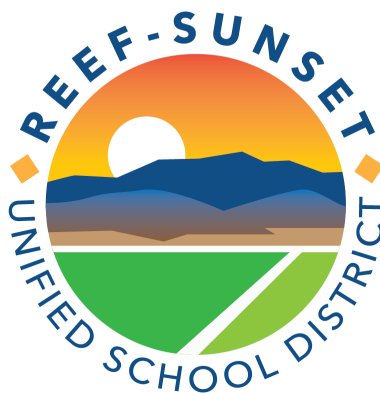


# Reef-Sunset Unified School District



## **2022-2023 RSMS STUDENT / PARENT HANDBOOK**



## **Reef-Sunset Middle School**

***"Home of the Diamondbacks"***

608 N. First Avenue  
Avenal, CA 93204  
(559) 386-4128  
(559) 386-4918/FAX

## Vision Statement

**Dream Big...Work Hard...Give Back**

*Preparing our students for the rigours of high school and beyond*

## Mission Statement

***RSMS believes in two “Signature Practices.” What WE will stand by:***

1. ***Positive Interactions***
  - a. *Respect, Caring, Empathy*
2. ***Cooperative Learners: We Learn From Each Other***
  - a. *Actively Reading, Writing, Speaking and Listening*
  - b. *Coaching: “Student to Student, Adult to Student, Student to Adult, and Adult to Adult.”*
  - c. *Communicate in Complete Sentences*

## Core Values

**D**emonstrate respect.

**B**e creative problem solvers.

**A**ssume responsibility.

**C**ommunicate effectively.

**K**now how to collaborate

**S**tep up to the challenge and learn from your mistakes.



## RSMS 2022-2023 - GOALS

1. ***All students, including English Learners, Students with Disabilities and low-income students will increase by 10% proficiency levels in Math and ELA, reduce the distance to level 3 gap by 15 points in Math and 10 points in ELA, and reduce the tier 3 average by 30%. We will be using SBAC, ELPAC, STAR for assessment and monitoring.***
2. ***Measures will be taken to improve campus safety, lower suspension rates, and make the school culture more positive by the end of the 2021-2022 school year.***
3. ***Increase participation of parent and community involvement at RSMS***

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## PRINCIPAL'S MESSAGE



Welcome to Reef-Sunset Middle School! My name is Eric Smyers and it is an honor to serve as the principal for the 2022-23 school year. We are planning for highly rewarding experiences for all of our students with the many exciting challenges ahead. I am excited to be a part of this wonderful family & community. I look forward to being a part of your child's support and success in maneuvering through the challenging and robust middle school years. The entire RSMS staff believe that every child can succeed and we know that this can be accomplished by dreaming big, working hard, and giving back. That is Diamondback Pride.

### ***DREAM BIG***

We at Reef-Sunset Middle School will prepare all of our students for high school and beyond. We want to ensure they are ready to have a successful high school experience that will lead them to college and/or the workplace. We also believe that all students can learn and grow. If we dream big, we can help our students dream big!

*"Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world."* – Harriet Tubman

### ***WORK HARD***

How do we reach our dream? We have to include all stakeholders in this endeavor. Administration, staff, students, parents, and community members all play a part in the success of each of our students. This will be an exciting year with the integration of California state standards in all grade levels, an academic language acquisition program, and a student-centered curriculum focused on the integration of technology. By working hard together, we will prepare our students to succeed in high school. This will give them the drive to continue working hard in college and/or the workplace.

*"It's hard to beat a person who never gives up."* — Babe Ruth

### ***GIVE BACK***

Everyone here at Reef-Sunset Middle School will help our students truly understand the meaning of giving back. This may be through the classroom, school, district, or community. We believe that giving others time is a way to give back to those who have assisted us. We will work hard to get the community involved in our school and the school involved in our community. Communication is the best way to support the growth of giving back, and you play a key role in their academic and social success. Please contact our main office if you are interested in volunteering your time with the students here at Reef-Sunset Middle School.

*"Service to others is the rent you pay for your room here on earth."* ~ Muhammad Ali

## **Board of Trustees**

Lissette Padilla, *President*

Claudia Cazares, *Member*

Lupe Chavez, *Member*

Priscilla Barrera-Lopez, *Member*

Lilia Rizo, *Member*

## **District Officers**

Patrick Sánchez

***Superintendent***

Cari Carlson  
***Executive Director of  
Learning Services***

Fred Guerrero  
***Executive Director of  
Human Resources***



## **Middle School Staff**



Eric Smyers  
***Principal***

Moises Perez  
***Student Support Coordinator***

### **RSMS STAFF**

Brianna Aguerrealde  
Celso Alanis  
Karen Ashleman  
Sam Avina  
Adrianna Ayala  
Daniel Barrera  
Melissa Bermke  
Griselda Blanco  
Patricia Borba  
Martha Cadena  
Joshua Camp  
David Carlson  
Angelica Castro  
Miah Chavez  
Sarah De La Paz

Joshua Franks  
Alexis Garcia  
Edgar Garcia  
Karyssa Garcia  
Maritza Garcia  
Zachery Gomez  
Monica James  
Richard James  
Maribel Jiménez  
Rigoberto Leal  
Juan Lopez  
Oscar Lopez  
Carl Kohns  
Peter Nicholas  
Kayla Ortega

Victor Palacio  
Denise Randall  
Jessica Romero  
Myrtha Rios  
Jaqueline Rodriguez  
Chelsea Sagaser  
Jeffrey Smith  
Jacqueline Soto  
Curtis Stimach  
Alfredo Vega  
Victoria White  
Vicki White  
Maria Zamora

## **Reef-Sunset Middle School**

### **Bell Schedules**

REGULAR BELL SCHEDULE				WEDNESDAY/EARLY OUT BELL SCHEDULE			
Passing		07:55 - 08:00	5	Passing		07:55 - 08:00	5
Per 1		08:00 - 08:51	51	Per 1		08:00 - 08:38	38
Passing		08:51 - 08:53	2	Passing		08:38 - 08:40	2
Per 2		08:53 - 09:42	49	Per 2		08:40 - 09:14	34
BRUNCH		09:42 - 10:02	20	BRUNCH		09:14 - 09:34	20
Passing		10:02 - 10:04	2	Passing		09:34 - 09:39	5
Per 3		10:04 - 10:53	49	Per 3		09:39 - 10:13	34
Passing		10:53 - 10:55	2	Passing		10:13 - 10:15	2
Per 4		10:55 - 11:44	49	Per 4		10:15 - 10:49	34
LUNCH		11:44 - 12:24	40	Passing		10:49 - 10:51	2
Passing		12:24 - 12:29	5	Per 5		10:51 - 11:25	34
Per 5		12:29 - 01:18	49	LUNCH		11:25 - 12:05	40
Passing		01:18 - 01:20	2	Passing		12:05 - 12:10	5
Per 6		01:20 - 02:09	49	Per 6		12:10 - 12:44	34
Passing		02:09 - 02:11	2	Passing		12:44 - 12:46	2
Per 7		02:11 - 03:00	49	Per 7		12:46 - 01:20	34
DISMISSAL		3:00		DISMISSAL		1:20	
				STAFF PLC's		01:30 - 03:00	90
MINIMUM DAY BELL SCHEDULE				WEDNESDAY/"CLUB DAY" BELL SCHEDULE			
Passing		07:55 - 08:00	5	Passing		07:55 - 08:00	5
Per 1		08:00 - 08:27	26	Per 1		08:00 - 08:25	25
Passing		08:27 - 08:29	2	Passing		08:25 - 08:27	2
Per 2		08:29 - 08:55	26	Per 2		08:27 - 08:52	25
Passing		08:55 - 08:57	2	Passing		08:52 - 08:54	2
Per 3		08:57 - 09:23	26	Per 3		08:54 - 09:19	25
BRUNCH		09:23 - 09:43	20	BRUNCH		09:19 - 09:34	15
Passing		09:43 - 09:45	2	Passing		09:34 - 09:36	2
Per 4		09:45 - 10:11	26	Per 4		09:36 - 10:01	25
Passing		10:11 - 10:13	2	Passing		10:01 - 10:03	2
Per 5		10:13 - 10:39	26	Per 5		10:03 - 10:28	25
Passing		10:39 - 10:41	2	Passing		10:28 - 10:30	2
Per 6		10:41 - 11:07	26	Per 6		10:30 - 10:55	25
LUNCH		11:07 - 11:47	40	LUNCH		10:55 - 11:35	40
Passing		11:47 - 11:49	2	Passing		11:35 - 11:37	2
Per 7		11:49 - 12:15	26	Per 7		11:37 - 12:20	25
DISMISSAL		12:15		Passing		12:20 - 12:22	2
				CLUBS		12:22 - 01:20	58
				DISMISSAL		1:20	
				STAFF PLC's		01:30 - 03:00	90

# 2022-2023 RSMS

## Calendar of Important Dates

Aug. 10	First Day of School
Aug. 16-20	1st STAR Benchmark Window
<b>Sept. 5</b>	<b>Labor Day (No school)</b>
Sept. 8	RSMS Back to School Night
Sept. 19	Report Cards Mailed Home
TBA	ELPAC Window
TBA	Picture Retake Day
<b>Oct. 8</b>	<b>End of First Quarter</b>
<b>Oct. 10</b>	<b>Teacher Staff Development – No School</b>
Oct. 11	Picture Day
TBA	8 <sup>th</sup> Grade Panoramic Picture
Oct. 19-20	Parent Teacher Conferences
Oct. 24	Report Cards Mailed Home
Oct. 23-31	Red Ribbon Week
<b>Nov. 11</b>	<b>Veterans' Day (No school)</b>
Nov. 14	Report Cards Mailed Home
<b>Nov. 21-25</b>	<b>Thanksgiving Holiday (No school)</b>
<b>Dec. 16</b>	<b>End of Second Quarter/First Semester</b>
Jan. 14	Report Cards Mailed Home
<b>Dec. 19–Jan. 6</b>	<b>Winter Break (No school)</b>
<b>Jan. 16</b>	<b>Martin Luther King Day (No school)</b>
Jan. 17-20	2nd STAR Benchmark Window
<b>Feb. 13</b>	<b>Lincoln's Birthday (No school)</b>
TBA	SBAC Interim Exam
<b>Feb. 20</b>	<b>Presidents' Day (No school)</b>
<b>Mar. 3</b>	<b>End of Third Quarter</b>
Mar. 15-16	Parent/Teacher Conferences
Mar. 27	Report Cards Mailed Home
<b>Apr. 3-10</b>	<b>Spring Break (No school)</b>
Apr. 13	RSMS Open House
Apr. 19-May 20	SBAC Testing Window
May 23	Milton O. Wilen Awards
May 16-20	3rd STAR Testing Window
<b>May 29</b>	<b>Memorial Day (No school)</b>
TBA	8 <sup>th</sup> grade trip
May 30-June 2	Minimum Days - Early Out Schedule
May 31	8 <sup>th</sup> grade Promotion Ceremony
<b>June 2</b>	<b>Last Day of School/End of Second Semester</b>
June 9	Report Cards Mailed Home

## **GENERAL INFORMATION**

**Breaks:** During the morning there is an established break.

**Telephones:** The school telephones are for business use only. Students are to use the phones only in an emergency. Parents may call the school number during and after business hours for information and to leave messages for staff. Calls for students will not be transferred directly to students. A message can be taken and will be given to the student during break or lunch.

**Cafeteria:** We encourage all students to eat lunch every day for good health and nutrition. All students are required to eat their lunch in the cafeteria. Students are allowed to bring a home lunch to school and eat it in the cafeteria. No food or beverages are to leave the cafeteria, unless a teacher or administrator allows it.

**Lunch Line:** Students are to line up in a single file. Crowding, cutting, and saving places are prohibited. Students are to enter the cafeteria quietly and orderly, being cooperative with staff. While in the cafeteria, students are to observe good table manners. When finished eating, students are to clean up their table area and empty garbage into the trash cans provided. Because our school does serve lunches, we require all students to eat in the cafeteria.

**Hall Passes:** Students out of class must have a hall pass from their teacher. Students must carry the hall pass with them at all times while out of classes. Hall passes are to be used only by the issuing class and teacher. Students coming to class from the office, or from another teacher, should have a hall pass with the date, time, and issuing person's signature.

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

**Bicycles, Skateboards, Roller Blades, Scooters, etc:** Bicycles must be parked in the bicycle racks and locked at all times. Skateboards must be turned in to the office before entering school campus. Skateboards will be placed in the office closet. Reef-Sunset Middle School will not be responsible for any stolen and/or damaged equipment listed above. Bring your own equipment (listed above) at your own risk. Students must wear helmets when riding their bikes since this is required by law.



Bicycles, skateboards, and other equipment listed above are not permitted on campus during and after school hours.

**Fire Drill/Earthquake Drill/Lock-Down Drill:** State law requires fire drills to be held once each quarter. The fire bell is a loud continuous series of bells. Students should leave classes orderly and immediately proceed out of the room to the designated fire drill station. Leave all equipment in classrooms. A long bell will be sounded for the “all clear.” Duck and cover drills will also be performed throughout the year.

**Lost and Found:** Articles left in the rooms or on the grounds will be turned into the front office. These items will be kept in a central location for 1 semester. Students wishing to search the lost and found box should request permission from the office.

**Lost or Stolen Articles:** Students are responsible for articles such as books, calculators, computers, Wi-Fi routers, or any other school items checked out to them or otherwise in their care. If any such items are lost or stolen, students will be required to pay for those items. The cost of those items will appear as a fine on the student’s record until it is paid. In case of theft, students are to fill out a theft report in the Office for further investigation. The school is not responsible for any materials/items left in/on campus including buildings, athletic complexes and restrooms.

**Corridors, Rooms and Grounds:** The cleanliness of our rooms, corridors and grounds reflect our feelings toward our school. We need your help to maintain a clean school. There will be certain areas designated as “off limits” or out of bounds. Students are to remain out of these areas before, during, and after school hours. Students are to not wander to the far corners of the campus during lunch and breaks. The restrooms are open during school hours. Students need to be in quad areas and not in hallways during lunch and brunch times.

**Visitors:** State law prohibits loitering on any public school campus while school is in session. All visitors must report to the office and state the reason for their visit. All visitors must check in through the Receptionist Desk in the Administration Building and receiving a visitor’s pass. Reef-Sunset Middle School does not allow visitors, infants, or toddlers during the day without administrative approval. Guest speakers and/or presenters must be pre-approved by administration before speaking and/or presenting at RSMS. Visitor’s must also check out with the office and return the visitor’s pass. All visitors must wear a visitor’s pass at all times.

**Arrival to Campus:** Students are not to arrive on campus before 7:30AM due to the lack of adult supervision. Upon arrival at school, students will remain inside the gates.

## **ACADEMICS**

**Grades:** Letter grades will be assigned based on students' completion of classroom assignments (i.e., homework, quizzes, chapter tests, class projects, benchmarks, participation, and attendance). Semester grades will appear on the student's transcript. Mid-quarter grading periods will serve as progress reports and determine eligibility for extra-curricular activities.

**Academic Program:** Middle school students are grouped heterogeneously in all of their classes except for Support/Intervention courses, where those placements are based on multiple measures. The goal is to provide all students with equal access to the most advanced curriculum in which they can be successful.

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

**Grade Level Promotions:** The California State *Education Code 48070 to 48070.5* and the Reef-Sunset Unified School District Board Policy has created strict guidelines for promotion of students to the next grade level.

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

**Homework:** Homework provides an opportunity for enrichment, extension and/or remediation of instructional goals and to practice basic skills. Students are expected to complete assigned homework. Any missing classwork or homework can be made up within a week of the assigned due date for full credit. Students who are absent or suspended are still responsible for any missed assignments, and must be turned in by the due date assigned by the teacher.

**Independent Study Contract:** If your family plans to be out of town for five or more days, contact the school to obtain an Independent Study Contract. The school office must be contacted at least five days before the student will be absent in order to allow for teachers to provide the appropriate school work for the number of days the student will be gone. The Independent Study Contract must be signed and all work picked up from the office before the student leaves on vacation.

### **Student Awards:**

<b>Diamondback of the Month</b> (Math, ELA, and SPED) Students who receive this award will be in the running for the Milton O'Wilen Award at the end of the year.	Good grades Campus Community Service Sports Citizenship
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<b>Principal's List</b>	Students with a 4.0 G.P.A.
<b>B Honor Rolls</b>	Students with a 3.5 G.P.A. higher
<b>Most Improved Student</b>	Students who show academic or behavior improvement

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

### **REPORT CARDS/PROGRESS REPORT**

**Report cards and progress reports will be mailed home on the following dates:**

- **Progress Report Qtr 1 - September 9, 2022**
- **Report Card Qtr 1 - October 07, 2022**
  
- **Progress Report Qtr 2 - November 04, 2022**
- **Report Card Qtr 2/Sem 1 - December 17, 2022**
  
- **Progress Report Qtr 3 February 03, 2023**
- **Report Card Qtr 3 March 06, 2023**
  
- **Progress Report #4 April 08, 2023**
- **Report Card #4 June 05, 2023**

## **Grading Scale:**

**The following is the grading scale that will be used in ALL subjects:**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
A+ (100-98)	B+ (89-88)	C+ (79-78)	D+ (69-68)	F (59-0)
A (97-92)	B (87-82)	C (77-72)	D (67-62)	
A- (91-90)	B- (81-80)	C- (71-70)	D- (61-60)	

## **RSMS Grading System per Department:**

<u><b>Language Arts and Social Studies</b></u>		
Assessments/Projects- 40%	Classwork- 50%	Homework- 10%
Chapter & Unit Tests/Quizzes Performance Tasks Presentations/Research Papers Essays/Brochures/Models	Journals/Vocabulary/Notebook Quickwrites/Access Handouts Notes/Reading Study Guides/Workbook Your Turn Questions Classwork Participation Online Interactive Activities	iReady Lessons Reading Logs Homework Participation Agenda Checks

<u><b>Math and Science</b></u>		
Assessments- 40%	Classwork- 40%	Homework- 20%
Chapter & Unit Tests/Quizzes iReady Mastery & assessments Performance Tasks Projects	Notebooks/Edpuzzle Ready Assignments/Annotated Articles Classwork Participation/Agenda Checks Lab Outputs & Participation	iReady Lessons Homework Participation Agenda Checks

<u><b>Physical Education</b></u>		
Participation 50%	Quizzes/Projects & Demonstrations 25%	Physical Fitness Testing 25%
Daily Participation Grade <ul style="list-style-type: none"> <li>Quality of Participation</li> </ul>	Individual Skills based demonstrations and quizzes  Presentation Project(s)	State Fitnessgram Components <ul style="list-style-type: none"> <li>Mile/Pacer</li> <li>Height/Weight</li> <li>Push-ups/Sit-ups</li> <li>Shoulder/Back Flexibility</li> </ul>

## **8<sup>TH</sup> Grade Promotion Requirements**

### **Eligibility to Participate in Ceremony:**

RSMS makes every effort to provide all eligible students with the opportunity of participating in extracurricular activities during their time at RSMS. If your child does not meet one or more of the requirements, they will be unable to participate in the Promotion Ceremony and any extracurricular activities. These requirements are listed below:

#### **Academics:**

Students must maintain a cumulative GPA of 2.0 or above in all core subject areas (ELA, Hist, Math, Science, PE). Your child's grades in 7<sup>th</sup> and 8<sup>th</sup> grade will be used to calculate their GPA for graduation requirements.

#### **Attendance:**

Students must maintain a 90% attendance rate each school year (90%/7<sup>th</sup> grade, 90%/8<sup>th</sup> grade.) In order to maintain a 90% attendance rate, students may not miss more than 18 days (10%) of school each school year. This includes excused and unexcused absences and/or tardies. This does not include verified absences and/or tardies. Students may not exceed 15 tardies within each school year (7<sup>th</sup> grade/15, 8<sup>th</sup> grade/15.) Opportunities may be provided for students to make up missed attendance and/or tardies.

#### **Discipline:**

RSMS promotes a positive and safe environment for all students. Students will adhere to the Reef-Sunset Middle School Positive Behavior Intervention System and discipline policies. Students who fail to do so, may become ineligible to participate in promotional activities. Students may not have more than 10 days of suspension during the 8th grade year. Students will not participate in any behavior that would, according to the Educational Code, cause them to be put up for expulsion.

#### **Financial Obligation:**

It is important that students clear any debt owed to the school before the promotion ceremony. These debts could have been incurred for any of the following: unreturned textbooks, library books, and technology, as well as any damages incurred during their possession of these materials. A notice will be sent home to parents informing them of these financial obligations. Any charges owed for damaged or lost school property must be paid, or cleared before the student can participate in the promotion ceremony.

# **Promotion Ceremony Information**

## **DRESS CODE FOR PROMOTION CEREMONY**

### **GIRLS**

1. You may wear dresses, skirts, dressy capris or nice pants.
2. You CANNOT wear **strapless dresses** without a cover or a dress/skirt that is more than 4 inches above your knees.
3. Remember you are walking on the grass; heels should be comfortable and an appropriate height for you to walk in securely and safely.
4. No hats.

### **BOYS**

1. You may NOT wear t-shirts. You MUST wear a shirt with a collar on it.
2. Button up shirts with ties look nice, but are NOT required.
3. It is preferred that you wear dress pants or slacks. If you wear jeans, they CANNOT be baggy, have holes in them, or have torn bottoms. Jeans MUST BE BLACK OR DARK BLUE.
4. No hats.

## **PRACTICE**

1. We will be in the sun for a couple of hours. Wear sunscreen.
2. You may wear hats, sunglasses, and flip flops for the practice ONLY.
3. You may have bottled water.
4. On Wednesday you will be released early to go home immediately after practice.
5. If you are NOT at practice on Wednesday, (the day of the promotion ceremony), you will NOT be allowed to participate in the evening ceremony.

## **WASHING INSTRUCTIONS FOR GOWNS**

1. Wash in COLD water only.
2. HANG DRY.
3. Iron INSIDE OUT on LOW heat.
4. Hang up until the day of Promotion where you will report to the gym for the ceremony at 6:30.

## **INSTRUCTIONS FOR PROMOTION DAY**

1. If you want to take pictures in your gowns, you MUST do so BEFORE the ceremony.
2. Get to school at 6:30 p.m. and report to the gym immediately
3. Ceremony starts at 7:00 p.m.
4. Ceremony will end at approximately 8:00 p.m. where students will go into the gym
5. You will turn in your robes then you may leave.
6. You may meet with your parents and take pictures

## **NEED HELP?**

Should you have difficulty purchasing appropriate clothes for Promotion, please let one of your teachers know.

## **Attendance Policy**

Verified and excused absences will NOT count against a student's total attendance. (*Limit 8 excused absences per school year.*) In-house suspension days will also NOT count against a student's attendance record. (8<sup>th</sup> Grade students: See 8<sup>th</sup> Grade Promotion Requirements) Teachers have the right to add a participation element to their grading policy. If a student misses more than the allowed absences, as stipulated by the teachers, this may affect their grade. Absences and Tardies can be made up during Thursday and Saturday School.

## **Attendance/Absence Policy:**

In keeping with the established district policies the following procedures were developed to handle various absences.

Any time a student is absent, Communication MUST be received from the parent to explain the absence. There will be no exceptions to this procedure that classifies all uncleared absences as unexcused. **A student who fails to bring a note from home or have a parent call within 72 hours will be unable to change the unexcused absence.**

When a student returns to school after an absence they MUST submit a note to the Attendance Clerk. Students are advised to arrive at school early to drop off their note to avoid being late to class.

## **EXCUSED Absences:**

**All students are allowed eight (8) excused illness without a medical verification per school year. Excused absences are as followed:**

### EXCUSED Absences:

Illness, doctor appointments, and attendance at funerals (immediate family members only) by board policy - requires only a statement from the parent (**note or phone call within 3 days**).

“Immediate Family” shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 46010)

### VERIFIED Absences:

Same as above - requires letter/excuse card from doctor or written excuse from administrator. In special circumstances, the Reef-Sunset Unified School District nurse may verify an absence. The parent or guardian must call the attendance office on the day of the absence and request this service.

### JUSTIFIABLE Absences:

Valid reasons approved by administrator - must be requested in writing and approved by administrator prior to the absence.

#### UNEXCUSED Absences:

Unexcused absences are any absences that are not cleared with a parent/guardian's note or phone call. **(Out of town or appointments for anyone other than the student is NOT a valid excuse.)**

### **Excessive Excused Absences**

Excessive excused absences will be dealt with in the following manner:

When a student has had eight (8) absences in the school year for illness any further absences for illness must be verified by a physician or it will become an unexcused absence which can lead to SARB processes. (See the Excused Absences for limits of absences without a medical verification)

**Step 1: Eight (8) days** of excused absences will result in an Attendance Awareness Letter mailed home notifying parents.

**Step 2: Ten (10) days** of excused absences will result in a 2nd Attendance Awareness Letter mailed home notifying parents. A parent conference with the Student Support Coordinator will be scheduled and an Attendance Plan will be required. Saturday School will be assigned.

**Step 3: Twelve (12) days** of excused absences will result in a 3rd Attendance Awareness Letter mailed home notifying parents. A parent conference with the Student Support Coordinator will be scheduled and an Attendance Plan will be required. Saturday School will be assigned.

### **Unexcused Absences**

Unexcused absences will be dealt with in the following manner:

**Step 1: Three (3) days** of unexcused absences will result in a **1<sup>st</sup> SARB** notice mailed home. A doctor's note will be requested (if the absence was a medical issue). 1st mini SARB conference with parents and an administrator will be scheduled and an Attendance Plan will be required. Saturday School will be assigned.

**Step 2: Five (5) days** of unexcused absences will result in a **2nd SARB** notice mailed home. A doctor's note will be requested (if the absence was a medical issue). 2nd mini SARB conference with parents and an administrator will be scheduled and an Attendance Plan will be required. Saturday School will be assigned.

**Step 3: Eight (8) days** of unexcused absences will result in a **3<sup>rd</sup> SARB notice mailed home and the student will be referred to District Level SARB. These meetings are mandatory and failure to appear will cause further legal action.**



### **Class Cuts:**

Any time a student misses 10 minutes or more of a class it is a **class cut** and could be assigned Saturday School.

### **Tardy Policy:**

A tardy is defined as not being in the classroom during the 10 minutes after the time the tardy bell rings. After 10 minutes the tardy becomes a class cut.

A tardy can only be excused due to illness, doctor's appointment, family funeral, or school activity. Any other reason is considered an unexcused tardy.

If a student is more than 10 minutes late for school they **MUST** report directly to the attendance clerk. Tardiness to school or to class will result in lunch or after school detention and/or other appropriate consequences. Each student has the responsibility of being to class on time. Each parent has the responsibility of making sure their student arrives at school on time.

Teachers will document each tardy a student accumulates and assign appropriate consequences if the student arrives by **8:05 a.m.** If the student arrives after 8:05, they will be referred to the Attendance Office, assigned detention and sent back to class.

Should the tardiness continue the student will be considered to be in defiance of the Student-Parent Handbook and could face the following: parent conference, referral to the Unofficial-SARB process, Behavior Contract, restriction of privileges, suspension, transfer, or expulsion.

### **Excessive Unexcused Tardies**

Excessive unexcused tardies will be dealt with in the following manner:

- **1<sup>st</sup> Parent Meeting:** When a student has had **six (6) unexcused tardies** in the school year
- **2<sup>nd</sup> Parent Meeting:** When a student has twelve **(12) unexcused tardies** in the school year
- **Referred to Unofficial SARB:** When a student has had more than **12 unexcused tardies in the school year.**

### **Truant Policy**

Any student who is tardy or absent for more than a 30-minute period during the school day without a valid excuse, shall be classified as **"truant"**. The student will then be referred to the Administrator's office that will start the SARB process.

Students who are habitually truant are in violation of the Education Code and are subject to referral to the justice court system and/or the School Attendance Review Board (SARB). Ed Code 48264.5 Truancies 1-3

## **Transferring or Leaving School**

Parents must accompany pupils withdrawing from school for any reason. The student must check out at the end of the school day.

1. Get withdrawal slip from the attendance office.
2. Have all teachers sign withdrawal slips.
3. Return all library books and textbooks to the library. (Librarian's signature)
4. Check with the Administration on any fees or bills that need to be paid. (Administration's signature and Athletic Director)
5. Attendance clerk will check the slip to see if it is completed and forward the completed slip to the office.

## **Activities and Athletics**

There are many things to do here at RSMS if you are willing to get involved!

**ASB** is the student governing body of the school that is elected by their peers. They host many activities on campus, such as dances, help in assemblies, and many other fun activities. To inquire about being a part of ASB, you must see the ASB Advisor to get more information.

### **F.O.R. (Friends of Rachel) Club – Rachel's Challenge**

"The club exists to inspire, equip and empower every person to create a permanent positive culture change in their school, business and community by starting a chain reaction of kindness and compassion. Come and join us and "Take the Challenge!"

#### **Rachel's Challenge Objectives for Schools:**

- Create a safe learning environment for all students by re-establishing civility and delivering proactive antidotes to school violence and bullying.
- Improve academic achievement by engaging students' hearts, heads and hands in the learning process.
- Provide students with social/emotional education that is both colorblind and culturally relevant.
- Train adults to inspire, equip and empower students to affect permanent positive change.

**Music/Fine Arts** 7th & 8<sup>th</sup> grade students participate in music and fine arts programs.

**Student Cafeteria Team:** If you are interested in working in the cafeteria to get a feel for how the meal program is run, we welcome volunteers to work in the cafeteria. Mrs. Karen Hernandez is in charge of the team. Please see her for more information.

**Yearbook** team's function is to take pictures throughout the year to capture your memories and experiences while at RSMS. If you are interested in working on the yearbook, please contact the yearbook advisor.

**AVID** is an approved elective course taken during the school day. Students are usually selected to enroll in an AVID class after an application process. For one class period a day, they learn organizational and study skills, work on critical thinking and asking probing questions, get academic help from peers and college tutors, and participate in enrichment and motivational activities that make college seem attainable. As students' progress in AVID, their self-images improve, and they become academically successful leaders and role models for other students.

**We are open to having new clubs and extracurricular activities take place at our site. Please see an administrator if you are interested in starting a club. Just remember, all clubs have to have an adult advisor to oversee it.**

### **Assemblies:**

- Awards Assemblies
- Fun Assemblies
- SBAC Assemblies
- Special Guest Assemblies

During all assemblies, students are expected to be respectful and courteous. If they are not displaying the proper behavior, they can be removed from the assembly at any time. Students are seated according to grade level and classes.

### **School Dances:**

- A student will not be admitted to a dance if they are absent from school the day of the dance.
- Only students from the current school year are allowed at school dances unless previously authorized by Administration.
- Student's name must be on an eligibility list to enter the dance or show school I.D. card.
- If a student is suspended or still on the Saturday School list, they MAY NOT attend the school dance unless administration approves.

### **IF YOU ARE INTERESTED IN PARTICIPATING IN RSMS ATHLETICS**

Steps to follow:

Step 1: Contact the Head Coach of the sport you are intending to participate in.

Step 2: Read, understand and complete the School Student Handbook, Parent & Student Guide to Athletics.

Step 3: The Athletic Administrator/Director, Administrator, coach, and/or teacher(s), as to his/her eligibility for participation, will evaluate each student. All athletes must be academically eligible and must pay any and all debts prior to clearance.

**Note:** Students cannot participate on any School team until all forms are signed and a Clearance Card has been issued to the Head Coach.

### **FINANCIAL LIABILITY**

All athletes must be cleared financially to participate in athletics. This includes but is not limited to: library and technology fines. If payment cannot be made in full, arrangements for a payment plan may be made through administration. Each athlete is financially liable for his/her equipment until it is officially checked into the Athletic Director/coach at the end of the season. He/she shall not be permitted to try out for a sport until he/she has met any and all financial obligations incurred in a previous sport/activity and/or school bill. All uniforms must be turned in, washed and clean.

### **RSMS Sport Competitive Levels**

**C & B Teams:** C & B Teams sports are open to 6<sup>th</sup> and 7<sup>th</sup> grade athletes only. C & B level is developmental in nature and is designed for skill acquisition to beginning and intermediate athletes. Playing time is shared, but not always equal, so athletes have a chance to expand on their skills in a game situation.

**A Team:** A Team is open to 6<sup>th</sup> through 8<sup>th</sup> grade athletes. A level is the highest competitive level available at middle school. Playing time is dictated by player skill and the team's need.

### **Expectations for RSUSD Athletes**

Individual and team success in sports results from **commitment**. Athletes, who are able to make such commitments, reflect their maturity to family, friends, school, and team. As an athlete in the Reef-Sunset Unified School District, I commit myself ...

- To be a worthy representative of my teammates and coaches, abiding by school and community expectations and reflecting my team's values of **commitment** and hard work.
- To maintain my health, fitness and academic levels by following the training rules as prescribed by the Athletic Department and the coach.
- To reflect the knowledge that a **commitment** to victory cannot be accomplished without the **commitment** to hard work in practice.
- To attend every practice unless excused by my coach.
- To understand that my future as a responsible adult and citizen relates to my academic and my athletic activities.
- To accept the responsibilities of team membership: cooperation, support of my teammates, shared responsibilities, positive interaction, and mutual respect.
- To reflect my belief that true strength involves humility and that even the toughest athlete is sensitive to the needs of others.

### **ATHLETIC ACADEMIC ELIGIBILITY REQUIREMENTS**

In order to encourage and promote academic excellence, students in grades 6<sup>th</sup> to 8<sup>th</sup> grade in extra- and/or co-curricular activities shall demonstrate satisfactory

minimum progress in meeting promotion requirements by undertaking the prescribed course of study and meeting standards of proficiency as described in the RSUSD Athletics Handbook.

In order to be eligible for participation in extra- and/or co-curricular activities, a student in grades 6-8 shall have earned a minimum 2.0 or "C" grade point average with no failing grades (No "F"s), and will not be allowed to practice or participate in RSMS athletics.

The grade point average used to determine eligibility shall be based on grades of the previous quarter grading period during which the student attended class at least a majority of the time.

In the event a student finds that he/she is academically ineligible to participate in extra- and or co-curricular activities in the first grading period of the upcoming year, he/she may request that the total fall and spring grades be used to determine eligibility for the first grading period of the upcoming school year.

#### **"PROBATIONARY PERIOD"**

Any student with a grade point average which falls below 2.0 or having 1 or more failing grades at the end of the quarter shall be determined ineligible for extra- and/or co-curricular activities for the ensuing quarter. However, a student may qualify for Academic Probation status if they fall within the specified guidelines.

A student with a grade point average between 1.75 and 1.99, with no more than 1 "F" may be placed on academic probation for the duration of the ensuing quarter. A student who receives 2 F's is academically ineligible, and will not be allowed to practice or participate in RSMS athletics.

During this probationary period, the grades of a student on probation will be reviewed every week using a progress report. If at grading period time, the probationary student's grade point average exceeds the 2.0 minimum GPA, that student will retain his/her eligibility. A student below 2.0 shall become ineligible. A student may not be on Academic Probation for any two consecutive grading periods or for more than a total of two grading periods in one school year.

At the completion of the following grading period, if an academically ineligible student has satisfactorily raised their grades, they may petition the Athletic Control Board for team membership.

When a student is ineligible or placed on probation, the principal or designee shall inform both the student and parent/guardian of this fact in writing. The principal or designee shall also consult with the student's teachers and suggest a program of remediation to improve the student's academic progress.

#### **Progress Report Checks and Academic Remediation for Academic Probation Students:**

Coaches and Athletic Director shall utilize a progress report check to be conducted weekly for each student that is on Academic Probation. Timely progress report checks are to be conducted by the Athletic Director and provided to coaches on the Friday of each week.

Any athlete who falls under the Academic Probation criteria must participate in remediation study after school for at least 2 hours per week until their next successful grading period. If a player misses that week's remediation they are not eligible for the next game or scrimmage. If it is prior to a tournament the athlete would not be eligible for the entire tournament. Each athlete must sign in and out of the study table with the person in charge. Each athlete must bring work with them for the class they are receiving a failing grade in.

### **Determining if a student can be placed on Academic Probation:**

Administration at Reef-Sunset Middle School can decide on two factors for considering academic probation with all student/athletes. There are 2 main academic factors for this issue along with citizenship and attendance:

1. If the student has between a 1.75-1.99 GPA, but no lower than 1.75
  2. GPA is above 2.0, but has no more than (1) "F" on report card
- Students may only qualify under one of these conditions. If below the requirement on both conditions, they are not eligible for "Probationary" status.
  - Note\* A student may not be on Academic Probation for any two consecutive quarters or more than a total of two quarters in one school year.

### **What happens if a student does not live up to Academic Probation?**

As stated by Reef-Sunset Middle School eligibility policy, if students fail to follow the rules and regulations under specified probation guidelines the student/athlete will become ineligible for the sport of interest.

### **Concussion Information**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. See Ed Code: 49475 and Athletic Handbook for more information.

## **School Dress Code**

All pupils who arrive at school without proper attention given to personal cleanliness or neatness of dress shall be required to remedy that before entering the classroom. Dress must not detract from or interfere with the educational environment, instructional program, general morale, or image of the school. (reg. 77 No. 39)

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Reef-Sunset Unified School District. All RSMS students are expected to demonstrate pride in their personal appearance because it reflects individually on them and collectively on our school. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with the RSMS Dress Code. The dress code shall be in effect at all school-related activities both on and off campus, including, but not limited to, activities such as dances, award ceremonies, field trips, summer school, and athletic events.

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

The RSMS administration authorizes school regulations that prohibit student dress or grooming practices which:

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

### **Student Appearance:**

- Clothing making reference to illegal/sexual acts, including, but not limited to, illegal substance, alcohol, cigarettes, etc., cannot be worn at school or any school function.
- Clothing which is distracting because it is too tight or too revealing cannot be worn to school.
- Clothing must be neat and clean.
- Any clothing, jewelry, accessory, notebook or manner of grooming which by its nature, color, arrangement, trademark, or any other attribute, denotes membership in a group or gang other than authorized clubs, is prohibited on school grounds.
- **Gang related clothing or insignias are unacceptable at school or any school**

**function.** If a student is wearing gang related clothing including, but not limited to the following: letters or numbers which show affiliation and/or membership in gangs, colored rags, or any articles of clothing which display gang symbols that are commonly shared with gang members, that student may be issued one verbal warning, and documented into the discipline file. Students will be asked to change clothing and or sent home to change into appropriate clothing.

***Students are asked to maintain quality standards of dress and grooming. It is expected that students will be neat, clean, and dressed in good taste. Any manner of dress or grooming which is extreme and to the point of distraction in a classroom setting will be referred to the Administrator who will contact the parent or guardian to provide appropriate clothing or the student may be sent to in-school suspension.***

*In an effort to keep our school site safe and neutral, the numbers 13 and 14, 8 Ball, North, South, Playboy Bunny and other "inappropriate symbols" are also not acceptable. Any other symbol that law enforcement has designated as gang related will not be allowed.*



## **DRESS CODE CHART**

Garment	Requirements	Prohibited
<b><u>TOPS/JACKETS</u></b>	<ul style="list-style-type: none"> <li>-<b>Must</b> fit properly</li> <li>-<b>Must</b> conceal undergarments</li> <li>-<b>Must</b> be worn tucked in or no longer than four inches below the natural waist if left out</li> <li>-Shirts, tops <u>must</u> cover the midriff or midsection of the body.</li> <li>-<b><u>NO Jerseys</u></b> (except for dress up days)</li> <li>-70/30 for solid red/blue</li> <li>-No tank-tops</li> </ul>	<p><b><u>Female:</u></b></p> <ul style="list-style-type: none"> <li>-(All straps Must NOT BE less than 3 inches wide.) No Tube tops, Halter-tops, Bare midriff tops, Off-the-shoulder tops.</li> <li>-No see-through or fish net material.</li> <li>-No cleavage can be showing.</li> <li>-No spaghetti/bra straps showing</li> <li>-No <b>solid Red</b> or <b>solid Blue</b> shirts, tops or jackets.</li> </ul> <p><b><u>Male:</u></b></p> <ul style="list-style-type: none"> <li>-No tank tops or undershirts of any kind worn by itself.</li> <li>-No muscle shirts. No solid <u>Red</u> or solid <u>Blue</u> shirts or jackets.</li> </ul> <p><b><u>Male and Female:</u></b></p> <ul style="list-style-type: none"> <li>-No tops with suggestive expressions or pictures, profanity, obscenity, drugs, alcohol, gangs, or anything which can degrade another human being</li> </ul> <p><b>NO JERSEYS</b></p>
<b><u>BOTTOMS</u></b> (Pants/Shorts/Skirts/Skorts)	<ul style="list-style-type: none"> <li>-Pants must fit (without a belt) and be worn fitted at the waist and covering undergarments.</li> <li>-Must be no more than one size too large or small</li> <li>-Shorts, dresses, and skirts must reach beyond extended middle finger tip length.</li> <li>-They must be hemmed and <b>NOT be form fitting.</b></li> <li>-NO bare skin holes</li> <li>-Sweatpants:               <ul style="list-style-type: none"> <li>➤ No saggy</li> <li>➤ No form fitting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-Pants may not touch the floor.</li> <li>-No SAGGING</li> <li>-No pajama bottoms</li> <li>-Tights/leggings are allowed only as undergarments.</li> <li>-No bike shorts (spandex), un-hemmed shorts, frayed shorts or pants, or shorts with torn and/or revealing holes are prohibited.</li> <li>-No underwear should be showing (including boxers)</li> <li>-No torn or radically altered bottoms</li> <li>-No tight, form fitting bottoms</li> <li>-Wide leg style – NO wider than 6 inches from the thigh</li> <li>-Bottoms with suggestive expressions or pictures, profanity, obscenity, drugs, alcohol, gangs, or anything that degrades another human being.</li> </ul>

<b><u>SHOES</u></b>	<ul style="list-style-type: none"> <li>-All students <b>MUST</b> wear shoes at all times.</li> <li>-Sandals <b>MUST</b> have a back strap.</li> <li>-Athletic shoes <b>MUST</b> be worn for P.E.</li> <li>-<b>No Solid</b> red/blue shoes 70/30</li> </ul>	<ul style="list-style-type: none"> <li>-No house slippers, clogs, flip flops, zories, slides, or beachwear shoes.</li> <li>-No high heels higher than one inch except during Promotion Ceremony</li> <li>-No steel toed boots</li> <li>-No slippers (boys or girls)</li> <li>-No Heelys (shoes with wheel in the heel)</li> <li>-No <b>solid Red</b> or <b>Blue</b> shoe LACES.</li> <li>-No <b>solid Red</b> or <b>Blue</b> SHOES.</li> </ul>
<b><u>BELTS</u></b>	<ul style="list-style-type: none"> <li>-<b>Must</b> be the appropriate size.</li> <li>-May NOT hang down.</li> </ul>	<ul style="list-style-type: none"> <li>-No belt buckles that may be gang related or illegal substance related.</li> <li>-No <b>solid Red</b> or <b>Blue</b> belts.</li> <li>-No inappropriate slogans on belts</li> </ul>
<b><u>HEAD WEAR</u></b>	<ul style="list-style-type: none"> <li>-Hoods may be worn only <b>outside of buildings during Nov.-March.</b></li> <li>-<b><u>NO Baseball style caps of any kind</u></b> can be worn on campus. Except for RSMS baseball/softball teams</li> </ul>	<ul style="list-style-type: none"> <li>-All sun-protective headwear can be worn <u>outside</u> EXCEPT: baseball caps, hair nets, sock caps, snow caps, and bandannas.</li> <li>-No professional sports team hats or caps can be brought to school or worn to school.</li> </ul>
<b><u>ACCESSORIES</u></b>	<ul style="list-style-type: none"> <li>-Earrings are allowed</li> <li>-<b>Other piercings, besides ear piercings, are not allowed because they can cause a safety hazard.</b></li> <li>-No solid blue or red rosaries</li> <li>-Nose piercings are allowed, except for hoops</li> <li>-Henna is allowed</li> </ul>	<ul style="list-style-type: none"> <li>-Sunglasses may not be worn inside a building or hallway (can be worn outside).</li> <li>-No chains, spikes or studs</li> <li>-No key straps can be worn</li> <li>-No wallet chains.</li> <li>-No straps on overalls hanging off shoulders</li> <li>- No suspenders</li> <li>-NO (visible) TATTOOS (Must be totally covered).</li> <li>-No temporary tattoos (including writing on skin w/ ink, markers, etc.)</li> <li>-No bandannas</li> </ul>
<b><u>Computers, Backpacks &amp; Binders</u></b>	<ul style="list-style-type: none"> <li>-<b>Must be clean and well kept.</b></li> </ul>	<ul style="list-style-type: none"> <li>-No writings, symbols, pictures, or insignias that: display gang-related symbols; use profanity; display products or slogans which promote tobacco, alcohol, drugs, or sex; and obscene, libelous, or</li> </ul>

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

### **Exception to Policy**

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress Code Policy. A petition for an exemption from enforcement of a specified portion of the Dress Code Policy may be submitted to the Administrator. If the Administrator feels the exemption is potentially valid, he/she may hold a hearing on the student's behalf that would include the Administrators; a Teacher; the President of ASB; the student in question; and his/her parent. The hearing would determine if the exemption for the specific portion of the Dress Code is granted or denied.

*The **administration reserves the right to determine** which clothing or appearance is **inappropriate** or **disruptive** to the educational process.*

**Dress Code Violation Consequences:** If a student violates the dress code, he/she will be sent to the office to call home for more appropriate apparel or be issued "loaner" apparel and will receive the following disciplinary action:

### **Dress Code Discipline Policy**

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

### **Dress Code Violation**

#### **First Offense:**

- Verbal Warning
- Parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site
- Documentation of incident
- After school hours, students will be allowed to pick up clothing from the office.

### Second Offense:

- Detention
- Parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site
- Parent Conference
- Documentation of incident
- Parent will need to pick up clothing

### Third Offense:

- Parent conference
- Student will be assigned two detentions and/or after school detention
- Parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available
- Student behavior contract and documentation of incident
- Parent will need to pick up clothing

### Fourth Offense:

- Parent Conference
- One to five days in-school suspension
- Student behavior contract and documentation of incident
- Parent will need to pick up clothing

### Fifth Offense:

- Parent conference
- One to five day out of school suspension
- Student behavior contract and documentation of incident
- Parent will need to pick up clothing

Any further offenses will result in recommendation for alternative placement or expulsion.

## **Campus Conduct**

### **Law Enforcement Support:**

Reef-Sunset Middle School utilizes local law enforcement personnel for various programs. Do not be alarmed when you see them on campus, they are here to ensure student safety.

**The following general school rules and regulations apply at all times:**

### **Beverages/Drinks on Campus**

Students are **NOT** allowed to bring any type of beverages on campus *EXCEPT* WATER without the permission from administration. This includes coffee, tea, energy drinks, sodas, flavored water, Gatorade, PowerAde, etc. Water bottle privilege can be revoked should student's bottles become a distraction in class or on campus.

## **Cell Phones and other Electronic Devices that are not associated with RSMS**

While the District realizes that parents are concerned about their student's safety, cell phones that disrupt the educational process will **NOT** be tolerated. Cell phone calls, checking for the time on the phone, or text messaging is prohibited during the school day. **This includes cell phones and all other electronic devices** such as, music listening devices (i.e., radios, iPods, MP3 players, etc.) and all gaming devices such as Game Boys, DSi's, PSPs, etc.

**NOTE:** The school is **NOT** responsible for any lost, stolen, or broken electronic device (i.e., cell phones, MP3 player, PSPs, iPods, and all other gaming devices, etc.). It is our **recommendation that students not bring anything of great value** to the campus to avoid becoming a victim.

If a student has a cell phone or any other electronic device **out** or **on** during the school day without the **written permission from Administration**, (including breaks and lunch) they will receive the following **consequences**:

### **First Offense:**

- Phone confiscated by administrator, teacher, or staff member.
- Warning, documentation of incident;
- Students can pick up electronic devices at the end of the day or at staff's availability.

### **Second Offense:**

- Phone confiscated by administrator, teacher, or staff member.
- Detention, documentation of incident;
- Parent will need to pick up electronic device from the office

### **Third Offense:**

- Parent conference;
- One to five days in-school suspension;
- Parent will need to pick up electronic device from the office;
- Students will not be allowed to have electronic devices on school grounds.

### **Fourth Offense:**

- Parent conference;
- One to five days out of school suspension;
- Electronic devices will be kept until the end of the school year. This includes the Memory Card;
- Students will not be allowed to have electronic devices on school grounds.

Any further offenses will result in recommendation for alternative placement or expulsion.

## **Cheating and Plagiarism**

Cheating is, quite simply, not doing your own work, but using a means to procure a grade anyway. Cheating can occur at any time or place and is limited to any item receiving points, credit, or grade in a class.

- **First offense:** The teacher and parent **must** conference either on the phone or in person. The grade of "F" **must** be assigned for that work and a Saturday School assigned.
- **Second offense:** The student is placed on a Behavior Contract, is suspended from school and a conference with the parent, teacher, student, and administrator held.

If the behavior persists, the student will face more severe consequences as set for the by administration.

### **Classroom Conduct**

Classroom conduct is the responsibility of the individual teachers under the supervision of the administration. However, the following conditions are to be at all levels and at all times:

- A student is to be in class on time and to remain in the classroom during the class period and must remain seated under the supervision of the instructor until released.
- Students are not to eat or drink in the classroom during the regular class period. Exceptions to this rule are made with prior approval of the administration and when the class curriculum warrants it.

### **Class Suspensions:**

Teachers have the right to suspend a student from their class due to repeated violation of school rules and misconduct in the classroom.

**NOTE:** The teacher is **required** to hold a parent conference with the student and a site

Administrator when a student has been suspended from class (not to exceed three (3) days).

### **Contracts (Academic and Behavior)**

A student behavior contract is an agreement in writing to show details mutually understood about expected behavior. Each student will be held accountable for a behavior contract and the parents/guardians will be informed as to both contents and consequences. Teachers may issue behavior or performance agreements within their respective classes as part of the normal instructional process with notification to the administration. Contracts may be issued by the administration for academic, behavior, attendance, or discipline purposes.

**Restroom Policy:** Students will not be allowed to leave the classroom to use the restroom prior to 20 minutes into class and after 10 minutes before class ends. Only students who need to use the restroom during break will be allowed in that area. Students, who block others from entering or leaving the restroom, as well as turning off lights, or harassment occurring in the restroom, will be referred to the office.

## **Cyberbullying**

The National Crime Prevention Council's definition of cyber-bullying is "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person. " StopCyberbullying.org, an expert organization dedicated to Internet safety, security and privacy, defines cyberbullying as: "a situation when a child, tween or teen is repeatedly 'tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted' by another child or teenager using text messaging, email, instant messaging or any other type of digital technology." If a student participates in any form of bullying, they are subject to suspension and in violation of California Ed Code 49800 (r) which states: "Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel."

## **Display of Affection (Student to Student)**

Students are NOT allowed to kiss another student (on any part of the body). Students are NOT allowed to embrace neck to neck, face to face, or in any other inappropriate way. Students are NOT allowed to hold hands or display any physical touching that is of sexual nature (including touching their own body in a sexual nature or any other students body in a sexual nature). Students found to be in violation of this code will be sent directly to the Administration, and the Administration will determine the consequences based on the severity of the offense.

## **Other Disruptive Items**

Possession of anything that is disruptive to the educational environment of the school is banned. Disruptive items include, but are not limited to electronic music listening devices (i.e., radios, iPods, MP3 players, etc.), game boys and all other gaming devices. Disruptive items include, but are limited to, matches, lighters, felt tip pens (i.e., **Sharpies** and all other brands), laser pointers (unless used for a valid instructional or other school related purpose with prior authorization), firecrackers, knives, spiked rings, other weapons or dangerous objects, smoke or stink bombs, tobacco, alcohol, drugs, or any other kind of substance designed to look like a banned substance, drug paraphernalia, water balloons, squirt guns, and paintball guns, or any other replica of a gun.

## **False Information**

Students who give false identification or false information are subject to documentation to their discipline file, parent conference, and possible disciplinary actions.

## **Forgery**

Forging notes, signatures, excuses, or other school documents subjects the student to a Step placed in their discipline file, parent conference and contract, and possible restriction of privilege, suspension, transfer, expulsion, etc.

### **Fraud**

A student using another person's ID card, lunch pass, or restroom pass is considered Fraud and is subject to documentation to their discipline file, parent conference, contract, and possible restriction of privileges, suspension, transfer, or expulsion, etc.

### **Gang Activity**

Participation in gang affiliated activities during the course of the school day while on campus or off campus will cause Administration to pursue disciplinary action depending on the severity of the act and also contact law enforcement for a possible citation or arrest for violation of the California Safe School Act.

### **Gambling**

Gambling on the school campus will result in documentation to the student's discipline file, parent conference, contract, and possible restriction of privileges, suspension, transfer, or expulsion, etc.

### **Harassment, Threats, Intimidation, and Bullying**

Students must show respect for other persons and property. Violations of this requirement include, but are not limited to, behaviors that endanger staff or students, shoving, fighting, threatening, in-subordination, profanity, hazing or another initiation activity, gambling, vandalism, damage to or theft of property belonging to the District, staff or students, throwing food, littering, throwing water or ice, harassment, bullying, intimidation, gang signs or calls, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Students that intentionally engage in harassment, threats, or intimidation, directed against a pupil or staff member, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating a substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment will be subject to suspension and/or recommended for expulsion. Threats that are verbal, written, or transmitted by E-mail may be reported to law enforcement. **(Reference Ed Code 48900.4)**

### **Hazing**

Hazing (**Hazing** is an often ritualistic test and a task, which may constitute harassment, abuse or humiliation with requirements to perform random, often meaningless tasks, sometimes as a way of initiation into a social group.) is prohibited. Any violations may result in a referral, parent conference, restriction of privileges, suspension, transfer, expulsion, and/or arrest. (Reference to Ed Code 32051-32053).



### **Keys (Illegal Use or Duplication)**

Illegal possession of keys to school buildings or premises, unauthorized use of keys to school buildings or premises, or knowingly duplicating keys to school buildings or premises, subjects students to appropriate disciplinary action which shall include counseling and a parent conference and may result in a referral, suspension, transfer, expulsion, and/or arrest.

### **Loitering**

In accordance with the laws of California and the Penal Code, no person shall be on school premises or adjacent areas, except as a properly enrolled student or upon lawful business, unless he/she has first presented himself/herself to the main office. Lawful business shall not include being on school property for any of the following purposes except on specific approval of the school administration: Conversation, contact, solicitation, or any other association by a non-student with students, faculty, or administrators during regular school hours or at school-sponsored events not open to the general public. "Non-student" shall mean any person, minor or adult, not regularly enrolled in day classes on the school property upon which he/she is present. A person who fails to leave on request of school personnel is subject to arrest (Penal Code 653 sec. g).

### **Respect for Staff**

Students must OBEY ALL ADMINISTRATORS, TEACHERS, and STAFF at ALL TIMES. If students feel they have been treated unfairly, they should first obey the school employee, and then discuss the incident with the Student Support Coordinator/Administrator.

### **Restrooms**

Gathering around the restroom areas (either in the restrooms or near the restroom entrances), blocking free access to, or use of, school restrooms will be in violation of District rules and regulations. Such students will be subject to a referral, parent conference and possible suspension, transfer, or expulsion.

### **Searches**

The site administrator/designee has the authority to conduct a search. The scope of a search may include a student's person and areas over which he/she has control, including, but not limited to, any backpacks, desk and assigned area by the school.

### **Sexual Harassment**

Any form of verbal, written, or physical harassment including sexual harassment toward school personnel, or between students, will call for automatic suspension, possible expulsion, and possible inclusion of police investigation as per board policy BP-5012.

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

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature (sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexual degrading descriptions).
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexually degrading words used to describe an individual (sexual jokes, stories, gestures).
- Display of sexually suggestive objects or pictures.
- Jokes of a sexual nature.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothing in a sexual way.
- Purposefully cornering or blocking normal movements.
- Any comment that when said to a person of the opposite sex tends to make them feel uncomfortable or are offended.

### **Skateboards/Bicycles/Other**

The District will not allow any skateboarding, bike riding, roller skating, roller blades, scooters, razors, or other such activity on any school grounds at any time (this includes after school, nights and weekends).

### **Stealing and Theft**

Students stealing school or personal property while under the jurisdiction of the school shall be subject to a referral, parent conference, Behavior Contract, and possible suspension, transfer, expulsion, and/or arrest. The parent/guardian and student will be responsible for restitution of item(s) stolen and for any reward payment offered.

### **Trespassing or Forced Entry**

Trespassing or forced entry with respect to school buildings or school events is prohibited. Any violation by a student shall result in a suspension pending further action including, but not limited to expulsion and criminal prosecution. (Reference Penal Code 626.8 and Penal Code 459).

### **Vandalism/Graffiti**

Acts of vandalism and/or graffiti (defacing or damaging school or private property, or oneself, or any other person) may result in immediate suspension pending an investigation. The case may then be referred to the District administration for expulsion proceedings before the Board of Trustees.

### **Vandalism (Computer/Online Access)**

When a student's action results in damage to computer equipment, **all costs incurred for repair, including the cost of a service call, will be the responsibility of the**

**student.** The student may face loss of computer privileges, parent conference and other disciplinary action. If it is determined that the student's action warrants a service call, **the cost of the service will be incurred by the student.**

## **Discipline**

We support good discipline practices in the Reef-Sunset Unified School District. A Good discipline procedure helps provide the best learning situation. Parents' help and understanding are necessary to make these procedures and policies work at our schools.

The laws of the State of California, the policy of Reef-Sunset Unified School District, and the rules and regulations of the school site is the framework for the standards of conduct at RSMS. The Board of Trustees and school administration have adopted a definite policy dealing with discipline procedures. This serves to inform you of these procedures so we may work together to maintain a pleasant school experience.

### **Jurisdiction of School**

Students are under the jurisdiction of the school for disciplinary purposes (1) while on the school grounds and parking lot; (2) while going directly to school or going directly home from school; (3) during the lunch period, whether on or off campus; and (4) during, or while going to or coming from, a school-sponsored activity. Students who violate district discipline policy at these times are subject to the stated disciplinary alternative including, but not limited to suspension and expulsion (Ed Code 48900). Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student's actions.

**Positive Behavior Intervention & Support (PBIS) and Time-To-Teach (TTT):** The district and RSMS has adopted the PBIS and TTT approach to discipline students. It is a system approach to establish the social culture and behavioral supports needed for a school to be an effective learning environment for ALL students. The program involves effective planning on how to deal with positive and negative behavior. The PBIS team includes representatives from each area of our school: a teacher from each grade level, an instructional aide, a special education representative, an academic coach, an administrator, and student representatives. We will also be looking for a parent representative to join us in our efforts. If you are interested, please contact the office at 386-4128.

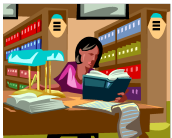


We believe that: Each student has the right to learn and each teacher has the right **to teach. Therefore, we expect all students to:**


1. Obey **ALL** school personnel.
2. Be in class every day, prepared to work, until properly dismissed.
3. Behavior must not disrupt the learning/teaching process.
4. Be courteous, cooperative, and respect the rights and property of others.

**The following Discipline forms will be used to help in our efforts towards a positive and assertive discipline process**

Major classroom offenses such as fighting **would be referred directly to the Administrator** for appropriate action without going through the Steps.

**School-Wide Behavioral Matrix**

<b>BE:</b>	<b>Respectful</b>	<b>Prepared</b>	<b>Safe</b>	<b>Your Best</b>
<b>Office</b> 	<ul style="list-style-type: none"> <li>❖ Remove hoods/hats</li> <li>❖ Be polite to staff/students</li> <li>❖ Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>❖ Show your pass/paperwork</li> <li>❖ Sit quietly</li> <li>❖ Get a pass before leaving</li> </ul>	<ul style="list-style-type: none"> <li>❖ Keep hands and feet to self</li> <li>❖ Use tissue when needed</li> </ul>	<ul style="list-style-type: none"> <li>❖ Wait your turn</li> <li>❖ Return to class quickly</li> <li>❖ Ask for what you need</li> </ul>
<b>Library</b> 	<ul style="list-style-type: none"> <li>❖ Listen to the teacher or Librarian</li> <li>❖ Push-chairs in</li> </ul>	<ul style="list-style-type: none"> <li>❖ Return books on time</li> <li>❖ Go straight to Library</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk (to, in and from)</li> <li>❖ Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>❖ Follow all rules</li> <li>❖ Take care of all books</li> </ul>
<b>Hallway</b> 	<ul style="list-style-type: none"> <li>❖ Respect other classes that are in session</li> <li>❖ Save talking for designated areas</li> </ul>	<ul style="list-style-type: none"> <li>❖ Go directly to destination</li> <li>❖ Walk with purpose</li> <li>❖ Carry a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>❖ Pick up objects that might be left</li> <li>❖ Keep hands and feet to self</li> <li>❖ Walk safely</li> </ul>	<ul style="list-style-type: none"> <li>❖ Follow directions</li> <li>❖ Show courtesy to others</li> <li>❖ Pick up trash and place in trash can</li> </ul>
<b>Cafeteria</b> 	<ul style="list-style-type: none"> <li>❖ Stand in line and wait patiently</li> <li>❖ Be polite to other students and staff</li> </ul>	<ul style="list-style-type: none"> <li>❖ Dispose of trash properly</li> <li>❖ Keep tables and floor clean</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk at all times</li> <li>❖ Report spills to supervisor</li> <li>❖ Pick up dropped items</li> </ul>	<ul style="list-style-type: none"> <li>❖ Follow supervisor's directions</li> <li>❖ Use an inside voice</li> <li>❖ Keep food on tray</li> </ul>
<b>Restrooms</b> 	<ul style="list-style-type: none"> <li>❖ Hands, arms and legs to yourself</li> <li>❖ Flush toilets</li> <li>❖ Wash hands</li> <li>❖ Keep walls free from writings</li> </ul>	<ul style="list-style-type: none"> <li>❖ Make sure needed materials are available</li> <li>❖ Wait your turn</li> <li>❖ Be polite</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk in the restroom</li> <li>❖ Keep water in sink</li> <li>❖ Throw trash in trash can</li> </ul>	<ul style="list-style-type: none"> <li>❖ Stay on task</li> <li>❖ Report problems to staff/teacher</li> </ul>

<p><b>Yard Area</b></p> 	<ul style="list-style-type: none"> <li>❖ Be polite to staff/students</li> <li>❖ Follow all directions of staff/teachers</li> <li>❖</li> </ul>	<ul style="list-style-type: none"> <li>❖ Keep gum and snacks at home</li> <li>❖ Use the restrooms at break</li> <li>❖</li> </ul>	<ul style="list-style-type: none"> <li>❖ Keep hands and feet to self</li> <li>❖ Play safe</li> <li>❖ Drink plenty of water</li> <li>❖</li> </ul>	<ul style="list-style-type: none"> <li>❖ Play fair</li> <li>❖ Get plenty of exercise</li> <li>❖ Socialize nicely</li> </ul>
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## **RSMS Multi-System of Support**

A Multi-Tiered System of Support (MTSS) is a systemic, continuous improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students.

### **RSUSD & RSMS Goals and Priorities**

<b>RSUSD LCAP Goals:</b>	<b>RSMS Site Goals: (RSUSD LCAP alignment)</b>	<b>RSUSD/RSMS Initiatives: (RSUSD/RSMS alignment)</b>
<p><u><b>Goal 1:</b></u> The District will improve student achievement in Academics, English Language Development, and 21st Century Learning Skills.</p> <p><u><b>Goal 2:</b></u> The District will provide engaging and rigorous learning environments where students feel safe and want to be in school.</p> <p><u><b>Goal 3:</b></u> The District enables rigorous and relevant standards based instruction, which will support productive, creative teaching</p>	<p><u><b>Goal 1:</b></u> All students, including English Learners and Students with Disabilities, will increase by 10% in their overall state assessment, SBAC, performance score in Math and ELA. (LCAP #1, #3)</p> <p><u><b>Goal 2:</b></u> Measures will be taken to improve campus safety, lower suspension rates, and make the school culture more positive by the end of the 2019-20 school year. (LCAP #2)</p> <p><u><b>Goal 3:</b></u> All students performing below grade level, including English</p>	<p><b><u>RSMS Signature Practices:</u></b></p> <ol style="list-style-type: none"> <li>1) Positive Interactions - Building Relationships (#4)</li> <li>2) Cooperative Learning (All LCAP Goals met)</li> </ol> <p><b><u>RSUSD Incentives:</u></b></p> <p>Language and Content Objectives Posted: Integrating ELD Standards in all subjects. (#1, #3)</p> <p>Daily student engagement with Kagan Structures (#1,#2, #3)</p>

<p>environments in which there is widespread acceptance and support for the district vision and mission statements.</p> <p><u>Goal 4:</u> The District will foster a culture of student, parent and community involvement by building and maintaining positive participation and relationships.</p>	<p>Learners and Students with Disabilities, will be at grade level or will increase by 1.5 grade levels according to their overall iReady performance in Math and ELA iReady diagnostic assessment. (LCAP #1, #3)</p> <p><u>Goal 4:</u> Increase measures of parent and community involvement at RSMS. (LCAP #4)</p>	<p>D.O.K. - Rise to Rigor (#1, #3)</p> <p>Technology is used at high levels on the SAMR model (#1,#2, #3)</p> <p>Positive Culture and Climate (#2, #4)</p>
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### MTSS TEAM

#### (Academics – Behavioral – Social Emotional)

- Weekly Meetings
- Focus on individual student's needs and placement
- Teacher recommendations
- Coordinates and monitors Tier II/III behavioral
- Analyzes data and makes recommends changes and interventions
- Creates individualized plan
- Place students in the appropriate Tier II/III intervention
- Monitor student outcomes and elevate or terminate intervention
- Monitor the fidelity of intervention placement

### ILC TEAM

#### (Academics – Behavioral – Social Emotional)

- TRI - Weekly Meetings
- Schoolwide decision making
- Instructional practices
- Monitors school data (BM, discipline, attendance, grades, WINN, Sup/Enrich, SBAC, ELPAC, ELs, etc.)
- Recommends changes/adjustments to instruction, TTT, interventions, pacing, etc.
- Monitors Essential standards, Kagan structures, and instructional practices
- Leads PLCs Teams and reviews CFA's

### UNIVERSAL SCREENERS

- Benchmarks/Assessments
- CFA's
- ELPAC Levels
- Behavioral Data
- Teacher Recommendations
- SSRS Form

### Tier 3 – Supports

- WINN Intervention
- Newcomers ELD class
- Orton Gillinham/Rosetta Stone
- IEP's & 504 Plans
- Student Study Team (SST)
- Refer to District MFT, and/or outside agencies (Kings View, Behavioral Health, West Care, etc.)

- Home Visits
- SST
- Individual Counseling
- Mentorship
- Behavior Contracts

### Tier 2 – Supports

#### Schoolwide Supports

- Grade level curriculum
- iReady
- Support/Enrichment/AVID/Electives
- Designated ELD Courses
- After School Tutoring/Program
- Transition Center

#### Teacher/Staff Supports

- RSP/SDC teachers and Aides
- Occupational therapy, speech, adaptive PE
- Group counseling
- CICO
- Mentorship
- Transition Center

### Tier 1 – Supports

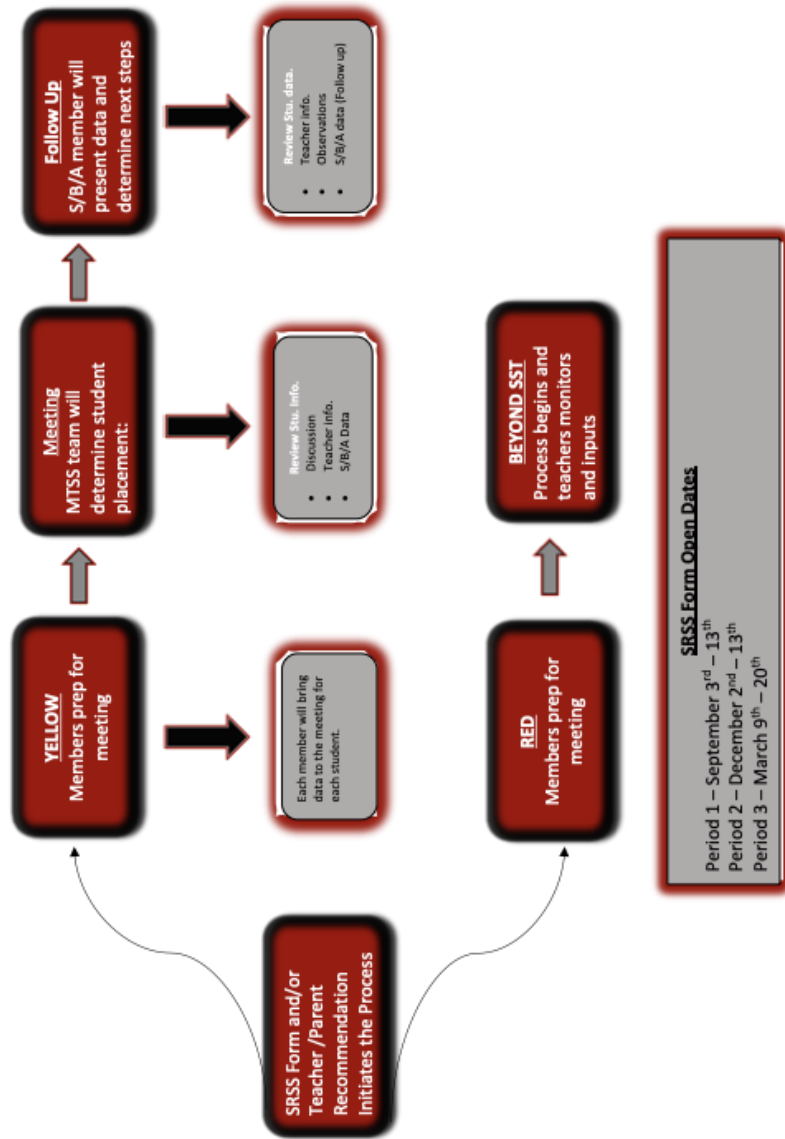
#### Schoolwide Supports

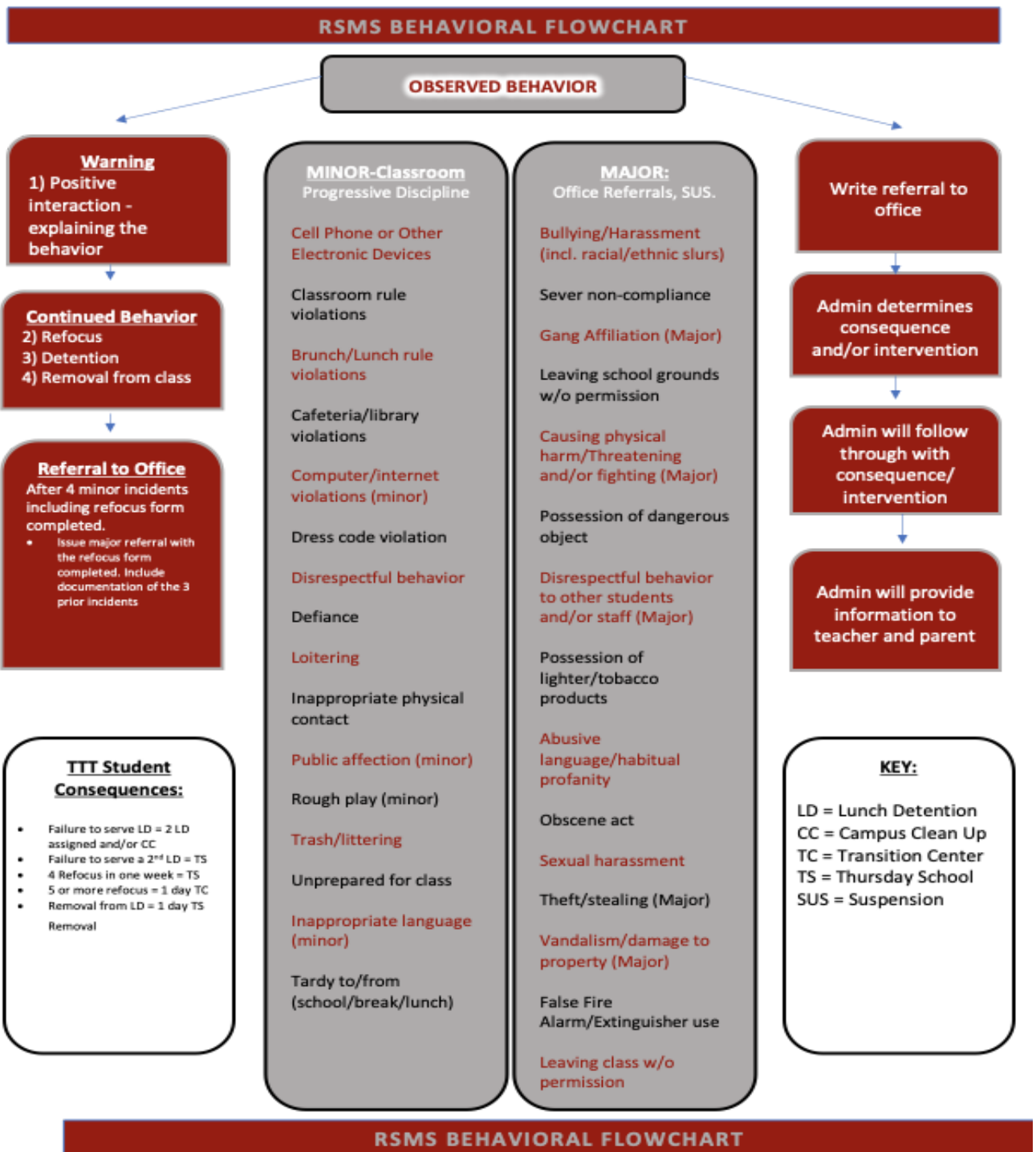
- PLC's
- Kagan Structures
- IR's
- Core Curriculum (CA Standards)
- STEAM
- PE
- CA Standards
- TTT, Restorative Justice, PBIS

#### Teacher Supports

- Effective First Instruction
- Grade Level Instruction
- Kagan Structures
- CFA's – Monitor student progress







## **Discipline Level Chart**

Level 1 can be assigned by the classroom teacher, aide, or any staff member

Level 2 – Level 4 can be RECOMMENDED, but can only be GRANTED by an Administrator

A 2-day **CLASSROOM SUSPENSION** can be assigned by a classroom teacher.

The requesting teacher MUST make parent contact if class suspension is requested.

Level 3 and/or 4 violations: suspension days will be determined by administration depending on severity of the incident.

<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
<b>Warning</b>	<b>Detention</b>	<b>Possible Suspension</b>	<b>Suspension/Expulsion</b>
	<b>(Continued Level 1)</b>	<b>(Continued Level 2)</b>	<b>(Continued Level 3)</b>
Cell phone or Other Electronic Devices	*Cheating/plagiarism	Disrespect (hostile towards staff)	***Assault/Battery
Classroom Disruption (minor)	Classroom Disruption (major)	False Fire Alarm/Extinguisher Use	***Extortion
Defiance (not following directions)	Cutting Class (10 min. or more)	Fighting (except in “clear” self-defense)	*** Drugs, Tobacco Alcohol (possession/use)
Dress Code	Disrespect (non-hostile)		Hostile Profanity/Gestures
Food/Drink/Gum	Gang Affiliation (minor, i.e., tagging)	Fireworks (possession/use)	***Bomb Threat/Possession of Explosive Device
Leaving Class/Cafe w/o Permission	Gambling	***Gang Affiliation (major)	**Setting Fire/Burning Materials
No Hall Pass	Forgery	***Harassment – Bullying (incl. racial/ethnic slurs)	Sexual Harassment
Not Prepared	Leaving Classroom w/out Permission		***Vandalism - Excessive (\$500.00 or more)
Profanity (conversational)	Obscene/Vulgar (possession of materials)	Insubordination	***Violent Threats (attempt &/or caused injury)
Public Affection	Rough Play (excessive)	Pornography (via computer or other)	
Rough Play (minor)	Suggestive/Obscene/Vulgar language or gestures	***Theft	Weapons (possession/use)
Tardy to/from (school/break/lunch)		***Vandalism (\$500.00 or less)	
Vandalism (minor)			

\*Student will also receive a zero (%) for the assignment \*\*Student will be assessed for damages done to school or personal property

\*\*\*Student could also be cited by the authorities (police) for this act

## DB Refocus Form

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Period \_\_\_\_\_ Date: \_\_\_\_\_

Student's FULL NAME: \_\_\_\_\_ Parent Contact: \_\_\_\_\_

### To be completed by the student:

**BE NEAT.**

**BE HONEST.**

**WRITE THREE SENTENCES EACH.**

What was my behavior to cause me to be referred to the Refocus?


How did my behavior affect my teacher and/or other students? \_\_\_\_\_


What could I do differently in the future to prevent this from happening? \_\_\_\_\_


Am I ready to return to class and be successful? Explain. \_\_\_\_\_


### This section to be completed by Teacher (Yellow Folder)

Lunch Detention Date \_\_\_\_\_

Referral to Transition Center

\_\_\_\_\_

\_\_\_\_\_

### This section to be completed by office (Red Folder)

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

TH School: \_\_\_\_\_  
Date

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

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

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

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

## **RSMS CONTACT PARENT LETTER**

The Parents of/ A los Padres de: \_\_\_\_\_

Date/Fecha: \_\_\_\_\_

I am writing to inform you that \_\_\_\_\_ is having some behavioral problems. I would greatly appreciate your cooperation in working with me to resolve these issues.

*Le estoy mandando saber que \_\_\_\_\_ está teniendo unos problemas con su comportamiento, Apreciaría su cooperación en ayudar a resolver este problema.*

In order to keep the class productive and calm, it is essential that each child in my classroom avoid certain behaviors. I've marked the problem areas for your child below.

\_\_\_\_\_ must improve in these areas to develop his/her full potential.

*Para tener el salón calmado y productivo es importante que los estudiantes se comporten de cierta manera. Abajo están marcadas las áreas en que su hijo/a \_\_\_\_\_ necesita mejorar.*

Excessive talking / *Platicando demasiado*

Lack of effort / *Falta de esfuerzo*

Lack of attention / *Falta de poner atención*

Disrespectfulness to others / *Falta de respeto*

Incomplete or late assignments / *Trabajo incompleto or tarde*

Missing assignments / *Trabajo no ha sido entregado*

Poor test scores / *Pobres resultados de exámenes*

Excessive detentions / *Detenciones excesivas*

Parent Conference Requested / *Conferencia de Padres necesario*

Other / *Otro* \_\_\_\_\_

I would like your help in putting an end to these problems and how we can help \_\_\_\_\_ resolve them. Please call 386-4128

*Necesito su ayuda para resolver estos problemas y como podemos ayudar a \_\_\_\_\_ también. Por favor llamar por teléfono 386-4128*

Sincerely/Sinceramente,

\_\_\_\_\_ (Teacher's Name/Nombre de Maestra (o))

**Comments/Comentarios:**

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

## RSMS Office Discipline Referral- Major Incidents

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

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

Assigning Teacher: \_\_\_\_\_

<input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Disruption <input type="checkbox"/> Abusive Language <input type="checkbox"/> Harassment <input type="checkbox"/> Fighting <input type="checkbox"/> Other: _____	<input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Quad Area <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Parking Lot <input type="checkbox"/> Field	<input type="checkbox"/> Attention from peers <input type="checkbox"/> Attention from adults <input type="checkbox"/> Obtain item/activity <input type="checkbox"/> Avoid peers <input type="checkbox"/> Avoid adults <input type="checkbox"/> Avoid work/activity <input type="checkbox"/> Other: _____
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What Happened?

Lunch / AS Detention	Conference w/student	Tr C / Suspension
Inactivity List	Parent Conference	Other:

Student Signature: \_\_\_\_\_ Adult Signature: \_\_\_\_\_

## **Detention Policy:**

The administration, teachers or any staff member have the authority to assign detention to students either for disciplinary reasons or to help them with their academic work. If students fail to respond to an assigned detention assigned by the administration or a teacher, then further punitive action will be taken.

1. Lunch or after school detention can be assigned by any teacher or administrator on any day of the week (Monday – Friday). The student **will report directly to the teacher or the administrator assigning the detention immediately after the bell rings.**
2. Any student who refuses to cooperate during detention will be subject to further disciplinary action.

## **Lunch Detention Policy:**

Lunch Detention takes place on **Monday through Friday** of each week. Lunch detention could include working in the cafeteria as a part of discipline. Students will be allowed to work off detention hours during lunch on days where detention takes place after school. (This can only be done with prior approval from the Student Support Coordinator/Administration.)

The administration and any staff member have the authority to assign lunch detention to any student for disciplinary reasons. If student fails to respond to an assigned detention, further disciplinary action will occur.

1. Students **DO NOT** go to the Cafeteria to get their food. Students **go straight to the Lunch Detention Room.** Students will be allowed to go to the Cafeteria to eat lunch AFTER checking in with the person hosting the detention for the day or their lunch will be delivered to them from the Cafeteria.
2. In order for students to get credit for the detention, they must sit quietly and be respectful of school personnel. They must also sign in and out prior to leaving to receive credit for the day. They may also be assigned an Exit Assignment to help encourage better choices.
3. Failure to comply with the rules of detention may mean further disciplinary action.

## **Saturday School**

Students that fail to attend their assigned detention, either assigned by their classroom teacher or the office will be assigned to attend Saturday School. A school administrator can also assign a Saturday School for other discipline reasons.

### **Saturday School rules:**

1. Students are responsible for arranging their own transportation.
2. Students must bring work with them or they will be dismissed and recorded as a "no show".
3. Hours are 8:00 am to 12:00 noon.
4. Doors will be locked at precisely 8:10 am. No one will be admitted after that time.
5. No food, drinks or gum will be allowed.
6. If a student misses their assigned Saturday School, they will be assigned an additional Saturday School. If a student fails to attend assigned Saturday School, they will be assigned 5 days of Lunch Detention for each Saturday School missed.

**Failure to comply with assigned Saturday School policies may result in an automatic suspension.**

# **Suspensions and Expulsions**

## **(Ed. Code 48900)**

### **Suspensions and Expulsions (Ed. Code 48900)**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any 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 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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 (unless prescribed).
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (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.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. An imitation firearm is "a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm."



- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (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.

Ed. Code 48900.2 Sexual Harassment

Ed. Code 48900.3 Hate Violence

Ed. Code 48900.4 Harassment, Threats, or Intimidation against School Personnel or Pupils

Ed. Code 48915

(a) The principal or the superintendent of schools shall recommend a pupil expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- (3) Selling or otherwise furnishing a firearm.
- (4) Unlawful sale of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (5) Robbery or extortion.

(b) The principal, superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committed or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

**Recommendation for expulsion** is required by Education Code for possession of any firearm, knife, and/or explosive.

**Suspended Students and/or Students with pending expulsion** may NOT be on campus or attend any school activities, unless prior arrangements have been made with the Principal or Student Support Coordinator.

### **Suspensions and Extracurricular Activities and Sports**

Any student who commits an expellable offense is immediately removed from a sports team and is ineligible to participate in any extracurricular events for one calendar year from the date of suspension pending expulsion.

**The following consequences occur when a student is suspended for:**

1. **Tobacco** (*using or possessing in any form*)  
**First Offense:** Three (3) day school suspension.  
**Second Offense:** Five (5) day school suspension.
2. **Alcohol** (*using, possessing, or under the influence in any form*)  
**First Offense:** Five (5) day school suspension, behavior contract.  
**Second Offense:** Five (5) day school suspension and recommendation for expulsion from district.
3. **Illegal Drugs** (*using, possessing, or under the influence in any form*)  
**First Offense:** Five (5) day school suspension and/or recommendation for expulsion from the district.
4. **Major Vandalism/Theft** (*public private property, including cell phones, computers, Etc.*)  
**1st Offense:** Five (5) day school suspension and placed on a behavior contract  
**2nd Offense:** Five (5) day school suspension, recommendation for expulsion.
5. **Other Suspension**  
For any other suspendable offense not listed in the preceding paragraphs, the consequences may include, but are not limited to, 1-5 days school suspension, possible expulsion and will be determined by the school site administration.

**Expulsion Process:** (A student is put up for expulsion for violation of Ed Code 48900.)

When put up for expulsion:

- The student will serve their suspension first and at the end of the suspension they will attend Community Day School until the time of their Expulsion Hearing.

- A notice of the date of the Expulsion Hearing will be sent home to the student's parents/guardians.
- At the hearing, the School Board of Trustees will be present.
- The school administration will present the evidence of the case to the Board.
- The student will be given an opportunity to present information on his/her behalf.
- The Board will ask questions of both the administration and the student.
- The Board will deliberate and decide the case in closed session.
- The Board will invite the student and the administration back into their chambers to hear the decision of the case.
- If the expulsion is upheld, then the student will be fully enrolled in Community Day School.
- If the expulsion is denied, then the student will report back to the school of origin for the next attendance day. The Board will announce the length of the expulsion.

## **School Policies and Student Services**

**Students are expected to assume the responsibilities listed below:**

1. Attend class regularly.
2. Be in the assigned seat with all necessary materials when the tardy bell rings.
3. Treat every student and teacher with respect.
4. Follow the specific rules in each class.
5. Have pride and help maintain all school buildings and all school equipment and materials.

### **Address Change**

If at any time during the school year, it becomes necessary for a parent/guardian to change his/her home/mailling address or phone number, please report the change to the Attendance Clerk in the Office immediately.

### **Alternative Placement Committee:**

The District's Admission and Dismissal (A & D) Committee will meet monthly. Placement at an alternative program will be determined by this committee. Parents and students will have a conference with school Administration prior to referral to the A&D Committee. Students who wish to return to the middle school from an alternative education program must petition this committee (i.e., county school, juvenile hall, continuation school, etc.).

### **Computers:**

Signing the Computer use agreement form means that the usage rules and financial responsibility for damage or loss are understood. The following are the associated fees:

Broken Screens: \$50

Lost/stolen/destroyed laptop: \$200-\$350

Lost/stolen/broken Wi-Fi Device: \$200

Lost/stolen/broken laptop charger or cables: \$25    Wi-Fi cable: \$10

**At no time will food or drinks of any kind be allowed around the computers!**

### **Daily Bulletin**

The daily bulletin will be read over the PA system every morning. It is the student's responsibility to know the information in the bulletin.

### **Earthquake Drill/Fire Drill/Lock-Down Drill**

Earthquake drills, fire drills, and lock-down drills are conducted periodically to ensure the safety of students and staff in case of disaster. Students are expected to follow the direction of any staff member without question or delay.

### **Health Services**

When an illness or injury occurs at school, the student should obtain a pass from his/her teacher (except in the case of an emergency injury). School personnel cannot provide services normally provided by a doctor or a hospital. However, medication can be administered under the following regulations:

1. With certain exceptions such as inhalers, students may not carry medications at school. All medications including inhalers must be brought to and cleared by the main office.
2. The parent or guardian and physician must sign a statement requesting that school personnel assist the student in taking medication during school hours.
3. The medication bottle provided by the parent must have the prescription label complete with the pupil's name and the doctor's instructions including prescribed dosage.
4. Parent requests and physician statements must be renewed annually; newly signed statements must be submitted when the medication regimen is changed. Forms are available in the main office.

### **Homework/Hospital Request**

Parents may request homework for students that will be absent for more than one day not to exceed 3 days. In fairness to our teachers we would ask for two working days to fulfill homework requests. Please contact the office to request homework.

If a student will be absent for more than 3 days for medical reasons, please contact the Administrator to request home study. A doctor's note will be required for a student to be placed on home study.

### **Leaving School During the Day:**

All students must check out through the attendance office if leaving campus during the school day. If they return during the same day, they must check in

through the attendance office and receive a pass to take to class. Failure to check in and out through the attendance office will result in further discipline.

### **Library & Media Center:**

The RSMS Library and Media Center is open every day from 8:15 a.m. to 2:00 p.m. Students may check out up to two books at a time for a period of two weeks. Fines are assessed for late books. Fines are charged at the rate of \$1.50 per month per title for overdue books. Students with overdue books will not be allowed to check out any additional materials until their accounts are cleared. Computers are also available in the library for student use. If a student is found to be using a computer inappropriately, he/she will lose computer privileges.

### **Medication**

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

### **Messages**

Messages and deliveries, i.e., gifts, balloon bouquets, etc., for students will not be accepted during instructional minutes, unless the Principal/designee deems it an emergency. Any delivered items will be kept in the office until the end of the school day.

### **Physical Education**

Every student at RSMS is required to take Physical Education unless there is a medical reason. PE excuses are obtained from the main office before the school day begins. A doctor's note is required for PE excuses. PE is graded as all other subjects and passing semester grades are part of the promotion requirements. **Shoes and other clothing appropriate for PE activities are required** to be worn.

### **Records and Discipline File**

Proper written records, protected in accordance with the Family Educational and Privacy Acts of 1974, will be maintained on all students involved in disciplinary actions and procedures. These notes and summaries that complete the documentation shall be finished, using appropriate district forms, immediately after an incident has occurred and placed in the student's confidential file.

### **Computer Use**

A parental/student consent form will be sent home, that states your student understands all rules pertaining to computer use. The use of computers and internet access at Schools in the Reef-Sunset Unified School District is a privilege. Intentional damage to computers, associated equipment, hacking, unauthorized entry into files or programs, and deletion or modification of files will result in

disciplinary action and loss of computer use and internet access and payment for broken or damaged equipment.

This applies to all district/site equipment or use of programs through the county server. Further violations will result in suspension and may result in expulsion.

### **Student Expression**

Student expression that materially disrupts class work, causes disorder, or invades the rights of others is prohibited. The use of slanderous and obscene language, buttons, badges, or insignias shall result in counseling and may result in a parent conference, a step form, contract, suspension, transfer, expulsion, or arrest.

### **Textbooks**

In most cases, textbooks are issued to students by the library on a class by class basis. Students are responsible for protecting these books with suitable **book covers**. The school is not responsible for stolen, lost, and/or damaged books. Students will be billed for lost or damaged books and their accounts must be cleared before they will be allowed to participate in promotion activities.

## **District Policies**

### **K-9 Search Policy**

This notice is a reminder of current Reef-Sunset Unified School District policy regarding drug/ prohibited substances.

In an effort to keep RSUSD schools free of drugs, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on the district property or at district sponsored events as long as they are not allowed to sniff the person. Items shall not be sniffed if a person is close by. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy.

### **No Child Left Behind (NCLB) Highly Qualified Teachers**

Parents/guardians may request, and the District will provide, information regarding the professional qualifications of the student's classroom teacher, as well as the qualifications of any paraprofessionals in the classroom. Parents will be notified when their child has been assigned to a teacher who does not meet the qualifications of a highly qualified teacher or when the child has been taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.

### **School Accountability Report Card (SARC)**

The District will provide a SARC annually. The purpose of the report card is to provide parents and the community with important information about each public school. In

addition, NCLB requires that SARC's contain reports concerning the "adequate yearly progress" of students in achieving state academic achievement standards; Title 1 Program Improvement; graduation rates at the secondary level; the extent to which "highly qualified" teachers are teaching core academic subjects, and other information relating to the State's settlement of the *Williams Case*, including, (1) any needed maintenance to ensure "good repair" of school facilities, (2) the number of teacher "mis-assignments" and "vacant teacher positions," and (3) the availability of "sufficient textbooks and other instructional materials."

Parents may obtain a copy of the District's SARC by logging on to the district web site at

**www.rsusd.org**, or by contacting the school site secretary.

## **UNIFORM COMPLAINT PROCEDURES**

### **Annual Notification**

The Reef-Sunset Unified School District has the primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, vocational education, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaint Procedures established in Board Policy 1312.3. Complaints should be directed to the district compliance officer at ext. 1001.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

### **NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:**

**Community Relations**

**Complaint Rights:**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

## **Transportation**

### **Bus Regulations**

Although state law does not mandate transportation, school busses are provided by the district to insure the safest possible means to and from school for students or any other place authorized by school authorities. This being the case, students are to do their part to maintain a safe driving condition for the bus driver.



1. Students are to get on and off the busses only at a scheduled place for loading/unloading and only on their scheduled bus.
2. Students must be ready to board the bus when it reaches their pickup location, as it needs to leave on time.
3. Classroom conduct is to be observed.
4. Standing, changing seats, sitting backwards or crosswise in seats is prohibited.
5. Arms are to be kept inside the bus - feet on the floor.
6. Throwing things out of the bus is strictly in violation of the law.
7. Yelling at people along the streets is prohibited.
8. Busses shall be kept clean. Eating food, candy, seeds, etc. while riding on busses is prohibited.
9. Students shall not deface any part of the bus. Any damage done to a bus shall be paid for by those found responsible for such damage. Parents shall be held liable for repairs.
10. Field trips and sporting events: Students are to follow all rules, the same as daily bus students.
11. When a rider is found responsible for misconduct, the rider will be reported to an administrator with a bus referral.
  - a. The school will make every effort to notify the rider and their parent/guardian of the student's removal from the bus for one school day.
  - b. Upon a second offense of misconduct, the rider will be denied transportation services for a period of ten school days.
  - c. Upon a third offense of misconduct, the rider will be denied transportation services for 30 school days.
  - d. Upon determination of continual misconduct, a student may lose transportation for the remainder of the school year.
12. Students will be picked up and dropped off at prearranged stops unless parents notify the school beforehand.

### **Transportation to School Activities**

The school always provides transportation to athletic events and field trips which are out of town. Participating students must ride the school bus or van both to and from an event unless **PRIOR permission is granted by an administrator.** Students must have a parent complete an Alternative Transportation Request form requesting permission to ride with THEIR PARENT/GUARDIAN. This form must be approved one day prior to the game by an administrator and a copy will be given to the coach/advisor supervising the trip. Students may not provide transportation for other students.

## **Food Services**

**BREAKFAST:** Students are served breakfast between 8:52 to 9:12 in the Cafeteria.

LUNCH: Students are expected to follow all the rules of this handbook in the cafeteria. They are also expected to treat the staff in the cafeteria with the same level of respect as has been described in this handbook

## Home of the Diamondbacks



**Students** BP S14S.3(a)

### **NONDISCRIMINATION HARASSMENT**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

*(cf 0410 -Nondiscrimination in District Programs and Activities) (cf 5131 -Conduct) (cf 5131.2 -Bullying) (cf 5137 -Positive School Climate) (cf 5145.9 -Hate-Motivated Behavior) (cf 5146 -Married/Pregnant/Parenting Students) (cf 6164.6 -Identification and Education Under Section 504)*

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying,

including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

*(cf 4131 -Student Development) (cf 4231-Staff Development) (cf 4331 -Staff Development)*

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

*(cf 1240 -Volunteer Assistance) (cf 6145 -Extracurricular and Cocurricular Activities) (cf 6145.2 -Athletic Competition) (cf 6164.2 -Guidance/Counseling Services) BP 5145.3(b) NONDISCRIMINATION HARASSMENT (continued)*

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

*(cf 4118 -Suspension/Disciplinary Action) (cf 4119.21/4219.21/4319.21-Professional Standards) (cf 4218 -Dismissal/Suspension/Disciplinary Action) (cf 5144 -Discipline) (cf 5144.1 -Suspension and Expulsion/Due Process) (cf 5144.2 -Suspension and Expulsion/Due Process (Students with Disabilities)) (cf 5145.2 -Freedom of Speech/Expression)*

## **Grievance Procedures**

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent (position title) 205 N. Park Ave., Avenal, CA 93204 (address)  
(559) 386-9083 (telephone number)

*(cf 1312.1 -Complaints Concerning District Employees) (cf 1312.3 -Uniform Complaint Procedures)*

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1) **BP 5145.3(c) NONDISCRIMINATION HARASSMENT (continued)**

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 -Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

*(cf 1113 -District and School Web Sites) (cf 1114  
-District-Sponsored Social Media) (cf 6163.4 -Student  
Use of Technology)*

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

*Legal Reference: (see next page)*

# MAP OF CAMPUS



**Reef-Sunset Unified School District**  
**Title I PARENT & FAMILY ENGAGEMENT POLICY**

**PART I. GENERAL EXPECTATIONS AND OBJECTIVES**

Reef-Sunset Unified School District agrees to implement the following statutory requirements:

- A. Involve parents and family members in jointly developing the local educational agency's Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d).**

The District will involve parents in the joint development of RSUSD's Local Education Agency (LEA) Plan through the Title I Parent Meetings held at each school site and at the District level. The recommendations from parents about the Local Educational Agency Plan will be published annually.

- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the RSUSD in planning and implementing effective parent and family involvement activities. These activities must improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.**

The District continues to coordinate and support in assisting and building the capacity of all participating schools in RSUSD to ensure effective planning and implementation of the ideas brought forth by Title-I parents and to ensure uniformity in the delivery and capacity building of parent and family members in RSUSD. Effectiveness will be determined through surveys and other forms of evaluation.

- C. Coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.**

To address this mandate, the District will coordinate and integrate its family engagement programs and trainings with those of other District units: Curriculum, Instruction and Categorical Services; Student Services; Business Services; Technology Services; and Assessment Services.

- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—**

- **Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);**

- **The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and**
- **Strategies to support successful school and family interactions;**

To address this mandate, the District will:

\*Annually review the District Parent and Family Engagement Policy with parents in the Title I parent meetings. The Title-I parent meetings will include:

- \*barriers to parent participation in Title-I schools
- \*the needs of all parents and families, specifically for those of various racial and ethnic subgroups, to partner with their child's school for student academic success, and
- \*strategies to overcome participation barriers and develop successful partnerships with families and schools for student achievement.

**F. Use the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.**

To address this mandate the District will:

- Annually review data from the Title-I Parent Meetings to determine the need for revisions of the Title-I Parent and Family Engagement Policy.
- Share best practices and strategies identified by the Title-I Parent Meetings with schools and school staff in order to strengthen school-based parent engagement and communication between schools and families.

**F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by RSCSD to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.**

The authentic involvement of parents in their children's education and schools is critical for improvement. To address this mandate, the District will:

- \*Use parent feedback on the barriers to participation in the Title-I program, and strategies to overcome the barriers, to train district and school personnel
- \*Ensure meaningful parent engagement at schools by growing schools' capacity to do the following:

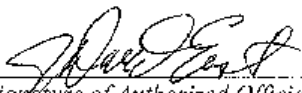
- \*Listen responsively to parents

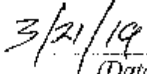
- \* Create welcoming, respectful environments for all parents
- \* Provide learning opportunities for parents
- \* Provide differentiated learning opportunities for families
- \* Encourage parents and students to participate in leadership opportunities at school sites and within the District.

### **PART III. ADOPTION**

RSUSD's Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Agenda's, Minutes, and Sign-In sheets of Title-I Parent Engagement Meetings.

This policy was adopted by the Reef-Sunset Unified School District on 03/21/19 and will be in effect for the period of one year and the policy will be reviewed and updated by Title-I Parents and sent to the school board for adoption annually. RSUSD will distribute this policy to all parents of participating Title I, Part A children on or before August 15<sup>th</sup> annually.

  
 \_\_\_\_\_  
 (Signature of Authorized Official)

  
 \_\_\_\_\_  
 (Date)



**Reef Sunset Middle School**  
**2022 - 2023**  
**School Parent and Family Engagement Policy**  
**Política de participación de padres y familias en la escuela**

In carrying out the parent and family engagement requirements, Reef Sunset Middle School, to the extent practicable, shall provide 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 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f]).

Al cumplir con los requisitos de participación de los padres y la familia, la Escuela Secundaria Reef Sunset, en la medida de lo posible, ofrece oportunidades para la participación informada de los padres y miembros de la familia (incluidos los padres y miembros de la familia que tienen un dominio limitado del inglés, padres y miembros de la familia con discapacitados, y los padres y familiares de niños migratorios), incluida la información y los informes escolares requeridos en 20 U.S.C. § 6311 en un formato y, en la medida de lo posible, en un idioma que los padres entiendan. 20 U.S.C. § 6318[f]).

As a component of the school-level parent and family engagement policy, Reef Sunset School 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 following requirements: (20 U.S.C. § 6318[d])

Como un componente de la política de participación de padres y familias a nivel escolar, Escuela Secundaria Reef Sunset servida se desarrollará conjuntamente con los padres para todos los niños atendidos en esta parte de un pacto entre la escuela y los padres que describe cómo los padres, todo el personal escolar y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirá y desarrollará una asociación para ayudar a los niños a alcanzar los altos estándares del estado. El pacto escuela-padres deberá cumplir los siguientes requisitos:

**Reef Sunset Middle School**  
**2022-2023**  
**Parent-School Compact – Four-Way Pledge**  
**Promesa De Cuarto Partes Consorcio De Escuela-Padres**

Schools, parents and students themselves must take collective responsibility for quality education. The signatures below indicate our support of and commitment to the following responsibilities:

Escuelas, padres y estudiantes ellos mismos deben tomar una responsabilidad colectiva por la calidad de la educación. Las firmas debajo indican el apoyo y compromiso para las siguientes responsabilidades:

**As a Student, I Will/Como Estudiante Yo:**

1. Get to class on time every day. Llegaré a clase a tiempo todos los días.
2. Return completed homework on time. Entregaré la tarea completa y a tiempo.
3. Follow school rules to and from school, in the classroom, in the cafeteria and on the playground. Obedeceré las reglas al ir y salir de la escuela, en la cafetería en el patio de recreo
4. Be responsible for my own behavior. Seré responsable de mi propio comportamiento.
5. Work hard to reach learning and performance goals. Trabajaré duro para llegar a la meta de aprendizaje.
6. Seek out and take advantage of extra help and support opportunities. Buscaré y aprovecharé ayuda extra y apoyaré oportunidades.
7. Tell parents honestly what is happening at school and give all school notices to parents immediately. Le diré honestamente a mis padres lo que sucede en la escuela y entregaré todas las notas que vienen de la escuela a mis padres inmediatamente.

Signature /Firma \_\_\_\_\_

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**As a Parent, I Will/Como Padre, Yo:**

1. Make sure that my child completes his/her homework every night. Let the teacher know if my child has any problems with learning. Aseguraré de que mi hijo/a complete su tarea todas las noches. Informarle a el maestro/a si tiene problemas mi hijo/a de aprendizaje.
2. Require my child to be responsible for his/her behavior, attitude, and effort at school and home. Requeriré que mi hijo/a sea responsable de su comportamiento, actitud y esfuerzo en la escuela y en casa.
3. Support the school's/district's attendance and discipline policies and procedures, described in the student handbook. Apoyaré las pólizas y procedimientos de asistencia y disciplina de la escuela y del distrito, descritos en el manual estudiantil.
4. Communicate regularly with my child's teacher. Mantendré regular comunicación con el maestro/a de mi hijo/a.
5. Insure that my student gets to class on time every day. Asegurar de que mi estudiante esté a tiempo cada día.

Signature/Firma \_\_\_\_\_

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**As a Teacher, I Will/Como Maestros/as, Nosotros:**

1. Teach grade level skills and concepts. Enseñaré habilidades y conceptos al nivel de grado.
2. Strive to address the individual needs of your child. Me esforzaré para dirigirse a las necesidades de su hijo/a.
3. Communicate with you regarding your child's progress to include attendance and tardy issues. Me comunicaré con usted acerca del progreso de su hijo/a para incluir temas de asistencia y se llegan tarde.
4. Provide a safe, positive, and healthy learning environment for your child. Proveeré un ambiente seguro, positivo, y saludable para su hijo/a.
5. Communicate homework and classwork expectations. Comunicaré expectativas de tarea y trabajo en clase.
6. Provide appropriate and varied instructional activities and maintain high standards within each subject area to ensure student learning. Proveeré actividades instruccionales y apropiadas y variables y mantendré normas altas dentro de cada materia.

Signature/Firma \_\_\_\_\_

.....

**As School Administrators, We will/Como Administradores de la escuela, Nosotros:**

1. Provide a healthy, safe, and positive teaching/learning environment. Proveeremos un ambiente saludable, seguro, y positivo de aprendizaje.
2. Provide instructional leadership to ensure appropriate instructional practices, high academic standards and the delivery of a quality core curriculum to all students. Proveeremos dirección instruccional para asegurar prácticas instruccionales apropiadas, normas académicas altas y la entrega de un plan de estudios de calidad para todos los estudiantes.
3. Maintain open communication between home and school, making sure to include recognition for achievement and cooperation on the part of students, staff, and parents. Mantendremos comunicación abierta entre casa y escuela, asegurando de incluir reconocimiento por el logro y cooperación por parte de los estudiantes, miembros del personal, y padres.
4. Encourage and support parent involvement. Animaremos y apoyaremos el involucramiento de los padres.
5. Provide students with as much consistency as possible in assignment of substitute teachers and instructional aides. Proveeremos a los estudiantes con consistencia –en asignación de maestros suplentes y asistentes de maestros.

Signature/Firma \_\_\_\_\_, Principal/Directora

Signature/Firma \_\_\_\_\_, Assistant Principal/Sub-Director

## ***English Learner Student Identification, Assessment, and Placement***

### **Step 1: Home Language Survey**

At the initial registration, the Home Language Survey (HLS) is used to determine the student's primary language. This is a legal document and must be kept on file in the student's permanent cumulative folder.

### **Step 2: English Language Proficiency Assessment**

If Items 1, 2, or 3 are answered with English on the HLS, the child is classified as English Only (EO). If any of Items 1, 2, or 3 on the HLS are answered with a language other than English, the child is tested for English language proficiency using the Initial English Language Proficiency Assessments for California (ELPAC) within 30 days of enrollment at their school.

### **Step 3: Language Classification**

The Initial ELPAC measures the student's English Proficiency in the areas of speaking, listening, reading and writing. An overall score of 150-600 is assigned to the student. The score can be used for both placement and instructional strategies in order to help students become proficient in English as quickly as possible. English Learners are classified as *Novice English Learners* if they receive an overall score of 150-369, *Intermediate English Learner* if they receive an overall score of 370-449, and *Initial Fluent Proficient (IFEP)* if they receive an overall score of 450-600. If a student is categorized as an IFEP then they will not be classified as an English Learner.

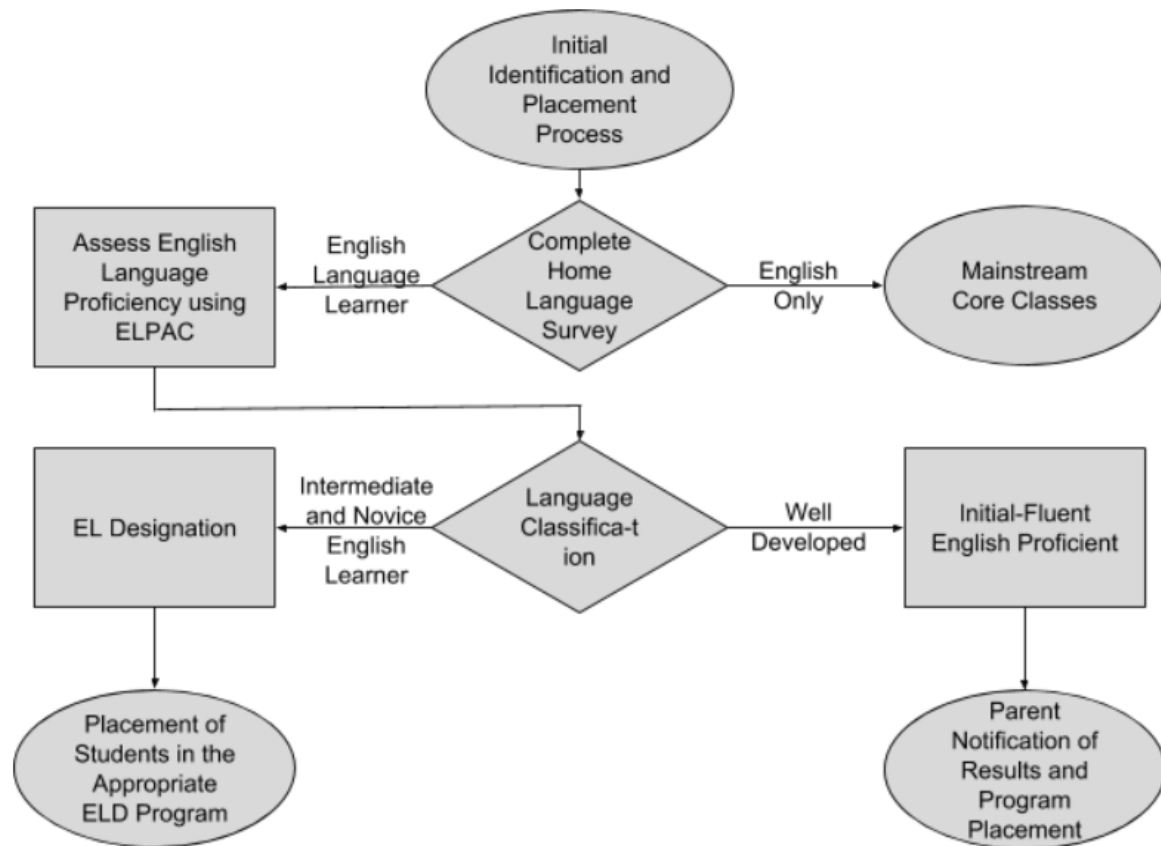
### **Step 4: Placement**

The administrator will make appropriate student program placement. If the parent or guardian requests that their child be placed in an English Language Mainstream (ELM) program, the administrator will honor the parent's preference and have the parent sign the Structured English Immersion Program Exemption Form. Parents may opt out of a program but cannot opt out of ELD services, ie. ELD instruction, ELPAC testing, or intervention.

### **Step 5: Parent Notification of Assessment Results and Program Placement**

Within 30 days of enrollment, parents or guardians of English learners will be notified in writing of their child's English language proficiency assessment results (ELPAC) and program placement. Parents will also receive an assessment report from the State of California several weeks later. Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

## Initial Identification and Placement Process





## **Reef Sunset Middle School**

### **Student Accountability Report Card (SARC)**

The purpose of the Student Accountability Report Card (SARC) is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. State law requires every school in California to publish a School Accountability Report Card, by February 1 of each year. <https://www.rsusd.net/domain/28>

### **Informe de responsabilidad del estudiante (SARC)**

El propósito del Informe de responsabilidad del estudiante (SARC) es proporcionar a los padres y a la comunidad información importante sobre cada escuela pública. Un SARC puede ser una manera efectiva para que una escuela informe sobre su progreso en el logro de las metas. El público también puede usar un SARC para evaluar y comparar escuelas en una variedad de indicadores. La ley estatal exige que todas las escuelas de California publiquen un Informe de responsabilidad escolar, antes del 1 de febrero de cada año. <https://www.rsusd.net/domain/28>

Reef-Sunset Middle School  
Student Handbook

**Certificate of Understanding**

**STUDENT'S NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_

I have read and discussed the 2022-23 RSMS Student Handbook with my child and I am aware of and understand the rules and regulations of Reef-Sunset Middle School. In addition, I read and understand the K-9 use and RSUSD uniform complaint policies.

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**Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

This page should be returned to the Administrator's office during the first week of school or one week after a new student is enrolled.