

Student Handbook



“It’s great to be a Colt”

2023 – 2024

V1.0

Home Street Middle School
201 Home Street
Bishop, California 93514

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School Website: bishopschools.org/o/hsms

District Website: bishopschools.org

Superintendent: Mrs. Katie Kolker

TABLE OF CONTENTS

About HSMS.....	5
Our Mission:	7
Our Vision:	7
School Calendar	8
Grading Periods for 2023-2024	9
2023-2024 Bell Schedules	10
Expected School-wide Learning Results	12
School Policies	14
STUDENT DROP OFF.....	14
BEFORE SCHOOL SUPERVISION.....	14
STUDENT RESTROOM USAGE	14
STUDENT CELL PHONES	14
STUDENT PICK UP	14
Debts.....	14
Delivery of Items/Information to Students on Campus.....	15
Dress Policy.....	15
Emergency Procedures.....	17
Identification Cards.....	17
Nutrition Services	17
Personal Property/Theft	17
Student/Parent/Teacher Communication Portal (AERIES)	18
School Property/Theft / Vandalism	18
Transportation	18
Visitors / Volunteers	18
General Student Information	19
ASB Sticker for Student ID card.....	19
Athletic and Extracurricular Activity Drug Testing.....	19
Closed Campus.....	19

Leaving Campus during the School Day.....	19
Firearms	20
Hall Passes/Out of class during period	20
Library	20
Lockers	20
Lost and Found	20
Nurse/Health Office	20
Code of Conduct	21
THE BIG FOUR.....	21
Cell Phone Policy	22
Recording and Cyberbullying	22
Detentions/Saturday School.....	22
Drug/Alcohol Policy	23
Cheating/Plagiarism	23
Fighting/Dispersing from a Fight	24
Forgery of Documents or Parent Signature.....	25
Harassment/ Bullying.....	25
Insubordination/Disrespect for Staff/Defiance of Authority	26
Profanity/Vulgarity	26
Public Displays of Romantic Affection.....	26
Smoking/Chewing Tobacco.....	27
Vapor Pens / E-Cigarettes	27
Vandalism/Damage to School Property or Private Property.....	27
Disciplinary Intervention Protocol.....	27
Student Discipline Code	28
Multi-tiered System of Support.....	28
Interventions.....	29
Training and Monitoring	30
Attendance / Absences	32
Absences.....	33

S.A.R.B.	35
Tardy Policy	36

ABOUT HSMS

On behalf of the school community, we are pleased to provide a handbook, designed to give you helpful information about school rules, policies, academic requirements, athletic eligibility, and student privileges and responsibilities. Each student is required to be familiar with this information. We are here to assist you and promote student success in a safe and welcoming environment. The quality of the experience you have also depends on you and how you handle your RIGHTS AND RESPONSIBILITIES as a student. The information that follows will provide you and your family with many answers to questions that may arise as you progress

through your education at HSMS. **The information in this document is subject to change or modified following State, District, or School policy changes. The most current document will always be available on the HSMS website.**

OUR MISSION:

The mission of Home Street Middle School is to develop lifelong learners who possess the skills to further their knowledge and are positive contributors to our society. Our goal is to nurture the development of the whole person and to provide a safe environment that is developmentally responsive, socially equitable, and academically excellent.



OUR VISION:

Home Street Middle School is a community of caring, respectful, motivated individuals whose common purpose inspires and supports academic excellence and social responsibility in our diverse world.

SCHOOL CALENDAR

BISHOP UNIFIED SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR

DRAFT #1: In-Service Days: 3 in Aug, 1 in Oct, 1 in Mar.

July <div> <div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div> </div>	July 4 - Independence Day Holiday - No School August 11- New Teachers Start 14-16 Pre-Service Days 17 - First Day of School	January <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div> </div>
August <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div> </div>	September 4- Labor Day Holiday - No School 22 - California Indian Day Holiday - No School October 20 - Teacher In-Service Day - No School November 10 - Veteran's Day Holiday - No School 14-17 -TK-8 Conf Week- Minimum Days 20-24 - Thanksgiving Week - No School	February <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div> </div>
September <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div> </div>	December & January 21 - Pre-Break - Minimum Day 12/22 - 1/5 - Winter Break - No School 15 - Martin Luther King Holiday - No School	March <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div> </div>
October <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div> </div>	February 16&19 - Presidents' Holiday - No School 28-29 - TK-8 Conf. Week-Minimum Days March 1 - TK-8 Conf Week - Minimum Day 8 - Teacher In-Service Day - No School 22 - Pre-Break Minimum Day 25-29 Spring Break - No School	April <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div> </div>
November <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div> </div>	April 1 - Easter Holiday - No School May 23 - Minimum Day 24 - Non Attendance Day 27 - Memorial Day Holiday - No School	May <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div> </div>
December <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div> </div>	June 6 - HSMS Promotion 7 - BUHS/PGHS Graduation 7 - Last Day of School Minimum Day 19 - Juneteenth - No School	June <div> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div> </div>

Board Approved: February 23, 2023

Classified Holidays are in Red

180

GRADING PERIODS FOR 2023-2024

HSMS | 2023-2024 GRADING CALENDAR

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 First Day of School

6th grade Rotations

8/17/23 Robotics/Mr. Kuhl
10/13/23 Art/Mrs. Connor
12/15/23 Digital/Mrs. Birkhimer
3/15/24 Spanish/Mr. Elwell

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16-19 Presidents' Holiday
28-29 Conf. Week/Min. Days

Third Quarter Progress Report

5 Grading Window Opens
9 Grading Window Ends

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day
22 California Indian Day

First Quarter Progress Report

11 Grading Window Opens
15 Grading Window Ends

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Conf. Week/Min. Day
8 Teacher In-Service Day
22 Minimum Day
25-29 Spring Break

Third Quarter Report Cards

11 Grading Window Opens
15 Grading Window Ends
15 6th Grade Rotations
22 Report Cards Mailed

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Teacher In-Service Day

First Quarter Report Cards

9 Grading Window Opens
13 Grading Window Ends
13 6th Grade Rotations
20 Report Cards Mailed

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Easter Holiday

Fourth Quarter Progress Report

22 Grading Window Opens
26 Grading Window Ends

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans Day
14-17 Conf. Week/Min. Days
20-24 Thanksgiving Week

Second Quarter Progress Report

6 Grading Window Opens
9 Grading Window Ends
M3

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Minimum Day
24 Non-Attendance Day
27 Memorial Day Holiday

Fourth Quarter Progress Reports Cont.

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Minimum day
22-29 Winter Break

First Semester Report Cards

11 Grading Window Opens
15 Grading Window Ends
15 6th Grade Rotations

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 HSMS Promotion
7 Last Day of School/Min. Day

Second Semester Report Card

3 Grading Window Opens
7 Grading Window Ends
14 Report Cards Mailed

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Winter Break
15 M.L. King Day

First Semester Report Cards Cont.

12 Report Cards Mailed

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day

2023-2024 BELL SCHEDULES

HOME STREET MIDDLE SCHOOL BELL SCHEDULE

HSMS Monday Schedule 23-24				HSMS T-F Schedule 23-24			
	Beginning	End	Minutes		Beginning	End	Minutes
First Bell	8:25			First Bell	8:25		
Period 1	8:30	9:13	0:43	Period 1	8:30	9:23	0:53
Period 2	9:17	9:58	0:41	Period 2	9:27	10:18	0:51
Break	9:58	10:10	0:12	Break	10:18	10:31	0:13
Period 3	10:14	10:55	0:41	Period 3	10:35	11:26	0:51
Period 4	10:59	11:40	0:41	Period 4	11:30	12:21	0:51
WIN Period 5	11:44	12:19	0:35	WIN Period 5	12:24	12:59	0:35
Lunch	12:19	12:49	0:30	Lunch	12:59	1:29	0:30
Period 6	12:53	1:34	0:41	Period 6	1:33	2:24	0:51
Period 7	1:38	2:19	0:41	Period 7	2:28	3:19	0:51

HSMS Minimum Day Schedule 23-24				HSMS Late Start Schedule			
	Beginning	End	Minutes		Beginning	End	Minutes
First Bell	8:25			First Bell	10:30		
Period 1	8:30	9:06	0:36	Period 1	10:35	11:08	0:33
Period 2	9:10	9:45	0:35	Period 2	11:12	11:43	0:31
Period 3	9:49	10:24	0:35	Break	11:43	11:55	0:12
Break	10:24	10:34	0:10	Period 3	11:59	12:30	0:31
Period 4	10:38	11:13	0:35	Period 4	12:34	1:05	0:31
Period 6	11:17	11:52	0:35	WIN Period 5	1:09	1:40	0:31
Period 7	11:56	12:31	0:35	Lunch	1:40	2:10	0:30
Lunch 1	12:31	1:01	0:30	Period 6	2:14	2:45	0:31
WIN Period 5	1:05	1:36	0:31	Period 7	2:49	3:20	0:31



HOME STREET MIDDLE SCHOOL

STAFF ROSTER AND EXTENSIONS

Administration	Ext	Title
Kalk, David	2652	Principal
Hughes, Anthony	2655	Assistant Principal

Administrative Staff	Ext	Title
Garcia, Angie	2650	Secretary
Borlace, Katie	2651	Attendance Clerk
Weigers, Laura	2553	District Nurse

Support staff	Ext	Title
Hess, Ressie	2654	Health Clerk
Vargas, TiAna	2661	Native American Liaison
Tomasek, Karen	2677	Library Business Clerk
Maloney, Tim	2675	Athletic Director
Nash, Rick		Custodian-Day
Greenland, Tammy		Custodian-Night
McDonough, Mike		Custodian-Night

Counseling/ Guidance

Sandoval, Linda	2653	Counselor
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Instructional Asst.	Ext	Room
Talmage, Doug (PE Aide)		
Winkler, Andrea	2695	95
Schwartz, Susan	2683/2684	83/84
Amal, Christina	2695	95
Cox, Lee		
Honda, Gaby	2642	

Speech	Ext	Room
	2698	Library (back room)
Susana Lewy	2575	Aide

Teachers Ext Room

Batcheller, Jen	2673	73
Birkhimer, Kylee	2691/2678(MPRm)	94/78
Blocker, Laurence	2684	84
Connor, Lorrie	2697	97
DesRochers, Mark	2681	81
Elwell, Paul	2680	80
Fuchs, Meghan	2686	86
Fulkerson, David	2692	92
Ginter, Alicia	2690	90
Hennigan, Rebecca	2689	89
Johnston, Tracy	2682	82
Kinney, Amber	2696/2671(Lock-Rm)	96/71
Kreisman, Isaac	2679	79
Kuhl, Brian	2693	93
Kuhl, Danielle	2685	85
Maloney, Tim (CDS)	2675	75
McMahon, Brook	2688/2670(Lock-Rm)	88/70
Manning Stephanie (spec Ed./Resource)	2683	83
Mills, Ryan	2672	72
Popp, Amber	2687	87
Potter, Allison	2694	94
Schneider, Lynsey	2695	95
Willy, Jonathan	2674	74

23

Kane, Shawna	2662	76A
Leeson, Breanne	2656	76B

Updated 8/1/23 ag



EXPECTED SCHOOL-WIDE LEARNING RESULTS

The Expected School-wide Learning Results (ESLRS) were developed through contributions of staff, students, and community members. They are as follows:

HSMS will produce students who create and value quality work.

Students will:

- Establish and use quality standards
- Make logical, effective decisions
- Implement and use appropriate technology
- Develop, create, and support intellectual, artistic, practical and physical works

HSMS will prepare students to be creative, critical thinkers.

Students will:

- Acquire, organize, and evaluate information
- Understand personal learning strengths and demonstrate higher-level thinking
- Recognize quality and originality
- Form ideas based on evidence and observation
- Apply learned skills to new situations

HSMS will prepare students to cooperate and collaborate with others.

Students will:

- Establish and accomplish common goals in a variety of settings
- Take personal responsibility for group success
- Give and take constructive feedback
- Demonstrate the ability to resolve conflict
- Help others to learn

HSMS will prepare students to be effective communicators.

Students will:

- Listen well

Gather and interpret data from various sources

Organize and structure information into presentable forms

Articulate ideas effectively in a variety of settings

HSMS will prepare students to be responsible citizens.

Students will

Be aware of and respect various viewpoints and cultures

Make informed choices that consider ethics and understand consequences

Participate actively in the democratic process, taking civic, social and environmental responsibility

HSMS will prepare students to be healthy Individuals.

Students will:

Accept responsibility for their own learning

Display self-confidence, a positive attitude, and a strong work ethic

Make informed financial decisions

Practice good nutrition and physical fitness habits



STUDENT RIGHTS

STUDENTS HAVE A RIGHT TO:

- An education in a safe, clean environment.
- ☐ Full use of class time to receive instruction and to learn.
- ☐ Fair, consistent and respectful treatment by staff members and other students. Be heard, due process and appeal before a penalty is imposed.
- ☐

STUDENTS HAVE A RESPONSIBILITY TO:

- Attend school daily unless ill or legally excused.
- Explain any illegal or questionable absences from class or school activity to parents.
- Be on time for all classes, prepared with necessary books, materials and
- ☐ Homework assignments, and participate in the classroom work.
- Respect the right of the teachers to teach, free from any disruptive conduct. Respect the rights of others to study and to learn.
- Respect public property and carefully use and return all material and equipment.
- ☐ Parents and students are financially responsible for lost or damaged property.
- ☐ Maintain high personal standards of courtesy, decency, honesty, and

SCHOOL POLICIES

STUDENT DROP OFF

Students will be dropped off at the traditional spots in front of HSMS. These spots are the coned-off zone, sidewalk next to the BUHS football field, and in the bus parking lot. Parents will not be permitted to walk students to classes or be on campus, with one exception, official school business in the main office or official meetings. Remember, students are not permitted in the building without an official escort from a teacher and all doors are to be locked at all times, except for the doors in front of the school.

BEFORE SCHOOL SUPERVISION

Support staff and administration will supervise the schoolyard before the start of school.

STUDENT RESTROOM USAGE

Administration and support staff will supervise during breaks. **No more students than the amount of stalls will be allowed in any restroom at a given time.** During class time, students will use the nearest restroom, unless an IEP/504 stipulates use of the Health Office. Teachers will only allow **one student** to utilize the restroom at any given time. Teachers will stress the importance of hand washing and proper hygiene. Regular cleaning will occur.

STUDENT CELL PHONES

They are to be off and put away. Students can use their phone if it's part of a teacher's instruction for the lesson, but must immediately put it away upon completion of the task.

STUDENT PICK UP

Student Pick up will occur in front of the school.

Debts

Debts incurred by students must be paid in a timely manner. All debts are to be paid in the Main Office. Students need to get a receipt from office and show it to the appropriate teacher/ administrator prior to taking it home to their parent/guardian. The most common ways in which students incur debts are listed here, but this list is by no means complete:

- loss or damage to textbooks
- Lost or damaged Chromebooks, Chargers, cases
- student equipment and/or uniforms not turned in
- vandalism to school property

Failure to pay student debts can lead to the following consequences:

- grades, transcripts, and/or diplomas may not be released
- HSMS athletic program ineligibility; no sports clearance card issued
- extracurricular activities will not be allowed
- participation in promotion activities will not be allowed

Delivery of Items/Information to Students on Campus

Students are expected to come to school every day with the essential items they need to be successful in their classes. Additionally, parents are expected to communicate necessary information (pick-up schedule, medical appointments, etc.) with students prior to the start of the school day.

These expectations ensure that instructional time is maximized for your student and their teachers and that work time is maximized for our office personnel. Please support these efforts by ensuring your student comes to school every day prepared to learn and informed of home-related needs.

In the event that items and/or information need(s) to be delivered to students during the instructional day, it will be done so during passing periods or lunch to ensure instructional time is not interrupted; exceptions will be made for emergencies.

Additionally, please refrain from delivering balloons and flowers to students. These items are distracting and will be kept in the main office until the end of the day when students can pick them up. Students who bring these items onto the school campus may be asked to take them to the main office for storage until the end of the day.

The front office will not sign for or call a student out of class for any food deliveries. Students are not allowed to order food for delivery (see Cell Phone policy). If the student's parent chooses to bring food for their student, their student will pick up the food during the scheduled lunchtime.

Dress Policy

1 ST CONSEQUENCE	2 ND CONSEQUENCE	3 RD CONSEQUENCE
Documented warning, wear school Physical Education clothing.	Detention, wear school Physical Education clothing, parent notification.	Detention, parent notification.

Home Street Middle School is dedicated to the business of learning and citizenship. We encourage and expect all students to dress and behave in an appropriate fashion.

Students shall be well groomed and their appearance should not distract from the educational process or create any safety issue(s). The following dress and grooming code will be in effect throughout the school year on campus and when students are on school related activities.

THE FOLLOWING WILL NOT BE ALLOWED:

1. Attire that has writing, pictures or any insignias that are inappropriate or might be incurred as offensive, including:
 1. Profanity or crudeness
 2. Drugs, alcohol, firearms, or tobacco
 3. Racial, ethnic or religious prejudice
 4. Gang affiliation or any negative group affiliation
 5. Sexual Content
 6. Violence or hatred
2. Wearing....
 1. Clothing or jewelry with spikes or sharp edges
 2. Chains or other objects of potentially dangerous nature (will be confiscated immediately)
 3. See-through, sheer or fishnet fabrics
 4. Tank-top undershirts (normally fitted and ribbed)
 5. Bandanas
 6. Costumes or Cosplay items on non-school spirit days.
 7. Sleepwear i.e. Pajamas Tops or Bottoms
3. Tops with....
 1. Bare midriffs i.e.
 2. Low cut "spaghetti" or thin straps, tube tops, halter-tops
 3. Straps must be substantial – 2 inches or more.
 4. We STRONGLY encourage avoiding "strappy" or low cut tops- they tend to be dress code violations.
4. Pants that
 1. Will not stay on at the waist without a belt or worn low
 2. Are oversized
 3. Ripped or torn above the knee, to expose upper leg skin, even if leggings are worn underneath. Clarification starting 2022-2023 – Ripped and torn pants are allowed if the pocket or undergarments do not show.
 4. Do not have a hem at the bottom
 5. Appear to be pajama style

EXPECTATIONS:

1. Clothes shall be sufficient to conceal midriff and undergarments (including sports bras & boxer shorts) – AT ALL TIMES (i.e. walking, running, bending, sitting, stretching, etc. – not just when standing still).
2. Skirts, shorts, and dresses must be finger-tip length.
3. No excessively baggy clothing.
4. Shoes must be worn at all times – no slippers (unless for a Spirit Day activity).
5. **Hats, caps, hoods or any other head coverings shall not be worn indoors at any time during school hours or at any other indoor school events.** In compliance with SB310 [38183.5] students are allowed to wear sun-protective clothing, including hats, while outdoors during the school day.

Emergency Procedures

In the event of an emergency, parents will be notified via phone, e-mail, or the Emergency Broadcast System. Please do not attempt to come to the campus to pick up your child in the event of a lockdown. No student will be released until the lockdown is lifted. Periodically, we hold fire, earthquake, and lockdown drills. **You will receive an automated phone call by the end of the day a drill is held.** You also will receive a phone message any time the school experiences an emergency or lock down.

Identification Cards

At the beginning of each school year, student ID photos are taken at school and students are issued person al ID cards. Students will be required to show their ID card while checking out library books and in order to gain admission into school sporting events, dances, buses, and other activities. If a student needs a new identification card due to loss, damage, or tampering, they will be charged a \$5 replacement fee.

Nutrition Services

Nutrition Services offers breakfast before school for free and lunch for free daily.

Personal Property/Theft

HSMS assumes no responsibility for the loss or theft of personal property. Bicycles, skateboards, and scooters as well as electronic devices such as mp3 players, headphones, air pods, cell phones, and electronic toys are all considered personal property and are the sole responsibility of their owners. Students should never leave personal belongings unattended or in an unsecured area. The administration will investigate the loss or theft of such personal property at its own discretion and students are strongly encouraged to leave all such items at home.

- **Bicycles, Skateboards, and Scooters:** Bicycles, skateboards, and scooters ridden to school must be locked in the appropriate racks during the school day. Use and possession of these

items is prohibited within classrooms and common areas on campus and will be confiscated if observed being used within these areas. There is no riding of these items on campus.

Student/Parent/Teacher Communication Portal (AERIES)

AERIES Parent Portal is an online portal that students and parents can use to view their student's daily assignments, grades, and attendance as well as communicate with their teachers. The process for creating an account is available on our website or through the administrative offices. The school website address is <http://www.bishopschools.org/o/hsms>.

School Property/Theft / Vandalism

Books and other materials or equipment issued to students for home use remains the property of the school district. All materials and equipment **must be kept clean, handled carefully, and returned in good condition**. Students will be required to pay for the cost of repair or replacement for damaged or lost items. The cost of replacing a classroom textbook for damage or loss will be shared among the students assigned to that textbook.

During assemblies and rallies, backpacks must be left in the classroom; classrooms will be locked during assemblies and rallies.

Transportation

Bus transportation to and from school is a service provided by the school district. Failure to comply with the normal rules of good behavior will cause a report to be made to the school administration. Continued disobedience on the bus will cancel the privilege of riding on the bus. In the interest of safety, bus drivers have complete authority to control student conduct. Students are financially responsible for any willful damage done to the buses or any school vehicle. Bus schedules are posted in the main office, or if you have any concerns, please do not hesitate to call our Bus/Transportation Office - 872-4931.

Visitors / Volunteers

All visitors and volunteers, alumni and parents, must check in with the main office and receive a pass in order to be on campus (Penal Code §627.2). **Social visitations are prohibited during school hours**. Parents wanting to visit classrooms need to give **24-hour** notice. Students from other school sites are not allowed on campus without the prior approval of their school's administrator and an administrator at HSMS. The campus is closed outside of regular school hours unless there is a school-sponsored activity

GENERAL STUDENT INFORMATION

ASB Sticker for Student ID card

The cost of the 2023-2024 ASB Sticker is \$5. Students who purchase an ASB sticker will be given reduced admission to all events and activities held at Home Street Middle School.

Athletic and Extracurricular Activity Drug Testing

Bishop Unified School District requires that all students representing their school in athletics or other competitive extra-curricular activities including Mathletes, Marching Band, Drill Team/Colorguard and Spirit Squad remain drug free while participating in those sports/activities. These students should realize that the use of drugs is detrimental to their health and performance and must agree not to use such substances while involved in middle school athletics or any other competitive extra-curricular activity under the authority of HSMS and the Bishop Unified School District. In order to provide for the health and safety of the individual student participants and to offer a legitimate reason for participants to say “no” to drug use, HSMS has a mandatory, random drug-testing program (BP 5131.61 & AR 5131.61). While the District requires that all participants agree to random drug testing only during the season of sport/activity, the Athletic Department, HSMS Administration, and the Bishop Unified School District have also enacted policies for these participants regarding involvement with drugs that extend **beyond** the season of the sport and the boundaries of the school. The specifics of these policies can be found in the Athletic Code of Conduct. These programs are not designed to be punitive; rather, they are in place to create a safe, drug free, healthy environment for participants and to assist their getting help when needed.

Closed Campus

Home Street Middle School is a closed campus.

That is:

No student may leave campus at any time during the school day without first obtaining parent permission. Permission must be cleared through the main office with a note or phone call from the parent. Students **MAY NOT** leave campus once they have arrived at school in the morning. **The bus drop-off location is considered on campus.** Students are to walk past the BAC to the HSMS fields.

Leaving Campus during the School Day

Occasionally it is necessary for a student to leave during the school day. When a student must leave school during school hours for any reason, the student must be “signed out” in the main office by the student’s parent/guardian. If another adult is to pick up the student, written permission must be granted. For verbal permission given by the parent/guardian, the authorized adult must be on file at school as an emergency contact for the student. By law, students may be released only if this procedure is followed. For prearranged medical or dental appointments, students must bring a note on the day of the appointment stating the reason and time of dismissal at which time they will obtain a dismiss pass, the dismiss pass will be their off campus pass. Please try to make all medical and dental appointments during non-school hours if possible.

Firearms

Under no circumstances are firearms or other hunting apparatus allowed within 1,000 yards of the HSMS campus at any time. This is a felony and will be treated as a police matter.

Hall Passes/Out of class during period

Students, office assistants, and teacher assistants are not permitted out of class without their hall pass and their school ID card. In addition, students are not permitted in the school offices, Learning Center, Native American Liaison office, or Library without a pass.

Prior to leaving the classroom students must surrender their phone or electronic device to the teacher. Students caught using cell phone outside of classroom during the class period are subject to the terms of the cell phone policy. Students are to go only to and from the designated destination on the pass. Students are to use restrooms and drinking fountains nearest their classroom when permission is given and a pass is in hand.

Library

The library is open during school days from 8:15 a.m. to 3:19 p.m. **The library will be open for student use before school, during lunch, and after school.** It also will be available for classroom use during the instructional day. **Students will not be allowed in the library during instructional time without a pass.** No food or drinks are allowed in the library. The library provides students with educational media services and access to computers. Books can be checked out for 2 weeks, and a maximum of two books may be checked out at any one time. Students must use their student ID card to check out books.

Lockers

Lockers are issued to each student; however, the school cannot be responsible for items, which are left in lockers. Students are responsible for maintaining both the inside and outside of their locker and they are expected to be in good condition at all times. Lockers are subject to inspection/search by school personnel at any time.

Lost and Found

The lost and found is located in the Main Office. Efforts will be made to return identified items, but please check from time to time if you lose something because many articles are never claimed. Unclaimed, unmarked items are periodically donated to charitable organizations.

Nurse/Health Office

If students become ill during the day, they need to get a pass from their teacher and report to the health office. The Health Technician or School Nurse will assess the situation and make the necessary arrangement for students to either stay at school or go home. If the nurse/trained staff member determines that a student needs to go home, a parent/guardian will be notified and will need to sign their student out of school in the Attendance Office. If a student leaves campus without being signed out by their parent/guardian in the Attendance Office, consequences may be administered for truancy.

Prescription and Non-prescription Medication

Medication (prescription or nonprescription) **CANNOT** be administered to students and are not allowed on campus unless parents/guardians have completed and turned in (to the office) the proper medication authorization form. Students may obtain the form from the Main Office. Students requiring medication at school must be identified to the school by the parent/guardian and/or physician. All student medication must be in the original container and will be kept securely locked in the Health Office. **Students may not carry any medication (prescription or over-the-counter) with them on campus.** The school nurse, health technician, will administer all approved medications or designee to students at authorized times throughout the day. Students will be allowed to leave class, without penalty, to report to the Health Office take necessary approved medication(s) with appropriate permission.

CODE OF CONDUCT

THE BIG FOUR

The School Board, Superintendent, and Administration of Bishop Unified School District have identified **four keys areas** of student behavior that are critical components of a healthy education- al environment and a positive school culture. Consequently, in addition to diligently trying to provide an environment that is free of drugs and alcohol, the administration and staff will be paying particular attention to following:

- **Respectful Behavior, Bullying, & Language:** Whether inside a classroom during instructional time or outside during passing periods, break, or lunch, students are expected to treat each other, their teachers, and other staff members in a respectful manner. Inappropriate language (profanity, vulgarity, or racial slurs) will not be tolerated. Additionally, all forms of bullying (verbal, physical, and cyber) will be addressed by administration whether they occur on or off campus.
- **Dress Code:** all staff members will address Student attire that does not meet Dress Code during both class and while outside. Those students who are in violation will be sent to the office where they will be required to change into clothing provided by the school. Consequences for subsequent violations are outlined later in the handbook.
- **Cell phones, Bluetooth speakers, and other electronic devices:** While students are allowed to bring electronic devices to school, school policy states that they must be turned off during class time. ***By “off”, we mean “off” ... not on “silent” or “vibrate”.*** Students are not allowed to text, access internet, listen to music, or use the device at any time between bells INCLUDING while outside of class during the period using restroom, getting water, or going to one of the offices. Any Student caught using devices during class time, whether inside the classroom or outside while in the halls or common areas, will have them confiscated. **KEEP THEM OFF AND OUT OF SITE DURING CLASS TIME! PERIOD!**

- **Attendance & Tardiness:** State law does not only require Attendance at school, it is critical to the education of every student. Missing any or all of a school day results in gaps in learning, affects grades, and can affect ability to earn credit for classes missed. The administration and teachers of Home Street Middle School care about the academic achievement of each student and strive to provide a positive educational environment. That environment is disrupted when students miss or arrive late to class.

Cell Phone Policy

Cell phones need to be “off and away” during school hours. They should be out of sight and never heard. Phones may be used after school once students have left the building. Cell phones are not to be used on school buses. They are not to be used in between classes, in the restrooms, or during lunch. All student/parent communication must go through the Main Office; again, do not use cell phones during school hours. If the policy is violated, the following will occur:

- **First/2nd offense** – The phone is confiscated, Parent/Guardian Contacted, and will be returned to the student at the end of the day.
- **Further offenses** – The phone is confiscated, Parent/Guardian is required to pick up the phone.

Recording and Cyberbullying

The videotaping (recording) of, and/or posting on the Internet of, any fight involving Home Street students is considered cyber bullying and is subject to district policy BP 5131 (c-f). A student using digital or electronic communication to cyberbully on campus or off campus that affects school activity or attendance will be disciplined with consequences up to and including suspension. A student violating this policy may also be prohibited from possessing a mobile communications device.

Please review our policy with your children and discuss the responsible use of cell phones. Please report any misuse of this technology to school administration immediately. Together, we can continue to make Home Street Middle School a safe and wonderful place for students to prepare for success in high school and beyond.

Detentions/Saturday School

Consequences for violation of the school policies listed in this section as well as the attendance policies listed later include the assigning of detentions (60 minute) or Saturday School (4 hours). Students who have been assigned one of these consequences are expected to serve at the time assigned. If a conflict arises prior to the assigned time, a student may reschedule the consequence by visiting the office or seeing the assigning teacher. Failure to attend will result in the time doubling. If a student continues to fail to attend, they will be placed on a Behavior Contract that can lead to involuntary transfer to CDS and referral to SARB. **Participation on an athletic team/Colorguard/Drill Team is not an excuse to miss detentions and failure to fulfill disciplinary obligations can result in being suspended from games/performances.**

Drug/Alcohol Policy

The Administration and School Board of Bishop Unified School District are determined to provide a drug and alcohol free environment for our students. Administration is trained and shall use physical indicators to determine if a student is under the influence and initiate disciplinary measures if necessary. **Any student caught on campus possessing, selling, or under the influence of drugs or alcohol will be dealt with according to Administrative Regulations, Board Policy, and California Education Code.** In addition to traditional school consequences which may include involuntary transfer to alternative educational setting (CDS, JKBS, etc.), students who violate CA Ed Code sections 48900 while not participating in a sport are subject to the terms of Section 5 of the Athletic Code as it pertains to Disciplinary Athletic Contracts and possible game suspensions when they decide to become an athlete. Moreover, students will also face consequences handed down by both law enforcement and the court system. Administrative judgment will be utilized to interpret these general guidelines based on the severity and timing of the student's offense as well as current disciplinary record.

**State Zero Tolerance Offenses include "unlawful possession of any controlled substance" (EC 48915(a) (3)), and "unlawfully selling a controlled substance" (EC 48915(c) (3)).*

Cheating/Plagiarism

HSMS is an educational community that values personal integrity. Academic dishonesty in all its forms (in coursework, on exams, or in other academically related activities) will not be tolerated.

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- To present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Examples of cheating / plagiarism:

- Cheating on any project, quiz, or exam.
- Using AI to complete assignments
- Copying and pasting text from online encyclopedias
- Copying and pasting text from any web site
- Copying from another student or knowingly allowing another to copy.
- Using unauthorized materials and/or technologies.
- Using Google Translate or other translation tool without explicit permission from teacher
- Claiming as one's own a paper from a paper-writing service, free or otherwise.
- Sharing a document whether electronically (Google docs, etc.) or otherwise with a classmate without specific permission or instruction from the teacher allowing you to do so.

- Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting, in whole or in part, the contents of an examination or assignment of any kind.
- Intentionally causing a disadvantage to other students (tainting lab results, destroying another person's product, erasing another person's program, work, etc.)
- Tampering and/or changing any official classroom document.
- Using photographs, video or audio without permission or acknowledgement
- Using another student's or your parents' work and claiming it as your own *even with permission*
- Using your own work without properly citing it!
- Paraphrasing material from a source without appropriate documentation.
- Quoting a source without using quotation marks-even if you do cite it
- Citing sources, you didn't use
- Getting a research paper, story, poem, or article off the Internet
- Turning in the same paper for more than one class without the permission of both teachers (this is called self-plagiarism)

Consequences

First violation Automatic zero or "F" on assignment/test, parent/guardian and vice principal notified by teacher.

Second violation Two-day class suspension for defiance (CA Ed. Code §48900k), automatic zero or "F" on assignment/test, parent and assistant principal notified.

Third violation Three-day suspension for defiance (CA Ed. Code §48900k), automatic failing grade for the semester.

Fighting/Dispersing from a Fight

HSMS and the Bishop Police Department (BPD) have a zero-tolerance policy for fighting. Each incident of a physical nature will be assessed based on severity of injuries, premeditation, and impact on school climate. In addition to the consequences outlined in the Student Handbook, students who are involved in any physical altercation (assault, battery, mutual combat, fighting, etc.) may be referred to the BPD to potentially be cited, arrested and/or taken to Juvenile Hall by the Bishop Police. **Students who are found to have encouraged (aided and abetted), videotaped a fight, or posted anything through social media that glorifies or contributes to the conflict will be suspended.** Additionally, those who observe and/or fail to disperse from the scene of a fight also face disciplinary action that includes a 60-minute detention

Consequences	
1st Violation	1-5 day suspension w/ possible change of educational placement
2nd Violation	5 day suspension and possible change of educational placement

Forgery of Documents or Parent Signature

Consequences	
1st Violation	Detention
2nd Violation	In-school suspension or suspension from school

Harassment/ Bullying

The BUSD and staff of HSMS is committed to providing an educational environment free of unlawful harassment and/or bullying. Unlawful harassment because of sex, sexual orientation, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to:

- verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments
- visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with academic performance or progress
- retaliation for having reported or threatened to report harassment
- Cyber bullying, which includes but is not limited to, harassment through e-mail, social media such Face- book, Snapchat, Twitter, Instagram, ASKfm, etc.

In addition to California Civil Code (§51.9; CA Ed. Code §212.5, §220, §231.5, §45), students are protected by CA Ed Code 48900.4 and CA Ed Code 48900(r) which prohibit any form of harassment, protected-basis or other, that impairs the educational environment or students' emotional well-being at school. Moreover, **the harassing behavior does not need to take place during school hours or on the school campus.** Students, who think they are being harassed because of their sex, sexual orientation, race, ancestry, or other protected basis, should report behavior to administration immediately.

Insubordination/Disrespect for Staff/Defiance of Authority

Defiance means the refusal by a student to follow the directions of any school employee. This includes, but is not limited to, refusal to surrender an electronic device, give legal name or provide ID if asked, to go where directed, to accompany the employee to the office, or to give accurate, truthful information, disrupting school activities, disrespect and/or willfully defying the valid authority of supervisors, teachers, administrators or any other school personnel. Furthermore, if a student is hostile toward any teacher, administrator, or school employee, that student will be subject to immediate disciplinary action, up to and including recommendation for expulsion.

Profanity/Vulgarity

The habitual use of profanity and vulgarity (whether or not it is directed toward a student or staff member) is a violation of CA Ed Code 48900(i) and comes with the following consequences:

Consequences	Used in Conversation	Directed at teacher/staff
1st Violation	Documented warning	In-school suspension
2nd Violation	Detention /Saturday School	Suspension (length determined by severity)
3rd Violation	Saturday School/In-school suspension	Suspension (length determined by severity)
4th Violation	Suspension, 1–3 days	Referral to SARB for Behavior

Public Displays of Romantic Affection

Each student has the right to feel comfortable in the school environment. Public displays of romantic affection can be offensive to both staff and students. This includes touching, body rubbing, petting, kissing, or any other contact that may be considered sexual in nature. A phone call to the parents/guardians of those students in question will be made home. Subsequent violations will be followed up with disciplinary consequences.

Consequences	
1st Violation	Warning

2nd Violation	1–2 days of detention, Parent Contact
3rd Violation	Saturday School, Parent Contact

Smoking/Chewing Tobacco

Smoking presents a health hazard which can have serious consequences both for the smoker and the non- smoker. Students shall not smoke, chew or possess tobacco or nicotine products on campus as legally defined. In dealing with smoking, the CAMPUS BOUNDARIES include 300 ft. beyond the physical boundaries of the school. That is the length of a football field! Tobacco in any form is also prohibited at school sponsored events, or while students are under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures that will result in suspension from school as well as law enforcement citation.

Vapor Pens / E-Cigarettes

Per Board Policy and California Penal Code, possession or use of vapor pens or e-cigarettes is prohibited on school campuses whether they contain nicotine or not. Use of vapor pens while under school jurisdiction shall result in mandatory Vape counseling, In-school suspension, and possible police involvement depending on nature of offense.

Vandalism/Damage to School Property or Private Property

Damaging, defacing, or destroying school property or the property of its employees is against the law (Penal Code §594, §451; CA Ed. Code §48900f). Students guilty of such acts will receive consequences to the full extent that the California Education Code, the California Penal Code, and HSMS policies allow. Parents/ guardians are responsible and financially liable for acts of vandalism committed by their student. Students are reminded that security cameras are located throughout the campus. Vandalism or damage to the property of students is also a violation of Penal Code as well as school policy and shall be treated similarly.

Disciplinary Intervention Protocol

Bishop Unified School District schools are committed to fully implementing Positive Behavioral Interventions and Supports (PBIS) and restorative practices by utilizing a Multi-Tiered System of Support (MTSS) to teach expectations, recognize student success, and reduce of classroom suspensions.

The District is committed to addressing discipline disproportionality between student subgroups through an intentional and ongoing process of improvement. Key to this process is an annual District Discipline Summit, which consists of the following:

- Conducting a stakeholder meeting regarding student discipline concerns
- Conducting an annual District discipline audit to review disaggregated data on student discipline
- Conducting an annual review and update of District discipline policies

Further, to ensure discipline practices are equitably implemented on individual campuses and between campuses the District shall conduct the following trainings:

- All employees shall be trained on the prevention of discrimination, harassment, and bullying, and identification of students needing socio-emotional support.
- Certificated staff shall be additionally trained on classroom management practices, the impact of implicit bias on students, and the implementation of tiered intervention strategies.
- Administrators shall be further trained on BUSD Board Policies related to discipline, California Education Code related to student discipline, and legislation addressing the implementation of student discipline.

Student Discipline Code

The student discipline code applies to all students attending school in the Bishop Unified School District (BUSD) under the following circumstances: (1) while on any school grounds; (2) while going to or coming from any school; (3) during the lunch period, whether on or off the school campus; and (4) during, going to, or coming from a school-sponsored activity. Where appropriate, discipline should be progressive, meaning that a student's first violation will usually merit a consequence of a lesser degree than subsequent violations, considering all factors relevant to the severity of the current violation. Except where specified by Education Code Section 48900.5, a student may be suspended only when it has been a determination that other means of correction have failed to bring about proper conduct or that the student's presence causes a danger to persons.

The student discipline code also applies to: (1) all school-related trips and excursions approved according to governing board standards; and (2) optional District educational programs such as: (a) summer school; and (b) after-school programs. At the principal's discretion, a student with documented discipline problems not requiring expulsion may be removed from the remainder of an optional educational program. Before a removal occurs, the parent will receive a written notice and an opportunity to be heard in front of the principal or principal's designee.

MULTI-TIERED SYSTEM OF SUPPORT

The BUSD Discipline Code is part of the larger district Multi-Tiered System of Support (MTSS). MTSS is an integrated, comprehensive framework that focuses on the common core state standards, core instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success.

Key components of MTSS related to school discipline include:

- Focusing on aligning the entire system of initiatives, supports, and resources.
- Systematically addressing support for all students, including gifted and high achievers.

- Endorsing Universal Design for learning instructional strategies, so all students have opportunities for learning through differentiated content, processes, and product.
- Supporting high-quality standards and research-based, culturally and linguistically relevant instruction with the belief that every student can learn including students of poverty, students with disabilities, English learners, and students from all ethnicities evident in the school and district cultures.
- Seeking and implementing appropriate research-based interventions for improving student learning.
- Using school-wide and classroom research-based positive behavioral supports for achieving important social and learning outcomes.
- Implementing a collaborative approach to analyze student data and working together in the intervention process.

Interventions

Understanding that interventions represent “teachable moments” is fundamental to a positive approach to discipline. The goal of progressive interventions is the teaching of pro-social behavior. Progressive interventions and supports seek accountability and behavioral change. Prevention of negative behavior occurs by helping students learn from their mistakes and recognizing successes. All students are taught school and district expectations annually through the school wide **PBIS** program and classroom teacher presentations. Essential to progressive discipline is helping students who have violated school rules to:

- Understand the rule that was violated and the harm it has caused
- Understand what they could have done differently in the same situation
- Take responsibility for their action
- Be given the opportunity to learn pro-social strategies and skills to use in the future
- Understand the progression of interventions if the rule continues to be violated

Interventions and supports are most effective with students when they deal directly with the problem, in a way that is fair and impartial. These procedures were developed to establish a uniform discipline code for the District; it is expected that this code would be followed and consistently enforced throughout the District. All District staff who are authorized to impose disciplinary actions are expected to do so in a prompt, fair, and lawful manner and to place emphasis on the student’s ability to grow in self-discipline.

To intervene with any student who is subject to disciplinary action, the principal/designee should, to the extent allowed by law, first use an alternative to suspension. Except for single acts of a grave nature or multiple offenses, suspensions and expulsions are used only when other means of correction have failed to bring about proper conduct or the student’s presence causes a continuing danger to persons. All District staff are to assure due process for students. When choosing interventions and supports for a student, District staff should consider the following factors:

1. Age, health, maturation and disability or special education status of the student
2. Student’s prior conduct and record of previous interventions
3. Student’s understanding of the impact of their actions
4. Student’s willingness to repair the harm caused by their actions
5. Seriousness of the behavior offense and the degree of harm caused

6. Impact of the incident on overall school community
7. Whether the student's violation threatened the safety of any student or staff member
8. The likelihood that a lesser intervention or additional support would adequately address the violation

When students violate school rules, and following consideration of the factors previously mentioned, District staff shall determine the level of intervention and support needed to assist the student.

Training and Monitoring

All BUSD staff involved in the student discipline process are provided with trainings annually according to their roles. New staff receive full training on the discipline code and interventions. Returning staff are given review training and update training when legislative changes occur affecting the implementation of discipline codes. Site administrators review education code relative to discipline annually during training and complete activities designed to calibrate discipline responses between sites and ensure all students are treated equitably.

All data regarding site discipline incidents and behavior interventions is collected by the office of Student Support Services and analyzed monthly relative to type of incident, frequency, and demographic indicators of the participants. Feedback is given to site staff regarding trends in student actions or interventions. The District prior to action being taken reviews all high profile incidents that may result in the removal of a student from the instructional setting.

HSMS follows the California Education Code and progressive discipline policy when assigning consequences for inappropriate student actions. The progressive discipline policy is meant to guide administrative decisions regarding suspend-able offenses. It should be noted that this plan affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, but that each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student.

If students are failing to meet behavioral expectations and they perform a minor infraction, the teacher will use the following interventions:

1. Warning
2. quick student conference to explain the expectation
3. 5-minute meeting to remind the student of the expectation and try to determine why the student is not following the rule
4. phone call or e-mail home
5. 60-minute detention
6. conference with the teacher, administrator, parent, and student
7. referral to an administrator for disciplinary action

If a student continues to fail to meet behavioral expectations, repeatedly perform minor infractions, or they perform a major infraction, the student will be referred to administration

for disciplinary action. Alternative of correction and consequences include, but are not limited to, the following:

- **Class Suspension:** A teacher may assign up to two consecutive days of class suspension when a student is disrupting the learning environment. Students serving a class suspension will be held in an alternative location and given access to their classroom assignments. When a class suspension is assigned, the teacher will contact the parent/guardian following the offense and a parent/ teacher conference will be required.
- **Detention:** A student is assigned to a supervised area before, after school, or at lunch. Students may not be detained for more than one hour after the close of the school day, unless otherwise arranged with the parent/guardian. The student shall not be detained unless the principal or designee notifies the parent/guardian. If, after talking with the parent, the student is unable to remain after school on that day, another day will be arranged (including Saturday, where applicable).
- **Saturday School:** An administrator may assign one or more days of Saturday School as an alternative means of correction for various offenses outlined in the previous pages. Students serving a Saturday School will be held in an alternative location for the duration of the Saturday School and will be expected to work quietly. When a Saturday School is assigned, the administrator will contact the parent following the offense.
- **Behavior Contract:** This is a contract written by the classroom teacher and/or administrator for assisting the student with a specific behavior or pattern of behavior. Failure to meet the terms or violation of the Behavior Contract may lead to referral to the SARB Board or Involuntary Transfer to the Community Day School Program.
- **In-School Suspension (ISS):** An administrator may assign one or more days of in-school suspension for various offenses outlined in the previous pages. Students serving an ISS will be held in an alternative location for the entire school day and given access to their classroom assignments. When an ISS is assigned, the administrator will contact the parent/ guardian following the offense.
- **Loss of Privileges:** An administrator may remove the privilege of attending one or more school function including but not limited to athletic events, dances, school trips and end-of-the-year activities.
- **Suspension:** An administrator may assign one to five days of out-of-school suspension for various offenses outlined in the previous pages. Students serving an out-of-school suspension cannot be on any school campus for the duration of their suspension and must be home during school hours. Additionally, students cannot participate or attend in any school-sponsored activities or events while they are suspended. When a suspension is assigned, the administrator will contact the parent/guardian.
- **Involuntary Transfer:** Students who continue to demonstrate inappropriate behavior that violates the terms of their Behavior Contract OR violate a section of CA Ed Code 48900 that involves tobacco, drugs, alcohol, or places the safety of students at risk (fighting, etc.) may be subject to involuntary transfer (a change in educational placement) to the Community Day School classroom.

- **Expulsion:** Expulsion means the removal of the student from their school for a specified amount of time. When a school site recommends expulsion, the site will forward the request to the District's Superintendent. The Superintendent will notify the family to arrange for a meeting to discuss the recommendation and all details involved in the process including student and parent rights.
- **Student Attendance Review Board (SARB):** Students who fail to meet the terms of a Behavior Contract or continually fail to attend assigned consequences such as detentions, Saturday Schools will be referred to SARB. This process takes place at the Bishop Courthouse in front of the County Superintendent of Schools, District Attorney of Inyo County, and the Chief of Probation. It can lead to loss of driving privileges, parental fine, involuntary transfer to JKBS, probation, or other consequences deemed appropriate by the panel.

*Please note: Students out of compliance with behavior expectations while serving consequences will be subject to additional disciplinary action.

Failure to serve Detentions, Saturday School

The consequences for failing to serve detention or Saturday School are as follows:

Failure to serve assigned detention will result in the doubling of the assigned time on the rescheduled date.

Students who fail to serve Saturday School will have one opportunity to make up the 4 hours on a subsequent Saturday. Failing to attend the second rescheduled Saturday School will result in the student being placed on a Behavior Contract which can lead to involuntary transfer to CDS.

Students who demonstrate a pattern of behavior that indicates they have no intention of serving the

ATTENDANCE / ABSENCES

State law requires that all minors attend school full time. Regular attendance is essential to learning and academic success. The district believes that learning is a dynamic process requiring the student be present to be involved. Missing presentations, discussions, demonstrations, or lab exercises is detrimental to class goals and learning. Credit earned towards graduation will be based upon performance, participation and presence in the classroom. "In-the-seat" attendance is the only attendance reporting system the State of California accepts. Therefore, school policy reads that an accumulation of more than ten absences of ANY type (with the exception of school sponsored activities and "Officially Verified") per semester will result in NO CREDIT for that class. If a student is absent for an unexcused reason, the parent/guardian will receive an automated phone call notifying them. We believe that communication is key to minimize student absence and/or truancy. Even if a student is 18 years of age, the attendance office reserves the right to verify all absences with a parent/guardian. Excessive absences (more than 10) for illness will require a note from a physician.

Absences

School absences are categorized in four ways:

CATEGORY I - VERIFIED (Officially Verified)

Absences resulting from a school sponsored activity or those VERIFIED by a letter or excuse card from a doctor, dentist, court, or written excuse from an administrator. These are the only absences that do not count toward credit loss.

CATEGORY II - VALID (Validated by parent/guardian phone call or note)

Missed assignments due to valid absences can be made-up within certain time limits; however, keep in mind that **exceeding the maximum allowed absences per semester will result in credit loss!** (See Credit Loss Make-up below)

1. Illness
2. Doctor/Dental appointment of the student
3. As per Ed. Code 48205:
 - Court Appearance
 - Being the custodial parent for an ill child
 - Observance of a religious holiday
 - Attendance at an employment conference
 - Attendance at religious retreat (limited to 4 hours/semester)
 - Administrative approval
 - Funeral (for other than immediate family)

CATEGORY III - UNEXCUSED (Excuse not included in Categories I & II)

An absence for any reason (including truancy, flat tires, running out of gas, missing the bus, oversleeping, personal needs, or out of town trips) other than Category I and II. State law requires a student be classified **TRUANT** if absent or tardy by 10 minutes or more on (3) occasions.

- These absences will count towards credit loss.
- Teachers ARE NOT required to give class work. Therefore, credit for missed assignments, including quizzes and tests, may be lost.
- State Law mandates that an absence classified as unexcused is reflected as a truancy.

Credit Loss Make-up

Students who have exceeded the maximum number of absences per semester (eight in the first semester and ten in the second) in Categories II, III, and IV will be assigned Saturday School in order to make up the missed hours as required by California Ed Code

CATEGORY IV - TRUANCY (“CUTTING” or “DITCHING” SCHOOL)

Absences for any reason without parent consent or administrative approval will count towards credit loss and Saturday School will be assigned. State Law requires 30 minutes or more classify a student as TRUANT if absent or tardy. Teachers **ARE NOT** required to provide makeup work. Therefore, credit for missed assignments, including quizzes and tests, may be lost.

The following will result in a truancy on the student’s permanent attendance record:

- Arriving more than 10 minutes late to class without a valid reason.
- Leaving campus without first checking out with the attendance office to obtain an “off campus” pass.
- Forgery of phone call or note.
- Leaving class without teacher permission.
- Failure to clear absences within 24 hours after the return to school.

Excused Absence(s) Procedures:

All students must clear their unexcused absence(s) within 24 hours of the absence. Students who do not clear their unexcused absence(s) will be assigned Friday or Saturday School as a consequence. A parent/ guardian may call the Attendance Office at 872-1381 to clear an excused absence. In this manner, a written note is not necessary. If you have a note from your parent/guardian, bring it to the Attendance Office before 8:15 AM, during your break, lunch, or after school. The note should be signed by your parent/guardian and include your name, dates(s) of absence(s), reason for absence(s), and a current telephone number where your

parent/guardian can be reached. Because attendance is so important for student success in school, HSMS discourages routine medical or dental appointments made during school hours.

S.A.R.B.

What is SARB?

SARB is an acronym for the School Attendance Review Board. It is composed of representatives from local agencies including the District Attorney's Office, law enforcement, probation, mental health, children services, and school administration. It is SARB's goal to keep students in school and provide them a meaningful educational experience. SARB also provides information, resources, and

CLEARING AN ABSENCE

It is ultimately the student's responsibility to make sure all absences are cleared with a phone call or parent note. When clearing an absence, please call our attendance line at (760)872-1381.

We prefer to receive a phone call by 2:30 PM on the day your student is absent.

Our attendance answering machine is on 24 hours per day; therefore, feel free to call at any time to report an absence. In order to avoid absences becoming a "CUT", all absences must be cleared within 24 hours.

If you are unable to telephone, please send a note with your student the day of his/her re- turn to school.

Students clearing absences **must** report to the Attendance Office before 8:15 AM to avoid receiving a tardy to Period 1.

Forgery of attendance notes/phone calls:

Forged excuses (phone excuses included) are unacceptable and illegal. Student faces possible suspension in addition to attendance procedures for any violation.

Students not in the attendance office before 8:15 A.M. for a readmit will be counted tardy.

All absences MUST be cleared by parent phone call/note within 24 hrs. of

support services in the areas relating to child welfare and attendance, including truancy reduction programs and safe school assessment.

Who Is Referred to SARB?

- 1) Students with excessive excused or unexcused absences and or tardies OR
- 2) Students whose behavior problems have not been resolved by school efforts

What are a few possible SARB outcomes?

Parent prosecution, Juvenile probation intervention, referral to alternative education site, (typically JKBS), monetary fines, or Loss or suspension of driving privileges.

Tardy Policy

In order for students to be successful and productive, they must develop habits of punctuality. These habits will contribute to academic success as well as career success. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students will be held accountable for punctuality. Habitual tardiness will result in parent/guardian notification and administrative disciplinary action. The following policy regarding tardiness is in effect at HSMS.

- All students arriving late to class 1st period (beginning of day) or 5th/6th period (after lunch) shall be required to check in at office to have tardy documented by attendance secretary and receive readmit pass.
- All students are expected to be in class in their assigned seats when the bell rings. If they are not, they will be considered tardy.
- If the tardy is excused, it is the student's responsibility to clear the tardy by giving the teacher an excused readmit signed by a school office staff member.
- During the school day, students who enter the classroom after the tardy bell with an appropriate pass signed by a school staff member will be admitted to class without penalty.
- Habitual tardiness will result in parent/guardian notification and administrative disciplinary action and referral to School Attendance Review Board (SARB) per policy below.

Consequences for Tardiness

3rd – 6th Violation: 60 minute after school detention assigned for next available Wednesday or Thursday and parent/guardian contact by phone

7th – 9th Violation: Saturday School and parent/guardian conference with administrator

10th Violation: Considered Defiance of Authority: Saturday School, referral to School Attendance Review Board (SARB), and possible loss of participation privileges to school activities and athletic events.

Failure to serve Detentions and Saturday School

As noted, the consequences for failing to serve Detention and Saturday School can include additional time, placement on a Behavior Contract, involuntary transfer to CDS, and/or a hearing in front of the SARB Board.