

# Coalinga Middle School

## Student Handbook 2021-2022



265 Cambridge Ave.  
Coalinga, CA 93210  
(559) 935-7550 Fax (559) 934-1311

This Handbook Belongs to:

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

# Coalinga Middle School Student Handbook 2019-2020

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## **Coalinga Middle School Contact Information 2020-21**

### **Coalinga Middle School**

265 Cambridge Avenue  
Coalinga, CA 93210  
Phone: (559) 935-7550  
Fax: (559) 934-1311  
Administrative Office hours: 7:30 am - 4:30 pm

### **CMS Contact Numbers**

|                          |                |
|--------------------------|----------------|
| Main Office              | (559) 935-7550 |
| Administrative Assistant | (559) 935-7552 |
| Nurse                    | (559) 935-7551 |

### **Contacting Teachers and Staff**

If a parent or guardian has concerns about a student's grades, class behavior, or general questions about a class, they should first contact the student's teachers directly. Parents/guardians are able to contact their student's teachers by email or phone.

To contact a teacher by email, most emails are composed of the teacher's first initial and their last name followed by @chusd.org (example: rgiffin@chusd.org).

To contact a teacher by phone, the parent/guardian would call the main CMS school number of 935-7550 and then, when prompted for the teacher's extension, enter the number 18 followed by the teacher's room number. You may also leave a message with the school secretary.

If after speaking with the student's teacher, or if this is a concern outside of class, then the parent/guardian may contact the School Counselor for further assistance. After working with the School Counselor, if the concerns persist, the parent/guardian will be referred to the Vice Principal or Principal by the Counselor. This order of handling concerns has been put in place to ensure that every case is offered all possible solutions and to ensure due process.

# Coalinga Middle School



## Vision

Our Vision is to engage students at CMS in relevant and rigorous 21st century learning in a safe, respectful, supportive, and diverse learning environment.

## Mission

Our Mission is to guide and develop student success with the support of parents, teachers, and community by working together to encourage and develop citizenship, responsibility, integrity, and enthusiasm as 21st century learners.

## **Attendance and Visitor Procedures**

- **Closed Campus:** CMS is a closed campus. Students are not to leave school grounds at any time during the school day without proper permission. School gates are closed after the first bell of the day.
- **Student Drop off/Pick up:** When dropping off/picking up a student in the Front parking lot, parents/guardians are directed to pull forward as far as possible and create only one lane of traffic to maximize student safety. Coalinga Police Department officers will be enforcing all traffic rules.
- **Absences:** The parent/guardian must verify all of the student's absences. (Ed. Code § 48205.) Full day absences need to be verified within 48 hours of the missed day and partial day absences by the end of the school day. Failure to verify an absence will cause the student's absence to be listed as "unexcused."
- **Attendance Contract:** If a student is expected to be absent five to 10 days consecutively, then the parent/guardian will need to go to the Main Office to sign an attendance contract at least five days prior to the student's leave from school.
- **Tardy Policy:** A student is considered tardy to class/locker room if the student is not in the classroom before the tardy bell stops ringing. Four unexcused tardies will equal one full day. Tardies are taken into consideration for all extra curricular activities.
- **Signing out a Student:** Parents/guardians are required to go to the Main Office to sign out a student for any appointments, including lunch pick up. If the parent/guardian knows they will be picking up the student early, then the parent/guardian must send a note with the student in the morning so that we can prepare the student to be ready to be picked up. A valid I.D. is required in order for the student to be released. Students will not be released to anyone under the age of 18.
- **Parent/Legal Guardian Visitation:** 24 hour notice is required in order for a parent/guardian to visit a student's classrooms. On the day of the visit, the parent/guardian will sign in and register with the Main Office. The parent/guardian will also need to verify that they are a contact person for the student by showing personal identification. The parent/guardian will be required to wear a visitor's pass while on campus.
- **Visitor/Volunteer Guidelines:** All visitors need to report to the Main Office before entering CMS and provide the following personal information: All visitors will be required to electronically sign in by having their ID scanned in the Raptor system. All visitors must wear a printed visitor sticker while on campus. No visitor/volunteer may involve him-/herself in a dispute between students, or between a student and an adult. Any visitor/volunteer who is at a school more than 15 hrs. per month needs to be fingerprinted. The office will keep a record of results of TB Skin Test from visitor/volunteer who are at the school more than 30 hrs. per month.

- **Food Delivery:** All food delivered during school hours will need to go first to the Main Office. Sodas and fast food are not permitted on campus. The office will not accept delivered food during the lunch period.
- **Hall Passes:** Students are not allowed to be out of class without a classroom pass or office call slip. If the student is out of class without a valid pass, the student may be subject to progressive disciplinary action.
- **Home/ Hospital Studies:** Students requesting Home/Hospital Study due to medical needs must provide a written note from a physician. Students who are pregnant will be placed in the Independent Study Program upon request. The request must indicate the length of the Home Study needed and be submitted to the high school office before Home Study will be granted. Home Study will be a maximum of five hours per week but no less than three hours per week. Days and location will be arranged.

### **Student Attendance Review Board**

The Student Attendance Review Board (SARB) is designed to maximize student attendance and behavior:

#### Unexcused Absences

- 3 unexcused absences or 21 periods = letter mailed home
- 6 unexcused absences or 42 periods = letter mailed home and attendance contract conference
- 9 unexcused absences 63 periods = letter mailed home and referral to SARB board

#### Excessive Excused Absences

- 6 excused absences or 42 periods = letter mailed home
- 14 excused absences or 98 periods = letter mailed home, attendance contract conference, and must have a valid doctor's note in order to have an excused absence.

A letter will be sent by the school to the parent/guardian if the student has been absent for any reason for six or more days, warning about the consequences of a student being absent for any reason for 14 or more days. Students who reach 14 or more absences for any reason in the given school year will be classified as a "Chronic Absentee." At that point, the school will require any further absences to be cleared either with a doctor's note or a confirmation of the illness by the school nurse. Parents/guardians have three days to clear absences. If the absence is not cleared, then the absences can be logged as "Unexcused" and be used for Truancy/SARB referral purposes.

## **POLICY FOR RELEASING STUDENT RECORDS** **(EDUCATION CODE SECTION 49068)**

- Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student's permanent record or a copy thereof will be transferred by the former district or private school upon request from the district or private school where the student intends to enroll.
- Any school district requesting such a transfer of a record will notify the parent/guardian of their right to receive a copy of the record and a right to a hearing to challenge the content of the record. The State Board of Education has authorized the District to adopt rules and regulations concerning the transfer of records.

### **DAILY FLAG SALUTE**

- Students are not required to stand or participate, but they are required to be respectful during the activity and towards those participating.

### **DAILY BULLETIN**

- Coalinga Middle School will issue a daily bulletin of announcements which are of general interest to students. Some of these announcements will be administrative notices, and others will be student body notices. It is also read over the intercom during the first period of the day. Students are responsible to read or listen to the daily bulletin.

### **EMERGENCY PROCEDURES**

In case of an emergency, it may be necessary to evacuate the school. Students and parents/guardians will be requested to follow the guidelines listed:

- If the school is evacuated, call the District Office at 935-7500 to get information regarding the situation.
- Parents/guardians should not call or come to the school site.
- If a parent/guardian receives information giving an option to pick up the student, please note the location given for the pick-up. The parent/guardian must bring identification and be prepared for a short wait. **WE WILL ONLY RELEASE STUDENTS TO THEIR PARENTS/GUARDIANS.**
- If the student is picked up following an emergency, the student must remain at home until the situation at the school is over.

### **VALUABLES**

- **No student should wear valuable jewelry or carry large amounts of money to school.** In emergencies, ask to have your valuables placed in the office for you until you leave school. The school will **not be responsible** for lost or stolen items. During physical education classes, students should lock valuables and backpacks in lockers, or in the P.E. Office.

## **SCHOOL DANCES**

- **School dances may vary from year to year. All dances must have ASB approval. All off-campus dances must have administration approval. Administration reserves the right to refuse entrance to any CMS dance or remove students for inappropriate dancing, dress or inappropriate behavior.**
- **NO CMS STUDENT WILL BE ADMITTED WITHOUT AN I.D. CARD**

## **Discipline**

### **Discipline Philosophy**

Students have the opportunity to learn according to their capabilities. Teachers have the right to teach. In order to achieve this, no student will be allowed to cause any unsafe condition or act in a manner which hinders the opportunity to learn. There is no grace period on enforcement of the CMS Discipline Policy.

### **School-Wide Discipline Policy**

Coalinga Middle School is committed to providing a safe and orderly environment for the benefit of our students, who are required by law to attend school, and for parents/guardians to compel their students to do so. The Behavior Support Committee has developed the following rules, regulations, policies, and procedures to protect our school from violence, threats of violence, drugs, weapons, gang activity, and disruption. Students are subject to school disciplinary action for improper or unsafe behavior per Education Code section 48900, as follows:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period, whether on or off campus;
4. During or going to or from any school sponsored activity

By clearly communicating our policies to students and parents/guardians, we hope to minimize the need to impose disciplinary action. However, persistent or severe misbehavior can lead to expulsion.

### **Range of Disciplinary Actions**

- **Conference:** Student meets with teacher, counselor, or administrator. A warning is given of potential consequences of student's action and school policy is reviewed.
- **Detention:** Student may be required to attend lunch or after school detention. Failure to serve detention will result in an In-School Suspension or Suspension. Teachers may also assign their own detentions, and designate dates and times when students must appear.
- **In-School Suspension:** Assignments of partial or full day.
- **Suspension:** Traditional home suspension is the most serious consequence the administration may assign to a student. This may range from one to five days, and may, under some circumstances, be extended to as much as ten consecutive days. (Ed. Code §§ 48900, 48925.)



- **Expulsion:** Expulsions are administered by the District Board of Education after a recommendation for expulsion is made by the school administration and a hearing is held before the Administrative Expulsion Board. Expulsion removes a student from the school environment for a period of time determined by the District Board.

### **Grounds for Suspension and/or Expulsion (Education Code §§ 48900, 48915.)**

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.
  - **A claim of self-defense may only be used if there was no opportunity to remove one's self from the situation at any time during the incident.**
3. 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 student 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.
4. 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.
5. 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.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stolen or attempted to steal school property or private property.
9. 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 student of the student's prescription products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. 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.
13. Knowingly received stolen school property or private property.
14. 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.

15. Committed or attempted to commit a sexual assault as defined in Sections 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.
16. Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a student 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.
19. 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 student or school personnel.

### **Mandatory Recommendations for Expulsion**

- **Education Code section 48915(c)** requires the principal to immediately suspend and recommend expulsion of any student determined to have committed any of the following acts at school or at a school activity off school grounds:
  1. Possessing, selling, or otherwise furnishing a firearm.
  2. Brandishing a knife at another person.
  3. Unlawfully selling a controlled substance.
  4. Committing or attempting to commit a sexual assault or committing a sexual battery.
  5. Use or possession of an explosive.
- Further, **Education Code section 48915(d)** requires that the Governing Board shall order a student expelled upon finding that the student committed an act listed in subdivision (c), and will refer that student to a program of study that meets all of the following conditions:
  1. Is appropriately prepared to accommodate students who exhibit discipline problems.
  2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  3. Is not housed at the school site attended by the student at the time of suspension.

- **Education Code section 48915(a)** requires the principal to recommend the expulsion of a student for any of the following acts committed at school or at a school activity off school grounds, unless the principal finds that expulsion is inappropriate:
  1. Causing serious physical injury to another person, except in self-defense.
  2. Possession of any knife or other dangerous object of no reasonable use to the student.
  3. Unlawful possession of any controlled substance.
  4. Robbery or extortion.
  5. Assault or battery, upon any school employee.
- Further, **Education Code section 48915(b)** grants the Governing Board discretion in regards to a final decision to expel. If expulsion is ordered, the decision to expel must be based upon finding of one or both of the following:
  1. Other means of correction are not feasible, or have repeatedly failed to bring about proper conduct.
  2. Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

### **Right to Due Process/Suspensions (Ed. Code § 48911.)**

- Students have the right to a hearing with the principal or designee for the purpose of:
  1. Receiving an oral or written notice of charges;
  2. An explanation of the evidence leading up to the decision to suspend a student from school
  3. An opportunity to present the student's side of the story.
- Students and parents/guardians have the right to request a conference with the principal or designee. If the student and parents/guardians appeal or desire a further review of the case, they may request a meeting with the District Superintendent or designee. In addition, the school will contact the parents/guardians to request a conference, inform the student and parents/guardians of the length of the suspension and will mail a letter with the details of the incident and subsequent suspension.

### **Right to Due Process/Expulsions (Ed. Code §§ 48915, 48918, 48919.)**

- Students have the right to a conference with the principal or designee for the purpose of:
  1. Receiving an oral or written notice of charges;
  2. An explanation of the evidence leading up to the decision to recommend expulsion for a student from school;
  3. An opportunity to present the student's side of the story.
- Students and parents/guardians have the right to request a conference with the principal or designee. If the student and parents/guardians appeal or desire a further review of the case, they may request a meeting with the District Superintendent or designee. In addition, the school will contact the parents/guardians to request a conference, inform the

student and parents/guardians of the recommendation for expulsion and will mail a letter with the details of the incident and subsequent recommendation for expulsion.

- Students and parents/guardians will be entitled to a hearing to determine whether the student will be expelled at an expulsion hearing within 30 school days after the date the principal or District Superintendent determines the student has committed an act justifying a recommendation of expulsion. The student and parent/guardian may request in writing that the hearing be postponed once. Written notice of the hearing will be provided at least 10 calendar days prior to the hearing.

## **Discipline Policy**

### **In-Class consequences before referral to administration:**

1. Verbal warning,
2. Student refocus,
3. Assigned lunch detention and parent/guardian notification,
  - *If missed lunch detention, referral to office and assigned After School Detention, and;*
4. Referral to office.

### **Categories of offense and range of discipline consequences**

#### **Level A:**

*NOTE: These offenses require teacher in-class consequences to be completed prior to sending a referral to the administration.*

- |   |                                     |
|---|-------------------------------------|
| ● Cheating/plagiarism                     | ● Loitering                         |
| ● Class rules violation                   | ● Out of class without pass         |
| ● Clothes cut in PE                       | ● Overt public display of affection |
| ● Computer/Internet violation             | ● Rough/boisterous activity         |
| ● Defiance/disruption                     | ● Trash/littering                   |
| ● Leaving classroom without authorization | ● Unprepared for class              |

#### **Level A range of consequences by offense:**

- 1<sup>st</sup> offense: Referral to administration, parent/guardian notification/conference, lunch/after school detention, In-school Suspension (for part of the day or for scheduled full day).
- 2<sup>nd</sup> offense: Referral to administration, parent/guardian notification/conference, lunch/after school detention, In-school Suspension (for part of the day or for scheduled full day), one to five day suspension, possible law enforcement notification.

- 3<sup>rd</sup> offense: Referral to administration, parent/guardian notification/conference, In-school detention (for part of the day or for scheduled full day), one to five day suspension, possible law enforcement notification.

#### **Level B:**

- Bus citation
- Gang related dress code violation
- Leaving school without checking out
- Possession of a lighter, tobacco products, or smoking
- Running to a fight
- Truancy
- Forgery
- Failing to serve a detention

#### **Level B range of consequences by offense:**

- 1<sup>st</sup> offense: Referral to administration, parent/guardian notification/conference, lunch/after school detention, In-school suspension (for part of the day or for scheduled full day), behavior contract, one to five day suspension, possible law enforcement notification.
- 2<sup>nd</sup> offense: Referral to administration, parent/guardian notification/conference, In-school suspension (for part of the day or for scheduled full day), behavior plan, three to five day suspension, possible law enforcement notification.
- 3<sup>rd</sup> offense: Referral to administration, parent/guardian notification/conference, In-school suspension (for part of the day or for scheduled full day), behavior plan, five day suspension, possible law enforcement notification.

#### **Level C:**

- Alcohol/possession of, under the influence, providing/furnishing
- Assault/battery
- Committing an obscene act
- Controlled substance/possession of, under the influence
- Fighting/causing, attempted to cause, threatening to cause physical injury
  - Two violations may result in recommendation for expulsion.
- Caused, attempted to cause, threatened to cause, or participated in an act of injury
- Obscene act (pantsing/peeing in public)
- Robbery/extortion
- Sexual Harassment (Documented)
  - Includes but is not limited to conduct which has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating hostile or offensive learning environment: Examples of sexual harassment include sexual demeaning comments, sexually suggestive questions, jokes, letter, and notes, physical contact of a sexual nature, posting of sexual

suggestive material and continuing to express sexual interest after being informed that the interest is unwelcome.

- Terror threats against school officials/property or both
- Theft/stealing or attempting to steal school or private property (Mandatory return or restitution of property)
- Threatening behavior
- Threats to adults
- Trespassing
- Vandalism/caused/ attempted to cause damage to school/private property, including but not limited to electronic files and databases (Mandatory Reparation)

**Level C range of consequences by offense:**

- 1<sup>st</sup> offense: Referral to administration, parent/guardian notification, behavior plan, three to five day suspension, possible law enforcement notification, possible recommendation for expulsion, referral to counseling services.
- 2<sup>nd</sup> offense: Referral to administration, parent/guardian notification, behavior plan, five day suspension, possible law enforcement notification, possible recommendation for expulsion.
- 3<sup>rd</sup> offense: Referral to administration, parent/guardian notification, behavior plan, five day suspension, possible law enforcement notification, possible recommendation for expulsion.

**Level D:**

The following offenses **require the Board of Education to expel the student for one calendar year.**

- Brandishing a knife
- Possession, providing, or use of a firearm
- Possession, providing, or use of, explosives, or other dangerous objects
- Selling a controlled substance
- Sexual assault/battery

The following offenses **require a recommendation for expulsion, unless the principal or designee finds it inappropriate to do so** (Ed. Code § 48195(a).):

- Possession, providing, or use of a knife with a locking blade or with a two-and-a-half inch blade or longer.
- Possession, providing, or use of a dangerous object of no use to the student

**Level D range of consequences:**

1<sup>st</sup> offense: Referral to administration, parent notification, behavior plan, five day suspension, law enforcement notification, and mandatory recommendation for expulsion.

**California Education Code  
48900 (a)-(r), 48900.2 48000.7**

| Reference Education Code 48915 as well.   |   |  |               |  |
|---|---|--|---------------|--|
| 48900(a)(1): Caused, attempted to cause, or threatened to cause physical injury to another person.  |   |  |               |  |
| Infraction  | First Offense   | Second Offense   | Third Offense | Maximum  |
| <b>Agitation Inciting Violence.</b> Threats subject but not limited to verbal, written or physical; possession or creation of slam-books, pictures, poems, or stories depicting bodily injury toward student or staff, participation in birthday punches or other such inappropriate hitting or touching. Creating opportunities for others to fight. | Conference with student/guardian parent contact and 1-5 days suspension | 2-5 days suspension. Parent/student conference               |               | 5 days suspension and recommendation for expulsion |
| <b>Fighting:</b> Mutual combat in which both parties have contributed to the situation by verbal and/or physical action; or when a fight has been provoked by one person.   | 3-5 day suspension and possible recommendation for expulsion            | 3-5 day suspension and possible recommendation for expulsion |               | 5 days suspension and recommendation for expulsion |

|   |  |   |                      |  |
|---|--|---|----------------------|--|
| <b>48900 (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.</b>  |  |   |                      |  |
| Possession of Any Firearm, Knife, Explosive, or other Dangerous Object. Possession, use or sale of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil. | <b>3- 5 day suspension from school and possible recommendation for expulsion unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct. Police Contact</b> |   |                      |  |
| <b>Infraction</b>   | <b>First offense</b>   | <b>Second offense</b>   | <b>Third offense</b> | <b>Maximum</b>   |
| <b>Possession of Pepper Spray and/or irritant of any kind</b>   | Parent notified and 1-5 day suspension. Possible recommendation for expulsion. Police Contact  | Parent notified and 2-5 day suspension and possible recommendation for expulsion police contact |                      | Parent notification and 5 days suspension and recommendation for expulsion. Police contact |



**48900(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.**

Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, locker, desk, backpack or other container or being in close proximity to such substances with the intent to use or possess such substances. Students who are suspected of being under the influence may be subject to a sobriety evaluation by qualified personnel.

| <b>Infraction</b>  | <b>First Offense</b>  | <b>Second Offense</b>   | <b>Third Offense</b>  | <b>Maximum</b>  |
|--|---|---|---|---|
| <b>Alcohol: Unlawfully furnished, possessed, used, or been under the influence of alcohol.</b>   | 3-5 day suspension, and possible recommendation for expulsion. Police contact which may result in citation or arrest by CPD | 3-5 day suspension, and possible recommendation for expulsion. Police contact which may result in citation or arrest by CPD | Five (5) day suspension and recommendation for expulsion. Police contact which may result in citation or arrest by CPD  | Five (5) day suspension and recommendation for expulsion. Police contact which may result in citation or arrest by CPD  |
| <b>Infraction</b>  | <b>First offense</b>  | <b>Second offense</b>   | <b>Third offense</b>  | <b>Maximum</b>  |
| <b>Drugs: Drugs</b><br>Unlawfully, possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance (drugs). If this occurs on campus, or at a school activity, student may be charged with 48915 (c) 3. | 3-5 day suspension, and possible recommendation for expulsion. Police contact which may result in citation or arrest by CPD | 3-5 day suspension, and possible recommendation for expulsion. Police contact which may result in citation or arrest by CPD | Five (5) day suspension, and recommendation for expulsion. Police contact which may result in citation or arrest by CPD | Five (5) day suspension, and recommendation for expulsion. Police contact which may result in citation or arrest by CPD |

|  |  |   |               |   |
|--|--|---|---------------|---|
| 48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, all alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. |  |   |               |   |
| Infraction   |  |   |               |   |
| Represented Drug/Alcohol /Intoxicant Sales   | Five (5) day suspension from school and recommendation for expulsion. Police contact which may result in citation or arrest by CPD.                            |   |               |   |
| 48900(e): Committed or attempted to commit robbery or extortion.   |  |   |               |   |
| Infraction   | First Offense  | Second Offense  | Third Offense | Maximum   |
| Robbery/Extortion Theft of personal property accomplished by means of force or threat of force.  | Five (5) day suspension from school and recommendation for expulsion. Police contact which may result in citation or arrest by CPD.                            |   |               |   |
| 48900(f): Caused or attempted to cause damage to school property or private property.  |  |   |               |   |
| Infraction   | First Offense  | Second Offense  | Third Offense | Maximum   |
| Property Damage Caused or attempted to cause damage to school or private property.   | Restitution, administrative detention, parent conference, 1-5 day suspension, possible expulsion, Police contact which may result in citation or arrest by CPD | Restitution, 2-5 day suspension, possible expulsion, Police contact which may result in citation or arrest by CPD |               | Restitution, 1-5 day Suspension, Possible Expulsion, Police contact which may result in citation or arrest by CPD |
| 48900(g): Stolen or attempted to steal school property or private property.  |  |   |               |   |

| <b>Infraction</b>   | <b>First Offense</b>   | <b>Second Offense</b>  | <b>Third Offense</b> | <b>Maximum</b>   |
|---|--|--|----------------------|--|
| <b>Theft<br/>The taking of, or<br/>Knowingly<br/>receiving,<br/>EC48900 (l) stolen<br/>school or private<br/>property without<br/>permission.</b>   | Restitution,<br>administrative<br>detention, parent<br>conference, 1-5<br>day suspension,<br>possible<br>expulsion, Police<br>contact which<br>may result in<br>citation or arrest<br>by CPD | Restitution,<br>administrative<br>detention, parent<br>conference, 1-5<br>day suspension,<br>possible<br>expulsion, Police<br>contact which<br>may result in<br>citation or arrest<br>by CPD |                      | Restitution,<br>administrative<br>detention, parent<br>conference, 1-5<br>day suspension,<br>possible<br>expulsion, Police<br>contact which<br>may result in<br>citation or arrest<br>by CPD |
| <b>48900(h): Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription products.</b> |  |  |                      |  |
| <b>Infraction</b>   | <b>First Offense</b>   | <b>Second Offense</b>  | <b>Third Offense</b> | <b>Maximum</b>   |
| <b>Tobacco<br/>Student<br/>possession or<br/>use of tobacco on<br/>school premises<br/>or at<br/>school-sponsored<br/>events is a<br/>violation of law<br/>and School<br/>Board policy and<br/>is not permitted.</b>  | Parent/ Guardian<br>contact, After<br>School detention   | 1-2 day<br>suspension,<br>parent conference  | 3-5 day suspension   | 5 days suspension  |
| <b>48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.</b>   |  |  |                      |  |

| <b>Infraction</b>  | <b>First Offense</b>   | <b>Second Offense</b>   | <b>Third Offense</b>  | <b>Maximum</b>  |
|--|--|---|---|---|
| <b>Profanity, Vulgarity, Obscene Acts. Pornography possession of or displaying of pornography, language or gestures that are not publicly acceptable.</b>                              | Afterschool detention, parent conference, possible 1-5 day suspension,   | 1-5 day suspension, possible expulsion, possible police contact which may result in citation or arrest by CPD | 1-5 day suspension, possible expulsion, possible police contact which may result in citation or arrest by CPD | 1-5 day suspension, possible expulsion, possible police contact which may result in citation or arrest by CPD |
| <b>Verbal Abuse</b><br>Students use of abusive language, profanity, or vulgarity   | Warning, After School detention, parent conference, 1-5 day suspension,  | 1-5 day suspension, possible expulsion  | 1-5 day suspension, possible expulsion  | 1-5 day suspension, possible expulsion  |
| <b>48900(j) Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.</b> |  |   |   |   |
| <b>Infraction</b>  | <b>First Offense</b>   | <b>Second Offense</b>   | <b>Third Offense</b>  | <b>Maximum</b>  |
| <b>Drug Paraphernalia Unlawful possession of or unlawfully offered, arranged or negotiated to sell paraphernalia</b>   | Confiscation of item, After School Detention, parent conference, 1-3 day suspension, possible police contact which may result in citation or arrest by CPD | 2-5 day suspension, possible police contact which may result in citation or arrest by CPD                     | 3-5 day suspension, possible police contact which may result in citation or arrest by CPD                     | 3-5 day suspension, possible police contact which may result in citation or arrest by CPD                     |
| <b>48900(k): Disrupted school activities or otherwise willfully defied the valid authority of supervisors,</b>   |  |   |   |   |

| <b>teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.</b>   |  |   |   |   |
|--|--|---|---|---|
| <b>Infraction</b>  | <b>First Offense</b>   | <b>Second Offense</b>   | <b>Third Offense</b>  | <b>Maximum</b>  |
| <b>Classroom Referral</b>  | Lunch detention and Afterschool detention/ Parent Conference                             | Lunch Detention and Afterschool detention, possible 1-3 day Suspension Parent Conference        | Lunch Detention and Afterschool detention, possible 1-3 day Suspension, Parent Conference             | Lunch Detention and Afterschool detention, possible 1-3 day Suspension, Parent Conference             |
| <b>Defiance of Authority Refusal to follow school rules and regulations or take directions from a staff member, security or other responsible adult such as horseplay or failure to serve detention</b>  | Warning, Afterschool detention Detention, Parent Conference, possible 1-5 day suspension | Parent Conference, 1-5 day suspension   | Parent Conference, 1-5 day suspension   | Parent Conference, 1-5 day suspension   |
| <b>Dress Code</b><br><b>Parents are responsible for sending their child to school dressed in a fashion which does not distract from the instructional process. Students are expected to dress within the guidelines outlined in the Student Handbook</b> | Warning/change Clothes assigned lunch detention  | Change clothes, Parent contact, assigned lunch detention with review of dress code expectations | Change clothes, Parent contact, assigned Afterschool detention with review of dress code expectations | Change clothes, Parent contact, assigned Afterschool detention with review of dress code expectations |

|   |   |  |  |  |
|---|---|--|--|--|
| <b>Fire Alarms<br/>Tampering with a fire alarm or giving false alarms</b>   | <b>Five (5) day suspension and recommendation for expulsion. In addition, the Principal/assistant principal shall report the incident to the police department for appropriate legal action. Per Penal Code 148.4: "Any person who tampers with a fire alarm or gives false alarms, is guilty of a misdemeanor punishable by up to one year in the county jail and/or a \$1,000.00 fine."</b> |  |  |  |
| <b>Forged Documents Any document, note, ID. card or Off Campus pass that is altered, loaned, contains false information, has a forged signature, picture or phone call that has not been officially issued</b>  | Afterschool Detention, parent conference  | Afterschool Detention, Parent conference, possible 1-5 day suspension            | parent conference, 1-5 day suspension  | parent conference, 1-5 day suspension  |
| <b>Violation of Suspension Physically present on the school campus at any time, in the immediate vicinity of school premises, or at a school - sponsored activity while suspended from school. NOTE: Per Penal Code 626.2: "No student can be on campus during suspension."</b> | 1 day suspension, police contact which may result in citation or arrest by CPD  | 3-5 day suspension, police contact which may result in citation or arrest by CPD | 3-5 day suspension, police contact which may result in citation or arrest by CPD | 3-5 day suspension, police contact which may result in citation or arrest by CPD |

| <b>48900(l): Knowingly received stolen school property or private property.</b>  |   |   |   |   |
|--|---|---|---|---|
| <b>Infraction</b>  | <b>First Offense</b>  | <b>Second Offense</b>   | <b>Third Offense</b>  | <b>Maximum</b>  |
| <b>Theft Knowingly receiving stolen school or private property without permission</b>  | Warning, Afterschool Detention, 1-5 day Suspension, Parent Conference, Restitution, Possible Expulsion, Possible Police Contact which may result in citation or arrest by CPD | 1-5 day Suspension, Parent Conference, Restitution, Possible Expulsion, Possible Police Contact which may result in citation or arrest by CPD | 2-5 day Suspension, Parent Conference, Restitution, Possible Expulsion, Possible Police Contact which may result in citation or arrest by CPD | Five day suspension, restitution, recommendation for expulsion, Police Contact which may result in citation or arrest by CPD. |
|  |   |   |   |   |
| <b>48900(m) Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm that is so substantially similar to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</b> |   |   |   |   |
| <b>Infraction</b>  | <b>First Offense</b>  | <b>Second Offense</b>   | <b>Third Offense</b>  | <b>Maximum</b>  |
| <b>Look-Alike Guns Look-alike guns are not permitted on campus at any time</b>   | Item Confiscated, 1-5 day Suspension, Parent Conference, Possible Expulsion, Police Contact which may result in citation or arrest by CPD                                     | Item Confiscated 1-5 day Suspension, Possible Expulsion, Police Contact which may result in citation or arrest by CPD                         | Item Confiscated 1-5 day Suspension, Possible Expulsion, Police Contact which may result in citation or arrest by CPD                         | 5 day Suspension, Recommendation for Expulsion, Police Contact which may result in citation or arrest by CPD                  |
|  |   |   |   |   |
| <b>48900(n): Committed or attempted to commit a sexual assault as defined in Sections 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.</b>                                 |   |   |   |   |
| <b>Infraction</b>  | <b>First Offense</b>  | <b>Second Offense</b>   | <b>Third Offense</b>  | <b>Maximum</b>  |
| <b>Sexual Assault</b>  | Parent conference, five (5) day suspension and recommendation for expulsion. Report to a law enforcement agency.  |   |   |   |

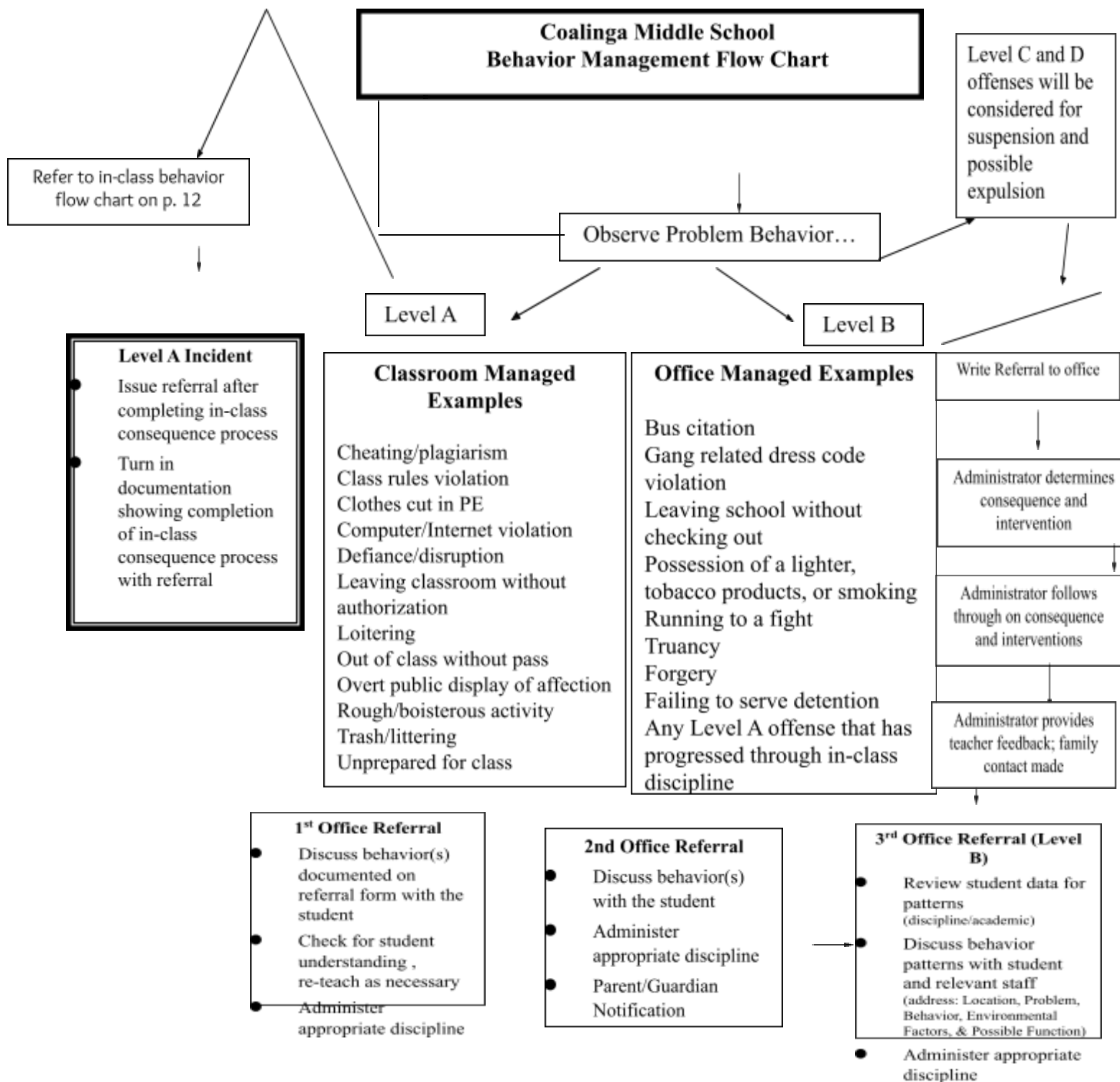
|  |  |   |   |  |
|--|--|---|---|--|
| 48900(o): Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.  |  |   |   |  |
| Infraction   | First Offense  | Second Offense  | Third Offense   | Maximum  |
| Witness Intimidation   | Administrative decision may include the following:<br>Parent conference. Suspension from school for 1-5 days and recommendation for expulsion if intimidation includes a threat. |   |   |  |
|  |  |   |   |  |
| 48900(q): Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation 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.   |  |   |   |  |
| Infraction   | First Offense  | Second Offense  | Third Offense   | Maximum  |
| Hazing   | 3-5 day suspension, recommendation for expulsion and police contact  | 3-5 day suspension, recommendation for expulsion and police contact   | 3-5 day suspension, recommendation for expulsion and police contact   | Five (5) day suspension, recommendation for expulsion and police contact |
|  |  |   |   |  |
| 48900(r): Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel. As defined by 322.61, "Bullying" means one or more acts by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4. An "electronic act" means the transmission of a communication, including, but not necessarily limited to, a message, text, sound or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not necessarily limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. |  |   |   |  |
| Infraction   | First Offense  | Second Offense  | Third Offense   | Maximum  |
| Bullying   | Mandatory Anti-bullying education, Afterschool detention, or 1-3 day suspension, parent conference. File will be placed in student permanent recommendation for records.         | Mandatory Anti-bullying education, Afterschool detention, or 2-5 day suspension, parent conference. . File will be placed in student permanent records. Possible recommendation for expulsion | Mandatory Anti-bullying education, Afterschool detention, or 2-5 day suspension, parent conference. . File will be placed in student permanent records. Possible recommendation for expulsion | 5 day suspension and recommendation for expulsion                        |



| <b>48900.2 Sexual Harassment: A substantiated charge against a student shall subject that student to student disciplinary action, up to and including suspension or expulsion.</b>  |   |  |  |   |
|---|---|--|--|---|
| <b>Infraction</b>   | <b>First Offense</b>  | <b>Second Offense</b>  | <b>Third Offense</b>   | <b>Maximum</b>  |
| <b>Sexual Harassment<br/>Penal Code 212.5<br/>Education Code 48900.2</b>  | Parent contact,<br>Possible contact<br>CPD 1-5 day suspension   | 1-5 day suspension and possible recommendation for expulsion | 3-5 day suspension and possible recommendation for expulsion | Five (5) day suspension and possible recommendation for expulsion |
| <b>48900.3 The pupil has caused, attempted to cause, threatened to cause, or participated an act of hate violence as defined in subdivision (e) of Section 233.</b>   |   |  |  |   |
| <b>Infraction</b>   | <b>First Offense</b>  | <b>Second Offense</b>  | <b>Third Offense</b>   | <b>Maximum</b>  |
| <b>Hate Violence/<br/>Bias/Bullying /Harassment</b>   | Parent conference, and/or suspension from school for 1-5 days and possible recommendation for expulsion | 3-5 day suspension and possible recommendation for expulsion | 3-5 day suspension and possible recommendation for expulsion | Five (5) day suspension and possible recommendation for expulsion |
| <b>48900.4 The pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or 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 either school personnel or pupils by creating an intimidating or hostile educational environment.</b> |   |  |  |   |
| <b>Infraction</b>   | <b>First Offense</b>  | <b>Second Offense</b>  | <b>Third Offense</b>   | <b>Maximum</b>  |
| <b>Harassment or slurs included but not limited to ethnicity, religion, or any handicapping condition</b>   | Parent conference, After School Detention, No Contact contract, or suspension from school for 1-5 days. | 3-5 day suspension and possible recommendation for expulsion | 3-5 day suspension and possible recommendation for expulsion | Five (5) day suspension and possible recommendation for expulsion |

**48900.7: (a)** In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the pupil has made terroristic threats against school officials or school property, or both. **(b)** For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

| Infraction                 | First Offense  | Second Offense   | Third Offense | Maximum  |
|----------------------------|--|--|---------------|--|
| <b>Terroristic Threats</b> | 1-5 day Suspension and possible recommendation for expulsion. Police contact which may result in CPD | 5 day suspension and possible recommendation for expulsion. Police contact which may result in citation or arrest by CPD |               | 5 day suspension and possible recommendation for expulsion. Police contact which may result in citation or arrest by CPD |



# Flow Chart from Classroom to Office

## Key

LD =Lunch Detention  
 ASD = After School Detention  
 ISS = In-School Suspension  
 Susp. = Home Suspension

Student Acts Up (Affects teacher teaching, student can't learn, or others can't learn)  
 Teacher Makes a Start-up Request

Student Continues Misbehavior  
 Teacher Assigns Refocus  
 Student Completes Form

Student Returns with Completed Form

Student Corrects Behavior

Yes

Done

No

Teacher Assigns LD

- Teacher Makes Parent/Guardian Contact and Notes on Refocus Forms

Student Corrects Behavior

Yes

No

Student Serves Lunch Detention

Yes\*\*

No \*\*

Teacher Refers to Office  
 With Completed Refocus Form from Green Folder. Original to Office, Copy in Class, Copy Mailed  
 Office Process Begins  
 ASDISS (I), or Susp.(S)  
 Consequences will be reported on Google Docs

YOU ARE  
 HERE...

## Done

New Day  
 Multiple Refocus and LD process will be followed:  
 3 /week = LD  
 5/week= ASD  
 3 LD/week= ASD



## **Coolinga Middle School**

### **Online Student Code of Conduct Agreement**



You will regularly participate in discussions and collaborative group work with your classmates online. To maintain a safe space online, we need to agree to uphold specific behaviors to ensure the online space stays respectful, supportive, and productive.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

- I will participate in virtual meetings with my camera on; having my camera on shows my teacher(s) that I am present and participating
- I will stay logged in to each meeting until excused to leave by my teacher(s)
- I will keep my learning space free of distractions; I will not play games, watch TV or movies, browse the internet, or go on my personal device unless instructed to by my teacher(s)
- I will actively participate in online conversations
- I will listen, read, and think deeply about my classmates' ideas, questions, and comments
- I will address my classmates by name when responding to their ideas
- I will maintain an appropriate tone and stay on topic
- I will respectfully disagree with ideas; I will not criticize my peers because their ideas are different from my own
- I will be open-minded; I will learn from other people's viewpoints
- I will support my classmates; I will not tease or make fun of my peers or their ideas
- I will seek help from my peers or my teacher(s) if I have concerns or questions
- I will respect my peers' privacy
- I will only share information and media if it is school-appropriate and relevant to our learning
- I will submit work that is reflective of my skills and ability
- I will ask permission from my teacher(s) if I need to take a break

My signature verifies that I have read, understand, and agree to follow the stated expectations. I know that I must do my part to establish and maintain a safe space online so that everyone feels comfortable participating.

If I violate any of the above expectations for my conduct, I will be held accountable for jeopardizing our safe space online. In addition to other consequences, my attendance and participation grade will be negatively affected.

## **CMS Dress Code Policy 2021-22**

The administration has an obligation to take action to control any conditions pertaining to grooming or dress when safety, health or the educational process may in any way be hampered. All students are expected to come to school neat, clean and with consideration for proper hygiene. Any student found to be in violation of the dress code will be required to make a change in their grooming and/or dress in order to come into compliance, and may be subject to progressive disciplinary measures.

**CMS reserves the right to amend the dress code if at anytime any clothing, apparel, symbol or combination thereof has been identified as gang related apparel by any law enforcement agency OR when safety, health or the educational process is being impeded.**

1. Chains - (e.g. wallet chains), items with spikes, studs and steel toed shoes/boots, or any attire that may be used to inflict injury upon another will not be allowed.
2. Clothing/Outer Garments - apparel promoting any specific race, culture or ethnicity over others, profanity, or products and slogans which promote/advertise tobacco, alcohol, drugs, graffiti, sex, sexism (e.g. Hooters, Skin silhouettes), violence, suicide, racism, or interferes with school work, creates disorder or disrupts the educational process will not be allowed.
3. Hats are permitted for outside use only. Hats which create a distraction or violate any other portion of the dress code such as inappropriate emblems will not be allowed.
4. Pajamas - sleep wear, slippers/house shoes are not allowed.
5. Pants - must be worn so that undergarments may not be visible. Sagging pants (oversized or undersized) will not be permitted. Pants with holes in them must be worn with leggings or tights underneath unless the holes are not higher than fingertip length when the student is standing up and hands are to the side. Pants must fit the waistline; anything larger will be considered oversized. A pant leg will not be held up by any means (i.e. Rubber bands, hair ties, string, etc.) or folded to stay tight to ankle.
6. Shoes - must be worn at all times, unless required by school activity. Flip-flops or shoes without heel straps are not allowed during P.E.
7. Shorts - dresses, shorts, and skirts must not be shorter than fingertip length when standing and hands are to the side. shorts/pants with holes showing undergarments are not acceptable.
8. Skateboards, wheelies, scooters, and rollerblades are not to be used or carried around on campus. They must be locked and stored in the bike area.
9. Sunglasses - will not be worn in classrooms or in the office. Sunglasses needed for medical reasons are permitted with a medical release from the prescribing doctor on file in the Main Office.
10. Tops – beachwear/bathing suits, halter tops, bare midriff or chest, see-through outfits, or off the shoulder blouses/dresses, single strapped blouses/dresses, and tube tops are not appropriate or acceptable for the school environment and will not be allowed. Tank tops with at least a two inch wide strap will be allowed.

11. Trench coats - students are not permitted to wear trench coats (knee length or longer).
12. Undergarments - All outer clothing must conceal undergarments at all times.
13. Clothing will be worn to the fullest function of the garment. Specifically, overalls must be strapped, hats worn forward, and pants worn at the appropriate waist level.
14. Accessories- Any accessory that causes distractions from the learning environment or that may pose a health and safety risk to the student or students will not be allowed. Any tattoos must be concealed.
15. Athletic Uniforms- Students will wear leggings under athletic uniforms if the athletic uniforms are out of dress code.
16. Bandanas - sweatbands and headbands of any color are not allowed to be worn on campus.

#### **Prohibited Gang-Related Apparel**

**Verified gang members are not allowed to wear any of the following items.**

1. Belt buckles - no engraved, stamped, punched out, lifted initials or numbers will be permitted.
2. Belts - long hanging belts are not permitted. Belts must be the appropriate size and tucked into belt loops. Belts must not be worn lower than the waist.
3. Clothing/outer garments - no articles of clothing/jacket denoting gang affiliation will be allowed. Any article of clothing or accessory (e.g. jewelry, belts, backpacks, notebook, etc.) which displays gang symbols/affiliation are not allowed.
4. Gang colors – verified gang members are not permitted to wear gang-related colors. This includes, but may not be limited to: solid red/maroon, navy/royal blue, or medium/dark brown shirts, jackets, sweatshirts, shoelaces, hairpieces.
5. Any clothing that is deemed gang related by the police department will be prohibited.

#### **Range of Dress Code Consequences**

- **1<sup>st</sup> offense:** Student will be required to serve lunch detention. Parent/guardian is required to pick up confiscated item after school.
- **2<sup>nd</sup> offense:** Student will be given discipline referral and must attend after school detention. Parent/guardian is required to pick up confiscated item after student attends.
- **3<sup>rd</sup> offense:** Student will be given discipline referral and assigned two after school detentions. The student will not be allowed to bring item on campus for remainder of school year. Parent/guardian is required to pick up confiscated item after school-

#### **Rules of Conduct**

- Gum and sunflower seeds are not allowed on campus at any time.
- Permanent markers are not allowed on campus.
- Non-school fundraising will not be allowed. Private items will not be sold on campus.
- Students will not collect money and/or ask for donations unless approved by the District.
- Public Displays of Affection (PDA), including hand-holding, embracing and kissing, will not be permitted on campus.
- Bicycles will be parked in the bike area on the northwest side of campus. No bikes will be allowed in classrooms. It is recommended that riders secure and lock up their bikes.

CMS and District do not assume any responsibility for damaged or stolen bikes, rollerblades, skateboards, or scooters.

- Bicycles, skateboards, scooters, shoe skates and in-line skates will not be ridden or used on school grounds. CMS will not provide locked storage for such items. Students will supply their own lock for the skateboard and bike racks.
- Rough-housing is not allowed. Students are not to hit, slap, push, pinch, or otherwise touch each other. These acts will be treated as a fight, even if both parties claim they were playing.
- Foul language is not allowed.
- Water fights are not allowed.

### **Confiscated Items**

- Confiscated items may require a parent/guardian to pick the item up.
- Confiscated items that are deemed by the school as being gang-related or of a dangerous nature will be submitted to the SRO/CPD, who will address the issue accordingly.
- CMS accepts no responsibility for confiscated items that are lost, stolen, or broken.

Lastly, items left beyond the last day of the school year will be disposed of properly, or donated to an outside agency.

### **Academics**

**PBIS-** CMS believes in proactive promotion of students' outstanding citizenship. CMS will promote student achievement by implementing the PBIS recognition program. The PBIS program will award students at progress reporting and quarterly grade reporting based on their behavior during that given period. In order to qualify the student must meet the following requirements:

- **Behavior:** Student cannot have received any referrals or detentions within the given period.

**Bobcat Scholar Awards-** CMS believes in promoting attendance and academic achievement by rewarding students who meet the following requirements:

- Principals Honor Roll 4.0 GPA
- Honor Roll 3.0- 3.99 GPA
- Perfect Attendance

**Report Cards/Progress Reports-** Computerized report cards are mailed home at the end of each quarter; quarters are approximately nine weeks long. Progress reports are also mailed home during the fifth week of each quarter. Students that receive F grades may receive support services.

**Promotion Eligibility Requirements-** Eighth grade students may participate in promotion activities if they meet the following conditions:

- No more than 5 referrals during the school year



- No more than 18 excused and/or unexcused absences from school (Including 4:1 tardies to absences)
- Not on suspension or being recommended for expulsion
- Not expelled during the eighth grade school year
- Receive no more than five quarter “F” grades
- Earn a cumulative GPA of 2.00 for the eighth grade.
- Students who do not meet the requirements above will be excluded from all activities associated with promotion, including the eighth grade dance. If a student does not attend school the day of promotion or any promotion activity, that student will be excluded from promotion or the promotion activity-taking place that day.

### **End of the Year Activity Eligibility**

Any students may participate in end of the year activities if they meet the following conditions:

- No more than 5 referrals during the school year
- No more than 18 excused and/or unexcused absences from school (Including 4:1 tardies to absences)
- Not on suspension or being recommended for expulsion
- Not expelled during the current school year
- Have a cumulative grade point average of 2.0 for the current school year.

### **General Policies**

**Athletic Eligibility-** Refer to CMS Athletic Rules and Regulations packet

**Ineligibility List-** Students will be deemed ineligible for school activities, and extracurricular activities, such as participation in sports, dances, games, special events, and/or 8<sup>th</sup> grade promotion activities if:

- Student has been suspended during the forty-five day period before the beginning of the activity.
- Student has received two or more referrals forty-five days before the activity.

**Identification Badges-** Students are provided with identification badges during the first quarter of school. Students are required to have their identification badges during school hours. Lost or damaged badges will be replaced at a cost of \$5.00.

**Physical Education-**Physical education helps students achieve three goals: movement skills and knowledge, positive self-image, and personal and social development. PE requirements are as follows:

- Tennis shoes are required for all students who are scheduled in a PE class.
- All seventh and eighth grade students are required to wear CMS PE clothing or equivalent.
- PE excuses for longer than three days require a doctor’s note.

- Seventh and eighth grade students will be given a combination locker, which they are required to keep in good order.

### **Cell Phone/Electronic Device Policy**

All electronic devices (including cell phones, iPods, ear phones, etc.) will be confiscated if they are not turned off and put away during school hours. Students are permitted to use cell phone/electronic devices before school, at Lunch and after school. Students are not allowed to use their electronic devices to record video or take pictures. If a student is using an electronic device to record video or take photos the student will no longer be allowed to bring any type of electronic device to school. Students may use the CMS office telephone in case of emergencies. CMS and the District accepts no responsibility for electronic devices that are lost, stolen, or broken. We will not search for lost or stolen electronics.

#### **Range of Confiscated Item Consequences**

- **1<sup>st</sup> offense:** Parent/guardian is required to pick up confiscated item(s) after school. Student will be required to serve lunch detention.
- **2<sup>nd</sup> offense:** Student will be given discipline referral and must attend after school detention. Parent/guardian is required to pick up confiscated item after student attends detention.
- **3<sup>rd</sup> offense:** Student will be given discipline referral and assigned two after school detentions. The student will not be allowed to bring item on campus for remainder of school year. Parent/guardian is required to pick up confiscated item(s) after school
- **Any student who records or photographs an act of malice or violence, or shares such information with malicious intent will be subject to the following disciplinary actions:**
  - o No less than 1 day suspension
  - o Cell phone used for such acts will be confiscated and required to be picked up by parent or guardian.
  - o The student will no longer be allowed to have ANY cell phone on campus for the remainder of the school year.

**Williams Act-** Pursuant with District Board Policy E1312.4. All students at CMS will be provided with sufficient textbooks and instructional materials to complete assignments both in class and to take home to complete required homework tasks. In addition, CMS works to ensure that all school facilities are clean, safe, and maintained in good repair. Complaints regarding textbooks, instructional materials, or facilities may be made by obtaining complaint forms located in the CMS administration office, the district office, or may be downloaded from the District or California Department of Education websites.

**School-Sponsored Field Trips-** Field trips will be conducted in connection with the District's course of study or school related social educational, cultural, athletic, or other extracurricular or co-curricular activities. All field trips will be approved in advance by the principal. Students on field trips are subject to District and CMS rules and regulations.

**Textbook/Library Policy-** All textbooks will be furnished by CMS. Students will bear responsibility for taking care of and are required to pay for lost or damaged books. Students with text or book fines will be ineligible for year-end activities until all school bills are cleared.

**Bullying-** Students are prohibited from engaging in harassment, threats or intimidation of other students which is sufficiently severe or pervasive as to have the actual or reasonably expected effect of materially disrupting class work or creating a hostile or intimidating educational environment. Such harassment may be verbal, such as name-calling and derogatory remarks or it may be physical such as pushing and hitting with projectiles. Electronic harassment, threats, or intimidation will also be considered bullying.



## **CHUSD School Site Responsibilities on Bullying**

Ed Code and Board Policy require each school site to be responsible to address any allegation or instance of bullying, discrimination, harassment, or intimidation when:

...students are on property within the jurisdiction of the school district; going to or coming from school,

on school- owned and/or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. CHUSD BP 5132.2

### **Responsibilities:**

#### **Notification**

Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to all forms of bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

Post Board Policy 5131.2 Spanish/English in ALL classrooms and common rooms (library, office, etc.)

#### **Prevention**

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

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. (Agenda and Sign-In Sheet)

#### **Intervention**

Develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe

to do so.

(Education Code 234.1)As appropriate, notify the parents/guardians of victims and perpetrators.

### **Complaints and Investigation**

Forms for reporting incidents of discrimination, harassment, intimidation and bullying shall be available at each school site and the district office.Oral reports shall also be considered official reports.

Complaints of bullying shall be investigated and resolved within 10 days. Keep Records of Complaint, Investigation, Findings and Resolution for 2 years. Submit monthly Bullying Report Logs to Education Services.



# Coalinga Huron Unified School District

## Article I. BULLYING COMPLAINT FORM

It is the intent of the Coalinga Huron Unified School District to provide a process for students, parents, and members of the community to address complaints of bullying to appropriate district personnel and to receive a prompt response to this complaint without fear of retaliation.

It is also the intent of the Coalinga Huron Unified School District to protect students or personnel from unfair and unfounded accusations, to conduct a prompt and reasonable investigation, and to resolve any complaints in accordance with school and district policies and procedures. To the extent possible, individuals investigating this incident will protect the confidentiality of the parties reporting the incident.

Submission of this report form is encouraged; however oral reports shall be considered official reports.

Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Any student who feels she/he is a victim of bullying should immediately contact a teacher, counselor, principal, administrator or staff person. Staff shall assist students and/or parents in completing the bullying complaint form, as requested.

Name of Student: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Parent/Guardian/Community Member: \_\_\_\_\_

Date of Incident(s): \_\_\_\_\_

Person(s) involved with the complaint:

\_\_\_\_\_  
Location of the incident(s):

\_\_\_\_\_  
Did you report this incident of Bullying? ☐ Yes ☐ No

If yes, to whom?

\_\_\_\_\_  
When and where did you report it?

\_\_\_\_\_  
Please Describe the incident in as much detail as possible. (Attach additional sheets if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Article I. What was the basis of the discrimination, harassment, intimidation, or bullying?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Actual or perceived disability   | <input type="checkbox"/> Gender expression | <input type="checkbox"/> Religion           |
| <input type="checkbox"/> Gender   | <input type="checkbox"/> Nationality       | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Gender Identity  | <input type="checkbox"/> Race              |   |
|   | <input type="checkbox"/> Ethnicity         |   |
| <input type="checkbox"/> Association with a person or group with one or more of these actual or perceived characteristics |  |   |
| <input type="checkbox"/> Other,   | please explain:                            |   |
| <hr/>   |  |   |
| <hr/>   |  |   |

Signature of person(s) filing complaint: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This complaint may be submitted anonymously*

Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

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**CHECK ONE:**   ☐ **RESPONSE REQUESTED**      ☐ **NO RESPONSE REQUESTED, INFORMATION ONLY**

This completed form may be turned in to any school office within the Coalinga Huron Unified School District or the district office at: **657 Sunset Street, Coalinga, CA 93210**

A written response, which will include the site's resolution of the incident, will be sent within ten (10) days of the receipt of the complaint form, if requested.

If a student or parent/guardian is unsatisfied with the school's decision or response to a bullying report, they may initiate a complaint to the school district in accordance with the district's Uniform Complaint Procedure.

It is not necessary to exhaust any administrative complaint process before pursuing civil law remedies.

### **District Wellness Policy**

- The School Board recognized the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for students attending Coalinga-Huron schools. The District has a written policy that includes the type of foods to be offered in school lunches as well as the following: Candy will not be used as a reward in the classroom; outside food will not be sold on campus during school hours within a half hour before or after school. Sodas, energy drinks, and other sweet drinks will not be allowed to be sold on campus and will not be brought on to campus by parents/guardians or students.

### **Medication Policy**

- All prescription and non-prescription medication to be taken or used at school will be submitted to the office in its original container. A physician and parent/guardian permission form will be completed each school year and be on file in the school office. A new form will also be completed with each new medication
- Medication prescribed by a physician for a student may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the student if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent/guardian consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary.  
(Ed. Code §§ 49423, 49423.1, 49423.5, 49480.)
- No other medication will be taken independently by the student unless the student has a valid individual form on file with the principal stating the student's specific medical need to self-administer medication.
- Parents/guardians are to notify the principal or assistant principal if their student is on a continuing medication regimen. This notification will include the name of the medication being taken, the dosage, and the name of the supervising physician. With parent/guardian consent, the principal, vice-principal, or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate.  
(Ed. Code § 49480.)
- All unused medication must be taken by a parent/guardian before the last day of school.

### **Lock-Down Procedures**

CMS can be placed on lock-down if an intruder is on campus, if instructed by the District Office or Police Department. While the campus is on lock-down, all doors are locked and will not be open for any reason. Students and staff are moved to areas away from windows and doors for their safety. The campus and Main Office is closed during this time. Staff will not open any door or answer the phone during this time for their safety and to keep the lines open for District Staff or Law Enforcement to call. CMS understands that a lock down may conflict with prior scheduled activities but lockdowns are performed for the safety of students and staff.

### **Homework**

The purpose of this homework policy is to clarify homework expectations and District Policies for the successful engagement of students 6-8 enrolled at CMS.

- **Purpose of Homework:** Homework will be assigned to emphasize what is being taught in the classroom. Homework is defined as written or non-written tasks that are assigned by teachers, to be completed by students, outside of the classroom. The focus of homework is to practice newly taught skills, review previously mastered skills, develop independent study habits, or extend and enrich the curriculum.
- **Policy for Quantity:** Students will not be assigned more than 20 minutes on average a night per core academic class (math, language arts, science, social science); this includes any reading assignments and projects. Teachers will be considerate of student's family time during weekends and holidays and limit the amount of homework assigned.
- **Parent Involvement:** Parents/guardians will be informed about their child's homework expectations and how their homework impacts their overall grade within the first few weeks of the school year. It is the expectation that parents/guardians and teachers will work together to monitor their student's academic progress.
- **Student Responsibility:** Students will organize and prioritize the completion of homework assignments in order to turn all in on time. Students will ask for help or clarification, in a timely manner, when needed. Students should minimize distractions during the time set aside each day for completing homework.
- **Homework Makeup Policy:** Students who miss work because of an excused absence will be given two days for every one day of school missed to make up all assignments and tests that can be reasonably provided. This does not include due dates for assignments and projects that were assigned before the student's absence. The assignments and tests will be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students will receive full credit for work satisfactorily completed. (Ed. Code § 48205.
- **Special Education and 504 Plans-** Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP or Section 504 plan. Accommodations in a student's IEP must, by federal law, be consistently provided to support the student's access to the curriculum and ability to receive educational benefit from the student's instructional program as stated by the Education Code.



- **Suspension Makeup Policy**-The teacher of any class from which a student is suspended may require the student to complete any assignment and test missed during the suspension. (Ed. Code § 48913.)

## **Title I School-Level Parent and Family Engagement Policy**

### **Coalinga Middle School 2020/21**

- **2.0** With approval from the local governing board, **Coalinga Middle School** has developed a written Title I parent and family engagement policy with input from parents and family member. Parents and other School Site Council (SSC) members and English Language Advisory Committee (ELAC) members were provided an opportunity to preview the policy and provide input for revisions of the policy. The school has distributed the policy to parents and family members of children served under Title I, Part A. Following the approval of the SSC, the policy is printed and distributed at the next SSC and ELAC meeting which is open to the public (*EC* Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

- **2.1 Involvement of Parents in the Title I Program**

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents and family members in the Title I program at **Coalinga Middle School**, the following practices have been established:

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])
  1. Students are identified as Title I using district criteria.
  2. Parents of Title I student are invited to attend the first Title I meeting of the school year. A flyer is sent out which states the date, location, and time of the annual Title I meeting.
  3. At the annual Title I Parent Meeting, parents are invited to request more Title I parent meetings. In addition, parents are encouraged to attend the

SSC meetings to further learn about HES programs and for parents to express continuing input concerning academic programs.

- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 U.S.C. § 6318[c][2])
  - 1. All parents are invited to attend the SSC meetings which are held four to five times throughout the school year. Parents are informed of the meeting dates via monthly calendar, AERIES communication, and posting of meeting notices in the office. The agenda is posted in the school office at least 72 hours in advance of the meeting.
  - 2. Title I parents are invited to request a Title I meeting. This is announced at the annual Title I parent meeting.
- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])
- d) The school provides parents of participating children with the following:
  - 1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])
    - a. Parent Teacher Conferences
    - b. Title I parent meeting/s
    - c. SSC meetings
    - d. ELAC meetings
    - e. Pastries with Parents
    - f. Family Nights (Math, Literacy, STEAM, etc.)
    - g. Other forms of teacher-parent communication (Class Dojo, Twitter, weekly newsletters, etc.)
  - 2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards. (20 U.S.C. § 6318[c][4][B]) are shared with parents during:

- a. Back to School Night
  - b. Parent Conferences
  - c. Family Nights (Math, Literacy, Science, etc.)
  - d. Student Study Teams
  - e. School Site Council Meetings
  - f. English Learner Advisory Committee Meetings
  - g. Title I Meetings
  - h. School Plan for Student Achievement
  - i. Parent Education workshops
  - j. School Website provides information regarding assessments, and/or upcoming benchmarks
3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible is provided to parents. (20 U.S.C. § 6318[c][4][C])
- a. Teacher are expected to and parents are encouraged to request a meeting at any time they deem necessary. A meeting request can be generated via letter, telephone call, AERIES Communication and/or email. Parent-teacher communication is of the highest priority.
  - b. Parents are encouraged to attend SSC meetings which are held four to five times throughout the school year. SSC meetings notices and agendas are posted a minimum of 72 hours prior to the meeting.
  - c. Parents conferences are especially designed to address student needs. Formal parent conferences occur two times per school year. Parents are notified a week prior to the scheduled conference. These notices can be generated via AERIES Communication letter, telephone call and/or email. If a parent is unable to attend a meeting, the parent has the right to request the meeting to be reschedule and/or hold phone conference is recommended.
  - d. Parent and staff can request a Student Study Team (SST) meeting to discuss student concerns.
  - e. Scheduled meetings are planned for students with Individual Educational Plan (IEP) and Section 504.

- e) If the schoolwide program plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. (20 U.S.C. § 6318[c][5])

1. Parents may provide input on the plan throughout the school year at SSC and ELAC meetings

- **2.2 Building Capacity for Involvement**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds establishes the practices listed below. (20 U.S.C. § 6318[e])

- a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][1])
  1. Parent workshops are held throughout the year to provide parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
  2. Parents receive results of academic progress on report cards and parent-teacher communication/contacts.
  3. The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318[e][2])
  4. The school provides parent resources to help parents work with their child to improve their child's achievement at Parent-Teacher conferences, Pastries with Principals events, on the school website, and Literacy/Math/STEAM nights.
- b) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value

- and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])
- c) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])
1. The school coordinates and integrates the Title I parental involvement programs with other programs, and conducts other activities, such as:
    - a. Serving on SSC and/or ELAC
    - b. Back-to-School Night, Parent-Teacher Conferences, Open House, Gallery Walks, and Literacy/Math/STEAM Nights
- d) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])
1. The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and, to the extent practicable, in a language the parents can understand.
- e) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])
1. The school offers a variety of parent workshops during flexible times such as morning, afternoon, and evening meetings.
  2. Translation services are made available for Parent-Teacher conferences.
  3. Translation services are made available at all school functions, meetings, and/or workshops.

- **2.3 Accessibility**

**Coalinga Middle School**, to the extent practicable, provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

- 1) Spoken

- a. AERIES Communication
    - b. Parent-Teacher Conferences
    - c. SSC and ELAC meetings
    - d. SST and IEP meetings

- 2) Written

- a. English Language Proficiency Assessments for California (ELPAC)
    - b. ELAC Parent meeting agenda and minutes
    - c. DELAC parent meeting agenda and minutes
    - d. Conference notices
    - e. Parent Involvement Policy
    - f. School-Parent Compact
    - g. Student Report Cards
    - h. Attendance Notices

- **2.4 School-Parent Compact**

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the requirements listed below. (20 U.S.C. § 6318[d])

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])
  - 1. Parents are provided multiple opportunities to provide input on the School-Parent Compact at Back-to-School Night, Title I annual meeting, SSC, and ELAC meetings. In addition, parents can also provide input during Pastries with Parents monthly events.
  - 2. The School-Parent Compact are reviewed with parents in Fall during Parent-Teacher conferences.
- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (20 U.S.C. § 6318[d][2])
  - 1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][A])
    - a. Notification regarding parent-teacher conferences are sent out one week in advance in the parent home language if feasible.
  - 2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])
    - a. Parents are provided frequent and timely updates on child's progress via AERIES gradebook, trimester report cards and other means used by teacher.
  - 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])
    - a. Parents are encouraged to actively and appropriately engage in their child's learning.

- b. Visitor and volunteer information is provided to parents annually at Back-to-School Night and is detailed in the Parent Student Handbook which is available in both English and Spanish.
  - c. The Parent-Handbook and Visitor and Volunteer Policy can be located on the school's website.
- 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])
  - a. All notices are sent out in English and Spanish. If using AERIES Communication, notices will also be sent in other home languages if available.
  - b. Teacher and parent may request a meeting at any time deemed necessary. Requests can be made via phone call, email, letter, or other means.

*\*It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

*\*\*The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of children receiving Title I, Part A services.*



## **Support Services**

**After School Program-**CMS offers an after school program for all students. The After School Program is designed to help students meet California Content Standards while providing all students a safe, supervised, fun and enriching time after school. We provide homework support/tutoring, snacks, and many fun activities during our after school program. Program time is from 3:00 p.m.-6 p.m. Monday- Friday. Students who attend regularly are rewarded with incentives that may include Fun Fridays with pizza/movie, games, rewards, and fun field trips. All students are highly encouraged to attend. All students in athletics are required to participate in the program. Students may register for the After School Program anytime during the academic school year.

**Saturday School-**Saturday School will be scheduled throughout the school year, usually twice each month. Students may attend Saturday School if the student needs to clear absences (one cleared for each Saturday attended) or tardies (four cleared for each Saturday attended). Applications are available in the Main Office.

**Grade Checks-**Weekly grade checks may be completed on Wednesdays or Thursdays each week. Students may acquire a progress report in the administrative office. Students will then have teachers complete the appropriate section for each class as the student progresses throughout the day. Parents and students are also able to check grades through the aeries portal.

**Mental Health Services-** A referral may be made to outside counseling services for qualifying family. Families that wish to be referred to this service will need to meet with the counsellor or an administrator for additional information.

**Health Services-** The school nurse will assist the local doctors in giving simple health examinations to all students and to bring to the attention of parents/guardians any physical defects which may be discovered. The school nurse also administers to minor health needs and provides emergency first aid. The school nurse is on-site.

- Students who need the services of the school nurse during the school day will report to the nurse's office. Students must be sent to the nurse with a pass.
- California law allows officers of the school district, school principals, physicians or hospitals to treat students who become ill or are injured during regular school hours without liability for reasonable treatment if a parent/guardian cannot be reached for consent, except when the parent/guardian has previously filed with the school district a written objection to any medical treatment other than first aid. All medication (including Visine, over the counter and prescription medication) must be housed in the office.
- Students with Asthma and use an inhaler must have one registered with the nurse. A Medication Authorization form must be completed for medication to be administered at school.

**Student Insurance-** Student insurance is available through a private insurance company. There are various plans to choose from and enrollment forms may be requested from an office secretary.

**Library Services-**The library is open from 7:30 a.m. to 4:00 p.m. including the student lunch period. Students are encouraged to use the library to read, use the computer (before and after school) for research, and for references. The library will also be available for student discussion groups and as a center for small group meetings. Proper etiquette, behavior, and care of the furniture and the room will be strictly enforced. Treat the library with respect.

**Cafeteria Services-** Students are required to complete the food services form. Free breakfast and lunch is available to all.

**Transportation Services-** Buses are provided for the convenience and safety of students living within the transportation boundaries.

- Students will be assigned to ride a certain bus.
- Your ID card is your bus pass. Students must pay for lost or misplaced cards. Replacement cards can be purchased in the office for \$5.
- Participating students must ride buses to and from all school sponsored activities, with the exception that a student will be permitted to ride home with a parent/guardian who must personally sign out their student with the coach or an instructor and proper paperwork must be filled out and filed in the office.
- If a problem occurs on the bus run, a bus discipline referral will be immediately sent to the Assistant Principal. Continued problems on the bus can result in permanent removal for the remainder of the school year.

## **Coalinga Middle School Student-Parent Handbook Signature Page**

Dear Parents, Guardians, and Students,

You have just completed your review of the Coalinga Middle School Handbook. It is our intention to give all our students the tools necessary for success during their time at CMS, and to open the lines of communication between parents/guardians and the school.

Parents/guardians will be responsible for ensuring that the student develops knowledge and understanding of the policies and procedures contained within this handbook. For any further questions regarding any item in this handbook, feel free to contact the school for clarification.

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***We have read and discussed the Coalinga Middle School Handbook. We have specifically reviewed:***

- ***How to contact teachers and staff by email or phone p. 3***
- ***CMS Discipline Policy p. 8-27***
- ***CMS Dress Code Policy p. 28-29***
- ***CMS Academic expectations p. 30-31***

***In signing, we indicate an awareness and understanding of school policies and procedures.***

Student name (please print) \_\_\_\_\_

Student signature \_\_\_\_\_

Parent/guardian name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

**Please sign and return with the student's emergency information packet. Thank you.**

# Go Bobcats!