th grade students who have completed the course of study prescribed by law and the district. (Education Code [51402](#))
(cf. 5127 - Graduation Ceremonies and Activities)

Graduation Ceremonies and Activities

Students eligible to participate in the graduation ceremony and/or activities will maintain a grade point average of at least 2.0 overall (rounded to the nearest 100th) in Math, Language Arts, Science, Social Studies, and Physical Education and any regularly

scheduled elective course taken during grades 6 - 8 or maintain a 2.5 cumulative GPA in the 8th grade year.

Not be under financial obligation to the school or to the district as per Education Code [48904](#) for books, property, or outstanding debt.
(cf. [6011](#) - Academic Standards) (cf. [6143](#) - Courses of Study)

In addition, students shall meet district requirements for promotion based on grades, assessments or other indicators as specified in Board policy and administrative regulation.

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

(cf. [5123](#) - Promotion/Acceleration/Retention) (cf. [6162.5](#) - Student Assessment)

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. The availability of an Independent Study contract must be agreed upon by mutual consent of the principal, teacher, parent/guardian, and student. Students should only be placed on Independent Study if the student can successfully accomplish their academics. (EC 51745(a) and 51747 (c)(7))

To enroll,

1. Students must contact the Attendance Office, at least five school days prior to their departure to allow for work to be collected.
2. A parent, the student, and the 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.
the maximum length of time which may elapse between the date an assignment is made
and the date by which the student must complete the assigned work is 2 weeks.
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.

No individual with disabilities, as defined in Education Code 56026, may participate in Independent Study unless the student's Individualized Education Program (IEP) specifically provides for such participation. (EC 51745 (c))

Home or Hospital Instruction

Parents/guardians of a student with a temporary (more than 2 weeks) disability, which causes attendance at school to be impossible or inadvisable, may request individualized instruction under the Home or Hospital Instruction Program. (EC 48206.3)

Education Code 48206.3 defines temporary as "reasonable expectation to return to regular classes." Contact your student's school for an application and/or additional information. Home instruction is designed to provide up to five hours per week of instruction at home in order to keep a student current with the student's regular class assignments.

School Accountability Report Card

Each year, all schools are required to issue a School Accountability Report Card (SARC) that shares with the community programs and successes of the school including information about expenditures, discipline, attendance, and student performance. This information is posted on the District's and school sites' web pages. (EC 33126, 35256, 35258,

Student Study Team

A Student Study Team (SST) is a school-based, problem-solving group whose purpose is to improve student success and provide support in the areas which impact instructional success (academics, attendance, behavior, etc.) to parents/guardians, students and teachers. The SST meeting should include the parent/guardian, student, principal or other administrator, and classroom teacher. The team may also include counselor, special education teacher, and/or school psychologist. Contact your student's school for additional information.

Section 504

Section 504 of the Rehabilitation Act of 1973, is a U.S. federal civil rights protection for people with disabilities; it took effect in May 1977. According to this law, individuals with disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities, where major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

A parent/guardian who believes that their student may have a disability under Section 504 may contact the principal of the school to arrange for a Student Study Team Review Meeting. The Student Study Team will evaluate the student's needs and may then recommend an assessment for support and services as appropriate under Section 504. The parent/guardian will be invited to participate in the 504 meeting and will be given an opportunity to examine all relevant records. The principal, regular education teaching staff and staff designated as the 504 Team are responsible for assessing, implementing, reviewing and modifying the 504 Plan.

For additional information, please contact the district nurse, Susena Ross at 209-854-3784.

Special Education

In accordance with Federal and State law, Special Education programs and services are provided to students with identified disabilities which adversely impact the student's educational program. Eligible students are provided a Free and Appropriate Public Educational Program (FAPE) in the Least Restrictive Environment (LRE).

How is My Child Referred to Special Education?

A parent/guardian who believes that his/her student may have a disabling condition which may require Special Education programs and services can make a referral by contacting your school principal.

When parents have concerns about academic progress, a Student Study Team meeting is a great place to start. Your child's teacher, the school counselor, an administrator, and many times a Special Education expert will attend the meeting to discuss concerns and your child's strengths and areas of concern. From this meeting, other general education supports may be put in place to ensure student success or if warranted from the information shared, an Assessment to determine eligibility and services. The school's multidisciplinary team will provide the parent with an assessment plan.

Once the assessment plan is consented to by the parent and received by the school, the site team has 60 days to assess and schedule an IEP meeting to discuss the findings. If the student is eligible and requires special education, an Individual Education Plan (IEP) will be developed. If a student is not identified as having a disability under Federal and State law, the IEP team will suggest interventions and strategies that can be utilized to address student needs. IEP team members may also decide to refer the student back to the SST for further interventions.

Under Federal and State law, parents/guardians have specific rights which begin once the assessment plan is signed.

Parents are essential members of the IEP team and collaboration is critical for student success. A parent can request an IEP meeting at any time by contacting the teacher or site principal. If deemed necessary or appropriate to go beyond the site level, compliance issues can be resolved at the District level by contacting the Assistant Superintendent of Student Services at (209) 854-3784 ext. 201.

Health & Sex Education

Gustine Middle School addresses health and sex education through Planned Parenthood professional presentation. Ed Code 51240 states: (a) If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a pupil, the pupil, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs. The parent/guardian of each student shall first be notified in writing of the presentation and content. Opportunities shall be provided to each parent/guardian to inspect and review materials in order to make an informed decision. (EC 51930, 51933, 51934, 51937 and 51938)

Physical Education (PE) Requirements

Education Code 51222 requires that all students in grades 7-12 must receive no less than 400 minutes each 10 school days of physical education activities. Education Code 51210 mandates students in grades 1-6 to participate in at least 200 minutes of physical education activity every 10 school days.

Furthermore, 7th grade students shall participate in State Physical Fitness Testing during the spring semester.

STUDENT SERVICES

TERMS OF USE OF TECHNOLOGY

- Students must have an assignment from a teacher in order to use the Internet.
- Students must be under staff supervision when using school computers.
- E-Mail, chat room usage, social networking sites, such as Instagram, Facebook, games that are not educational, as well as inappropriate websites, 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)

GUSTINE UNIFIED SCHOOL BOARD POLICY REGARDING ELECTRONIC SIGNALING DEVICES

Although the district recognizes that cellular phones and other electronic signaling devices have become a common addition to family life, the District does not authorize their use during the instructional day. It is the intention of the Board of Education, in exercising its authority to regulate the use of electronic signaling devices, to establish guidelines and regulations that will ensure the continuation of a positive climate of learning, free from unnecessary disruptions. The District has set forth the following policy in order to permit their appropriate use but to prevent disruption to the learning process. To prevent disruptions, Gustine Middle School had determined that cell phones shall be turned to the off position prior to entering through the school gates and may be turned to the on position after students have exited the school gates. In accordance with BP 5131.4 effective September 29, 2010, as well as Education Code 51512, students may possess and use electronic signaling devices on school district property and at school sponsored activities subject to the following:

1. **Use of devices on school grounds:** Electronic signaling devices may be used before school begins and after the regular school day ends (School begins when the first bell rings and ends when the students are dismissed from class and are out of the classroom area. Electronic signaling devices must be turned off and not visible during the instructional day including passing periods, recesses, and lunch. *(Students with a shortened schedule must wait until off campus in order to use the cell phone.)*
2. **Permission for other uses:** If a student wishes to use an electronic signaling device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request. A licensed medical doctor shall sign the request, which will be submitted to the principal or his/her designee, who will determine its validity. Electronic signaling devices such as tablets, laptop computers and smartphones may be used for academic purposes at the discretion of the administration, teacher, or staff.
3. **Unauthorized usage of Electronic signaling devices:** Students who violate this policy will be subjected to further discipline as per the California Education Code. (i.e.:

48900k: defiance/disruption, 48900; aiding and abetting, 48900.2; sexual harassment, 48900.4: harassment, 48900i: obscene act, 48900r: Bullying). Additionally, the items will be confiscated by school staff.

4. **Student responsibility:** It is the student's responsibility to ensure that his/her electronic signaling devices are turned off and secured at all times within the above specified time period. In the case of a lost, stolen, damaged or confiscated signaling device, the school and the District shall NOT be deemed responsible for its replacement, stolen air time or damage.

Acceptable use of District Technology occurs where the primary purpose of such use is to improve student learning and prepare students to be college ready.

By using District technology and networks, Learners implicitly agree to the terms of this Acceptable Use Policy. If a Learner is uncertain about whether a particular use is acceptable, he or she should consult a teacher, administrator or other appropriate District personnel.

HEALTH AND WELLNESS

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: 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.

7TH GRADE IMMUNIZATION REQUIREMENT

(California Health and Safety Code, Sections 120325-120375)

California law requires all students entering 7th grade in California to provide proof of having received a pertussis (whooping cough) vaccine booster called Tdap.

California law SB277 no longer allows for a personal beliefs exemption as of July 2016.

Any students entering 7th grade will need to be immunized or have a medical exemption from a California doctor (EC 5141.31). The only exemption now accepted is a Medical Exemption written by a California doctor for students for whom immunizations are not medically indicated. The exemption statement should include the vaccine(s) the child is

unable to receive, the medical reason and whether it is permanent or temporary. If it is temporary, the date the exemption ends should also be included.

7TH GRADE REQUIREMENT: INFORMATION REGARDING TYPE 2 DIABETES FOR INCOMING 7TH GRADE STUDENTS

E.C. 49452.7

Type 2 Diabetes Information Pursuant to California Education Code Section 49452.7, local educational agencies are required to provide parents and guardians of incoming seventh grade students information on type 2 diabetes. This information will be distributed in the seventh grade packets provided by each school site with seventh grade students. Parents may contact the school Health Aide for any questions they may have regarding the information provided on type 2 diabetes.

IMMUNIZATIONS

E.C. 48980; B.P. 5141.31; A.R. 5141.31

To be admitted to school, children must be fully immunized in accordance with the law. Children shall be excluded from school or exempted from immunization requirements only as allowed by law. California law SB277 no longer allows for a personal beliefs exemption as of July 2016. Any students entering school for the first time in California after July 1, 2016 will need to be fully immunized or have a medical exemption from a California doctor. The only exception now accepted is a Medical Exemption written by a California doctor for students for whom immunizations are not medically indicated. The exemption statement should include the vaccine(s) the child is unable to receive, the medical reason and whether it is permanent or temporary. If it is temporary, the date the exemption ends should also be included.

Immunization Exclusion E.C. 48216 (a), (b) & (c); A.R. 5141.31 E.C. 48216 (a)

The County Office of Education or the Governing Board of the school district of attendance shall exclude any pupil who has not been immunized properly pursuant to Chapter 1 (commencing with Section 120325) of Part 2 of Division 105 of the Health and Safety Code. E.C. 48216 (b) The Governing Board of the district shall notify the parent/guardian of the pupil that they have two (2) weeks or ten (10) school days to supply evidence either that the pupil has been properly immunized,

FIRE/EARTHQUAKE DRILLS and 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.

LOCK DOWN/FIRE DRILLS, & EARTHQUAKE PREPAREDNESS DRILLS

In order to better prepare our staff/students Gustine Unified requires the following drills be practiced each school year:

- 1 fire drill per month
- 2 lock-down drills per year
- 4 earthquake preparedness drills

VISITORS TO CAMPUS

All campus visitors must have the consent and approval of the principal/designee.

Visitors must sign in at the front desk (main office) and receive a visitor's pass from the front desk.

Visitors must specify the purpose of their visit and their destination.

Visitors must return the visitor's pass and sign out when they leave campus.

Anyone who is not enrolled at the school are not to be on the campus unless prior

approval of the principal/designee has been obtained.

Per GUSD Policy, parents do have the right to:

Request and obtain approval of the principal/designee to enter a school campus;
Observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request; Request a meeting with the classroom teacher and/or school principal/designee following the observation; and, meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

Parents do not have the right to:

Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person. Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.

SCHOOL MEALS

The Gustine Middle School offers breakfast and lunch at no charge to all students regardless of income levels. This reduces burdens for both families and school administrators and helps insure that all students receive nutritious meals.

This practice further supports the Districts efforts to eliminate all barriers to student learning and helps ensure students are not hungry at school while they are trying to learn. Meal Applications will no longer be required.

The goal of the Food Services Department is to provide nutritious, appetizing meals to help students do their best in school each day.

TRANSPORTATION

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. The following expectations apply at all times when students are riding a school bus, including when on activity trips:

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 accepted rules of safety.
4. Enter the bus in an orderly manner and go directly to their seats.
5. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
6. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
7. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude or abusive behavior is prohibited.
8. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
9. Riders shall not use tobacco products, eat or drink while riding on the bus.
10. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe

operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.

11. Riders shall not put any part of the body out of the window nor throw any item from the bus.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.
15. To ride the bus to a different stop, a student must have a written note from the office. Any requests to change a student's route must be handled through the office prior to 12:00 p.m.

The driver or any passenger shall report any violation of the district's bus rules to the Director of Transportation, principal, or designee. The Director of Transportation, principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly.

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

- | | |
|--------------|---|
| 1st Offense: | Warning to student and/or alternative consequences. |
| 2nd Offense: | Student will not be allowed to ride the bus for 2 days. |
| 3rd Offense: | Student will not be allowed to ride the bus for 3 days. |
| 4th Offense: | Not allowed to ride the bus for 5-10 days |
| 5th Offense: | Not allowed to ride the bus for 20 days or the remainder of the current semester/trimester, whichever is greater. |
| 6th Offense: | Not allowed to ride the bus for the remainder of the school year. |

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

Note: Depending on the circumstances, alternatives to suspension from the bus may be used as determined by the site administrator.

EXTRA CURRICULAR ACTIVITIES

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

- a. have earned a total grade point average of 2.0 or higher in the previous grading period with no more than 1 "F"
- b. not be on the discipline ineligibility list, .
- c. not be in violation of any attendance policies
- d. Progress reports are NOT used to determine eligibility but the student must maintain Academic Eligibility throughout the year in order to participate in extracurricular activities. By GMS academic standards, students must maintain a 2.0 GPA and not have more than 1 (failing) grade. The school administrator will review students on a case by case basis.
- c. Suspension and full day in-house suspension will deem student 10 day discipline ineligible.

STUDENT CLUB ORGANIZATION

Gustine Middle School encourages student participation in its various 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 2nd 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 on different occasions. Only Gustine Middle School students may attend school dances. Guest passes may be obtained in the office.

1. When dances end will be determined by the administration. For the safety of all concerned, parents are expected to pick up their child promptly at the end of the dances.
2. Once a student arrives at the dance, they may only leave the dance with an adult and he/she will not be readmitted. No one admitted one hour after the start time.
3. All GMS rules dealing with dress code, student behavior and the use of drugs

- and/or alcohol will be enforced at all dances.
4. Dancing that simulates sexual acts or are sexually explicit are not allowed.
 5. 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.
 6. A Gustine Middle School student, with full eligibility, may apply for a guest pass for a non-student (between 11-13 years old) five school days prior to any school dance designated for guest passes. Approval of passes is subject to the Site Administration's discretion. Guest passes will be denied to students with outstanding books or fees or on the behavior ineligibility list. All non-students without an official guest pass will be denied admission to a school dance.
 7. Any student who is academically ineligible or discipline ineligible may not be allowed to attend any school sponsored dance.

ATHLETICS AND SPORTSMANSHIP

Extracurricular eligibility criteria are established in order to clarify the District's emphasis on academic performance as the primary function and top priority of middle 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.

Gustine Middle School supports and encourages all students participating on an extracurricular athletic team. Currently, the middle school offers various sports for boys and for girls. Proof of insurance, a 2.0 GPA, and, in some cases, "tryouts" are the prerequisites for participation.

Fall Sports (Aug.)	Winter Sports (Nov.)	Spring Sports (Feb.)
Volleyball (G)	Basketball (B) Basketball (G) Soccer (B) Soccer (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 on the same day, with the exception of pre-excused absences. Signed approval has to be granted the day before by the 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 and players generally sets the tone for 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, and players; band members and band director; parents/community 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; 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 2019/2020 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 Education 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 5 minutes late should go directly to the attendance office to verify tardy.
3. Students can be assigned detention or campus beautification for excessive tardies. If your child has 3 or more tardies in a week in any period they will be subject to detention. 8 or more tardies will result in a Saturday School assignment.
4. Students can be assigned Saturday School for excessive absenteeism. If your child has more than 10 school day excused or unexcused absences then they may be subject to serve a Saturday school assignment.

The Attendance Office utilizes Parent Square 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 8:00 am and 7:00 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 written note, a message through Parent Square, or call the Attendance Office if you had not already called to verify his/her absence.

Parents must call or send a note within three (3) 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.
- Send a message through Parent Square
- Or call 854-5030 between 7:15 am and 3:45 pm.

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) 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 Unified School District 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 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)
- 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 an habitual truant who has been reported as a truant three or more times per school year...

Definition of a Chronic Truant

Effective January 1, 2011, EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is **absent from school without a valid excuse for ten percent or more of the school days in one school year**, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with EC sections 48260, 48260.5, 48261, 48262, 48263, and 48291.

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 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, School Counselor, District Nurse, 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 PROCEDURE

A parent/guardian may check out a student by calling 854-5030 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 checkout
- 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. 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 may not be allowed to make up work. Suspended students are given the opportunity to make up work will not have that missing work count against them.

TARDY POLICY - NEW TARDY POLICY for the 19-20 school year

Any student that accrues 4 unexcused tardies* in one Academic School Week will be assigned a detention or campus beautification. A tardy report will be printed out weekly and a notice of the violation will be mailed home to the parent/guardian. Any student that displays a habitual pattern of tardiness to any one or all classes may lose privileges for participation in co-curricular and extra-curricular activities such as dances, sports, or other activities. Failure to serve to clear hours may result in an additional detentions or Saturday School assignment and loss of the above privileges.

*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.

EXPECTATIONS FOR ALL GUSTINE MIDDLE SCHOOL STUDENTS FOLLOW OUR
SCHOOL WIDE BEHAVIOR MATRIX: B.R.A.V.E.
Be SAFE, Responsible, Attitude, Value others, Engage

- Be respectful, courteous 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 the 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.
- First 10 Last 10 – Student will not be allowed to leave first 10 minutes and the last 10 minutes of class.

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.
- (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.

DRESS STANDARDS

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 lend 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.

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 or finger-tip 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 See-through clothing which is unduly revealing, including the exposing of chest, midriff, back or undergarments is not permitted.
7. Clothing that reveals a bare midriff or chest, or clothes that are underwear-type sleeveless shirts, tube tops, halter tops and spaghetti straps.
8. For safety reasons, students must wear shoes at all times. Thongs, flip flops, backless sandals/ shoes are not acceptable.
9. No drug symbols, alcohol or tobacco are allowed. This includes mushroom or marijuana leaf symbols on jewelry or clothing.
10. Non-prescription sunglasses may not be worn indoors.
11. Head coverings, including hoods, must be removed in buildings.
12. Attire that may be used as a weapon may not be worn, including steel-toed boots, chains, items with spikes or studs.
13. Any fashions that draw undue attention to the wearer, or detract from the educational environment, including exotic clothing, extreme make-up, body piercing, military, or camouflage attire.

Students and parents/guardians shall be informed about the Dress and Appearance policy as well as any Site-Specific dress code at the beginning of the school year and

when revised. A student who violates the minimum Dress and Appearance Policy shall be subject to appropriate disciplinary action. Except in exigent circumstances, a violation of the Dress and Appearance Policy, shall not be grounds for suspension or expulsion.

VANDALISM

Vandalism 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.

DISCIPLINE SUSPENSION REFERRAL (Mischievous and Severe 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 beautification
- Detention – 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 AND 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 the 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*.

*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.

STUDENT SEARCH AND 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.)

POLICY FOR BULLYING PREVENTION

In compliance with BP 5131.2, the Gustine Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Gustine Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through

words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Gustine Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Gustine Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during the lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

GUSTINE UNIFIED SCHOOL DISTRICT POLICY FOR CONFLICT RESOLUTION

The Gustine Unified School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the Gustine Unified School District will incorporate conflict resolution education and problem-solving techniques into the campus counseling programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Gustine Unified School District will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during the lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators (*give location where listing of designated staff and students is posted*).
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

Updated 5/2019

VIOLATION OF SCHOOL RULE

Expected Student Conduct

STUDENT DISCIPLINE POLICY

The Gustine Unified School District has implemented a discipline prevention program, Positive Behavior Intervention Support (PBIS) to be proactive in minor behavior issues to prevent minor issues from becoming a progressive disciplinary incident.

The Gustine Unified School District has established a policy of progressive discipline. The goal of all discipline actions is to redirect the undesired action to the desired action. Except for actions specifically noted in this conduct code, site administrators should try other means of discipline which may include, but not be limited to counseling the students, detentions (after--school and lunchtime), campus beautification, Saturday school (if available), and in--school suspensions.

SPECIFIC CONDUCT CODE AND CONSEQUENCES FOR VIOLATIONS PERTAINING TO EDUCATION CODE

When "Suspension" is indicated in this document, the site principal or principal designee will determine whether the consequence should include, But Not Be Limited to, Home Suspension/In-school Suspension/Saturday School/Intervention Group/Detention/Community Service. Community service may include, but is not limited to, work performed on school grounds during non-school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs *Ec 48900.6*.

Law enforcement agencies may be notified at the discretion of the administration. If the nature of the offense makes an alternative education placement or expulsion recommendation appropriate, the student will be suspended five days for the infraction.

Student may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process *Ec 48900.5*.

GANG RELATED OFFENSES

A student may be suspended for five days on the first offense and recommended for an alternative education placement or expulsion.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

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

VIOLATIONS AGAINST PERSONS

Education Code 48900 (a)

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person;

- (2) Willfully used force or violence upon the person of another, except in self--defense.

FIGHTING

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the principal or principal designee to conduct an investigation to determine if one of the parties was acting in self-defense.

1st Offense: 3--day suspension.

2nd Offense: 5--day suspension and possible recommendation for alternative education program or expulsion.

3rd Offense: 5--day suspension and recommendation for alternative education program or expulsion

Note: Any act against school staff shall warrant consequences starting at Step 2.

Note: If a student caused serious physical injury (as defined in Penal Code Section 243) to another person, except in self--defense, the principal or principal designee must recommend expulsion or report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident *EC 48915*.

CAUSE PHYSICAL INJURY TO A PERSON EXCEPT IN SELF DEFENSE

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement *P.C. 243 (f) (4)*.

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the principal or principal designee to conduct an investigation to determine if one of the parties was acting in self- defense.

SEXUALLY HARASSING STUDENTS, TEACHERS, OR OTHER SCHOOL PERSONNEL

1st Offense: Warning to student and/or other alternative consequences.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion.

Note: In the event an allegation of sexual harassment is not resolved informally to the satisfaction of a complainant, the complainant may use the District complaint process for formal resolution of such complaints *AR 5145.7*.

HARASSMENT, THREATS OR INTIMIDATION AGAINST STUDENT(S) (May also invoke 48900 (a) (1) or (2))

Any student determined by the 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 the administration.

1st Offense: Warning to student and/or other alternative consequences.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion.

AIDING OR ABETTING THE INFLECTION OR ATTEMPTED INFLECTION OF PHYSICAL INJURY TO ANOTHER PERSON

1st Offense: 1-day suspension.

2nd Offense: 3-day suspension and recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

TERRORISTIC THREATS including, but not limited to, a bomb threat *EC 48900.7*. This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1,000, even if there is no intent of actually carrying it out.

1st offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: The elements of a Terroristic Threat include the intent that the statement be taken as a serious threat, the gravity and immediacy of the threat is unequivocal, unconditional, immediate and specific, and causes sustained fear in the person/people threatened.

HAZING

Committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence *EC 32050--52 EC 33032.5 EC48900 (a) (k) (q) EC 48900.3*.

"Hazing" includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace *E.C. 32050*.

Use of Slurs either verbally or in writing based on race, religion ethnic background, or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs.

Note: A student may be suspended on the first offense for 5 days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property *EC 48900(k) EC 48900.5*

1st Offense: 1-day suspension.

2nd Offense: 3-day suspension and recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

VIOLATIONS OF WEAPONS

Education Code 48900 (b)

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other objects unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal. Education Code 48915

POSSESSION OF DANGEROUS OBJECTS

Note: Toy guns (imitation) are considered objects of a dangerous nature. Look-alike (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m)*. Possession of any toy weapon that appears to be real to a reasonable person or that is used in a threatening manner may result in alternative placement or recommendation for expulsion *EC 48900 (m) (Refer to pg. 17)*

Note: Laser pointers are considered objects of a dangerous nature.

Note: Principal or principal designee must report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident *EC 48915*.

1st Offense: Warning to student. Notification of parent and/or other alternative consequences.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

POSSESSION OF WEAPONS

Note: A knife includes, but is not limited to, a dirk, dagger, ice pick, razor, any folding blade knife, any locking blade knife, fixed blades longer than 3 ½", or objects with a fixed, sharpened blade designed to cut or stab *EC 48915 (g)*.

Note: Look-alike (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m)*.

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a

dangerous object *PC 12401 PC 12402 EC 49330.*

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

POSSESSING, SELLING OR FURNISHING A FIREARM

Note: Look-alike (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m).*

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object *PC 12401 PC 12402 EC 49330.*

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

BRANDISHING A KNIFE AT ANOTHER PERSON

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Brandishing means to display or wield in a threatening manner.

POSSESSING AN EXPLOSIVE DEVICE

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

VIOLETIONS OF CONTROLLED SUBSTANCES (DRUGS AND ALCOHOL) Education Code 48900 (c)

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of the Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.

UNLAWFULLY POSSESSED, USED, SOLD, OR OTHERWISE FURNISHED, OR BEEN UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to substance abuse counseling program.

2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Students appearing at school functions and having consumed or having in their possession alcoholic beverages or drugs may be handled by police action *PC 647 Health and Safety Code 11550*

Education Code 48900 (d) (p)

Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY "FAKE" CONTROLLED SUBSTANCE

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL OR SOLD THE PRESCRIPTION DRUG SOMA.

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

VIOLATIONS OF ROBBERY OR EXTORTION

Education Code 48900(e) Committed or attempted to commit robbery or extortion.

ROBBERY – THEFT OF PERSONAL PROPERTY ACCOMPLISHED BY MEANS OF FORCE OR THREAT OF FORCE OR ATTEMPTED ROBBERY

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

EXTORTION OR ATTEMPTED EXTORTION – ACQUISITION OF PROPERTY FROM ANOTHER PERSON BY USING THREATENING OR FORCEFUL BEHAVIOR

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

VIOLATIONS OF DAMAGE TO SCHOOL PROPERTY AND PRIVATE PROPERTY
Education Code 48900 (f)

Caused or attempted to cause damage to school property or private property

WILLFUL DAMAGE TO SCHOOL OR OTHER PERSONAL PROPERTY

Note: Damage valued in excess of \$500.00 will result in police notification.

1st Offense: Consequences other than suspension

2nd Offense: 3-day suspension and possible recommendation for alternative education program

3rd Offense: 5-day suspension and recommendation for expulsion.

Note: Parent/guardian will be held responsible for damage to school district property up to the State established limit. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage up to the State established limit *EC 48904*.

CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO SCHOOL OR PRIVATE PROPERTY

Note: Damage valued in excess of \$500.00 will warrant police notification.

1st Offense: Consequences other than suspension

2nd Offense: 3-day suspension and possible recommendation for alternative education program

3rd Offense: 5-day suspension and recommendation for expulsion.

Note: Parent/guardian will be held responsible for damage to school district property up to the State established limit. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage up to the State established limit *EC 48904*.

VIOLATIONS OF STOLEN SCHOOL OR PRIVATE PROPERTY

Education Code 48900 (g)

Stolen or attempted to steal school property or private property

THEFT – UNLAWFUL TAKING OF SCHOOL OR OTHER PERSON'S PERSONAL PROPERTY

Note: Stolen items valued greater than \$500.00 will warrant reporting theft to law enforcement.

1st Offense: Consequences other than suspension

2nd Offense: 3-day suspension and recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

CAUSED OR ATTEMPTED TO STEAL SCHOOL OR OTHER PERSON'S PRIVATE PROPERTY

Note: Stolen items valued greater than \$500.00 will warrant reporting theft to law enforcement.

1st Offense: Consequences other than suspension.

2nd Offense: 3-day suspension and recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

VIOLATIONS OF POSSESSION OR USE OF TOBACCO

Education Code 48900 (h)

Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.

SMOKING – POSSESSION OF TOBACCO OR USE ON SCHOOL GROUNDS IS NOT ALLOWED

1st Offense: Consequences other than suspension.

2nd Offense: 2-day suspension.

3rd Offense: 3-day suspension.

Note: No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees *EC 48901*.

Confiscated materials will be returned to parents upon request.
Confiscated materials will not be returned to students.

VIOLATIONS OF OBSCENE ACTS, PROFANITY OR VULGARITY
Education Code 48900 (i)

Committed an obscene act or engaged in habitual profanity or vulgarity.

PROFANITY / VULGARITY – ON SCHOOL GROUNDS

Note: A student may be suspended on the first offense for 5 days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property *EC 48900 (k) EC 48900.5*.

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Consequences other than suspension.

3rd Offense: 3-day suspension

4th Offense: 5-day suspension.

Note: Any act committed against school staff would warrant consequences starting at Step 2.

USE OF PROFANE OR INDECENT LANGUAGE – EITHER VERBALLY OR IN WRITTEN FORM.

Note: A student may be suspended on the first offense for 5 days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property *EC 48900 (k) EC 48900.5*.

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Consequences other than suspension.

3rd Offense: 3-day suspension.

4th Offense: 5-day suspension.

Note: Any act committed against school staff would warrant consequences starting at Step 2.

COMMITTED AN OBSCENE ACT.

Note: A student may be suspended on the first offense for 5 days if such behavior causes a danger to persons or property *EC 48900 (k) E.C. 48900.5*.

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Consequences other than suspension.

3rd Offense: 3-day suspension.

4th Offense: 5-day suspension.

Note: Any act committed against school staff would warrant consequences starting at Step 2.

UNLAWFUL POSSESSION OR SALE OF DRUG PARAPHERNALIA

Education Code 48900 (j)

Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

UNLAWFUL POSSESSION OR OFFERING FOR SALE ANY DRUG PARAPHERNALIA

- 1st Offense: 3-day suspension and notification of appropriate law enforcement agency.
- 2nd Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.
- 3rd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

VIOLATIONS OF DISRUPTING SCHOOL ACTIVITIES OR DEFIANCE OF SCHOOL AUTHORITY IN THE PERFORMANCE OF THEIR DUTIES

Education Code 48900 (k)

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

DEFIANCE – ALL STUDENTS ARE TO OBEY SCHOOL RULES AND FOLLOW THE INSTRUCTIONS AND DIRECTIONS OF TEACHERS, ADMINISTRATORS AND OTHER SCHOOL PERSONNEL.

- 1st Offense: Warning to the student and parent contact / or consequences other than suspension. Parent contact.
- 2nd Offense: Consequences other than suspension.
- 3rd Offense: 3-day suspension
- 4th Offense: 5-day suspension

Examples: Including but not limited to: Eating/drinking in class, willfully defying staff in non-safety related incident, non-habitual use of profanity or vulgarity, verbal insults/put-downs/name calling (non-discriminatory), horseplay, etc.

ANY ACT OF DEFIANCE OR DISOBEDIENCE – EITHER IN LANGUAGE ACTION AGAINST SCHOOL PERSONNEL OR REFUSING TO COMPLY WITH THE REASONABLE REQUESTS OR ORDERS OF SCHOOL PERSONNEL.

- 1st Offense: Warning to the student and parent contact or consequences other than suspension.
- 2nd Offense: Consequences other than suspension.

3rd Offense: 3-day suspension.

4th Offense: 5-day suspension.

Examples: Including but not limited to: Eating/drinking in class, willfully defying staff in non-safety related incident, non-habitual use of profanity or vulgarity, verbal insults/put-downs/name calling (non-discriminatory), horseplay, etc.

BEING ON A PARKING LOT OR ON/IN UNAUTHORIZED AREAS WITHOUT PERMISSION.

1st Offense: Consequences other than suspension.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension.

FORGERY, FALSIFYING, OR ALTERING SCHOOL CORRESPONDENCE PASSES OR READMITS.

1st Offense: Consequences other than suspension.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

GIVING FALSE INFORMATION TO SCHOOL PERSONNEL OR FAILURE TO IDENTIFY ONESELF

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE--SETTING OR ATTEMPTED FIRE SETTING

1st Offense: 5-day suspension.

2nd Offense: 5-day suspension, recommendation for expulsion.

Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire-setting is never considered to be a prank. The burning of trash cans can lead to immediate and serious consequences.

ACT OF HATE VIOLENCE: USE OF SLURS either verbally or in writing based on race, religion, ethnic background or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs.

Note: A student may be suspended on the first offense for 5 days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property *EC 48900 (k) EC 48900.3 EC 48900.5.*

1st Offense: Consequences other than suspension.

- 2nd Offense: 3-day suspension (Grades 4-5)
 3rd Offense: 5-day suspension and possible recommendation for alternative education program (Grades 4-5)

VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY

- 1st Offense: Consequences other than suspension.
 2nd Offense: 1-day suspension and loss of network and computer use.
 3rd Offense: 3-day suspension and possible recommendation for expulsion or alternative education program.

VIOLATIONS OF KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY

Education Code 48900 (l)

Knowingly received stolen school property or private property

Note: Stolen items of value greater than \$500.00 will be reported to law enforcement.

- 1st Offense: Consequences other than suspension.
 2nd Offense: 3-day suspension and recommendation for alternative education program.
 3rd Offense: 5-day suspension and recommendation for expulsion.

VIOLATIONS OF POSSESSION OF IMITATION FIREARM

Education Code 48900 (m)

Unlawful possession of an imitation firearm that is so substantially similar in physical properties to existing firearm as to lead a reasonable person to conclude that the imitation is an actual firearm.

POSSESSION OF IMITATION FIREARM

Note: Look-alike (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm *EC 48900 (m)*.

- 1st Offense: Consequences other than suspension.
 2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: If look alike weapon was brandished, then 48900 (a) (1) or (2) may also be violated and consequence would include that violation.

VIOLATIONS OF COMMITTED OR ATTEMPTED TO COMMIT SEXUAL ASSAULT OR SEXUAL BATTERY

Education Code 48900 (n)

Committed or attempted to commit a sexual assault or committed a sexual battery.

COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT (48900 (a) (1) or (2))

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

COMMITTED A SEXUAL BATTERY (48900 (a) (1) or (2))

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

VIOLATIONS OF HARASSED, THREATENED, OR INTIMIDATED A STUDENT WHO IS COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING

Education Code 48900 (o) see Also (48900 (a)(1) or (2))

Harassed, threatened, or intimidated a student who is complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

1st Offense: 5-day suspension and possible recommendation for expulsion.

2nd Offense: 5-day suspension, recommendation for alternative education program or expulsion. Mandatory removal from campus.

VIOLATIONS OF BULLYING (INCLUDING ACTS OF ELECTRONIC BULLYING)

Education Code 48900 (r)

Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward pupil or school personnel.

1st Offense: Consequences other than suspension.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program or expulsion.

Note: Any act committed against school staff would warrant consequences starting at step 2.

Bullying is one or more acts by a pupil or group of pupils directed against another pupil or school personnel in order to cause fear, distress or harm. Bullying can be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), emotional (spreading rumors, manipulating social relationships, extorting, or intimidating) or a combination of the three.

An "electronic act" is defined as a transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

VIOLATIONS OF DISTRICT POLICY AND SCHOOL RULES

Education Code 35291.5

Power of School Boards to Issue Rules of Conduct. Each school district governing board has the power to prescribe rules for the discipline of its schools, must notify parents and guardians of these rules as they pertain to student discipline and must communicate those rules to students at the beginning of each school year.

California Administrative Code Title 5 Section 300 (Student Responsibilities). Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order and propriety of deportment; be diligent in study, respectful to his/her teacher and others in authority; kind and courteous to school mates; and refrain from the use of profane and vulgar language.

Any other prohibited acts which may subsequently be added to the Education Code Section 48900 or successor sections by the Legislature.

It is the intent of the Legislature that alternatives to suspensions or expulsions be imposed against any student who is truant, tardy, or otherwise absent from school activities. (Amend. Stats. 1987, Ch. 383)

TARDINESS / ATTENDANCE TO CLASS

UNAUTHORIZED DEPARTURE FROM CLASSROOM OR SCHOOL GROUNDS DURING SCHOOL HOURS

- | | |
|--------------|-------------------------------------|
| 1st Offense: | Consequences other than suspension. |
| 2nd Offense: | 1-day suspension. |
| 3rd Offense: | 3-day suspension. |

MISCONDUCT ON SCHOOL BUS

- | | |
|--------------|---|
| 1st Offense: | Warning to student and/or alternative consequences. |
| 2nd Offense: | Student will not be allowed to ride the bus for 2 days. |
| 3rd Offense: | Student will not be allowed to ride the bus for 3 days. |
| 4th Offense: | Not allowed to ride the bus for 5-10 days |
| 5th Offense: | Not allowed to ride the bus for 20 days or the remainder of the current semester/trimester, whichever is greater. |
| 6th Offense: | Not allowed to ride the bus for the remainder of the school year. |

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

Note: Depending on the circumstances, alternatives to suspension from the bus may be used as determined by the site administrator.

GAMBLING AND WAGERING, OR HABITUALLY BEING PRESENT WHERE GAMBLING OR WAGERING IS TAKING PLACE

- 1st Offense: Consequences other than suspension.
2nd Offense: 2-day suspension.
3rd Offense: 4-day suspension and possible recommendation for alternative education program.

VIOLATING OF SCHOOL DRESS CODE; MANDATORY SECTIONS

Note: Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus.

Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, illegal activity, or relating to gangs may not be worn on campus.

Note: In addition to this Conduct Code, schools may have additional rules approved by School Safety Committees. Please see Dress Code Section above.

- 1st Offense: Warning to student. Notification of parent. Student may be sent home to dress properly, if necessary.
2nd Offense: Consequences other than suspension.
3rd Offense: 1-day In-school suspension.

Note: All subsequent violations are subject to additional referrals to In-school suspension.

EXCESSIVE DISPLAYS OF AFFECTION ON SCHOOL GROUNDS AND/OR DURING SCHOOL ACTIVITIES

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.

- 1st Offense: Warning
2nd Offense: Notification of parent and referral to School Counselor
3rd Offense: Parent meeting

OTHER VIOLATIONS OF LAW AND REGULATIONS PERTAINING TO STUDENTS

Any other violation not addressed specifically in this Student Conduct Code is left to the school's principal or designee to decide on the needed actions that he/she deems appropriate for the level of the infraction against the Education Code. When considering this action, the site administrator should employ the least amount of

consequence available that (s)he feels will deter the violating behavior from being repeated.

ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF DISCIPLINE
POLICY/STUDENT CONDUCT CODE

Detach, sign, and return this page to your child's school indicating you have received this copy of the STUDENT CONDUCT CODE.

Student's Name: _____

School: _____ Grade: _____

I hereby acknowledge receipt of information regarding my rights, responsibilities and protections as it relates to my student's conduct and the district's discipline policies.

Signature of Parent or Guardian: _____ Date: _____

CELL PHONES, EARPHONES & OTHER ELECTRONIC DEVICES

The use of cell phones and other electronic devices at school by students disrupts the learning environment and 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.

A) The governing board of each school district, or its designee, may regulate the possession or use of an electronic signaling device that operates through the transmission or repair of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school sponsored activities, or while under the supervision and control of school district employees.

B) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.
EDUCATION CODE 51512

The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary school without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording device as provided for by any other provision of law.

ELECTRONIC SIGNALING DEVICES

GUSTINE UNIFIED SCHOOL BOARD POLICY REGARDING ELECTRONIC SIGNALING DEVICES

Although the district recognizes that cellular phones and other electronic signaling devices have become a common addition to family life, the District does not authorize their use during the instructional day. It is the intention of the Board of Education, in exercising its authority to regulate the use of electronic signaling devices, to establish guidelines and regulations that will ensure the continuation of a positive climate of learning, free from unnecessary disruptions. The District has set forth the following policy in order to permit their **appropriate use** but to prevent disruption to the learning process. In accordance with BP 5131.4 effective September 29, 2010, as well as Education Code 51512, students may possess and use electronic signaling devices on school district property and at school sponsored activities subject to the following:

1. Use of devices on school grounds: Electronic signaling devices may be used before school begins and after the regular school day ends (School begins when the first bell rings and ends when the students are dismissed from class and are out of the classroom area. Electronic signaling devices must be turned off and not visible during the instructional day including passing periods, recesses, and lunch. *(Students with a shortened schedule must wait until off campus in order to use the cell phone.)*

2. Permission for other uses: If a student wishes to use an electronic signaling device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request. A licensed medical doctor shall sign the request, which will be submitted to the principal or his/her designee, who will determine its validity. Electronic signaling devices such as tablets, laptop computers and smartphones may be used for academic purposes at the discretion of the administration, teachers, or staff.

3. Unauthorized usage of Electronic signaling devices: Students who violate this policy will be subjected to further discipline as per the California Education Code. (i.e.: 48900k: defiance/disruption, 48900; aiding and abetting, 48900.2; sexual harassment, 48900.4: harassment, 48900i: obscene act, 48900r: Bullying). Additionally, the items will be confiscated by school staff.

4. Student responsibility: It is the student's responsibility to ensure that his/her electronic signaling devices are turned off and secured at all times within the above specified time period. In the case of a lost, stolen, damaged or confiscated signaling device, the school and the District shall NOT be deemed responsible for its replacement, stolen air time or damage.

Rules For Cell Phones And Other Electronic Device

- Students and parents/guardians are solely responsible for any cell phones, earphones, 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 cell phones, earphones, or electronic device to school must keep them turned off and stored in their backpack while on school grounds.
- 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)).
- In the event of any disruption of the learning environment, school staff confiscate the item(s) until the end of the school day. If a cell phone or other electronic device is confiscated the student may face the following consequences:
 - 1st Offense: Device shall remain in the custody of staff and released to the student. Warning issued and Parent notified.
 - 2nd 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.
 - 3rd Offense or more - student may serve multiple disciplines which are: more than one Saturday School assignment, campus beautification hours, ineligible for school activities such as athletics, dances and field trips. Device shall remain in the custody of staff and released to the parent after school.

Please note, the Principal may defer from the foregoing and apply a more severe and/or lesser consequence depending on the specific circumstances.

**GUSTINE UNIFIED SCHOOL DISTRICT
ELECTRONIC SIGNALING DEVICES/ELECTRONIC RECORDING DEVICES
PARENT/STUDENT CONTRACT**

We, the undersigned, have previously received a copy of the Gustine Unified School District Electronic Signaling Device and Electronic Recording Device Policy. We acknowledge that the student violated the board policy(s) which included immediate confiscation of the item of which the school and personnel are not responsible for devices that have been lost or damaged while being stored or confiscated.

We acknowledge that further violation of this policy will result in further and progressive discipline up to and including a recommendation or suspension or possibly expulsion from the school by the site administrator/designee.

Student Signature

Date

Student Name (Please Print)

Student SSID #

Parent Name (Please Print)

Parent Signature

Administrator Signature

Date

School Site

Item returned _____ YES _____ NO

PROTECTION AND SAFEGUARDS

STATE LAW AND 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.

SEXUAL ORIENTATION HARASSMENT AND 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

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 AND 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.

NONDISCRIMINATION/HARASSMENT POLICIES

Gustine 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 Middle School nondiscrimination policy should contact the Principal at 854-5030.

Students with concerns related to any form of harassment on campus can speak with any staff person or can directly contact a 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 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.

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 2019-2020 school year.

Print Student Name

Signature

Date

Parent Signature Page

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 2019-2020 academic year.

Parent/Guardian name (Print)

Parent/Guardian signature

Date _____

GMS BELL SCHEDULE

2019-2020



Tuesday – Friday Schedule

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>
Period 1	7:50	8:35	45 minutes
Period 2	8:38	9:23	45 minutes
Break	9:23	9:38	15 minutes
Period 3	9:41	10:26	45 minutes
Period 4	10:29	11:14	45 minutes
Period 5	11:17	12:02	45 minutes
Lunch	12:02	12:42	40 minutes
Period 6	12:45	1:30	45 minutes
Period 7	1:33	2:18	45 minutes
Advisory	2:21	2:57	36 minutes

Monday Schedule

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>
Period 1	7:50	8:27	37 minutes
Period 2	8:30	9:07	37 minutes
Break	9:07	9:22	15 minutes
Period 3	9:25	10:02	37 minutes
Period 4	10:05	10:42	37 minutes
Period 5	10:45	11:22	37 minutes
Lunch	11:22	12:02	40 minutes
Period 6	12:05	12:42	37 minutes
Period 7	12:45	1:22	37 minutes

Minimum Day

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Instructional Time</u>
Period 1	7:50	8:19	29 minutes
Period 2	8:22	8:51	29 minutes
Period 3	8:54	9:23	29 minutes
Break	9:23	9:38	15 minutes
Period 4	9:41	10:10	29 minutes
Period 5	10:13	10:42	29 minutes
Period 6	10:45	11:14	29 minutes
Period 7	11:17	11:46	29 minutes
Lunch	11:49	12:30	40 minutes