

**Central Unified School District
El Capitan Middle School
Parent-Student Handbook
2018-2019**



Where
Safety,
Achievement,

Eagles Soar!
Obligation,
Respect

ADMINISTRATION

Mr. Jeff Wimp, Principal
Mr. Edward Robinson, Vice-Principal
Mr. Sal Breton, Guidance Instructional Advisor (GIA)

SUPPORT STAFF

Mrs. Angie Aguirre, Attendance
Mrs. Rosemarie King, Library Media Teacher
Open, Library Media Tech
Mrs. Henriquetta Olmos , Finance Clerk
Open, Registrar
Mrs. LaVonne English, School Nurse
Mr. Joel Trigo, Lead Custodian
Mrs. Sarah Tatum, Health Aide
Mrs. Barbara Vellutini, Office Manager/Principal's Secretary
Mr. Josh Stangby, Athletic Director and Special Education Aide
Mr. Frank Perez, Liaison
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Central Unified School District

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Tami Boatright, Director, K-8 Education

Central Unified School District School Sites

Biola-Pershing Elementary 276-5235	Harvest Elementary 271-0420	Herndon-Barstow Elementary 276-5250	Houghton-Kearney K-8 276-5285
Liddell Elementary 276-3176	Madison Elementary 276-5280	McKinley Elementary 276-5232	Polk Elementary 274-9780
River Bluff 276-6001	Roosevelt Elementary 276-5257	Saroyan Elementary 276-3131	Steinbeck Elementary 276-3141
Teague Elementary 276-5260	Tilley Elementary 512-6912	Glacier Point MS 276-3105	Rio Vista MS 276-3185
Central High -East 276-0280	Central High-West 276-5276	Central Adult School 276-5230	
Pershing Continuation High School/ Pathway Community Day School 487-1201 276-5266		El Capitan MS 276-5270	



Guiding Principles



- **Belief:** Every Student Can Learn.
- **Vision:** Every student is prepared for success in college, career, and community.
- **Mission:** Every student will engage in rigorous, relevant, standards-based instruction in every classroom every day to ensure student learning.
- **Core Values:** Character, Leadership, Innovation, and Continuous Improvement

District Goals Adopted 2010

Goal 1: Learning for Academic Excellence:

Every year every student will attain mastery learning of skills and concepts provided through engaging and challenging best practice instruction in a system that provides social and emotional support as evidenced by student outcome data.

Goal 2: Staff Recruitment and Development for Academic Excellence:

Every year every staff member will be recruited, hired, and retained based upon coherence in knowledge, practice and beliefs about student learning, instructional best practice, assessment to guide decision making, and continuous improvement for increased student learning.

Goal 3: Support System for Academic Excellence:

Every year every support system, department and staff member will be focused on providing resources and assistance necessary to ensure that systems enhance student learning.

*Every Student Engaged,
Every Classroom Effective Instruction,*

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Every Day Expectation for Success!

Mission Statement: All middle schools are committed to preparing every student for success in college, career, and community.

Academic Program: Middle school students are grouped heterogeneously in all of their classes except for Accelerated Language Arts, Science, and Social Studies where those placements are based on multiple measures. The goal is to provide all students with equal access to the most advanced curriculum in which they can be successful.

Required classes: Language Arts, Social Studies, Mathematics, Science, and Physical Education.

Electives: Computers, Home Economics, Art, and Ceramics, Spanish 1A/1B, Band, Guitar, Cross-Age Tutor, Intervention Classes, Drama, Stage Production, Broadcasting, Leadership, A.V.I.D., Teacher Assistant, Office Assistant, and Yearbook. Other elective classes may be added as needed.

Physical Education Programs: Students dress out for P.E. wearing uniforms in the school colors. Shorts, shirts, and sweats may be purchased through the physical education department. Purchase comfortable tennis shoes for athletic activities. Students who choose not to purchase PE clothes can wear plain blue/black shorts and plain gray shirts. Gray or black sweats only. Everyone will dress out and participate in PE. Students will be excused from PE if they have a doctor's note, but they are still required to dress out unless physically unable. If a student cannot afford to purchase a standard uniform, the student will need contact the principal. Schools will provide a previously used uniform, which has been cleaned by staff. This uniform must be returned, in good shape at the end of the school year. If the uniform is not returned, the student will be charged for the uniform. Students who bring personal items, such as deodorant must be in plastic or metal containers. **NO GLASS ALLOWED.** This is for the safety of all students. A written prescription from the physician should be brought to the nurse for an excuse from physical education class. This note should indicate length of time to be excused, diagnosis, and physician's signature.

Lab Costs: Students will be asked to donate in Home Economics, Industrial Arts, Broadcasting, and Art classes towards the cost of projects if they decide to keep them.

Student Achievement: Student achievement is evaluated at the end of each Semester. Student's schedules may be adjusted if it is felt that they would benefit from such a move. The Guidance Instructional Advisor and Principal must approve all requests for schedule changes.

Library Media Center: The LMC is open Monday through Friday during school hours and until 4:30. Students may use the library during breaks, lunch and after school. Internet access is available providing the student going online has a student I.D. card with photo and has agreed to the acceptable use policy. Students will need their I.D. card to check out books. Check out period is two weeks. A fine of \$.15 daily is assessed for overdue books. Students having fines or overdue books will not be allowed to attend school sponsored activities.

Homework: Homework provides an opportunity for enrichment, extension and/or remediation of instructional goals and the opportunity to practice basic skills. Students are responsible for turning in homework when it is due. Students have one day for each day absent to make up the work to receive full credit. When students leave school during the day, they are required to turn in any homework due that day, prior to leaving campus. Students who do not complete homework may be assigned after school tutorial or lunchtime makeup/detention to finish work. Homework is an integral part of the instructional process. It acts as an extension of the daily lesson. Homework is incorporated into lesson plans with consideration given to class level and individual student ability. The completion of homework is the joint responsibility of the students, parents, and school. Teachers will review the study process with students pertinent to homework assignments. Homework will be assigned to reinforce and expand the ideas introduced by the teacher. Homework can be a specific assignment, class work

in need of completion, a review of ideas or materials for a test, or an extension of previously introduced work. When homework is assigned on a long-term basis, such as a project or term paper, the teacher may schedule periodic checkpoints to be sure the students are on target. Research projects will be based on research information available in the school library, the Internet, and public library. Teachers expect homework assignments to take an average of twenty minutes daily. For reasons of an extended excused absence, students will be allowed additional time to make-up work (this time must be arranged with the school.). If your family plans to be out of town for five or more days, contact the school to obtain an Independent Study Contract. The school office must be contacted at least five days before the student will be absent in order to allow for teachers to provide the appropriate school work for the number of days the student will be gone. The Independent Study Contract must be signed and all work picked up from the office before the student leaves on vacation. For students who have been suspended off campus, teachers are not required to provide missing homework or alternative activities for the student and missing work can affect their grade. Students who have been assigned on-campus suspension or RC will be provided with missing homework or a Chromebook to complete class assignments. It is the student's responsibility to request the necessary supplies for completing the activity and to turn the assignments into the teacher electronically or to the admin office at the end of the assigned day.

After School Tutorial: Students in need of support are assigned after school tutorial on Monday, Tuesday, Thursday, or Friday (2:15 pm). Individualized programs in core subjects will be implemented and assistance with homework will be provided. Tutorials are subject to change. Contact your teacher for more information. Students who fail to attend are subject to discipline since AST starts during the school day. Student who attend earn SOAR points for meeting their obligation.

Academic Awards: Students who show great achievement in their studies will be recognized in various ways: Principals List - 4.0 GPA, Honor Roll: 3.5 - 3.99 GPA, Merit List: 3.0 - 3.49 GPA.

Perfect Attendance Awards: For Perfect Attendance, a student must be at school and present for every class. Student must have been enrolled in Central Unified School District since the first day of the school year for which the award is given. To be eligible for Perfect Attendance, a student may have no more than two tardies of less than thirty minutes each per semester, or four in a school year. Saturday School attendance does not count toward Perfect Attendance. Independent Study Contracts, Prearranged Absence Agreements and Responsibility Center do not count toward Perfect Attendance. Intra-district transfer students are eligible for Perfect Attendance awards. The only acceptable absence is for school sponsored activities Perfect Attendance will be checked monthly, end of the semester, and year.

School Awards: Students who gain cumulative achievement SOAR points in academic, athletic, extra-curricular and co-curricular involvement will be awarded the Middle School *Eagle* Award. They may also be admitted to special "Fun Zone" events for achievement on Benchmarks, schoolwide assessments, and/or CAASPP testing.

Grade Reporting to Parents: Report Cards are mailed home at the end of each semester. Progress reports are sent home with students after the completion of the six and twelve week reporting period. Daily/weekly progress reports are done through Parent Portal. Parents have access to see current grades and attendance via this system. Parents must create an account to have access. All Parent Portal questions can be directed to the front office. An "incomplete" may be given to a student whose quality of work is satisfactory, but who, due to illness or unavoidable absence, has completed an insufficient quantity of work to merit a passing grade at the end of the grading period. The work must be made up within two weeks following return to school or the "I" (Incomplete) becomes an "F" and all credit is lost. It is the student's responsibility to clear his record of an "Incomplete."

GENERAL INFORMATION

SOAR Points: Students have the ability to earn points throughout the year by following and demonstrating our SOAR expectations. Points can be used to earn privileges such as front of the line passes, SOAR Bucks, and free items. Students and parents can log on to 5starstudents.com to see their point totals as well as the involvement in various school activities including after school tutorial, dances, and club events.

Breaks: During the morning there is an established break. Students may purchase a variety of snacks and school supplies at this time.

Telephones: The school telephones are for business use only. Students are to use the phones only in an emergency. Calls for students will not be transferred directly to students. A message can be taken and will be given to the student during break or lunch. In the case of an emergency, the office will contact the teacher and have students come to the office to call parents. At no time will it be considered appropriate to text or call your child during class time.

Cafeteria: We encourage all students to eat lunch every day for good health and nutrition. You may bring your lunch and eat in the cafeteria or at the picnic tables throughout the campus. If you bring your own lunch, you may purchase milk or other beverages from the cafeteria or snack bar. No food or beverages are to leave the cafeteria. Students must have their ID cards in their possession while entering the lunch lines. Students without ID cards must wait until all students with ID cards have completed the line.

Lunch Line: Students are to line up in single file. Crowding, cutting, and saving places are prohibited. Students are to enter the cafeteria quietly and orderly, being cooperative with staff. Students without ID cards will enter the cafeteria after all students with ID cards have completed the lines. While in the cafeteria, students are to observe good table manners. When finished eating, students are to clean up their table area, empty garbage into the trash cans provided, and neatly stack their used trays. Because our school does serve lunches, we *strongly* encourage you to eat in the cafeteria.

Hall Passes: Students out of class must have a "passport vest" completed by their teacher. Students must wear the passport vest with them at all times while out of classes. Passport vests are to be used only by the issuing class and teacher. Students coming to class from the office, or from another teacher, should have an orange passport vest. Only one student will be allowed out of a class at a time. Any student leaving class without permission will be subject to truancy rules.

ID Cards and Lunch Accounts: Every student is issued one free ID card. ID cards will be used to check out library books, access the Internet, purchase lunch, bus route identification, and to be used to identify students. A student bar code is on each student's photo ID card. This bar code is used to record the number of lunches the student has purchased. Money may be placed on a student's lunch account during morning break only. Students who do not place money in their lunch account must pay for their lunch in cash. Students must keep their ID card in their possession at all times while on campus. ID cards must be kept in good condition. The fees for replacement of ID cards is \$5.00 each ID card.

Announcements, Bulletins, Posters: The school bulletin broadcast over the school announcement system each day. A copy may be available in each classroom and on the school website. Other announcements are kept to a minimum, but will be made when necessary. Announcements that are to appear in the school bulletin should be delivered to the school receptionist the day before they are to appear. All submissions to the daily bulletin must be signed by a teacher and approved prior to submission to the daily bulletin. The Activities Director must approve posters prior to being posted. Unauthorized posters will be immediately removed.

Bicycles, Skateboards, and Roller Blades: Bicycles must be parked in the bicycle racks and locked at all times. Students must wear helmets when riding their bikes since this is required by law. Skateboards,

scooters, roller blades, etc. are not permitted to be carried on campus. The office will not be liable for these items left in the office.

Fire Drills: State law requires fire drills to be held once each month. The fire bell is a loud continuous series of bells. Students should leave classes orderly and immediately proceed out of the room to the designated fire drill station. Leave all equipment in classrooms. A long bell will be sounded for the "all clear." Duck and cover drills will also be performed throughout the year. We will conduct an active shooter drill as well as multiple lockdown drills during the year.

Lost and Found: Articles left in the rooms or on the grounds will be turned into the front office. These items will be kept in a tub on the stage in the cafeteria for one semester. We are not responsible for any items turned into the lost and found.

Student Government: Open elections will be held to select a President, Vice President, and Activities Commissioner. President, vice president, and commissioners must be eighth grade students. The Middle School election campaign rules are available from the Vice Principals. Every advisory class will elect a student council representative and an alternate. The student council will elect seventh grade representatives to serve as secretary and treasurer. The executive board of the student council will be comprised of the president, vice president, commissioners, secretary, treasurer, and student council advisors. Petitions for the student council shall be available from the Vice Principals by the second week of school. Students will campaign for offices by the third week, and elections for student council officers shall be conducted by the fourth week of school.

Visitors: State law prohibits loitering on any public school campus while school is in session. All visitors must report to the office and state the reason for their visit. All visitors must check in through the Receptionist Desk in the Administration Building and receive a visitor's pass. Central Unified does not allow visitors, infants, or toddlers during the day without administrative approval. Guest speakers and/or presenters must be pre-approved by administration before speaking and/or presenting at any school. Visitor's must also check out with the office and return the visitor's pass. Students are not allowed to visit classrooms. All visitors must wear a visitor's pass at all times. Parents who wish to speak to their children must remain in the office and the student will be called to meet with you. Accommodations can be made in the office or library for visits. Visitors are not allowed contact with students if the visitor is not listed on the student's emergency contact list. Parents are not allowed to accompany or monitor their child during breaks or lunches.

Illness at School: If a student becomes ill, the student must report to their assigned class and request from the teacher a pass to the school nurse. In case of illness or an emergency, it is most important that the school have current telephone numbers of all designated persons who may be contacted. Students must not leave campus without permission from the office. Students are discouraged from using their cell phones to call parents when they are ill. Calls for all student illnesses need to be generated out of the nurse's office.

Counseling Services: The counseling staff is dedicated to assisting all students to excel personally, socially, and academically in their preparation for high school and for life. The counseling staff consists of a Guidance Instructional Advisor, a School Psychologist, a Counselor, and School Nurse. Requests for personal counseling or schedule changes can be made through the counseling office.

Textbooks/Tablets: Textbooks/Chromebooks are issued to the students by the library media technician and must be returned prior to the last day of school. The library media teacher will examine the books/Chromebooks for damage and assess fines when necessary. In an effort to extend the life of a book/Chromebook, it must be covered with an adequate cover.

Instructional Media Center ~ Library: The Instructional Media Center is open during school hours and available for school activities and meetings before and after school by appointment. The Instructional Media

Center (IMC) provides students and teachers with a wide variety of print and non-print resources. An assortment of periodicals and newspapers are available. In addition, the IMC offers computer research stations with many CD-ROMs, online encyclopedias and Internet access.

Corridors, Rooms and Grounds: The cleanliness of our rooms, corridors and grounds reflect our feelings toward our school. We need your help to maintain a clean school. A sound mind deserves a sound body, and both deserve a clean and healthful environment in order to function at their best. There will be certain areas designated as "off limits" or out of bounds. Students are to remain out of these areas before, during, and after school hours. Students are to not wander to the far corners of the campus during lunch. The restrooms are open during school hours.

Lost or Stolen Articles: Students are responsible for articles such as books, calculators, or any other school items checked out to them or otherwise in their care. If any such items are lost or stolen, students will be required to pay for those items. The cost of those items will appear as a fine on the student's record until it is paid. Students are to fill out a theft report in the Vice-Principal's Office for further investigation and the school is not responsible for any materials/items left in/on campus including buildings, lockers, athletic complexes and restrooms. If a non-school related item is stolen such as cell phones, ipods, etc., the school is not responsible for the item or its return to the student.

Property Damage: Damage to school property must be paid for. Occasionally, people deface lavatory walls. The custodians have been ordered to lock immediately any lavatory so defaced until a correction may be made. Any infraction should be reported immediately. Damage done to another student's school property, the one who damages it will be responsible for replacement. The school is not responsible for items brought to school and damaged, lost, or stolen.

ATTENDANCE PROCEDURES **Excused Tardy:** Illness, medical/dental appointments, or funeral of an immediate family member may be excused if tardy has been verified by a parent/guardian by a note, phone call or bringing the student in themselves. Students may also be excused by verified school personnel such as Counselors, Vice Principals, teachers, or the nurse. An excused tardy does not count toward the Tardy Contract. Parents must clear tardies within 72 school day hours or the tardy.

Verified Unexcused Tardy: Student has verification from a parent/guardian for a non-excusable reason. Family emergency, personal reasons, missed bus, car trouble, overslept or other reasons not listed above are not excused. Student must turn in note and verify tardy through the attendance office. Verified unexcused tardies are not included on the Tardy Contract.

Unexcused Tardy: Students need to be in classrooms and ready to work. If a student is caught in a tardy lock out, they will be assigned after school RC. Students need to report to the attendance office to be given a tardy pass. If the student is over thirty minutes late when arriving to school, it is considered a truancy unless it is cleared by a parent. Once a student has been on campus, they may not leave before checking out at the attendance office or it will be considered a cut, which may not be verified or cleared by a parent and will result in further disciplinary action. Teachers may not accept a student into class without a pass from the attendance office even when the student is coming from the Counselor, Vice Principal, or was held late by another teacher. Students must have an attendance office pass to enter class.

Tardy Sweeps/Lockouts: Periodically, all Middle Schools conduct Tardy Sweeps/Lockouts to ensure all students are on time and prepared for class. If a student is caught in a Tardy Sweep/Lockout, they will be given an Unexcused Tardy for that class, and will be assigned After School Responsibility Center the following day. An automated phone call will be made notifying parents. Any tardy will result in detention.

All Day Excused Absences: Excused absences may include illness, medical/dental appointments, or funeral of an immediate family member. Students must check out of school in the attendance office before leaving school

grounds. There are to be no exceptions. Parents must verify a student's absence. We strongly recommend that notes are brought to the attendance office by the student or parent to verify any absence. Phone calls and personal verification are also accepted in the attendance office. As a courtesy to parents, the phone notification system is activated in the evenings, which allows parents to leave a recorded message on the attendance voice mail. Also, parents may call 24 hours a day and leave a message to verify and/or clear an absence. Information required is the student's name, the name of the person verifying the absence, relationship to the student, and the date and reason for the absence. With the aforementioned information, the attendance office can verify the absence. Verification must be made each day that the student is absent. If any of the information is not received, the absence can not be verified. If the absence has not been verified within three working days of the absence, the absence becomes unexcused and Saturday School will be issued by the Counselors/V.P./Truancy Officer to make up the day. Students with excessive excused or unexcused absences will be reported to child welfare and attendance and may be referred to the student attendance review board (S.A.R.B.) and/or to the local courts.

Verified Unexcused Absence: Personal business, family emergency, car trouble, missed bus, overslept or other reasons not listed above will be documented as verified unexcused absence.

All Day Unexcused Absence: The following steps will be taken:

- 1st Truancy: Parent contact, Saturday School, warning letter
- 2nd Truancy: Meeting with Parent/Guardian, Saturday School, Mini S.A.R.B. Contract issued, 2nd warning letter
- 3rd Truancy: Saturday School, mini SARB, 1st Truancy Letter
- 4th Truancy: Saturday School, 2nd Truancy Letter
- 5th Truancy: Saturday School, 3rd Truancy Letter
- 6th Truancy: District Level SARB; these meetings are mandatory and failure to appear will cause further legal action.

Checking Your Child Out of School: All students are required to check out and be released only through the attendance office. Students may submit a note signed by parent/guardians or parent/guardians may call the attendance office to have your student checked out and released. Doing this ahead of time is helpful so that if your child is in PE, they can be released to change in time for your arrival. If students do not check out through the attendance office before leaving campus, it will be considered a class cut, which may not be cleared or verified and may result in further disciplinary action.

Closed Campus/Parking Lot: During the period of time that school is in session, students will not be allowed to leave campus without an Administrator's authorization and a school approved pass. Parking lots are off limits during the school day for all students. Also, students are not allowed to remain on campus after school unless they are checked into the After School Program or enrolled in an After School Tutorial. They must leave campus once their ASP or AST ends.

Inter/Intra District Transfer Policy (I .D .T.): All transfers are processed through the District's Child Welfare & Attendance Office.

Scheduling/Teacher Changes: Students are scheduled in classes based on the educational program, student need, and the availability of the master schedule. Class changes can be requested in the first two weeks of school and will allowed based on availability, staff approval, and parent approval. Class changes by request will not be made after the two week time period. Parents or students may request a change of teacher through the assigned administrator. Changes will not occur until after the parent, teacher, student, and administration have met and had a reasonable opportunity to improve the situation through student or staff adjustments. This may take multiple meetings. Class changes may also be requested during the first two weeks of the second semester.

STUDENTS DRESS AND GROOMING

School is a place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide a safe school environment, and promote discipline. The Board of Trustees encourages pupils to dress appropriately for school. The Board believes that pupils should be neatly and cleanly dressed. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable. The Board finds that gangs, gang-related apparel, and gang-related activities create a clear and present danger of disrupting the educational process and create a hazard to the health and safety of the school environment. These regulations prohibit the wearing or displaying of gang related apparel, insignia, or other gang identifiers. The Board finds that such regulations are necessary for the health and safety of the school environment. As used in these regulations, a "gang" is two or more people who form an allegiance for a common purpose which includes engaging in, individually or collectively, a pattern of acts that may be threatening, disruptive, or criminal, and which may include such behavior as intimidation, threats, or violence. "Gang-related apparel" is defined as any item of clothing, accessory, jewelry, or manner of grooming which, by virtue of its color, arrangement, trademark or other attribute, denotes membership in or affiliation with gangs.

The dress code applies to both sexes and will be enforced at school sites, at school functions, and on school buses. The dress code is adopted to promote standards of dress and grooming that promote a safe school setting conducive to a positive learning environment. These regulations are intended to prohibit student dress or grooming practices which:

- (1) present a hazard to the health or safety of the student or others;
- (2) interfere with school work, create disorder, or disrupt the educational program;
- (3) cause excessive wear or damage to school property;
- (4) prevent the student from achieving educational objectives (e.g., blocked vision or restricted movement);
- (5) incite pupils so as to create a clear and present danger of school disruption or the commission of unlawful acts,
- (6) conflict with this Board's philosophy and goals on the prevention of drug abuse and gang activity.

Nothing in this code is to be interpreted to limit the District's responsibility and obligation to enforce unique safety and health requirements (e.g., shop and food situations.)

Central Unified School District Dress Code adjusted for El Capitan

1. Pupils must dress safely. For example, shoes must be worn at all times at school or during school hours.
 - A. Clothes shall be no more than one size larger or one size smaller than the student's regular clothing size. Shirts may not hang beyond mid-thigh.
 - B. All clothing must be worn as its design was traditionally intended.
 - C. Flip flop sandals may not be worn by K-6 students. All K-6 students must wear shoes with a back strap.
2. Pupils must dress appropriately for educational activities in which they will participate.
 - A. Oversized "Baggy" clothes may not be worn, including but not limited to (shirts, pants, jackets etc.) Pants must not exceed an excess of eight inches of material at the knee. All pants and shorts must fit at the waist, crotch, and inseam. The length of pants may not exceed 2" beyond the student's measured inseam. **NO SAGGING OF THE PANTS IS ALLOWED.**
 - B. All pants, shorts, skirts, skorts, culottes, and dresses must be properly hemmed.
 - C. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Clothing must be in good condition and not showing excessive wear or exposing skin.
 - D. Dresses, skirts, skorts, and shorts must be at least mid-thigh lengths. Shorts can only be a maximum of eight inches above the knee (shortest) and/or finger length. No spaghetti strap dresses or tops allowed unless there is an approved top underneath or over; must have appropriate neckline. Students, who participate in pep and cheer, when required by their advisor to wear their uniforms, may wear their cheer outfits without violation of this provision.

- E. Clothes must be sufficient to conceal undergarments at all times. Underwear-type sleeveless shirts, see-through, fishnet, or other attire which exposes the body in a sexually suggestive manner, bare midriffs, tube tops, tank tops, or halter tops, etc. are not acceptable. Shoulder straps on tops worn by females must not be less than two inches (2") in width, and any apparel determined by District personnel to be too revealing is not acceptable.
- F. Outerwear may be sweatshirts, sweaters, or jackets only. No shirts may be worn as outerwear. Designer sweatshirts/sweatpants (running outfits) are acceptable.
- G. Bib overalls and shortalls must have both straps attached to the front of the garment as designed.
- H. No leggings or tights may be worn unless they are worn beneath dresses, skirts, skorts, shorts, or culottes or if worn with a long shirt that covers to the same area required by shorts and skirts. Leggings may be worn under jeans that have holes as long as the holes are below 8 inches from the knee and/or fingertip length. Holes that become larger than a few inches or expose areas that must be covered by outerwear are not allowed. Holes above the fingertips are not allowed.
- I. Hats and caps may be worn as sun-protective clothing while outdoors. The school may regulate the type of hat or cap. Hats must be worn facing forward. Hats can be black, gold, gray, or white.
- J. Bandannas or head bands that look like bandanas are not allowed.
- K. Dark glasses shall not be worn in classrooms, offices, or other buildings unless a documented, related health problem exists.
- L. Belts must fit properly, go through the belt loops, and may not hang. Brass belt buckles having cut out initials are not permitted.
- M. Pajama bottoms may not be worn at school unless a designated school spirit day has been declared by site administration on a specific date.
- 3. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.
- A. Clothing that depicts college or professional sport logos/mascots is prohibited.(e.g. Bulldogs, Hoyas, Raiders, etc.). Clothing that depicts the names, insignias, or logos associated primarily with college or university academic programs and is not associated with gangs or otherwise conflict with the standards of acceptable apparel is permitted (e.g. C.S.U.F., Stanford, Harvard, etc.)
- B. Backpacks and other items such as tablet covers shall be neat, clean, and free of any student writing except students' proper name for identification purposes and are subject to the full dress code.
- 4. Earrings are to be worn in ears. One small stud may be worn in a nostril. No facial or tongue piercing is allowed.
- 5. Hair style shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detract from the educational process are not acceptable (i.e. unusual designs, colors, symbols, razor cuts, and the like.) Students who have hair styles that distract from the classroom environment or may be considered gang-related will be asked to fix the style. They will have 5 school days to do so. Students who fail or who attempt that same/similar style later in the school year will face further dress code consequences.
- 6. Attire that may be used as a weapon may not be worn (e.g. steel-toed boots, chains, items with spikes or studs, etc.)
- 7. Pupils shall not display any material or paraphernalia which incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school site policies or rules.
- 8. Gang-related apparel or paraphernalia, including symbols, emblems, insignias, or other gang identifiers, may not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang related, the principal or designee will consult with law enforcement or other school personnel with expertise in gangs. This includes hand signals used by students to identify a gang affiliation.

9. Any apparel, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern or tends to detract from the education process, is prohibited.
10. All tattoos must be covered at all times.

Limited written exceptions to the district dress code policy may be made by the principal for special days, special events, or other unusual circumstances. Copies of this policy shall be given to students.

Student violations of these regulations are deemed willful defiance of the valid authority of the school principal, punishable as follows (Legal Reference: Education Code Sections 35183, 35291.5, 489000, 48907, and 4895.5 Code of Regulations, Section 302):

a. First Offense:

- (1) Verbal warning and counseling/Parent notification;
- (2) The parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available;
- (3) Documentation of incident;
- (4) Parent/Student will be given a copy of dress code regulation as reference for future use. Parent must sign the form and the student must return the signed form on the following day. Refusal to sign or return the document will be documented.

b. Second Offense:

- (1) Parent Conference (verbal phone or in person);
- (2) Parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available;
- (3) Student will be assigned disciplinary consequences;
- (4) Documentation of incident;
- (5) Parent/Student will be given a copy of dress code regulation as reference for future use.

c. Third Offense:

- (1) Parent Conference;
- (2) The parent will be notified to bring acceptable clothing or will be supplied with a suitable garment from the site, if available;
- (3) Student will be assigned disciplinary consequences;
- (4) Parent/Student will be given a copy of the dress regulations as a reference for future use or will acknowledge his/her prior receipt of dress code regulations.

d. Fourth Offense:

- (1) Parent conference;
- (2) One to five days suspension (on or off campus);
- (3) Student contract.
- (4) Student is ineligible from activities for one full grading period.

e. Fifth Offense:

- (1) Parent conference;
- (2) One to five days suspension and possible recommendation for alternative placement or expulsion.

SCHOOL-WIDE DISCIPLINE POLICIES AND PROCEDURES

All Middle Schools have a comprehensive discipline policy. Without a school-wide discipline policy, it is difficult for students to know what is expected, and it is difficult for teachers to know how to handle problems. While effective discipline occurs within each classroom, an effective school-wide discipline provides the entire school with common expectations for student behavior and consistent guidelines for dealing with misbehavior. Your parents, our community, and the Central Unified School District have worked together to provide you with a staff, buildings, and equipment to help prepare you for a future of success. We are committed to giving you the best education we can and know you will take special pride in keeping our school as a first class campus. Students are expected to assume the following responsibilities: Attend class regularly, be in your assigned seat with all necessary materials when the final bell rings, give every assignment your best effort, treat every student and teacher with respect, follow the specific rules in each class, and have pride and help maintain all school buildings and all school equipment and materials. Please note that parents will be contacted on various steps of each form. With the cooperation of both staff and parents, we feel that we can provide the best possible learning environment possible for your child. Any questions or concerns should be directed to the Vice-Principal's office. Discipline procedures available upon request.

Student Rules of Conduct: The staffs at all Middle Schools encourage cooperation between the home and school concerning discipline matters. The best discipline is self-imposed and involves students taking responsibility for their actions. Good citizenship and appropriate behavior is expected of all students. The most important role of discipline in the school is to create a safe and comfortable teaching and learning environment. Staff and students should feel good about coming to school every day. Society is demanding more from its public schools than ever before. In order to meet this challenge, schools must have a positive learning climate.

Enforcement of Discipline: A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in the Education Code and are related to school activity or attendance that occur at anytime, including but not limited to, any of the following: while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, during, or while going to or coming from, a school sponsored activity. The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possession, selling, using and/or under the influence of alcohol, other drugs or related paraphernalia, shall be subject to disciplinary procedures which will result in suspension and/or expulsion.

Education Code 48900 - Conditions for Suspension, Expulsion:

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (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.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance,

or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or 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 pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(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.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

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

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

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(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 a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or 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 the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 Sexual harassment, such as gestures, verbiage, or unsolicited inappropriate touching as defined in Ed Code Section 212.5.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Ed Code Section 233 (e), Penal Code 422.6, 422.75

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder. And invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7 Made terrorist threats against school officials or school property or both.

Campus Beautification Policy: In an effort to maximize students' educational process, any unwarranted behavioral violations may result in morning, lunch, and/or after school beautification which is offered to teachers, administrators and counselors as a viable optional consequence. All students assigned to the cafeteria are to report no later than the first five (5) minutes of the designated meal. Students arriving late are subject to further disciplinary action and/or one extra day of consequence in the cafeteria. This is by the discretion of staff personnel in the cafeteria at that time. Students may be assigned Campus Beautification during break or lunch for minor discipline issues.

Teacher Detention: Detention is the responsibility of the individual teacher. It is a supervised period held one-half hour directly after school or during lunchtime, Monday through Friday for students who have been assigned. The teacher is responsible for contacting parents. If a student fails to attend Detention, he/she will be considered in defiance of authority and will be placed on a step of the Behavior Contract. Students are required to report to Detention with study materials prepared to study. This is a silent period.

Lunch or After School Detention: It is a supervised period held one-half hour directly after school or during lunchtime, Monday through Friday for students who have been assigned. If a student fails to attend Detention, he/she will be assigned two detentions (one to cover the missed one and one to cover the original offense). Students who missed a reassigned detention will be assigned Saturday school. Students are required to report to Detention with study materials prepared to study. This is a silent period.

Saturday School: Saturday Study School is for students who have unexcused absences, or other disciplinary problems. The school hours are from 8:00 a.m. to 12:00 noon with a 15-minute break. The students are to bring a school I.D., enough homework to last at least four hours, and be within dress code. An academic atmosphere is maintained under the close supervision of a certificated teacher. Doors are locked at 8:00 a.m. Any student, who arrives late or does not show, will have an OCS and repeat Saturday School with contract. If a student is unable to attend due to an illness, medical/dental appointments, funeral of an immediate family member, or family emergencies, the parent must contact a Vice Principal before noon on Saturday to reschedule Saturday School.

Opportunity Class: The Opportunity Education Program serves as a 'means to learn' for our at-risk youth. The learning environment is a self-contained classroom, with instruction being delivered by highly qualified, certificated teachers. Student's behaviors that have necessitated placement in the opportunity program ranged from continuous disruption, fighting, drug or alcohol involvement, or actions that lead to an unsafe school climate. Students are placed for a minimum of 6 weeks and must earn the privilege to transition back to the general education program through their individual contracts on a daily basis. Opportunity Education in Central Unified is viewed as an intervention to ensure student success. It provides comprehensive academic programs that facilitate positive self-esteem, confidence, and personal growth with the goal of helping students return to traditional classes and programs.

Non-Privilege Policy: Any student who has been suspended will not be able to participate in any school sponsored activity or event for 10 (ten) days. No refunds will be given for dances or any other activity while suspended.

Student/Parent Disciplinary Appeals: Students/parents may appeal disciplinary action from a teacher by contacting the Vice-Principal's Office. Appeals should be made prior to enforcement of the consequences. If the Vice-Principal can not resolve the problem, it will be referred to the Principal's Office. The parent/guardian will be responsible to follow up on the situation with the Principal.

Disciplinary Consequences for Behavior Violation of the Code of Conduct: The following disciplinary actions are what you can expect to receive for acts enumerated in this section and related to school activities which occur at any time, including (but not limited to) any of the following: While on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, and during, or while going to or coming from, a school sponsored activity.

Search and Seizure Policy: Students may be searched at any time if an administrator has reasonable suspicion. For example, if a student is found with an illegal substance in their backpack, locker, car, or in their possession, they will be responsible and accountable for appropriate consequences. If a teacher suspects a student to be in possession of any illegal materials or substances, they should call the Vice-Principal's office immediately for further instructions. If an administrator has reasonable suspicion to search a student, the following steps must be followed: 1) The student is brought into the administrator's office with the administrator, as well as a second school employee of the same sex as the student. 2) The student is questioned before the search begins. If the student refuses to being searched, the parent is immediately notified, law enforcement will be brought in, and the student remains in custody until law enforcement and parent arrive. 3) If the student agrees to the search, they are asked to remove all belonging from their possession including all pockets, shoes, socks, and pant legs. The students will also empty out their backpack, and if applicable, the student's car and/or locker will also be searched. 4) If the student does or does not have any illegal belongings, then the parent is immediately notified and proper due process begins.

Behavioral Contract (Assertive Discipline Step Process): Disruption of learning by disobedience, violence, or acts contrary to school rules, law or California Education Code will not be condoned. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. Students are put on the Discipline Step Process due to either class disruption, and/or defiance.

Interpersonal Relationships: Good judgment should be used in personal relations. Holding hands is not permitted. Hugging and kissing is not permitted and can be considered offensive to others when proper judgment is not used. Refer to discipline policy.

Unacceptable Items: Unacceptable items include but are not limited to: Weapons, Fireworks, Matches / Lighters, Stun Guns, Water Balloons, Pagers, Electronic Devices, Mace, Pepper Spray, Permanent Markers, Sport Logos, Skate Boards, Roller Blades, Silly String, Water Guns, Wallet Chains, Dice, Gum, Sunflower Seeds, Any Toy Guns, and Inappropriate Magazines and all other items listed under District Dress Code Policy, Penal Code, and California Education code. *All electronic devices can include, but are not limited to: I-POD's, cameras, MP3 players, radios, CD players. Any unacceptable item(s) brought to school that are lost or stolen will not be investigated. Electronic devices found on campus will be confiscated and the student will lose his/her activity privilege. Electronic devices on campus have been found to be disruptive during class time as well as a temptation for theft.

Cell Phones: Cell phones are permitted on campus, but are not allowed to be used in classrooms or during instructional time unless specifically allowed by a teacher for instructional purposes only. Cell phones that cause a disruption will result in disciplinary action. Phones must be on silent during instructional time and cannot be used even if the student has left the classroom. A student who refuses to give a requesting staff

member a phone, will be placed in RC for the remainder of the day and will lose their privilege to have a cell phone on campus for the remainder of the semester. A student who has lost the privilege and still returns a phone to campus or uses a cell phone will be suspended.

Beanies/Ski Bands: November 1 through February 28 only.

Hats/Caps: Only hats/caps that are black, gold, gray or white are allowed. They must be facing forward at all times.

Permanent Markers: Permanent markers of any kind are not allowed on campus. Teachers may provide them for student use in the classroom, but students are not permitted to bring their own.

CO- CURRICULAR PROGRAMS

All Middle Schools offer a co-curricular program with the spirit of excellence that has become a tradition in the Central Unified School District. Students will have full opportunity to participate in student government, clubs and class organizations, performing groups, athletics, etc. We believe co-curricular activities provide learning situations equivalent to a student's classroom experience.

Student government is vested in the Associated Student Body Constitution. Student council is comprised of A.S.B. Officers and class officers from each grade. Student Council serves to promote communication and positive relations throughout the school. Clubs and organizations are formed based upon student interest. Performing groups will include full programs in instrumental and vocal music, drama, spirit squads, and color guard.

Any student who has been suspended will not be able to participate in any school sponsored activity or event for 10 (ten) days. No refunds will be given for dances or any other activity while suspended. Students must be in good standing and all fines must be cleared in order for students to participate in any co-curricular and extra-curricular activities. This includes dances, school sponsored events, field trips, athletics, and promotion.

Activity Policy: It is our policy that students earn all activities. Each day, all students will be expected to follow the following rules in order to show that they are willing to be positive and polite young men and women and can follow rules: Trash on campus must be put into trash receptacles at break and lunch. This shows good citizenship and respect. The bathrooms on campus must be kept clean. Bathrooms must be kept free of graffiti, excessive trash, etc. This shows respect, citizenship, and responsibility. If any student knows of a fight that is going to happen, then he/she needs to make sure they tell an adult. If a fight occurs, you are expected to move as far away as possible to allow adults to break up the fight. Any student that is fighting or is caught watching a fight will immediately lose their activity privilege.

Field Trips: Throughout the school year, different classes and school clubs take students on field trips to enhance the educational objectives the students are currently studying. Eligible students and approved chaperones are allowed to participate in any school field trip and the necessary paperwork and permission slips must be completed before the actual event. All chaperones must conform to all pertinent Board Policies and Regulations. The Field Trip Supervisor must be a faculty member of the school taking the trip. Each overnight field trip must be accompanied by an Administrator on Duty or a district designee possessing an Administrative Credential. All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer. All chaperones shall attend a pre-event orientation with the Field Trip Supervisor at which time all event activities will be outlined, participants with special needs identified, and chaperone expectations, responsibilities, and emergency procedures discussed. Drinking of alcoholic beverages, use of controlled substances, smoking, or use of tobacco products by a chaperone at any time during a field trip is prohibited. Chaperones will not be permitted to bring relatives or siblings of participating students or other persons on a field trip. Field trips must have at least one designated school personnel CPR trained from American Red Cross or American Heart Association who will be trained and equipped to assist

students requiring medical procedures and/or medicine administration/monitoring per AR 5141.21 (h). Chaperones must not dispense medicine to children except those that have been provided by the parents or guardians along with written specific directions provided by the parents, guardians or professional health care providers. Chaperones are required to ride the transportation vehicle to and from the event with the students. Chaperones must wear appropriate clothing at all times. Chaperones must not use profanity. Each chaperone will be assigned Field Trip Supervisory responsibility for no more than ten students. Field Trip Supervisors and Administrator on Duty will not be assigned a specific group of students since they oversee the entire trip. Students are never to leave a supervised area unless escorted by a chaperone. For theme park visits or visits to any destination where students are "fenced in", 7-12 students must report every other hour to a designated "home base" to check in with a chaperone. K-6 students must be accompanied at all times by a chaperone at no greater than a ten to one ratio. Chaperones shall maintain an operating cell phone and be provided with a list of persons to call if there is an emergency. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident. Field Trip Supervisors and chaperones shall provide age appropriate training to participants for evacuation points, alternate emergency assembly locations, reporting injuries, etc. The Field Trip Supervisor shall ensure that a first aid kit is immediately available at all times during the trip. Chaperones are expected to be familiar with the Student Code of Conduct and Discipline/Academic/Co-Curricular Code of Ethics, and the Civility Policy.

8th Grade Semi-Formal Dance: This is a memorable event for all 8th grade students. Extravagant, expensive dress and limousine service are discouraged for this age group. No student should be eliminated because of dress requirements, expense, or a feeling of being out of place. Girls are encouraged to wear informal party dress attire. Dresses may be knee or tea length, no longer than ankle length. Boys are to wear dress shirts with a tie and slacks. It is recommended that, if parents are going to purchase attire, it should be appropriate for both eighth grade dance and promotional exercises. The CUSD dress code must be followed.

ATHLETICS/PERFORMANCES

Co-Curricular activities are a vital part of our total school program. We exemplify the supreme standards of ethics and sportsmanship in addition to first-class character and lifelong skills. Students electing to participate in co-curricular activities assume certain responsibilities and obligations to their coach, team, school, and themselves. The school invests a lot of time, money, and personnel in an effort to provide a quality program for our students. Our major co-curricular programs have "participation contracts" stating what is expected of the participant. Students agree to the rules that follow upon joining an activity. Each parent/guardian must read and sign all contracts in order to build a better working relationship with all parties.

Eligibility: The athlete/performer must have and maintain a 2.0 GPA to try-out and/or participate in a co-curricular program. Any athlete/performer falling below the 2.0 GPA will be put in a probationary status where they are eligible to play for one grading period while attending tutoring. If still below 2.0 after the probationary period the athlete/performer is then ineligible for one grading period and must bring grades up above a 2.0 to regain eligibility. Athletes/performers that are ineligible may practice with the team/class so long as they have a chance to become eligible before the season/performance ends. Probationary and Ineligible athletes must attend daily tutorials in either the After School Program or in a teacher-led After School Tutorial in order to practice. Ineligible athletes/performers are not allowed to attend games (home or away)/performances. A student with 2 or more Fs will be considered ineligible for one grading period.

Attendance/Conduct: The student must be in school the day of a performance for half the time or more unless verified by the attendance office i.e. field trip, conference, etc. Conduct while participating in a co-curricular activity is to be satisfactory as judged by the coach/teacher or administration. If any student quits or is discharged from a team without a release from the coach or athletic director, they may not join another team during that season. Students are expected to practice with the team. Those who miss practice are subject to losing playing time or being dismissed from the team at the discretion of the coach,

administrator, or AD if the absences become repetitive. Athletes must sign in to the after school program and remain in the program until their coach escorts them to the locker room. Students who fail to sign in or leave will be subject to the same rules as those who miss practice. Students who have been exempted from physical education classes for medical reasons will also be exempted from athletics for the time of the medical exemption.

Playing Time: In offering a competitive athletic program geared at preparing students for success at the high school level of competition, it is at the coach's discretion to decide the playing time for all players. Administrators will not discuss playing time with parents or students. However, there is an expectation that players who attend practice and participate fully should expect to play in games when it will not put them in at a danger to themselves or other players and will not cause the team a disadvantage that would lead the team as a whole in an unsuccessful manner. **At no time are parents/spectators allowed to approach coaches before, during, or after games to discuss playing time or game time decisions. At no time are parents/spectators allowed to approach coaches before or during practices to discuss playing time or game time decisions. Parents should contact the coach and athletic director to schedule time to discuss any issue in a manner that does not affect the program negatively.**

Equipment: It is the students' responsibility to return and care for all equipment and uniforms/costumes issued to them. Any lost or damaged equipment will be paid before the student participates in another activity. Post season awards will be held until uniforms and equipment are returned.

Code of Ethics for Athletes: The athletes are expected to participate in the activity in a positive manner. The parent/guardian needs to support the athlete, coaches, and officials in a positive manner. Athlete/parent/guardian must display acceptable standards of behavior and citizenship at school and in the community. Athlete/Parent/Guardian must cooperate in a mature, sportsmanlike manner in all events whether it is as a participant or spectator. Athlete/Parent/Guardian must comply with the Board of Education policies, District Regulations, and the State Education Code. Athlete/Parent/Guardian must comply with the rules and regulations established by the appropriate governing bodies of their activity. The use of intoxicants, tobacco, drugs, or related substances, or the sale or possession of them will not be tolerated. Athletes must not be a member of any outside club that participate in the same sport, and athlete must carry an accident insurance policy (either their own or one available at the school). Failure to follow these rules at any co-curricular event will result in the removal of the athlete, coach, and/or parent/guardian by a school administrator/athletic director.

Enforcement: The athlete/parent/guardian must follow all rules set forth from the Code of Ethics. Each athlete/parent/guardian must adhere to the Code of Ethics. Athletes who fail to comply with the Code of Ethics will be declared ineligible to participate in school activities by the school administration. Athletes may seek a hearing before an Appeal Review Panel consisting of the Athletic Director, Vice Principal and Principal. Parents/Guardians who fail to comply with the Code of Ethics will be asked to leave the event by the school administration/athletic director. Parents/Guardians who fail to comply with the Code of Ethics a second time will be asked to leave the event by the school administration/athletic director, and not be allowed to attend any future competition for the remainder of the school year. Minor violations are those which do not require suspension from school. Any student who commits a minor violation of the Code of Ethics shall be immediately suspended from all activities for a period ranging from one day to two weeks. Any student, who is assigned RC for the entire day of a game, home or away, will not be allowed to attend the game. Major violations defined as those result in suspension from school. Any student who commits a major violation of the Code of Ethics will be suspended from all activities for a period of not less than two weeks and not more than one calendar year beginning on the date of return. The penalty must be imposed by the school administration.

Non-Privilege Work Back: Non privilege begins when it is determined the student has committed a violation for non suspendable offenses or on the first day back to school on a suspendable offense. Non privilege is a minimum of 10 school days or 14 calendar days (the lesser of the two options). Non privilege excludes a student

from all student activities and events on and off campus (ie-rallies, dances, games, practices, plays, etc). A student may be permitted to reduce up to half of this non privilege period if the student completes a work back plan. A work back plan is defined as two hours of campus or community service equaling one day of non privilege. This work must be supervised by an Administrator, Coach or Custodian and signed off on the official work back document. Once this plan is completed and turned into the Athletic Office, the student may participate in practice and games. Students are eligible for the work back plan one time per school year. If another violation occurs after utilizing the work back plan, the student must serve the duration of the non privilege time. Upon coach's discretion, student may attend practice, but may NOT dress out or participate. The student is eligible for the work back plan the following school year.

Sports Participation/Assumption of Risk/Quitting of a Sport: The student/athlete and his/her parent/guardian understand and agree: (1) that the student must obey and comply with any and all rules, regulations and directions related to such participation; (2) that they are aware that athletic participation in sports requires physical fitness; (3) that said student/athlete possesses the required degree of physical fitness to participate; (4) that a risk of physical injury by participating in sports; (5) that by quitting a sport without a release from the coach or athletic director, they may not join another team that season. Therefore, in consideration of the Central Unified School District allowing said student/athlete to participate in the sports programs, both the student and his/her parent/guardian agree to hold the district, the Board Members, officers agents and employees harmless for any and all liability related to an injury which the student/athlete may incur as a result of participation in this sports program. In this respect, both the student/athlete and the parent/guardian understand that a risk of injury exists and that by signing this form, they assume said risk and responsibility for any injury to the student/athlete.

Fines: All fines must be cleared in order for students to participate in athletics/performances at all Middle Schools.

Clearance from The Athletic Director: Every athlete must have a current Co-Curricular Clearance/Eligibility Packet filled out and approved by the Athletic Director. All students must have a current physical, proof of insurance and an emergency card on file before he/she is allowed to participate in any organized program, whether it is during school or non-school hours.

Procedures for Resolving Conflicting Concurrent Activities: When a student is involved in multiple curricular/co-curricular activities, the possibility of conflicting concurrent activities may occur. The following procedures should be used to resolve the conflict. The primary concern should be to resolve the conflict in the best interest of the student and then in the best interest of the program. The student should inform both program teachers, advisors, and/or coaches of the conflict as early as possible. The so-informed program teachers, advisors, etc. must communicate with each other to determine the potential for time sharing if the activity and/or location allows. If reconciliation cannot be achieved, the administrator responsible for the respective activities must meet and resolve the conflict. The administrator shall inform all parties of the resolution. The administrator will insure that the student will not be penalized in regards to his/her grade based on a school decision. Alternative assignments may be made to help maintain fairness among all students involved. An appeal to the administrator's decision may be made to the Principal whose decision will be final at the site level.

This procedure is consistent with all Middle School's process for dealing with conflicting commitments. It is the intent the administration at all middle schools to do what is in the best interest of the student.

PROMOTION/RETENTION The Governing Board expects students to progress through each grade level within one school year. To accomplish, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed (BP 5123a).

The Board desires that each middle school provide age-appropriate instruction exercises to recognize students who have completed the school's course of study (BP 5127b)

FINANCE

Checks are acceptable when paying for school supplies, P.E. clothes, class donations, fines, field trips, candy sales, etc. This includes checks for Student Store, Cafeteria, and athletics. If you have any questions, please feel free to contact the school secretary. A fee of \$10.00 will be added to the amount of any check returned by the bank. Remember: All fines must be cleared in order for students to participate in any extra-curricular activities. This includes dances, field trips, performances, athletics, and promotion.

Financial Procedures for Book Obligations: When a library book or textbook is returned, the Library staff deletes the obligation from the library program (Destiny). The Financial Secretary takes payment for lost textbooks and library books. The student is issued a receipt for the payment, so that if the book is found the student can be reimbursed. Students are instructed to take their receipt to the LMC to have the obligation cleared from the library programs. In addition, copies of the payment ledgers are sent periodically to LMC to be deleted from the library programs. Library overdue fines are paid in the LMC. The Library Staff clears the fine in the library program.

BUS TRANSPORTATION

Transportation to school is provided for eligible students who live in the appropriate attendance area. The following are suggestions: Leave home early enough to arrive at your bus stop five minutes before the school bus arrives. Wait for your bus in a safe place - well off the road. Assist in keeping your bus clean. Be courteous to your bus driver and to your fellow passengers. Be alert for traffic when leaving the bus. If your bus is over 15 minutes later than normal arrival time, you may call District Transportation at 275-9734 for the latest information regarding the bus. Central Unified School District regulations and policies apply while students are on the school bus and at all bus stops. A student may board or leave the school bus only at his/her authorized bus stop. Exceptions to this regulation will be permitted only when the student has a written statement bearing the parent's signature and has been approved and signed by a school administrator.

Central Unified School District Transportation Policy 7-12: The following transportation issues will result in an immediate student referral: 1) Disregard for safety of others or self; i.e., loud or distracting noise, movement or body parts sticking out of bus windows. 2) Disrespect or defiance to bus driver. 3) Profanity directed at driver or other passengers. The policies fall under all of Central Unified School District middle school and secondary school policies. The school sites will implement the current policies in place under the discipline program for all major infractions and will follow the guidelines outlined under California Education Code number 48900. The three major issues fall under - Defiance, Disruption, and/or Disrespect.

All bus drivers will carry referral forms with them and will be required to complete the referral immediately. They will turn in the referral to a site administrator and discuss the situation at that time, or for afternoon routes, the following morning. Transportation may also contact the site immediately if there is an immediate need on the bus. For example: a fight occurs, any immediate safety issue, etc. If a referral falls under the three D's (Defiance, Disrespect, Danger), the school will be required to implement the school wide discipline program and will be responsible for completing the investigation, contacting the parents, disciplining the students, etc. The school will make the decision on all disciplinary actions. The Transportation Department will address and deal with minor disciplinary issues. However, if a student has three (3) minor discipline issues, it will result in one major issue. The bus driver must have written documentation of all minor cases, what modifications they have done to correct the behavior, and dates and times of the various incidents. All students will be educated on the process.

Transportation Disciplinary Steps:

Step One: Written warning/referral, parent contact, possible removal from the bus for up to five days

Step Two: Referral, parent contact, up to three day bus suspension

Step Three: Referral, parent contact, administrator/parent/student conference, up to five day bus suspension

Step Four: Referral, parent contact, driver/administrator/parent/student conference, up to ten day bus suspension

Step Four: Referral, parent contact, administrator/parent/student conference, probable removal from the bus for the remainder of the semester

Bus Rules to Remember:

Remain in your seat.

No portion of the body may be extended outside the bus at any time.

All school rules and policies will be enforced on, around, and/or on the way to the bus stop.

Each person will be held financially responsible for any property he/she defaces or damages.

Riding a school bus is a privilege that can be suspended and/or taken away for inappropriate behavior on the bus.

SCHOOL HEALTH INFORMATION

Health is defined as "a state of complete physical, mental and social well-being." The school is anxious to work with parents to set such a goal for each child. If it becomes necessary for your child to take medications (including aspirin, Tylenol, asthma inhalers, etc.) at school, the Education Code and Central Unified School District state that certain procedures must be met and followed. a.) The school must receive a written request from both the parent and physician. b.) Specific instructions from the physician should be received regarding emergency treatment of allergic reactions such as those caused by bee stings, etc. c.) Medication must be clearly labeled and in the original container. If your child has special health needs, please contact the school nurse in order that special needs/problems may be discussed and/or arranged.

Immunizations: All students entering 7th through 12th grades will need proof of a pertussis or Tdap (Tetanus toxoid, reduced diphtheria toxoid and acellular pertussis vaccine) booster shot before starting school to protect against whooping cough. This requirement can be met by receiving one dose of Tdap or DTap vaccine on or after the 7th birthday. In addition 7th grade students will need:

Polio 3 doses if last dose was on or after the 2nd birthday.
4 doses if last dose was before 2nd birthday.

DTP/DtaP/DT/Td

4 doses if last dose was on or after 4th birthday
5 doses if last dose was before 4th birthday

Tdap or Dtap 1 dose on or after the 7th birthday.

MMR 2 doses required for 7th grade entry; both must be on or after the 1st birthday.

Hepatitis B: 3 doses required for 7th grade entry.

Tuberculosis Test (TB): Mantoux (PPD) test must be given and read within one year of elementary school entry. If the TB test is positive, doctor clearance or chest x-ray is required.

Please contact your school's health office with any questions you may have regarding this requirement.

Emergency Cards: All students must have an emergency card on file before attending any class. Please make sure your child's Emergency Card is updated with current home and work telephone numbers. Provide names and phone numbers of relatives or friends who should be contacted in the event that a parent is unable to be reached. Students can not be released, or have any contact with persons not named on the Emergency card.

Screening Programs: Hearing and Vision screening is done in state mandated grades and for all new students to the school district. Students can be screened at the request of the parents or teachers.

INFRACTIONS OF TECHNOLOGY/INTERNET/NETWORKS

It is the intention of Central Unified School District to have electronic resources/Internet used as a productive tool. Minor infractions to the Acceptable Use Contract will be handled on a case-by-case basis. (i.e. changing volume settings on headphones, inappropriate use of keyboard/mouse). If willful and intentional infractions to the Acceptable Use Contract occur, the following will be enforced (in accordance with Education Code (cf. 48900) and CUSD Zero-Tolerance Policy). Suspension will be assigned in accordance with the Ed Code violation. Use of school district technology may be denied for the remainder of the school year and/or the next school year. Middle school students will lose privileges for the remainder of semester and following semester. If a student is in a computer class, they will be removed and assigned a W/F (withdraw/fail) for a grade. 2nd Offense - Student may be suspended for an appropriate amount of time (cf. Education Code 48900) and may be recommended for alternative placement or expulsion. 3rd Offense - Student may be recommended to the Board of Trustees for mandatory expulsion from Central Unified School District.

CUSD ELECTRONIC RESOURCES/INTERNET ACCEPTABLE USE CONTRACT

Students are required to have an Acceptable use Card signed by their parents each year to have access to the Internet. An orange Internet sticker is placed on the identification card of all students with an Acceptable Use Policy on file. Please keep the Acceptable Use Contract and refer to it as needed.

Parent/Student Agreement: By signing, the parent or guardian of the student has read the terms and conditions of the Acceptable Use Contract and agrees to the conditions as stated. They understand that access to computer resources is designed for educational purposes but that it is impossible for CUSD to restrict access to all controversial materials on the Internet or to monitor all material being placed on a computer system by its users. They will not hold Central Unified School District, the school, or its employees responsible for materials acquired on the network. They understand that my student is subject to disciplinary or legal action, up to and including expulsion for any violation of the rules contained in the contract. By signing, the student has read and understands the school rules as they apply to the use of the Internet and all other electronic resources. They will abide by them in letter and spirit and understand that violating them may result in disciplinary action by the school and state, including the loss of Internet privileges and possibly expulsion.