

Sacramento City Unified School District  
California Middle School  
1600 Vallejo Way  
Sacramento, California 95818  
Main Office: (916) 395-5302  
Fax: (916) 264-4477  
www.calmiddle.org



STUDENT HANDBOOK 2018-2019

This handbook belongs to:

Name: \_\_\_\_\_

**Principal**  
Andrea Egan

**Assistant Principal**  
Ygnacio Zarate

**Office Manager**  
Tammy Boyd

**Plant Manager**  
Jeff Yanez

**Attendance/Registrar**  
Juanita Perales

**Office Technician**  
Susan Wu

**Clerk**  
Sara Rasciner

**Nurse**  
Stephanie Fox

**Counselors**  
Jennifer Dobrinski  
Debbie Konvalin  
Jessica Kunisaki

**Campus Monitor**  
Patrick Scott  
Tyrone Howard

The Sacramento City Unified School District (SCUSD) is committed in all of its activities, policies, programs and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, sex, religion, color, national origin, disability, marital status or age.

### Regular Schedule

Period 1	8:00 – 8:52
Period 2	8:57 – 9:54
Period 3	9:59 – 10:50
Period 4	10:55 – 11:46
Lunch	11:46 – 12:16
Period 5	12:21 – 1:12
Period 6	1:17 – 2:09

### Thursday Schedule

Period 1	8:00 – 8:42
Period 2	8:47 – 9:34
Period 3	9:39 – 10:20
Period 4	10:25 – 11:06
Lunch	11:06 – 11:36
Period 5	11:41 – 12:22
Period 6	12:27 – 1:09

### Shortened Day Schedule

Period 1	8:00 – 8:40
Period 2	8:45 – 9:20
Period 3	9:25 – 10:00
Period 4	10:05 – 10:40
Period 5	10:45 – 11:20
Period 6	11:25 – 12:00

## GENERAL INFORMATION

### 1. EMERGENCY CARDS

Emergency cards will be distributed to each student during his/her sixth period class on the first day of school. Emergency cards are used to contact the parent/guardian in case a problem should arise at school. It is important that parents/guardians complete both cards, and have their child return the card to his/her first period teacher during the first week of school. **Please report any changes in address and/or telephone numbers to the Attendance Office.**

### 2. IMMUNIZATIONS

**All students must have proof of Tdap immunization** as well as immunizations against polio, varicella Hepatitis B, DPT(diphtheria, pertussis, and tetanus), and measles (rubella). School District Personnel will be checking each student's medical records. **Students without verification of immunizations for Tdap** will not be allowed to attend school until verification is received.

### 3. TRANSFERRING OUT

If a student is transferring from California Middle School, regardless of whether or not the student will register at another school in the Sacramento City Unified School District, the parent/guardian must notify the Attendance Office. A check-out form will be provided to each of the teachers to sign. Students must also return all books and/or uniforms to the front office. Any outstanding fees, fines must be paid before checking out.

### 4. VIDEO BROADCAST STUDENT BULLETIN

A weekly video broadcast relating to student activities and information will be shown at the beginning of each week during your fifth period. Information from the video broadcast will also be posted online at [www.calmiddle.org](http://www.calmiddle.org). It is important for you to listen to these announcements carefully so that you may keep up with what is happening at school.

### 5. TELEPHONE USE

The office telephones are used for school business and are **not** for personal use. In case of an emergency or urgent problem, however, ask the office staff if you may use the phone.

### 6. CELL PHONES

It is recommended that students *do not bring cell phones to school, as Cal Middle School will not be responsible for lost or stolen cell phones.* Cell phones are not allowed to be out or in use during class/instructional time, unless the teacher is allowing their use for instructional purposes. They should be used in a Safe, Responsible and Considerate way (SIC), before school, during passing periods, at lunch, or after school. School staff reserve the right to ask students to turn off, put away, or even confiscate cell phones if deemed a major disruption to school activities inside or outside of the classroom, and/or interference with safety, or another individual's privacy, i.e unwanted filming/photography, or social medial/online

negativity. There is additional Ed Code around online bullying, which will be strictly adhered to as outlines in California Education code 48900 2a., and 3.

## **7. VALUABLES**

**The school accepts no responsibility for lost, stolen or damaged valuables.** This includes bicycles, cell phones, toys and personal items. Large amounts of money, cell phones, tablets, iPods, cameras, or any other electronic device, as well as toys and card collections, or anything of value should *not* be brought to school except in special cases and only then with prior approval from the administration. Should such items be brought to school without permission, they will be confiscated and returned only to a parent/guardian for the first infraction. Further infractions will result in appropriate discipline. Selling candy, toys or other items outside of school sponsored fund-raisers is illegal. Items and/or money will be confiscated, parents notified and consequences issued.

## **8. BUS RIDERS**

Monthly Regional Transit bus passes may be purchased at the school office. Make all checks payable to Regional Transit. For current cost, please call Regional Transit (916) 232-2822. A schedule of Regional Transit service to and from California Middle School is available in the school office. Cal students are expected to demonstrate excellent citizenship on the bus. Misbehavior on the bus may result in bus privileges being revoked and school discipline, including suspension.

## **9. TEXTBOOKS**

Textbooks will be distributed to students in most classes. It is the students' responsibility to care for the textbooks. Textbooks should be covered to protect them from possible damage. It is the student's responsibility to pay costs for damaged or lost books. When students transfer from a class, they should return textbooks to the library/textbook room. (See **textbook/library policy pg. 9**).

## **10. FIELD TRIPS**

Occasionally, field trips are scheduled to augment the curriculum and enrich the cultural life of the students. No student will be allowed to participate in a field trip unless a permission slip has been completed by the parent/guardian and turned in by the appropriate deadline.

## **11. LOST AND FOUND**

Missing items are usually turned into the school's office by the end of the school day. If you are missing an item and it is not where you thought it was, check at the school office. It is always a good idea to put your FULL name on all of your personal belongings, including clothing and school supplies (including backpacks), so that they may be returned to the rightful owner.

## **12. STUDENT BODY CARDS**

Student Body Cards or Student IDs are issued at the beginning of the school year and as new students are enrolled. These cards allow students to have textbooks issued, check out library books, attend extra- curricular activities use the computer lab and purchase school lunches. Replacement cards cost \$1.00 and may be requested in the main office. Shortened day schedule students will receive a special decal for identification when leaving school grounds early.

### 13. MEDICATION

Medication may only be dispensed through the Nurse's Office after the appropriate forms are completed and on file. Prescription medication, including eye drops, and allergy medicine must have the physician's authorization and must be stored in the Nurse's Office at **all** times. Students must **never** keep medication in their possession without administrative approval and a physician's note.

### 14. BICYCLES

You may ride your bicycle to and from the school as long as you obey the rules and follow all safety regulations:

- a) Students are required to wear a helmet when riding their bicycles.
- b) Students must walk their bicycles on and off campus.
- c) Lock your bicycle to the racks provided in the enclosed, fenced area with a good quality steel cable or chain and combination or key lock.
- d) The bike cage is open 15 minutes before school and 15 minutes before dismissal each day for you to secure and retrieve your bicycles. **Do not leave your bike in the bike cage over night or on the weekends - the bike cage is not closed and locked during those times.**
- e) For safety reasons, bicycles without brakes are not allowed on campus.
- f) Bicycles are NOT allowed inside any of the school buildings **or in the staff parking lots.**

***THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST, STOLEN, OR DAMAGED BICYCLES.***

### 15. SKATEBOARDS

Students who choose to ride a skateboard must arrange for daily storage with a teacher.

Students cannot ride their skateboards on campus, or through the staff parking lot. Students may not carry skateboards with them during the school day.

### 16. HOMEWORK POLICY

- a. A homework assignment relevant to the objectives being taught may be assigned EACH NIGHT and may include weekends.
- b. Assignments are checked and recorded. In some classes, students are expected to submit all missed assignments by the end of the nine (9) weeks, possibly with a lower grade as a penalty.
- c. The consequence for a pattern of not doing homework is serious. Aside from a poor grade, the following actions may be taken: initially, the student will be warned. If repeated, parents are called; if repeated again, a parent/teacher conference will be scheduled; and, finally, the student will be referred to the Counselor for a Student Study Team meeting.
- d. Some teachers will give weekly homework and class work assignment sheets. Parents/guardians are encouraged to check with students daily about homework completion.

### 17. MAKE-UP WORK

Upon returning to school from an absence, it is the student's responsibility to request make-up work from his/her teachers. These assignments must be completed and returned within the time limit specified by the teachers. Parents are encouraged to call the school office to request make-up work when the student will be absent more than three (3) days. Students returning from an out-of-school suspension may ask teachers for makeup work, but class work and homework will not be provided in advance in the case of suspensions.

## **18. REQUIRED DAILY**

- Writing implements (pen/pencil with eraser)
- Binder with paper
- Other required materials, including completed homework assignments

## **19. PARENT-TEACHER CONFERENCE/STUDENT PROGRESS REPORTS**

If a parent or guardian wishes to speak directly to his/her student's teachers, please make an appointment through our school counselor or contact the teacher directly by email or by calling the main office.

A daily or weekly progress report can be requested from our counselor or from our front office. It will then be the student's responsibility to pick up the form from the front office, take the daily or weekly progress report to all the teachers, and take the report home for parent/guardian's review.

## **20. COUNSELING SERVICES**

Counseling services are limited to one counselor who is at Cal only 2-3 days per week. The counselor is available to provide help with program difficulties and/or personal and social problems. Seeing a counselor should be regarded as necessary if students are having difficulty coping with schoolwork or experiencing problems with adults or other students.

To see a counselor, simply drop into the counseling center, or email the counselors directly.

## **21. GRADES**

Grades are issued four (4) times each school year in the months of October, January, April and June. Grades are distributed at the end of each quarter. At the beginning of each course, the teachers provide each student with a description of the process for determining grades.

## **22. DEFICIENCY NOTICES/PROGRESS REPORTS**

If a student is in danger of failing in any grading period, the teacher shall, no later than fifteen (15) instructional days before the end of that grading period, issue a Notice of Impending Failure. These notices are prepared and distributed by mail, reflecting grades from C through F with comment code information included as explanation to the report cards.

## **23. EXTRA-CURRICULAR/ATHLETIC ACTIVITY ELIGIBILITY**

The staff at California Middle School wishes to see female and male students involved in extra-curricular school-sponsored activities, but reminds all parents and students that they must first meet school and district eligibility requirements in the areas of Attendance, Scholastics and Citizenship in order to participate.

**Scholastic Eligibility:**

Students must achieve a minimum grade point average of 2.0, including no failing grades in all coursework attempted during the previous grading period and during the time of participation.

**Attendance Eligibility:**

Students' attendance (including tardies) must be satisfactory and will be monitored by coaches and administration.

**Citizenship Eligibility:**

Students may not earn a citizenship grade of "U" in any of his/her courses in the previous grading period and during the time of participation.

**24. GRADING**

Each teacher will explain the determination of grades for his/her course. Teachers will assess each student's academic performance during the nine-week period in a variety of ways and assign the appropriate grade. Nine week averages in each course are computed using test grades, homework, class work grades, projects, etc. Teachers will determine the weight of each type of assignment.

**REPORT CARD MARK SHEETS GRADING**

ACADEMIC GRADES

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing

CITIZENSHIP GRADES

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

**Academic Honesty**

SCUSD and the California Middle School staff take academic integrity very seriously. Any student who plagiarizes, or gives or receives information for use on an exam or assignment is subject to academic consequences (i.e. zero credit and/or lowered grade) and possibly school discipline, such as detention. In such cases, teachers will contact home to inform the parent/guardian of the incident and may request a conference.

**25. END OF THE YEAR AWARDS**

All students are eligible for several end-of-the-year awards based on different criteria and their participation in certain extra-curricular activities. Possible awards:

***\* Elks Lodge Recognition***

(One 8<sup>th</sup> grade student per month)

***\* Honor Roll Awards***

(Students with 3.0 GPA and higher each quarter)

***\* Outstanding Student Award***

***\* Attendance Awards***

(Perfect attendance)

***\* Athletic Awards***

***\* Music Awards***

(All City Middle School Orchestra, All City Middle School Band, Capital Section Honor Roll Band)

***\* Mathletes Awards***

(School representative at district level competition)

***\* Department Awards***

(Outstanding academic achievement, nominated by teachers)

***\* District, Regional, and National Speech and Debate Tournaments***

***\* Science Olympiad/MESA Competitions***

## 26. LIBRARY MEDIA CENTER

The goal of Cal's Library is to encourage students to become independent readers, learners and researchers. To assist students with these goals, the library contains over 15,000 volumes including reference materials and nonfiction, as well as current teen fiction. There are 16 computer stations for student use. We subscribe to twenty magazines and receive the Sacramento Bee daily. Students use the library for pleasure reading, homework and research. They are supported with their classroom assignments by a teacher librarian, current reference materials, and educational on-line databases (see **Technology** below).

Library books are checked out for a period of three (3) weeks and may be renewed once. Students are responsible for their books once they are checked out of the library. If a book is lost, stolen or badly damaged, students are responsible for the replacement cost of the book.

## 27. STUDENT USE OF TECHNOLOGY

The SCUSD Governing board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. SCUSD seeks to focus on the use of technology to support improved academic achievement, including information and technology literacy.

**Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research.** Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and school district. **If students do not follow the rules, they will be disciplined and may lose their computer privileges.**

Students must abide by the following technology rules:

- a) Handle all equipment with care and only with permission
- b) Any type of food, drink or gum is not allowed in the library or computer lab, or in classrooms using mobile technology equipment.
- c) **Protect your password!** Do not allow anyone else to use your password and do not use anyone else's password.
- d) Do not alter the log-in screen or desktop screen-saver or any other settings on any school devices.
- e) **Never** vandalize or copy computer data, including **copyright protected material (plagiarism) or other students' assignments.**
- f) Students will only visit websites that are appropriate and that pertain to their class work.

**Students will be responsible, appropriate, legal and ethical users of technology.**

Cal's Educational databases are linked to the **Destiny Library Home page** under "**Student Reference Websites**," from school. Remote access is available from **SCUSD's** website: **STUDENT** tab, then choose **DESTINY** for library access.



**INFOTRAC: GALE Virtual Reference Library** which contains seventy (70) sets of UXL e-book encyclopedias and reference materials.

**Password: calbears**

**FOLLETT Shelf e-books:** Access from the Destiny homepage. Read some of your favorite e-books on-line. **User name: calmiddle password: calbears**

**SAC LIB Knowledge Center Data Bases.** Live Homework Help, Opposing Viewpoints in Context, EBSCO Student Research Center.

**ID 23029071742078 PIN 2078**

### **TEXTBOOK/LIBRARY BOOK CHECK-OUT POLICY**

1. Textbooks are checked out during the second week of school. Each student receives a book for their math, language arts, science, and history class. Additional textbooks may be checked out throughout the year.
2. It is the students' responsibility to care for their textbooks. Students should cover their texts and keep them at home. Some class sets are available for student use at school. When students transfer from a class, they should return their textbooks to the library/textbook room.

**At the end of the year, students MUST return the EXACT copy of the textbook that was checked out to them to avoid paying a replacement cost.** Damaged books are subject to the replacement cost. Replacement costs for texts are as follows:

Life Science \$76; Physical Science \$70; Math 7 (TBA); Math 8 (TBA);  
Math 1 (TBA); U.S. History \$53; Medieval World \$50;  
Lang. Arts Literature Book \$60; Language Arts Handbook \$50.

3. Lost, stolen, or damaged library books must be paid in full to California Middle School. Any student who has not turned in their textbooks, library books, OR has not taken care of replacement costs **may miss out on end-of-the-year activities including:**

**7<sup>th</sup> Grade Play-day/8<sup>th</sup> Grade BBQ, 7<sup>th</sup> & 8<sup>th</sup> Grade Yearbook Distribution & Signing Party, Eighth Grade Dance/Eighth Grade Trip/Promotion.**

**Please contact Mrs. Wu, 395-5302, if you have any questions or concerns regarding textbooks.**

### **ATTENDANCE**

#### **28. ABSENCES AND TRUANCY**

Students are expected to attend school regularly and on time. It is the parents'/guardians' responsibility that students attend school on time every day. School district policy and state law require daily school attendance for students between the ages of 6 and 18. Students shall be classified as truant if they are absent from school without a valid excuse for three full days in one school year or tardy for more than any 30-minute period during the school day without a

valid excuse on three occasions in one school year, or any combinations thereof. Such students and their parents are subject to a SART meeting to create attendance intervention strategies aimed at improving student attendance. Students who violate attendance contracts created at SART meetings are subject to SARB hearings, which may result in school removal or referral to Truancy Court. For more information on attendance, including explanations of excused vs. unexcused absences, please reference the district's publication of Annual Parent and Student Rights Notification and Standards of Behavior or call the Cal Attendance Office at 395-5306.

**29. TARDY POLICY – A student is considered tardy if he/she is not in their assigned seat when the tardy bell begins to ring.**

- a) Initial tardies will be handled by the teacher. Classroom discipline (e.g. classroom clean-up, class detention, etc.) may be assigned, and parents will be contacted.
- b) Students who are excessively tardy will be given an Office Discipline Referral. Interventions at this level include referral to the counselor and/or the Assistant Principal. Additionally, disciplinary consequences including lunch and after school detention in room 26 will be imposed. When students are referred to the counselor or the Assistant Principal, parents will be contacted and a plan to correct the tardy problem will be developed.

Students with excessive tardies may be restricted from participating in out-of-the-classroom activities such as after-school sports, dances and school-wide rallies.

If a student is **less than 20 minutes tardy to first period**, he/she needs to go straight to class. If the student has a note from a parent, he/she will present that note to the first period teacher.

If a student is **more than 20 minutes tardy to first period**, he/she is considered to be absent from that class and needs to go to the attendance office to obtain a readmit slip BEFORE going to class.

**30. RETURNING FROM AN ABSENCE**

If a student is absent, he/she must bring a note from home and take it to the attendance office for a readmit slip to return to class. Parents may also call or email the Attendance Office to excuse student absences. **The student needs to come to school 10 -15 minutes early when returning from an absence** to make sure that there is time to wait in line for the readmit. Students who are late to class returning from getting a readmit at the attendance office are considered tardy and subject to discipline (see tardy policy above). It is the student's responsibility to give EACH teacher the readmit at the beginning of each period.

**SCHOOL RULES AND REGULATIONS**

**31. CLOSED CAMPUS**

For the safety and welfare of the students, California Middle School has a closed campus. This means that students may **not** leave the school grounds without permission from the school.

Early dismissals must be cleared with the *Attendance Office* at the start of the school day. All visitors must, by State Law, obtain permission from the office to be on the campus.

### **32. STUDENT BEHAVIOR**

All Cal students are expected to be SAFE, show INTEGRITY and be CONSIDERATE. These are the school rules and will be covered on the first day of school, and throughout the school year. Refer to the Cal PBIS Matrix for more details on these expectations. Students who do not adhere to these rules are subject to discipline (see progressive discipline policy below).

When students are given an orderly environment for education, with appropriate rules, and are free from of harassment, learning can take place. The California Education Code #300 states: *Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teachers and others in authority; be diligent in study; respectful to his/her teachers and others in authority; kind and courteous to school mates and refrain entirely from the use of profane and vulgar language.*

Title IX Policy on Sexual Harassment 4119.11(a) and 5145.7(a): The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. The Governing Board prohibits sexual harassment in the working environment of District employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Report violations to:

Site administrator for initial attempts at resolution, or the District Title IX Compliance Coordinator: Stephan Brown, Director, Student Hearing and Placement Department at 643-9425

### **33. DRESS CODE**

In keeping with the California State laws and school policies, the following items of clothing will **NOT** be considered appropriate for school:

- a. Clothing with inappropriate, obscene or profane slogans or images. This includes anything that is not aligned with school and district policies.
- b. Clothing that is a distraction to a positive learning environment, including clothes that are too revealing
- c. Spaghetti strap tops, or pants with excessive holes in them
- d. Sagging pants that are below the waist
- e. Gang-related attire like excessive red or blue clothing, shoe laces, hats or hanging belts
- f. Hoods or hats in the classroom

Appropriate measures will be taken to rectify violations of the dress code, including:

- Having the parent or guardian bring a change of clothes to the school for the student
- Sending the student home to change clothes

- Detaining student in the detention room
- Repeat offenders will be subject to disciplinary consequences

A good rule of thumb when it comes to clothing is that if you think that it may be inappropriate, it probably is.

### 34. PROGRESSIVE DISCIPLINE POLICY

The Sacramento City Unified School District has a progressive discipline policy which begins with minimum behavior consequences and culminates with expulsion. Individual classroom discipline policies will be covered by the students' teachers during the first week of school.

- a) **Classroom warning** ---- If a student exhibits unacceptable behavior, the teacher will provide the student with a warning. The procedures for warnings and specific initial behavior interventions vary by class, and will be discussed by the student's teachers during the first week of school.
- b) **Parent-teacher Conference** ----A parent-teacher conference or Student Study Team may be requested at any time to discuss unacceptable behavior patterns and/or minimal achievement and to develop a plan to improve behavior and/or academic achievement.
- b) **Teacher Detention** ----Classroom teachers may detain a student after school for an infraction of classroom/school rules for up to one (1) hour maximum per assigned day. Students will be given twenty-four hour notice of assigned after school detentions. Teachers may also detain a student for lunch detention. It is the student's responsibility to attend detentions and to inform parents of assigned detentions. Teachers will be in contact with parents regarding student behavior that results in teacher detentions or referrals (see next section). Students who do not attend assigned Teacher Detentions are subject to Office Discipline Referral and consequences assigned by administration.
- c) **Office Discipline Referral** --- Teachers or staff may write an office discipline referral for students who demonstrate extreme or repeated misbehavior. Students who receive referrals are sent to the Assistant Principal, who will assign the appropriate discipline. Discipline will include removal from class for the remainder of the period and may include lunch detention in room 26, after-school detention, in-house suspension or out of school suspension. Teachers and/or the Assistant Principal will contact home when students are given referrals.
- d) **Administrative Detention** ----Students may be detained in the Detention Room (room 26) for a maximum of one (1) hour after school per assigned day for a violation of school rules. Students will be given 24 hour notice of assigned detention, or a parent will be contacted if the detention is to be served sooner. Students who are assigned detention should bring study materials to make good use of their time. It is the student's responsibility to attend assigned detentions and to inform parents of those detentions. Students may also be detained in the Detention Room during lunchtime by the assistant principal. All students who are assigned lunch detention will be given the opportunity to eat their lunch.
- e) **Teacher Suspension**----Classroom teachers may suspend a student from his/her class for the remainder of a period and the same class period on the following day. This procedure is done in accordance with the guidelines of the California Education

Code, which includes a parent phone call, written notice sent home, and a parent-teacher conference.

- f) In-House Suspension**----Students may be assigned In-House Suspension by the assistant principal for a maximum of two (2) days per incident. Student will be required to work and complete classroom assignments in a controlled setting under supervision. Students may also participate in campus clean-up projects. Parents will be notified of such an assignment by the assistant principal.
- g) Administrative Suspension**----A student may be suspended a maximum of five (5) consecutive school days for violations specified in Section 48900 of the California Education Code. Thus, a pupil may be disciplined, suspended, or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district or within any other school district, including, but not limited to, and 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, and (4) while going to, or coming from a school-sponsored activity. Parents are informed by mail, as well as by telephone, when possible. Parents are encouraged to meet with the administrator who issues the suspension when the student returns to school. During the period of suspension a student is not allowed to attend school, to be on campus, to attend a school activity, or be on or near any other school campus. Homework is **not** given during a suspension.
- h) School Site Meeting**----A school site meeting, including a Student Study Team, may be called by the Principal or Assistant Principal to address specific behavior infractions of the Education Code.
- i) District Behavior Hearing**----A hearing may be called with the District Hearing Officer to address specific violations of school rules. The result may be a transfer of the student to another school campus or alternative education program.
- j) Expulsion**----Expulsion proceedings are reserved for the most serious infractions and are always in accordance with Section 48900 and Section 48915 of the California Education Code. Students are usually recommended for expulsion in cases involving use or sale of drugs, the bringing of weapons on campus, extortion, assault, extreme defiance of authority, and intentional injury to another as well as other serious infractions. A student who is expelled is prevented from attending any school within the District for up to a full school year. This action requires consideration by the Sacramento City Unified School District Board of Education.
- k) Restrictions of Attendance at Assemblies, Dances and Other School Activities**----Students who owe detention time for behavior infractions, tardies or truanancies; students with excessive tardies or truanancies; students who fail to pass **one or more of their classes**; and students with one or more “U’s” in citizenship for the current grading period may be restricted from participating in these events.
- l) Extracurricular Activities**----Students may be ejected from any school-sponsored extracurricular event, including dances, sports, field trips, club meetings, etc. for failure to comply with regular school rules and expectations.
- m) Restrictions of Attendance at all End-of-the-Year Activities**----End-of-the-Year Activities include any seventh or eighth grade end-of-the-year picnics, BBQs or Play Days; the eighth grade dance; the eighth grade field trip; and the 8<sup>th</sup> grade promotion ceremony. Students are excluded for any of following reasons:
  - **Behavior:** Students who have been suspended from school during the fourth

(4<sup>th</sup>) quarter of school year or **students with any grades of “U” in citizenship on the 4<sup>th</sup> quarter report card.**

- **Academics: Students who have any grades of “F” on the 4<sup>th</sup> quarter report card.**
- Students who **have unserved detentions**
- **Indebtedness:** Students who have been delinquent in paying for lost or damaged textbooks, library materials and/or other fees by the given deadline.

### **35. ZERO TOLERANCE POLICY**

Sacramento City Unified School District has adopted a *zero tolerance policy* regarding serious offenses which substantially affect campus safety and stability. Students engaged in behaviors of serious or habitual nature (i.e. 37-40) will be subject to suspension, district behavior review and expulsion.

### **36. FIGHTING**

Any fighting or physical altercation of any type will not be permitted. Individuals will automatically be SUSPENDED from school for a period of five (5) days, and eligible for a district behavior review, which may result in school removal or expulsion from school. Students who posture or “square up” to fight, as well as on-lookers, are subject to discipline and suspension. Students who videotape or post student confrontations online, or who perpetuate conflicts by spreading rumors or gossip are also subject to discipline and suspension. **“Rough-housing” or “Horseplay”** can cause serious injury and are also strictly prohibited. Rough-housing or horseplay may also result in suspension.

### **37. WEAPONS**

No weapons, as defined by the California Education Code, will be permitted on school campus. Individuals will automatically be SUSPENDED for a period of five (5) days and eligible for a district behavior review, which may result in school removal or expulsion from school. Local law enforcement authorities will also be notified.

### **38. DRUGS---ALCOHOL---TOBACCO**

Those in possession or use of illegal substances will automatically be SUSPENDED and eligible for a district behavior review, which may result in school removal or expulsion from school. Local law enforcement authorities will also be notified. The buying or selling of controlled substance will automatically result in a suspension, recommendation for expulsion and notification of law enforcement.

**39. BULLYING ---** Bullying of any kind, which includes repeated physical, verbal or emotional harassment, is strictly prohibited here at Cal Middle. This may include, but is not limited to: spreading rumors, posting disparaging content on social network websites, and texting or leaving harassing phone messages. The SCUSD School Board of Education has adopted policy which addresses this serious issue. At Cal, we take this behavior very seriously, and students who engage in bullying will be severely punished, including suspension and referral to law enforcement.

### **40. PHYSICAL EDUCATION RULES AT CALIFORNIA MIDDLE SCHOOL**

Our goal as a physical education staff is to provide our students with the necessary tools to incorporate physical activity into their daily lives, to prepare students for future leisure pursuits through exposures to various individual, team, and alternative activities. We strive to improve our students understanding of the importance of physical activity in their lives, in reducing stress, increasing energy, while providing an outlet for creativity and self-expression.

Through our program, students will learn how to improve their quality of life by increasing their health-related fitness and knowledge of health-related fitness concepts. A refinement of motor skills will be emphasized with the goal of lifelong participation in a variety of physical activities.

Physical Education at California Middle School is an active participation class. Therefore, it is important that students come to class everyday prepared and ready to participate.

***Being prepared means:*** Dressing daily for class. All students must change into P.E. clothes for activity:

- P.E. clothes must touch the skin, ABSOLUTELY NO UNDERSHIRTS, t-shirts, or LEGGINGS of any type may be worn under your P.E. uniform.
- The law states that students must follow the course of study and wear proper gym clothes in the P.E. course of study
- P.E. clothes allow full movement in class activities
- The clothes you wear for activity smell and are too dirty to wear in the classroom
- Not dressing for activity lowers your class grade
- P.E. uniforms are available for purchase from your P.E. teacher. Prices will be posted at the beginning of the year.

**ALL** clothes sales are **CASH ONLY**

- **Shorts** – Blue dry fit shorts with the Cal logo on the left cuff
- **Shirts** – grey cotton/polyester mix imprinted with the Cal logo and the words “Physical Education” on the front.
- **Shoes** – closed toed athletic shoes with laces tied or Velcro fasteners
- **Socks** – must wear socks with gym shoes.
- **Sweatshirts, sweatpants** – may be any color (warm-ups are not permitted). Cal Middle sweat pants may be worn in place of P.E. shorts.

***Students MAY NOT:***

- Wear the same clothes to P.E. class that are worn to school.
- Wear clothes other than your P.E. uniforms during P.E. class. This includes nylon hose, tank tops under gym clothes,
- Wear P.E. shirts under another shirt, jeans under sweat clothes.
- Participate without proper shoes
- Wear school jackets or sweaters to P.E. activity; wear earrings longer than 1/2 inch or any other excessive jewelry.
- P.E. cloths are to be worn during ONLY. P.E. cloths may not be worn home or at anytime outside of P.E.

When sweat clothes are worn during P.E., gym shorts are to be worn over non Cal Middle sweat

pants, and gym shirts are to be worn next to the body, underneath sweatshirts.

**Non-Dress Sweep-** Students who are not wearing their P.E. uniform, and who do not have a valid excuse note, during a non-dress sweep will be assigned detention by the assistant principal.

**LOCKERS AND LOCKS** -Lockers are assigned by the P.E. teachers in the boys' and girls' dressing areas. Students provide their own combination locks. **Key locks are not permitted.**  
**STUDENTS ARE NOT TO SHARE LOCKS, LOCKERS OR COMBINATIONS. The school will assume NO responsibility for any thefts or losses.**

**STUDENTS EXCUSED FROM PHYSICAL EDUCATION**☒ Students who do not participate in class activities must have a written excuse from their parents/guardian or doctor.

- **Notes do not excuse students from dressing for P.E.**
- The written excuse is to have the student's name, the reason for the excuse, the date, and a contact phone number.
- **Students with written excuses are still required to dress for class** activities, unless it is medically unsafe to do so.
- Give the note to the P.E. teacher BEFORE roll call.☒
- Notes are valid for 48 hours (2 days)
- Doctor's notes are required for excuses of three (3) or more days.

## **STUDENTS ON PHYSICAL EDUCATION REST**

The policy regarding Physical Education (P.E.) rest students will be as follows:

**1. SHORT-TERM CASES** (from 2-4 weeks). Such students will have two options chosen at the discretion of the teacher:

1. They may stay in the P.E. class as an aide to the teacher.☒
2. They may go to the library/office to study. If the student goes to the library, he/she must check in daily with their P.E. teacher prior to leaving. This means, the P.E. teacher maintains a permanent attendance record on the student. If a student on P.E rest goes to the library, but becomes a behavior problem while in the library, then that option is forfeited and the student must return to the physical education class.

**2. LONG-TERM CASES** (4 weeks or more). Such students have two options chosen at the discretion of the teacher:

1. Stay in the P.E. class as an aide to the teacher.
2. They may be sent to the Counselor to enroll into another elective.

## **41. CAFETERIA AND LUNCH TIME**

In the cafeteria, there will be four lunch lines. All lines will serve hot food. The school rules – Be Safe, Show Integrity, and Be Considerate – must be followed in the cafeteria and at lunch. This



means students will not run, throw things, cut in line, horseplay, or do anything that does not reflect these expectations in the cafeteria or out on the yard. Students are expected to throw all trash into garbage cans and to keep their areas clean. Students who do not meet these expectations may be assigned school discipline, including detention and campus cleanup.

#### **42. CLASSROOM VISITATION POLICY**

We are very pleased to have our school community visit the campus. Parents and guardians are invited to visit our school. We appreciate your support in the educational process of your child, but it is important to have your assistance in observing some guidelines for setting up a classroom visitation.

##### ***Setting Up the Visit***

The parents or legal guardians are allowed to visit students and their classrooms. We ask that you give 24 hour's notice before your visit so that we can notify teachers. Please contact the office at 395-5302 to schedule a visit.

##### ***The Visit***

On the day of the visit, please stop in the front office to sign in. It is important that any visitor to the campus signs in and receives a VISITOR'S PASS. A principal's designee may escort you to the classroom. When you arrive at the classroom, the teacher will assist you with an assigned seat or area. Visitors to the classrooms may NOT interrupt instruction in any way. This is a visitation and NOT a conference. You may set up a teacher conference through the front office or through our school counselor.

##### ***After the Visit***

After the visit, please return to the front office and return your visitor's pass and sign out. We hope that your visit is productive and informative. If you have any concerns or questions, you are welcome to schedule an appointment with the teacher, the assistant principal or the principal.

#### **43. MORNING DROP-OFF/AFTERNOON PICK-UP**

Students may be picked up and dropped off in front of the school on Vallejo Way.

Parents/guardians are not allowed to use the staff parking lot in the front of the school for dropping off or picking up students. This lot is for staff parking ONLY. The students' safety is our number one priority, so it is imperative that all parents observe the following protocols when dropping off or picking up their child:

1. Observe all speed limit signs and traffic laws and **drive with extra caution**, as there are children present and vehicles making frequent stops.
2. Be sure to pull your car completely over to the curb, and do not stop in the middle of the street to pick up or drop off your child.
3. When pulling over or pulling out into traffic, be sure to check your blind spots carefully for pedestrians and other vehicles.
4. Students ARE REQUIRED TO USE THE CROSSWALKS on Vallejo Way and Land Park Drive AT ALL TIMES when crossing the street. Students who do not use the crosswalks are subject to school discipline. We also ask that all visiting parents use the crosswalks as well to set a good example for our students.
5. Approach all crosswalks and intersections with caution.
6. Stop completely for pedestrians in the crosswalk.

7. **Please do not park in the designated bus parking area (red curb) in front of the school.**