

Yolo Middle School Student Handbook

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Welcome Students and Parents

Dear Students and Parents,

On behalf of the staff of Yolo Middle School, please accept our sincere welcome. The middle school years can be a challenging experience academically, socially and emotionally. We look forward to partnering with you to make your years here educationally rewarding. Through that partnership we will help you navigate the Middle School years and celebrate success along the way.

The school handbook at the front of the agenda will help students and parents learn about the policies and procedures at Yolo. Please read through the handbook with your son/daughter. **Our Yolo Middle School website also has additional information about school policies and procedures.** If you have questions or concerns about material in the handbook, please call the school and ask to speak with a Yolo Administrator.

Our number one job at Yolo is to provide you with a safe and supportive learning environment. That being said, we have **very** high expectations for student conduct and teaching responsible behavior. We will not allow behavior that jeopardizes student safety or interferes with the learning process of others.

We encourage you to participate in any or all of the activities that we have to offer such as music, science, student government, or athletics. These types of activities can be very beneficial in gaining a well- rounded middle school experience and to allow students to pursue interests outside of the classroom.

This agenda is being shared with you in the hopes that it will help you be a successful, responsible, organized student. The purposes of the agenda include:

- ❖ Providing communication between home and school
- ❖ Helping students set goals and become better organized
- ❖ Improving communication between teachers and students
- ❖ Providing consistency for students from class to class
- ❖ Helping students improve study habits
- ❖ Providing students with a written reminder of school rules and bell schedules

As a part of each course requirement, students are expected to take responsibility to carry their agendas to every class, every day, and to record their daily assignments, test and/or project due dates. Though the middle school years can be tough and many changes take place in a short period of time, the Yolo staff is always willing to provide you with guidance and assistance should you have questions or concerns. Do not hesitate to ask for help when you need it. We are here to help make your years at Yolo Middle School rewarding and prepare you for a successful transition to OHS.

Sincerely,

Eva Luna

2017-2018 BELL SCHEDULES

REGULAR DAY

Period 1	8:00	8:50
Period 2	8:55	9:43
Period 3	9:48	10:36
Period 4	10:41	11:29
Lunch	11:34	12:09
Period 5	12:14	1:02
Period 6	1:07	1:55
Period 7	2:00	2:48

EARLY RELEASE MONDAY

Period 1	8:00	8:39
Period 2	8:44	9:21
Period 3	9:26	10:03
Period 4	10:08	10:45
Period 5	10:50	11:27
Period 6	11:32	12:09
Lunch	12:14	12:53
Period 7	12:58	1:35

Computer Use Rules

The signatures accompanying the rules for the Yolo Computer Lab/classroom and library computers constitute a written agreement.

USE OF EQUIPMENT

1. The computer equipment in the computer lab, library and in the classrooms is expensive and should be treated with care. Any abuse and/or misuse of any equipment (computer, printers, etc) will constitute immediate suspension of computer use privileges.
2. Any changes, alterations, or modifications by student of any settings on a computer, without specific instructions from teacher, will **be grounds for referral to the office**. This includes altering the desktop or any application defaults, or downloading any applications.

INTERNET AND TECHNOLOGY USE

The Newman-Crows Landing Unified School District provides access to the Internet to all actively enrolled students through the District's computer network. The District's website is located at www.nclusd.org. All uses of District computers and networks are regulated by NCLUSD's Acceptable Use Policy (AUP) which can be found on the District's website.

Students are authorized to use District equipment to access the Internet in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the District's Acceptable Use Agreement. Students may request permission from Principal or designee to access the Internet or on-line services on a personal mobile device. With permission, students may have access and must meet all obligations and responsibilities specified below.

The Principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use.

INTERNET ACCESS

The purpose of providing access to the Internet and District network resources is to provide access to unique resources and the opportunity for support of education and research. The Internet is to be used for regular instructional activity or to compile data necessary for educational research. Students shall use the system responsibly and primarily for educational purposes.

Newman-Crows Landing Unified School District is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically, CIPA requires school Districts to use technology to block access to Internet sites that are: A) obscene, (B) contain child pornography, or (C) that are harmful to minors. Internet filtering technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting from school or home. Schools will implement digital citizenship curriculum to educate and empower our students to become safe, responsible and respectful digital citizens. Parents are requested to reinforce responsible, acceptable, and safe use of the Internet at home.

PRIVACY

The District reserves the right to monitor all use of District technology, including any Internet communications, for improper use. Electronic communications and downloaded material, including files, may be monitored or read by District officials to ensure proper use of the system. Such monitoring/recording may occur at any time without prior notice for any legal purposes. Students

should be aware that, in most instances, their use of District technology (such as web searches and emails) cannot be erased or deleted. Since the use of District technology is intended for educational purposes, students shall not have any expectation of privacy in any use of District technology.

OBLIGATIONS AND RESPONSIBILITIES

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, these require efficient, ethical and legal utilization of the network resources. Access to the Internet through NCLUSD Network and the use of District network resources including email accounts are privileges, not rights.

1. In order to use District technology and Internet, a student must have signed:
 - a. Student Conduct Code and Handbook Acknowledgement
 - b. Technology Acceptable Use Agreement
 - c. Chromebook Policies & Procedures Agreement
 - d. Google Apps for Education Agreement
2. All District equipment should be used with care. Any changes, alterations, or modifications by student of any settings on District equipment, are not permitted. Students shall not install any unauthorized software applications on District equipment.
3. The student, in whose name an account is issued, is responsible for its proper use at all times. They shall use the network only under their own account number. Students shall not share accounts or passwords with anyone.
4. Students shall not access, post, submit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
5. Students shall not disclose, use or disseminate personal identification information about themselves or others when using any form of electronic communication.
6. Students shall not use material that may infringe copyright, license, trademark, patent, or other intellectual property rights.
7. Students shall not intentionally upload, download or create computer viruses, maliciously attempt to harm or destroy District hardware or software or attempt to harm or destroy data of any other user. This includes disrupting or limiting access to network resources or using the network to make unauthorized entry to any other device accessible via the network (hacking).
8. Students shall abide by all networks filters, applications and network settings that set accessibility to content on the Internet. Students shall not bypass these in order to access content restricted by the District.
9. Students shall report any security problem or misuse of the services to a teacher or administrator.
10. NCLUSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

CONSEQUENCES

Any inappropriate use which is contrary to school policy, local, state and federal law will be subject to disciplinary action per the discipline policy. This may include suspension or expulsion. In addition, violations may be reported to law enforcement agencies as appropriate.

CELL PHONES

(Reference: Board Policy 5131.11)

The district acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the district recognizes that instructional time must be protected from unnecessary disruption.

Therefore, students shall be permitted to have in their possession an electronic signaling device on campus during the school day, while attending school sponsored activities, or while under the supervision and control of a school district employee only in accordance with the following requirements:

1. Cellular radio telecommunication devices may be used before and after school only or during school activities that occur outside of school hours.
2. During the school day instruction time, cellular radio telecommunication must be turned off **unless instructor approves the use of cell phones for educational purposes**. Programming such devices to vibrate rather than ring does not fulfill the "off" requirement
3. Phone must be stored in a backpack, purse, pocket or other place where it is not visible during normal school hours.
4. During District, state and national assessments, students are prohibited access to any electronic devices at any time during the entire testing session.
5. Cellular radio telecommunication may not be used to conduct any activities, which violate Board policy, school rules, state law or federal law.
6. Cellular radio telecommunication may not be used in any manner, which interferes with, or is disruptive to, education or extracurricular activities or events.
7. Students must comply to a request made by school personnel to cease the use of a cellular phone or other signaling device even before or after school.

Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation.

Violations of this policy will result in disciplinary action, including confiscation of the cellular radio telecommunication, suspension and/or expulsion.

Electronic signaling devices include any device that operates through the transmission or receipt of radio waves, including, but not limited to pagers, cellular phones, and two way radios. In permitting student possession of such devices, the district assumes no liability for the loss of the device or its misuse by another person.

OFFICE PHONE USE

An office phone is available for students to use for **emergency calls only**. Students who may fall ill during the day must report to the office to be evaluated. If a student is determined to be ill and in need of going home, he/she may use the office phone. **Students are not permitted to use their cell phones on campus if they are feeling ill.** Calling home for lunch, school work, PE clothes, or after-school plans are not permitted.

I. RIGHTS AND RESPONSIBILITIES

A. Rights of Students

- To attend school unless removed under due process as specified in the California Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To be able to have ready access to a counselor or administrator.
- To be fully informed of school rules and regulations.

B. Responsibilities of Students

- To attend school and be to classes regularly and on time.
- To be prepared for class with all appropriate materials.
- To know, understand, and obey all school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general to a high degree.
- To demonstrate pride in the appearance of school buildings and grounds.

C. Rights of Parents/Guardians

- To expect that their children will spend their time at school in a safe, wholesome, stimulating, academically challenging atmosphere while engaged in productive activity under the supervision and direction of a dedicated and caring staff.
- To be informed of school policies and regulations.
- To review their children's records with assistance provided by a certificated staff member.

D. Responsibilities of Parents/Guardians

- To visit the school periodically and to participate in conferences with teachers, counselors and/or administrators regarding the academic progress and behavior of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing to attend school.
- To maintain consistent and adequate discipline over their children and to approve of reasonable disciplinary measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.
- To become familiar with school policies and regulations at all times.
- To participate in the education of their students throughout the school year.

E. Rights of Teachers

- To expect and receive the attention, effort, and participation of the students enrolled in their classes.
- To have parental and administrative support when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

F. Responsibilities of Teachers

- To consider the personal worth of each individual student as a unique and important human being.
- To establish a classroom atmosphere in which productive learning can take place.
- To make every effort to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced and unbiased manner.
- To keep parents and students informed, through timely and periodic reports, of all pertinent data related to the student's school experience.
- To continually evaluate their own instructional strategies to achieve the school's Expected Student Learning Results (ESLRs) and to improve student learning.
- To initiate and enforce individual classroom rules consistent with both school and District policies.

G. Rights of Administrators

- To expect that all students, parents, and school employees recognize the administrator's responsibility to maintain a safe campus environment.
- To expect that students, parents, and school employees recognize the administrator's responsibility to enforce District policies and school rules as directed by the District administration and Board of Education.
- To expect parental and teacher support when enforcing District policies and school rules and making those decisions designed to provide an optimum learning climate.

H. Responsibilities of Administrators

- To provide leadership that will establish, encourage, and promote exemplary teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To be able to provide support for teachers in the enforcement of District policies and school rules.
- To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them.
- To request assistance from District for support services and community agencies and resources in all instances requiring such action.
- To be able to communicate unverified student absences to parents.

II. BEHAVIOR EXPECTATIONS AND CONSEQUENCES

(The number of violations occurring in the current school year determines consequences.)

Note: The school day during which a suspension is assigned is not counted in the number of days suspended. An expulsion means to be removed from school attendance in the Newman-Crows Landing Unified School District. Only the Board of Education can decide on an expulsion. Such a decision will be based upon the recommendation of an Administrative Panel comprised of district administrators, none of who are from the site of the disciplinary incident.

During Suspension:

1. The student shall not report to school or be within 1000 feet of any District school campus during the period of suspension, unless coming to the school office on official business by prior arrangement with a school administrator.
2. The student is expected to be under the supervision of a parent during school hours (8:00 a.m. - 3:00 p.m.) when serving suspension days at home.
3. The student is not to attend any Yolo Middle School events or those held at any other school campus during the suspension.
4. "The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension." (E.C. 48913) The responsibility of obtaining and completing class work and/or tests missed during the suspension lies with the student.

A. IMPORTANT NOTICE

1. No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. (E.C. 48900) A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:
 - while on school grounds
 - while going to or coming from school
 - during lunch period, whether on or off the campus
 - during, or while going to, participating in or coming from, a school sponsored activity
2. Students accumulating 10 days of in-school or home suspension may be subject to involuntary transfer to an alternative program. Students accumulating 20 days of in-school or home suspension are subject to recommendation for expulsion to the school board. Disciplinary action will be taken if a student's behavior is disruptive to the educational process or causes danger to persons or property even though the offense is not specifically defined in the Student Conduct Code.
3. Parental liability for willful misconduct of a minor that results in injury or death to a pupil or school employee or who willfully cuts, defaces, or otherwise injures in any way any property real or personal, belonging to a school district or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed twenty-five thousand dollars (\$25,000). The parent or guardian shall also be liable for the amount of any reward not to exceed ten thousand dollars (\$10,000) (E.C. 48904).

4. Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal.
5. By entering school property, the person driving any vehicle is deemed to consent to a complete search of the vehicle—all its compartments and contents—by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day.

B. POLICY FOR THE USE OF DOGS TO SEARCH FOR CONTRABAND ON DISTRICT PROPERTY

The Board of Trustees (Board) of the Newman-Crows Landing Unified School District is committed to providing students and employees with schools and work places that are free of drugs and weapons. To that end, the Board prohibits the presence of drugs, controlled substances, weapons of any type, explosive devices, alcohol, or any intoxicate (as those terms are defined by state or federal law or District policy) on District property or at any District-sponsored event. This prohibition applies to employees, students, patrons, visitors, and any other person.

1. All persons are responsible for the security of any vehicle, locker, desk, bag, or other items they possess or bring onto District property or to a District-sponsored event. No person shall possess, place, keep or maintain any article or material that is prohibited by law or District policy in items, lockers, vehicles, desks, or bags assigned to them or under their control while on District property or at a District-sponsored event.
2. In an effort to keep the work place and schools free of drugs and weapons, the District may use specially trained non-aggressive dogs to sniff out and alert to the presence of those substances prohibited by law or District policy. These inspections shall be unannounced and will be made at the discretion of the program coordinator.
3. Under no circumstances will a dog be allowed to sniff the person of a student, employee, patron, visitor, or anyone else while on District property or at any District event. This prohibition extends to and includes demonstrations. When used for the purpose of demonstration the dog may not sniff the person or any individual and must be well separated from the audience.
4. The dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
5. The dog may be used to sniff the air around lockers, desks, bags, items or vehicles that are on District property or at a District-sponsored event.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person having the use of, bringing onto District property or responsible for that place or item will be called to the scene to witness the search. All searches shall be made in compliance with District policy and applicable law.
7. In the event the dog alerts on a locker, book bag, or a locked vehicle the owner or person bringing it onto District property shall be asked to open it for inspection. Refusal to open the item for inspection will result in parent contact and disciplinary action including but not limited to suspension or expulsion, a request for assistance from the local police department, and, in the case of a vehicle, loss of parking privileges on District property. A vehicle is subject to search at all times while on school campus. (California Vehicle Code 21113(A)). Visitors or patrons may be banned from District property. A 1000

foot boundary adjacent to school premises will be included as part of this policy.

8. Discovery of a prohibited substance possessed by a student may result in referral to a law enforcement agency and/or school disciplinary action in keeping with District policy.

9. Students shall be informed of this policy at the beginning of each school year.

BP 5131.64

Adopted: 02/17/93

C. CAUSES FOR MANDATORY RECOMMENDATION FOR EXPULSION

Except as provided in subdivisions (c) and (e) of the California Education Code (E.C.), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstances.

1. CAUSED SERIOUS PHYSICAL INJURY to another person, except in self-defense or willfully used force or violence upon the person of another, except in self-defense. [E.C. 48915 and 48900(a)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

2. POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT unless in the case of possession of any object of this type, the pupil has 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. [E.C. 48915 and 48900(b)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Furnishing or possessing an imitation or look-a-like toy gun is considered an object of a dangerous nature and is included in this section. [E.C. 48900(m)]

Note: Possession of tear gas/a tear gas weapon/pepper spray is considered a dangerous object. (Penal Code Section 12401, 12402) (E.C. 49330)

Note: The possession or use of articles not generally considered to be weapons may be prohibited when the Principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use. This prohibition shall not normally apply to school supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner.

3. FURNISHED OR SOLD 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. [E.C. 48915 and E.C. 48900(c)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Furnishing or possessing an imitation controlled substance (look-a-likes) with the intent to distribute will result in a recommendation for expulsion. Imitation controlled substances are considered “dangerous objects.” This offense is also in violation of Health and Safety Code 11680.

4. POSSESSED 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 of possession of not more than one ounce of marijuana, other than concentrated cannabis. [E.C. 48915 and E.C. 48900(c)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use shall not be considered to have violated this policy. However, any physician-authorized drug must be left in the school office during school hours or left with a supervising district employee at any school-sponsored activity. Additionally, parents/guardians and physician must complete the Parent Request for Administration of Medication if prescribed medication is brought onto District property or to a District-sponsored event.

5. POSSESSED WITH INTENT 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. [E.C. 48900(c)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

6. 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, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-a-likes or in lieu substances. [E.C. 48900(d)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

7. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION [E.C. 48915 and 48900(e)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

8. THREATENED, ATTACKED, OR COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Section 240, 242) [E.C. 48915 and 48900]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

9. COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. [E.C. 48915 and E.C. 48900(n)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

10. COMMITTED A TERRORISTIC THREAT (including, but not limited to, a bomb threat) against school officials or school property, or both. "Terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (E.C. 48900.7)

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

D. CAUSES FOR MANDATORY SUSPENSION ON FIRST OFFENSE

Depending on the seriousness of the act, a student may be recommended for an alternative education placement or expelled on the first or succeeding offenses.

1. POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. [E.C. 48915 and E.C. 48900(c)]

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

Note: If the student completes a district-approved intervention program. Ineligibility for extra-curricular activities may then be reduced from eighteen school weeks to nine school weeks.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Students appearing at school functions and having consumed or having in their possession alcoholic beverages or controlled substances may be handled by police action. (Penal Code section 647) (Health and Safety Code section 11550)

2. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA as defined in Section 11014.5 of the Health and Safety Code. [E.C. 48900(j)]

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

Note: If the student completes a district-approved intervention program. Ineligibility for extra-curricular activities would then be reduced from eighteen school weeks to nine school weeks.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

3. FIRE-SETTING OR ATTEMPTED FIRE-SETTING including the activation of false alarms or tampering with emergency equipment. (Penal Code sections 447, 455, and 148.4) [E.C. 48900(k)]

1st Offense: 3-5-day suspension.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire setting is never considered to be a prank. The burning of trashcans can lead to immediate and serious consequences.

4. WILLFUL DEFIANCE OR DISRUPTION OF THE SCHOOL OR INTERFERING WITH THE PEACEFUL CONDUCT OF THE ACTIVITIES OF THE SCHOOL (Penal Code section 148.1) [E.C. 48900(k)]

1st Offense: 3-5-day suspension.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

5. 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. [E.C. 48900(o)]

1st Offense: 5-day suspension and possible recommendation for expulsion.

E. CAUSES FOR HOME SUSPENSION OR OTHER ALTERNATIVE CONSEQUENCES

When “suspension” is indicated in this Student Conduct Code, the principal or principal’s designee will determine whether the consequence should include, but not be limited to, home suspension, in-school suspension, detention, or community service. Community service may include, but is not limited to, work performed on school grounds during non- school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.

The school day during which the suspension is assigned is not counted in the number of days suspended.

Law enforcement agencies may be notified at the discretion of the school administration.

If the nature of the offense makes an alternative education placement or expulsion recommendation appropriate, the student will be suspended five days for the infraction.

A student may be suspended on the first offense depending on the seriousness of the act, if the act is gang related, or if it is determined that the pupil’s presence on school grounds causes a danger to persons and/or property or threatens to disrupt the instructional process. (E.C. 48900.5)

For offenses 1 through 10 only, depending on the seriousness of the act, a student may be recommended for an alternative education placement or expulsion on the first or succeeding offenses.

1. CAUSED, ATTEMPTED OR THREATENED TO CAUSE PHYSICAL INJURY TO ANOTHER PERSON; OR WILLFULLY USED FORCE OR VIOLENCE UPON THE PERSON OF ANOTHER, except in self-defense. [E.C. 48900(a)(1) and 48900(a)(2)]

1st Offense: Up to 5 days suspension

2nd Offense: 5-day suspension

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

2. CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO PROPERTY (cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code section 594) [E.C. 48900(f)]

1st Offense: Up to 5 days suspension

2nd Offense: 5-day suspension

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

Note: The parent/guardian(s) will be held responsible for damage to school district property. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardians of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (E.C. 48904)

3. THREATENED, INTIMIDATED, MENACED OR HARASSED (INCLUDING SEXUAL HARASSMENT, AND/OR ELECTRONIC BULLYING) ANY OTHER PERSON. [E.C. 48900(a), 48900(k), 48900(r), 48900.2, 48900.4]

1st Offense: Warning to student and/or other alternative consequences

2nd Offense: 3-5 days suspension

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

4. ENGAGED IN OR HAD ANY PART IN HAZING or committed any act that injures, degrades, or disgraces any other person attending school. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. [E.C. 32050-52, 33032.5, 48900(a), 48900(k), 48900.3]

1st Offense: Up to 5 days suspension

2nd Offense: 5-day suspension

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

5. STOLEN OR ATTEMPTED TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY. [E.C. 48900(g)]

1st Offense: Up to 3 days suspension

2nd Offense: 5-day suspension and possible recommendation for alternative education program

3rd Offense: 5-day suspension and recommendation for expulsion

6. KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY. [E.C. 48900(l)]

1st Offense: Up to 3 days suspension

2nd Offense: 5-day suspension

3rd Offense: 5-day suspension and recommendation for expulsion

7. ANY ACT OF DEFIANCE OR DISOBEDIENCE either in language or in action against school personnel; refused to comply with the reasonable request or order of school personnel. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: 3-day suspension

3rd Offense: 5-day suspension and/or possible recommendation for alternative education program.

Note: A violation of the school's Internet Use Policy is considered defiance of authority.

8. COMMITTED AN OBSCENE ACT OR ENGAGED IN HABITUAL PROFANITY OR VULGARITY, INCLUDING RACIAL AND/OR ETHNIC SLURS either verbally or in writing. [E.C. 48900(i)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 5 days suspension

3rd Offense: 5-day suspension and/or possible recommendation for alternative education program.

Note: Any act committed against school personnel warrants consequences starting at second offense.

Note: A student will be suspended on the first offense for 3 days if such behavior disrupts school activities [E.C. 48900(k)], threatens to disrupt the instructional process, or causes a danger to persons or property (E.C. 48900.5).

9. POSSESSED ANY OBJECT ON CAMPUS WHICH COULD BE CONSIDERED DANGEROUS (unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal) if the principal deems expulsion inappropriate. [E.C. 48900(b)]

1st Offense: Warning to student, notification of parent/guardian, and/or alternative consequences

2nd Offense: 3-day suspension

3rd Offense: 5-day suspension

Note: Toy or look-a-alike guns are considered objects of a dangerous nature and fall within the scope of this Student Conduct Code under "Causes for Mandatory Recommendation for Expulsion." The principal must report in writing to the superintendent who will advise the governing board if expulsion is inappropriate due to the nature of the particular circumstances, which shall be indicated in the report of the incident. (E.C. 48915)

10. FORGED, FALSIFIED, ALTERED, OR USED FORGED SCHOOL CORRESPONDENCE, PASSES. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 day suspension

3rd Offense: 5-day suspension and recommendation for alternative education program.

11. POSSESSED OR USED TOBACCO or any products containing tobacco or nicotine products. [E.C. 48900(h)]

1st Offense: 3-day suspension

2nd Offense: 5-day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

Note: YMS does not permit the smoking or use of tobacco or any product containing tobacco or nicotine products by pupils of the school while pupils are on campus or while attending school-sponsored activities or while under the supervision and control of district employees. (E.C. 48901)

Note: Confiscated materials will returned to parents upon request. Confiscated materials will not be returned to students.

12. FAILURE TO IDENTIFY ONESELF or giving false information to school personnel. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

13. TAMPERING WITH PROPERTY OF THE SCHOOL DISTRICT or belongings of any other person. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 days suspension

3rd Offense: 5-day suspension and recommendation for alternative education program.

14. CHEATING, PLAGIARISM [E.C. 48900(k)]

1st Offense: Teacher notifies parents. "F" on assignment/test.

2nd Offense: Student referred to office. "F" on assignment/test. Discipline may include suspension

15. GAMBLING AND WAGERING or habitually being present where gambling and wagering are taking place. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence. Depending upon the incident, a police report may be made.

2nd Offense: 3-day suspension and possible recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for alternative education program.

16. INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM causing class or campus disruption of a minor but annoying nature. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: 3-day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

17. LOITERING ON OR ABOUT ANY CAMPUS without apparent lawful purpose. [E.C. 48900(k)] (Penal Code 653G and 627)

1st Offense: Warning to student and/or alternative consequence

2nd Offense: 3-day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place, or at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. Punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six months.

18. ANY DRESS, GROOMING, OR APPEARANCE, which the administration deems unauthorized or inappropriate, or which disrupts, or tends to disrupt the educational process, or affects the health or safety of individuals shall be prohibited. [E.C. 48900(k), 35161, 35168, 35291.5, 35294.1]

1st Offense: Warning to student and notification of parent. Student will be sent home to dress properly, if necessary.

2nd Offense: Up to 3-days suspension

3rd Offense: 5 day suspension and possible recommendation for alternative education program.

Note: Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus or at any school activity. Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, any illegal activity, or is sexually suggestive may not be worn on campus or at any school activity.

19. POSSESSED AN OBJECT NOT OF A DANGEROUS NATURE BUT IDENTIFIED BY A SCHOOL ADMINISTRATOR AS DISRUPTIVE, i.e., radios, tape/cd players, skateboards, or other items a school administrator identified as disruptive unless, in the case of possession of any such object, 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.

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 days suspension

3rd Offense: 5 day suspension

Note: The unauthorized object will be confiscated by school authorities and will be returned to the parent/guardian upon request, not to the student.

Note: The possession or use of articles not generally considered to be weapons may be prohibited when the Principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use. This prohibition shall not normally apply to school supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner.

20. POSSESSED OR USED AN ELECTRONIC DEVICE that operates through the transmission or receipt of radio waves, including, but not limited to paging and signaling equipment, without the prior consent of the principal or the designee of the principal. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of a pupil and use of which is limited to purposes related to the health of the pupil. (E.C. 48901.5) Students who violate district or school rules and regulations may be subject to discipline, including but not limited to confiscation of the cellular radio telecommunication device, suspension, expulsion or transfer to alternative programs in accordance with Board Policy and administrative regulations. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim

and the offender or make appropriate referrals for such assistance.
Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation.

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 days suspension

3rd Offense: 5 day suspension and possible recommendation for alternative education program.

Note: The unauthorized object will be confiscated by school authorities and will be returned to the parent/guardian upon request, not to the student. Phones will NOT be released to students based on parent phone calls. Parents must pick the phone up in person.

21. INAPPROPRIATE/DISRUPTIVE BEHAVIOR ON BUS OR IN OTHER SCHOOL VEHICLES

District-provided bus transportation including any district vehicle is a privilege and not a right. Students shall abide by all rules set by the bus driver. Misbehavior on the bus shall be referred to the Principal or designee for disciplinary action as explained in the Student Conduct Code. Parents/Guardians and their students shall be responsible for any damage to the bus incurred by the student.

First Offense: Administrator conference with student, and parent notification. *

Second Offense: Up to five day suspension of bus riding privileges*

Third Offense: Up to ten days suspension of bus riding privileges*

Forth Offense: Up to twenty days suspension of bus riding privileges*

Fifth Offense: Suspended riding privileges for remainder of school year

*Note: Depending on the seriousness of the act, the student may lose bus privileges at the discretion of the administration and/or for the remainder of the school year on the first or succeeding offenses.

F. DRESS AND GROOMING CODE

The parents/guardians of students attending Yolo Middle School are charged with the responsibility of dressing their students in a neat and clean manner. **ANY DRESS, GROOMING, OR APPEARANCE WHICH TENDS TO DISRUPT THE EDUCATIONAL PROCESS, OR AFFECT THE HEALTH AND SAFETY OF INDIVIDUALS SHALL BE PROHIBITED. (E.C. 48900, SUB-SECTION K)**

The administration has the right to determine whether any item of dress, clothing, or accessory is unauthorized or inappropriate.

The following guidelines shall be in effect at all school-related activities except where modified by the principal or principal's designee for specific curricular or extracurricular activities.

1. No clothing, belt buckles, backpacks, or accessories depicting the following:
 - a. The promotion of drugs, alcohol, weapons, violence, or illegal activities
 - b. Sexual content, offensive pictures, or slogans (nudity, Playboy logos, or other similar items)

- c. Area codes or region identification
 - d. Gang related or seemingly gang-related symbols, nick-names, or monikers.
 - e. Grotesque images of death, gore or violence.
 - f. T-shirts depicting palm trees that are associated with marijuana leaves (from BLVD Supply Company, Tilly's).
 - g. T-Shirts depicting the brand "Nuggz."
2. Oversized garments such as pants, shirts, and shoes are not allowed – wear your size. The administrative staff will be the judge of what is oversized.
- Pants must not be oversized:
- a. Pants must fit at the waist and be secured at the waist, not below the hips to any degree.
 - b. Pants must not allow underwear to be higher than the waistline of the pants. Wearing a long shirt over one's pants does not alter this requirement.
 - c. Pants must not sag in the crotch, even if they fit at the waist.
 - d. No knee shorts worn with over the calf socks.
3. Shirts must not be oversized: un-tucked shirts extending beyond mid-thigh are oversized.
4. Tattoos must be covered, and not visible.
5. Tops must cover the midriff.
6. Underwear, boxer shorts, bras, and bra straps must be covered by the outer garments.
7. No low-cut or revealing tops. Halter tops, scoop neck garments, scoop back clothing, racer back tops, muscle shirts, off-the-shoulder tops are also against the dress code. Garments must have at least one inch of strap at the shoulder to provide modest coverage. Arm holes of garments must not be so large as to provide view of the student's torso or underwear.
8. No see-through clothing.
9. College and university sportswear, professional/minor league sporting team apparel are allowed, unless they denote affinity or alliance with gang activity, include alcohol or cigarette promotion, or have graphics that fail to meet dress code policy.
- Plain, solid, white or colored t-shirts are not allowed. T-shirts must have a design on them that meets with the dress code requirements noted at the top of this list in part 1. **Students may not wear more than two articles of clothing of the same color (e.g. red shirt, red shoe laces, red belt)**
10. Hats/beanies: must meet dress code policy and may not be worn indoors.
11. Students may not wear hoods indoors.
12. The dress code applies to backpacks and other accessories.

- a. No Old English lettering or other styles of writing that might be considered gang related on clothing, backpacks, or notebooks.
- b. No bandanas, hairnets or doo-rags.
- c. No grills or gold coverings are permitted on teeth.
- d. Belts must fit at the waist, not be long enough to dangle, and may not be red or blue. No belt buckles with initials. Chains, and chained wallets are not allowed.

13. Skirts/Shorts/Skorts

- a. Must not be shorter than mid-thigh.
- b. No spandex or other athletic form fitting shorts, unless they are part of a YMS sports uniform, and worn for practice or for a game day.

Inappropriate Accessories/Backpacks/hats etc. **will be confiscated**. They will be returned only to a parent.

STUDENTS IN VIOLATION OF DRESS CODE WILL BE SENT HOME TO CHANGE. NO WARNINGS WILL BE ISSUED. TEACHERS ARE NOT REQUIRED TO ALLOW MAKEUP OF WORK MISSED BY BEING SENT HOME TO CHANGE.

Whenever there is doubt as to a garment or item's appropriateness, the item will be ruled inappropriate.

Dress code violations are subject to disciplinary consequences.

G. UNAUTHORIZED GROUP POLICY

Mission Statement: As it is with unauthorized actions, dress, appearance, and words of individual students in the school zone, the same policy applies to unauthorized groups present within the school zone.

Definition: Two or more persons whose presence and/or appearance and/or words and/or actions in the opinion of school authorities disrupt or distract from the academic process and/or harass, intimidate, or threaten others involved in the academic process and/or create an atmosphere of same within a school zone.

Policy: Once identified by school authorities, unauthorized groups must disband and cease all unauthorized activities. In order to be considered for acceptance as an authorized group within a school zone, said group must meet minimum requirements that include but are not limited to the following:

- The group identified must submit a written mission statement signed by all members of the identified group which shall include:
 1. The group must obtain a Faculty Advisor from among the teaching staff.
 2. That the group's existence in the school zone serves a single specific purpose that directly benefits the educational mission of the school in some form.
 3. That there is no selectivity in membership nor are there any initiation rights

4. That any new members identified by school authorities must sign the mission statement in order for the entire group to continue to exist.

The criteria for determining whether or not individuals are acting in some manner as an unauthorized group shall be established by school authorities as is done with any other school policy.

Those students who violate this policy are not only subject to school sanction but also may be subject to mandatory completion of a gang resistance- and education-type program.

End of the School Year Misconduct

No person is to engage in, promote, or plan any disruptive activity or prank in relation to the end of the school year. Any disruption or violation that the administration judges as being related to the proximity of the close of the school year, will be dealt with on the last step of the sanctions enumerated in the Conduct Code. Should there not be enough time remaining in the current year for the consequence to be served, the student will be assigned the consequence at the beginning of the following school year.

ANY 8th GRADER who engages in any such behavior will be prohibited from participation in any promotion activities, including but not limited to: promotion trip, 8th grade dance, and/or promotion ceremony.

III. ATTENDANCE EXPECTATIONS AND CONSEQUENCES

Education is an opportunity and a right. If students do not exercise their right to attend school, they have limited their opportunity for the basic education necessary to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school.

When a student is absent from school all day for **ANY** reason, the **SCHOOL MUST BE NOTIFIED** that day. Such notification may take place by:

1. A phone call to the school office
2. A personal visit to the school office
3. A note sent with student

If a note is sent with the student, it must be submitted to the school office before 8:00 a.m. upon the student's return to school.

It is the student's responsibility to obtain a Re-Admit Slip from the school office between 7:30 and 7:55 a.m. Failure to do so may result in the absence being classified as a cut (unverified absence) and make-up work will not be allowed.

Students are to remain on school grounds at **ALL** times while school is in session except when excused by the principal or designee. Students are not to leave the campus without first notifying the school office and obtaining parent permission. An off campus pass will be issued at that time. Any student leaving campus without permission or not returning after lunch without parent notification will be given a cut and appropriate disciplinary action will be taken.

A. ABSENCES: ASSIGNMENT MAKE-UP ALLOWED

1. Excused Absences (CAC Title 5, Sec. 420)

Absences listed below are excused when verified in accordance with the Education Code and District Policy.

(Suspension is NOT considered an excused absence for purposes of allowing makeup assignments.)

- a. Illness
- b. Quarantine directed by county or city health officer.
- c. Medical, dental, and eye appointments:
 - Students are encouraged to make medical, dental, and eye appointments after school hours whenever possible.
 - Students will be released for and receive excused absences for appointments only on the written approval of parents or guardians. The only exception shall be for those students whose parents or guardians have provided annual written consent to the school to release and excuse their child(ren) upon doctor verification.
- d. Attending funeral services of a member of the pupil's immediate family, so long as such absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.

Students shall be permitted to make up missed school assignments. Students shall be allowed ONE school day for each day of absence to make up the work. The teacher may extend the time for make-up. **Responsibility for requesting missed work lies with the student.**

2. Absences Excused for Personal Reasons - Prior Approval Required (E.C. 48205)

A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:

1. An appearance in court.
2. A pupil/family hardship situation, as authorized by the Principal or administrative designee.
3. An observance of a holiday or ceremony of the pupil's religion.
4. Attendance at religious retreats not to exceed four (4) hours per semester.
5. Attending a funeral service of a person who is not an immediate family member.
 - Prior to an absence described in this section, a signed parental request must be received and approved by the principal or administrative designee.
 - Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence. Students shall be allowed one school day for each day of absence to make up the work. The teacher may extend the time for make-up. **Responsibility for requesting missed work lies with the student.**

3. Absences Excused/Release Time for Religious Education - Prior Notification Required (E.C. 46014)

- A. The student has the written consent of his/her parent or guardian indicating the time the student is to be released from school. The written consent must be submitted to the school two days prior to release from school.
- B. Verification of attendance at the designated exercise is provided to the school on the first day after the absence.
- C. The student attends school on the day of the absence for at least the minimum day as defined by the Education Code.
- D. No pupil shall be excused from school for such purpose on more than four days per school year.

Students shall make arrangements with the teacher to make up missed work prior to the absence. Students shall be allowed one school day for each day of absence to make up the work. The teacher may extend the time for make-up. **Responsibility for requesting missed work lies with the student.**

4. Completion of Work Missed by Suspended Pupil (E.C. 48913)

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. **The responsibility of obtaining and doing class work lies with the student. Teachers are not required to assign homework to a student while he/she is suspended.**

B. Excessive Absenteeism

Once a student accumulates a total of 105 period absences (fifteen days) (excused and/or unexcused) during one school year:

- A. A school administrator may place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (CAC Title 5 sec. 421b)
- B. A student may not be placed on Attendance Supervision unless the parent/guardian has been notified previously in conference or by letter of the school's excessive absence policy after the student has been absent ten (10) days (70 periods) or more.
- C. Once a student has been placed on Attendance Supervision, a school administrator shall call and hold a parent conference. The parent/guardian will again be informed of the school's

excessive absence policy. If the parent/guardian cannot be contacted, the administrator will hold a conference with the student and a certified letter shall be sent to the parent/guardian informing them of the pertinent provisions of the excessive absence policy and that the student is placed on Attendance Supervision.

B. HOMEWORK REQUESTS FOR STUDENTS WHO ARE ABSENT

If a student has been absent for three days, parents may request homework by contacting the Yolo office. It is suggested students have a study buddy in each class to call for assignments when absent. Requesting work after an absence is the student's responsibility. Teachers are allowed one day after notification from the students to put together missing assignments or projects for parent or student pick-up.

C. INDEPENDENT STUDY

Independent Study is designed for students who are going to be absent for an extended period of time. The process to request Independent Study is as follows:

- 1. INDEPENDENT STUDY MUST BE REQUESTED AT LEAST 5 DAYS PRIOR TO STUDENT LEAVING!**
-Teachers require time to gather work for students. Work cannot be guaranteed if the school does not receive at least 5 days' advance notice.
2. Independent Study may be requested for a period of no less than 5 days, no longer than 10 days.
3. Parent must request an Independent Study form in the office. Details must be provided: dates, destination, etc.
4. Parent and student both sign the form.
5. The Attendance Clerk will notify teachers and prepare a folder work to be assigned. **Teachers will submit all IS work to the Attendance Clerk.** All work will be put into prepared folder and given to the student on his/her last day at school. **It is the student's responsibility to pick up all work from the office!**
6. Completed work must be submitted to the teachers upon the day of student's return from IS. Work that is not submitted or incomplete work will be counted as a missing assignment. Incomplete or missing IS work may affect a student's final grade. **It may also affect an 8th grade student's promotional status.**
7. **Students who do not return to school after 10 days will be dropped.**

D. TARDY TO CLASS

One of the responsibilities of each student is to be in the classroom when the bell rings or when class is to begin. Being tardy is irresponsible behavior in that it is disruptive to the learning process.

The faculty and staff of Yolo Middle School are aware of the importance attendance and classroom participation contributes to the education of students. Therefore, we are making a concerted effort to reduce—for students and teachers—unnecessary distractions caused by a small number of students who refuse to arrive to class on time.

TARDY POLICY

Students must be in their seats when the tardy bell rings or they are marked as tardy. The following procedures will be followed for each semester:

- 2nd Tardy – Note/Call home
- 3rd Tardy – Admin phone contact- Lunch Detention
- 4th Tardy – Counseling / admin phone contact
- 5th Tardy – 1 week lunch detention/tardy counseling class
- 6th Tardy – Saturday School/ Lunch detention until Saturday school is served
- 7th Tardy – Repeat 5th tardy protocol

A tardy in excess of thirty minutes without a valid excuse is truant and considered a cut. Students cutting class or school will serve a minimum of one day in-house detention, plus, or up to, five days home suspension, depending on the severity of the truancy.

TRUANCY

Students who are absent from school without the knowledge and consent of the parent/guardian are considered truant. Students who are considered truant will not be allowed to make up assignments or tests which were assigned during the truancy. Being late to school more than 30 minutes is considered a “cut” and is the same as being truant. Excessive tardies, unexcused absences and/or truanancies will result in a referral to D.A.A.R.T. (District Attendance & Academic Review Team).

Consequences for excessive truancy or cutting school:

- (Step 1) In-House detention / Parent Contact
- (Step 2) 1 day In-house suspension / Parent Contact
- (Step 3) 3 day home suspension
- (Step 4) 5 day suspension, recommended transfer to alternative education.

E.School Attendance Review Team (SART)

If possible, School Attendance Review Team will meet with parent/guardian before DART referral.

F. District Attendance Review Team (DART)

Students with excessive absences and/or tardies will be referred to the District Attendance Review Team (DART). DART is comprised of officials from Newman-Crows Landing Unified School District and Newman Police Department.

DART Procedures

1. When a student has six (6) or more unexcused absences, or when a pattern of excused/frequent absences has been formed, the student is then a candidate for the District Attendance Review Team (DART).
2. After the 3rd Unexcused Absence, a letter is sent informing parent(s) of the school's concern and possible DART referral.
3. After the 6th unexcused absence, a second letter is sent, establishing a DART hearing.
4. During the DART hearing, the parent and student are informed that under Education Code Section 48260, their son/daughter is classified as truant and they are in violation of Penal Code 272.

5. DART will give due process to the parent and student. Once this has been completed, DART members will discuss and agree upon the appropriate actions.
6. An attendance contract will be signed and enforced by NCLUSD and/or Newman Police Department.
7. For K-5 students that continue to be truant, a letter will be sent to the parent(s) indicating that the case will be referred to the Newman Police Department because the student has become a habitual truant as defined in Education Code Section 48263 and in violation of Penal Code 272.
8. If truancy continues for students in grades 6-12, the student may be assigned community service hours, lose their driving permit or license per Newman Police Department, and / or be transitioned to Newman – Crows Landing Unified School District's Alternative Education program.
9. Any time during the proceedings, the Newman Police Department may elect to cite the parent/guardian and/or student and refer the case the Stanislaus County Court System.

G. SCHOOL ATTENDANCE REVIEW BOARD (SARB)

(E.C. 48320-24, 48292-93)

The Education Code (E.C.) provides for the establishment of School Attendance Review Boards to meet the special needs of pupils with school attendance problems or school behavior problems.

The School Attendance Review Board (SARB) may include a parent and representatives of (1) Yolo Middle School, (2) the county probation department, (3) county welfare department, and (4) a representative of the county superintendent of schools.

SARB has the authority to recommend that parents and students take certain measures to correct inappropriate behavior, refer the pupil to community agencies for assistance, or suggest adjustments to the school assignment.

In the event that a parent/guardian or pupil fails to respond to the directives of SARB or to services offered on behalf of the minor, SARB may:

1. Direct that the minor be referred to the county welfare department under Section 300 of the Welfare and Institutions Code.
2. Direct that the minor be referred to the county probation department under Section 601 of the Welfare and Institutions Code.
3. Request the Supervisor, Child Welfare and Attendance, to file a complaint against the parent, guardian, or other person in charge of such minor with the District Attorney.

The parent/guardian of any pupil who fails to comply with the directives of SARB, unless excused or exempted there from, is guilty of an infraction and shall be punished as follows:

1. Upon conviction, by a fine of not more than one hundred dollars (\$100.00)
2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250.00)

3. Upon a third or subsequent conviction, by a fine of not more than five hundred dollars (\$500.00)
4. In lieu of imposing fines prescribed in paragraphs (1) and (2), the court may order the parent/guardian to be placed in a parent education and counseling program.

H. IN-HOUSE SUSPENSION

In-house suspension is intended to provide pupils and parents with an alternative to out-of-school suspension. Although a student may be removed from regular classes for excessive classroom disruption, in-house is designed to provide productive study time. Students will receive full credit for assignments completed in in-house and will be allowed to makeup tests or quizzes missed during this time. All students assigned to in-house suspension by an administrator, must serve the full number of days assigned. **Taking a home suspension is not an option.** Absences to in-house suspension will be considered unexcused or truant.

Time: 8:00 a.m. – 2:48 p.m. (with proper verification bus riders will be allowed to leave when the buses arrive)

Place: Yolo Middle School Office

Telephone 862-2984

Lunch: Lunch is scheduled at a time other than the regular lunch period and subject to certain restrictions. Students should plan to bring their own lunches or purchase lunch in the cafeteria.

Requirements: Report to in-house suspension room promptly at 8 a.m. Students are responsible to contact teachers prior to their suspension day and request assignments and bring those study materials to be completed during in-house suspension. Students are required to follow in-house rules and failure to do so will result in additional suspension days and/or involuntary transfer to an Alternative Education site for the remainder of the school year.

Rules for In-House Suspension

1. Student will sit in the seat that has been assigned by the Vice Principal.
2. **NO TALKING TO ANYONE!**
3. **NO** electronic devices and or headphones (radios, I-pods, etc.).
4. Student is to show respect to fellow students and the In-House Attending staff while serving the In-House suspension.
5. Student is to work on his/her assigned class work given by the teacher(s).
6. Student may do outside reading once he/she has completed the assigned class work.
7. Yolo Middle School handbook rules and guidelines are to be followed at all times.
8. Bathroom and water breaks will be assigned and permission given

If a student fails to adhere by these rules, the student is subject to administrative action that is not limited to home suspension or placement in the District's Alternative Education program.

V. EXTRA-CURRICULAR, CO-CURRICULAR AND CURRICULAR ACTIVITY ELIGIBILITY

A. DEFINITIONS

1. Extra-curricular Activities are not part of the regular school curriculum, are not graded, and do not offer credit. The following are examples (but not limited to) of extra-curricular activities:
 - a. Athletics (Minimum GPA of 2.0/No failing grade in previous quarter)
 - b. Club activities during school time (Minimum GPA of 2.0/No failing grade in previous quarter)*

*Clubs may have additional criteria as per their by-laws.
2. Co-curricular Activities are defined as programs that may be associated with the curriculum in a regular classroom. The following are examples (but not limited to) of co-curricular activities:
 - a. Student Council/Class Officers (Minimum GPA of 2.0/No failing grade in previous quarter). Students must meet eligibility standards at the time of tryouts, petition, or nomination for election to office.
 - b. Plays or other performances
 - c. Band/Color Guard

B. EXTRA- AND CO-CURRICULAR ELIGIBILITY STANDARDS

Four eligibility standards have been adopted to clarify student eligibility for extra-curricular and co-curricular activities:

1. Academic Standards

- a. For participation in all extra-curricular and co-curricular activities, a student must have a GPA of 2.0 on a weighted 4.0 scale and receive no F grades in the preceding academic quarter.
- b. Initial middle school eligibility will be based on 6th grades first quarter's grades.
- c. The eligibility grading periods shall use quarter grades.
- d. Student Government Officers, Class Officers and Representatives must have a GPA of 2.0 or above on a weighted 4.0 scale and receive no F grades, Incompletes or No Marks for the grading period preceding the election. Failure to maintain the academic standard will result in removal from office and/or class.
- e. The eligibility period may extend seven (7) calendar days at the end of each quarter to allow grades to be turned in and verified.

IMPORTANT: The grading periods shall be considered consecutive and uninterrupted. Therefore, for outgoing 8th grade students interested in participating in extra- and/or co-curricular activities, please be aware that the second (spring) semester of the previous year shall be the basis for determining the first quarter eligibility for the following year at Orestimba High School.

The eligibility periods and eligibility dates for the 2017-2018 school year is as follows:

Eligibility Period	Starts	Ends	Eligibility Ends
1 st Quarter	August 15, 2017	October 13, 2017	October 16, 2017
2 nd Quarter	October 16, 2017	December 21, 2017	January 9, 2018
3 rd Quarter	January 9, 2018	March 16, 2018	March 19, 2018
4 th Quarter	March 19, 2018	June 1, 2018	June 1, 2018

2. Attendance Standards

- a. Students must be in attendance the entire school day to participate in extra-curricular and co-curricular activities.
- b. Students may be allowed to leave school for a doctor's appointment, dentist appointment, and bereavement, and etc. if:
 1. Prior approval has been obtained from the attendance office.
 2. Upon return to school, verification by the doctor, dentist, or other such qualified person is presented to the attendance office.

c. **Excessive unexcused absenteeism (absences not verified by parent/guardian or school) will result in the student being ineligible for extra-curricular activities.**

A student may not participate in extra- or co-curricular activities for six (6) weeks if the student reaches the 4th incident in the Consequences for Excessive Absenteeism section in the Student Conduct Code.

If a student reaches the 5th incident in the Consequences for Excessive Absenteeism section in the Student Conduct Code, the student is ineligible to participate in extra- and co-curricular activities for nine (9) *additional* weeks from the date the student reached Step 5.

If a student reaches the 6th incident in the Consequences for Excessive Absenteeism section in the Student Conduct Code, the student is ineligible to participate in extra- and co-curricular activities for the remainder of the semester at the regular campus unless the student returns to the regular campus after successfully completing an alternative education program.

- d. **Students who are absent more than fifteen (15) days in one school year (for any reason) may be placed on Attendance Supervision, which imposes the requirement that future absences be verified by a licensed medical practitioner.**

If a student on Attendance Supervision accumulates five (5) unexcused absences (absences without medical verification), the student will be ineligible to participate in extra- and co-curricular activities for the remainder of the school year at the regular campus unless the student returns to the regular campus after successfully completing an alternative education program.

e. Excessive tardiness will result in a student being ineligible to participate in extra- or co-curricular activities.

Students who are tardy to a single class upon their sixth tardy may not participate in extra- or co-curricular activities for six (6) weeks.

Students who are tardy to a single class upon their seventh tardy may not participate in extra- or co-curricular activities for an additional nine (9) weeks.

Students who are tardy to a single class upon their eighth tardy may not participate in extra- or co-curricular activities for the remainder of the school year.

3. Classroom Citizenship Standards

- a. Students are expected to maintain appropriate standards of behavior and citizenship at all times.
- b. Citizenship grades are recorded at each grading period (quarterly) and are indicated as being O (outstanding), S (satisfactory), N (Needs improvement), or U (Unsatisfactory).
- c. Students who receive three (3) or more U's in a single grading period may not participate in extra- or co-curricular activities until the next regular reporting period (the following quarter).
- d. The fourth quarter citizenship marks of the previous year shall be the basis for determining first quarter eligibility for the following school year.

4. Substance Abuse

- a. A student who violates the substance abuse rules as outlined in the Student Conduct Code and is suspended from school for possession of not more than one ounce of marijuana; or possession, use, or being under the influence of an alcoholic beverage, or intoxicant; or for possession of drug paraphernalia is ineligible to participate in extra- or co-curricular activities according to the following guidelines:

1st Offense: Student is ineligible for eighteen (18) weeks from the time of suspension unless the student completes a district-approved intervention program. Completion of the program will reduce the period of ineligibility to nine (9) school weeks.

2nd Offense: Student is ineligible for the length of the expulsion. If the student receives a suspended expulsion, the student is ineligible for eighteen (18) school weeks from the date of suspension unless the student completes a district-approved intervention program. Completion of the program will reduce the period of ineligibility to nine (9) school weeks.

3rd Offense: Student is permanently ineligible to participate in all extra-curricular activities including end-of-year activities and the graduation ceremony.

b. A student who violates the substance abuse rules as outlined in the Student Conduct Code and is suspended for possession of a controlled substance (except for the first offense of possession of not more than one ounce of marijuana other than concentrated cannabis) or who sells, furnishes, or unlawfully offers, arranges, or negotiates to sell an alcoholic beverage, controlled substance, drug-paraphernalia, or an in-lieu substance (look-a-like purported to be a controlled substance) is ineligible to participate in extra- or co-curricular activities according to the following guidelines:

1st Offense: Student is ineligible for the length of the expulsion. If the student receives a suspended expulsion, the student is ineligible for 18 school weeks from the date of suspension unless the student completes a district-approved intervention program. Completion of the program will reduce the period of ineligibility to (12) school weeks.

2nd Offense: Student is permanently ineligible to participate in all extra- and co-curricular activities including end-of-year activities and the graduation ceremony.

a. A combination of one offense in “a” and one offense in “b” will result in the student being permanently ineligible to participate in all extra-and co-curricular activities including end of year activities and the graduation ceremony.

b. A student who violates the substance abuse rules as outlined in the Student Conduct Code and, as a result, is no longer a member of the team or activity, will not receive any certificates, blocks or other awards nor be allowed to attend the Awards Banquet as a member of the organization. Refer to Chapter IV of the Student Conduct Code for complete information on citizenship standards.

1. Debts owed for loss or damage to school district property

a. Students who owe for outstanding Newman-Crows Landing USD or Yolo Middle School debts will not be allowed to participate in extra- or co-curricular activities until the debts is paid or until the student completes a program of voluntary work, as provided by the Education Code 48904, in lieu of payment.

b. Notification to the parent/guardian regarding the debt will be made in writing.

c. The effective date to determine eligibility shall be 5 days after the issuance of the notification letter.

d. Loss of privileges includes participation in the promotion ceremony if the parent/guardian is notified of the debt at least three days prior to the ceremony.

C. CURRICULAR ACTIVITY ELIGIBILITY STANDARDS

1. In order to participate in curricular activities* *outside* the school day, a student must be actively enrolled in those course related to the subject area, not limited to but including:

1. Band/Color Guard (and all outlined performances as outlined in Band handbook)

2. Yearbook
3. Journalism

* Per Ed Code 35260.5(7) curricular activities are not subject to the eligibility criteria, 2.0 GPA

2. As in extra- and co-curricular activities, a student must be in attendance the entire school day in order to participate in curricular activities outside the classroom or outside the normal school day. However, students may be allowed to leave to a doctor, dentist, etc., if:

- a. Prior approval is obtained from the school office.
- b. Upon returning to school, and before a student is to participate in the extra-curricular activity, a verification by the doctor, dentist or other such authorized person is submitted to the school office.

3. A student absent from school due to illness on the day of any curricular activity may not participate.

VI. RIGHT OF APPEAL AND DUE PROCESS

A. SUSPENSION

1. Suspension by the principal or principal's designee or the superintendent of schools shall be preceded by an informal conference which is conducted by the principal or principal's designee between the student and, whenever practical, the teacher, supervisor, or school employee who referred the student to the principal. At the conference the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his/her defense. [E.C. 48911(b)]
2. A principal, the principal's designee, or the superintendent of schools may suspend a student without affording the student an opportunity for a conference only if the principal, the principal's designee, or the superintendent of schools determines that an emergency situation exists. "Emergency situation," as used in this article, means a situation determined by the principal, the principal's designee, or the superintendent of schools to constitute a clear and present danger to the life, safety, or health of students or school personnel. If a student is suspended without a conference prior to suspension, both the parent and the student shall be notified of the student's right to a conference and the student's right to return to school for the purpose of a conference. The conference shall be held within two schooldays, unless the student waives this right or is physically unable to attend for any reason, including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the student is physically able to return to school for the conference. [E.C. 48911(c)]
3. At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall be notified in writing of the suspension. [E.C. 48911(d)]
4. The parent or guardian of any student shall respond without delay to any request from school officials to attend a conference regarding his or her child's behavior. [E.C. 48900(f)]
5. The student or student's parent or guardian has the right to appeal the suspension to the principal

whose decision will be final. A meeting must be requested within two (2) schooldays following the first day of suspension.

6. Students remain on suspension through the appeal process. If the principal overturns the suspension, all information related to the suspension will be deleted from the student's record.

B. EXPULSION

1. In a case where expulsion is being processed by the governing board, the superintendent or other person designated by the superintendent in writing may extend the suspension until the governing board has rendered a decision in the action if it has been determined, following a meeting in which the student and the student's parent or guardian are invited to participate, that the presence of the student at the school would cause a danger to persons or property or a threat of disrupting the instructional process. [E.C. 48911(g)]
2. The student and the student's parent or guardian shall be entitled to a hearing to determine whether the student should be expelled. An expulsion hearing shall be held within thirty (30) school days of the date the principal or superintendent determines that the student committed any of the acts enumerated in Section 48900 of the Education Code unless the student requests in writing that the hearing be postponed. The student shall be entitled to at least one postponement for a period of not more than thirty (30) calendar days of an expulsion hearing. In the event that compliance by the governing board with the above time requirements is impractical, the expulsion hearing may be delayed, for good cause, up to five (5) additional days. Reasons for the extension shall be a part of the record at the time of the hearing. [E.C. 48918(a)]
3. Written notice of the hearing shall be forwarded to the student at least ten (10) calendar days prior to the date of the hearing. [E.C. 48918(b)]
4. An Administrative Panel shall conduct a hearing to consider the expulsion of a student in a session closed to the public unless the student or the student's parent or guardian request, in writing at least five (5) days prior to the date of the hearing, that the hearing be a public meeting. [E.C. 48918(c)(d)]
5. Within three (3) schooldays following the hearing, the Administrative Panel shall determine whether to recommend expulsion of the student to the governing board.
6. The expulsion order and the causes therefore shall be recorded in the student's mandatory interim record and shall be forwarded to any school in which the student subsequently enrolls upon receipt of a request from the admitting school for the student's school records. [E.C. 48918(j)]
7. A decision of the governing board whether to expel a student shall be made within ten (10) schooldays following the conclusion of the hearing, unless the student requests in writing that the decision be postponed.
8. Written notice of any decision of the governing board to expel or to suspend the enforcement of the expulsion order during a period of probation shall be sent by mail, using "proof of service" method to the student or parent or guardian. The notice shall include notification of the right to appeal the expulsion to the county board of education. [E.C. 48918(i)]
9. Students who have been expelled shall not participate in extracurricular activities, including the high school prom, the senior trip, and the graduation ceremony for the length of the expulsion. Students who are on a suspended expulsion shall not participate in extracurricular activities for the

length of time defined in the Attendance and Behavior eligibility standards described in subsection B of Section V in the Student Conduct Code.

10. For a student who has been expelled pursuant to E.C. 48915(c), the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to school, except that the governing board may set an earlier date for readmission on a case-by-case basis. Subdivision (c) of Section 48915 offenses include:
 - a. Possessing, selling, or otherwise furnish a firearm
 - b. Brandishing a knife at another person.
 - c. Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code.
 - d. Committing or attempting to commit a sexual assault as defined in subdivision in E.C. 48900(n) or committing a sexual battery as defined in E.C. 48900(n).
 - e.

C. INVOLUNTARY TRANSFER TO ALTERNATIVE EDUCATION SITE (E.C. 48432.5)

1. A decision to transfer a student involuntarily shall be based on finding that the student (a) committed an act enumerated in E.C. 48900 or (b) has been habitually truant or irregular in attendance from instruction which he or she is lawfully required to attend.
2. Involuntary transfer to an Alternative school shall be imposed only when other means fail to bring about pupil improvement; provided that a student may be involuntarily transferred the first time he or she commits an act enumerated in E.C. 48900 if the principal determines that the student's presence causes a danger to persons or property, or threatens to disrupt the instructional process.
3. A written notice must be provided to the student and the student's parent or guardian informing them of the opportunity to request a meeting with the superintendent or a designee of the superintendent.
4. None of the persons involved in the final decision to make an involuntary transfer of a student to an Alternative Education school site shall be a member of the staff of the school in which the student is enrolled at the time the decision is made. The District Transition Team will make the final decision for student transfer.
5. At the request of the student's parent or guardian, the involuntary transfer shall be reviewed annually.
6. Students assigned to an alternative education site must complete a **full semester** at the site before they can request transfer back to Yolo Middle School. Students who transfer any time during a semester to an alternative education site must complete that semester and one full semester for consideration to return to Yolo Middle School.

D. SUSPENSION FROM CLASS

1. A teacher may suspend any student from the teacher's class for any violation of E.C. 48900 for the day of the violation and the day following.
2. The teacher shall send the student to the principal or the principal's designee for appropriate action. If the action requires the continued presence of the student at the school site, the student shall be assigned to the in-house suspension and detention room for a time designated by the principal or principal's designee.
3. As soon as possible, the teacher shall ask the parent or guardian of the student to attend a parent/teacher conference regarding the suspension. If an in-person conference cannot be arranged, a telephone conference may be substituted. A school administrator shall attend the conference if the teacher or parent/guardian so request.
4. The student shall not be returned to the class during the period of suspension without the concurrence of the teacher and principal. A pupil suspended from a class shall not be placed in another regular class during the period of suspension.

E. DETENTION OF STUDENTS AFTER SCHOOL

1. Students may be detained after school for up to fifteen (15) minutes without prior notice to the parents.
2. Detention from sixteen (16) to thirty (30) minutes requires a reasonable effort to give prior notice to the parent. Detention longer than thirty (30)-minutes requires prior notice to the parent. Prior notice includes telephone calls.
3. Regardless of the length of detention, prior notice to parents must occur in cases where detention will cause a student to miss the school bus.

VII. SEXUAL HARASSMENT POLICY

A. General Policy

The Newman-Crows Landing USD, in conjunction with the State of California, prohibits the act of sexual harassment of or by any student or employee. The school staff in age-appropriate language shall provide instruction in order to clarify the meaning and/or characteristics of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district will be subject to disciplinary action up to and including expulsion. (E.C. 48900.2)

The board of education requires that students or staff immediately report incidents of sexual harassment to the principal, designee or other employee in the school office. Any student may file a complaint of harassment in accordance with AR 5144.1 (Suspension and Expulsion/Due Process). The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of the district's Sexual Harassment Policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
2. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session.
3. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct.

B. What Is Sexual Harassment?

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from, or in, the work or educational setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

C. Examples of Sexual Harassment

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Sexual remarks about students/employees enrolled/employed in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.

10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

D. Grievance (Complaint) Procedures

1. The Principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:
 - a. Removing vulgar or offending graffiti from school facilities or materials in student possession.
 - b. Providing staff in service and student instruction or counseling.
 - c. Taking appropriate disciplinary action as needed.
2. Any student who feels that he or she is being sexually harassed should immediately contact a school administrator or counselor.
3. Staff members who receive complaints of sexual harassment from students should refer such complaints to the school administration.
4. Nothing in the district's sexual harassment grievance procedures shall affect the right of the complainant to pursue the matter with any state or federal law enforcement agency.
5. The district prohibits retaliatory behavior against any complainant or any participant in the complain process.

E. Title IX Coordinator for Student-to-Student Sexual Harassment

Contact the Newman-Crows Landing USD Superintendent of schools to obtain the name of the district administrator who is the coordinator for student-to-student sexual harassment and who is designated by the District to receive and process complaints under this procedure.

F. Title IX Coordinator for Student Sexual Harassment Complaints Involving Employees of the District

Contact the Newman-Crows Landing USD Superintendent of schools to obtain the name of the district administrator who is the coordinator for student sexual harassment complaints involving employees of the District.

VIII. Photography/Video Release

Permission must be given for student photos/video to be used in any district promotional materials, which may be viewed by the general public including school web sites. Attached is the photo release form for parent signature.

8TH GRADE PROMOTION – SEMESTER GRADES ARE USED TO DETERMINE PROMOTION ELIGIBILITY

In order to participate in the 8th grade graduation activities (class trip, dinner and dance & promotion

ceremony), a student must meet the following criteria:

- **A student must maintain a cumulative semester 2.0 or higher GPA for all three years or they will be ineligible for all promotion activities.**
 - **Students transferring to Yolo during the school year are subject to the same promotion requirements.**
 - **Grades from previous schools attended will be averaged with grades earned at Yolo to determine promotion activity status.**
 - **Students must also meet the following requirements during their eighth grade year to participate in year-end promotion activities:**
 - **Students must maintain a semester cumulative 2.0 GPA during their eighth grade year.**
 - **Students may not receive more than 2 semester core class F's during their eighth grade year.**
 - **Any "at Risk" students, who meet the criteria, may apply for Yolo Middle School's waiver program.**
1. **Students may be ineligible from participating in all promotion activities once they have accumulated more than six home suspension days during their eighth grade year.**
 2. **Poor conduct or attendance may result in a student being declared ineligible from participating in any promotion activity. Behavior and or attendance will be evaluated by administration to determine level of promotion activity participation.**

8TH GRADE GRADUATION AWARDS

Gustafson Award

The Gustafson Award is given to a student who has excelled academically and demonstrated the qualities of honesty, cooperation, service to school and community.

Christman Award

The Christman Award is given to the graduating student who has shown the greatest improvement during the years at Yolo.

American Legion Awards

The American Legion Awards are given to an outstanding male and female student. These students have distinguished themselves in academics, citizenship and effort.

Boys and Girls Athletic Awards

These awards are given to a male and female student who has demonstrated a high level of performance and commitment as well as a positive team attitude in fall and winter sports.

Young Ladies Institute Awards

The Newman YLI gives this award to the student(s) with the highest grade point average from the 6th, 7th and 8th grade years. The semester grades from 6th, 7th and 8th grades are used to determine eligibility for this award.

TOSCA Scholarship Awards

Each year, the TOSCA Scholarship Organization recognizes ten 8th grade students with the highest g.p.a. from the 6th, 7th and 8th grade years. The semester and quarter grades from each year are used to determine eligibility for TOSCA recognition.

ELLA AWARD

English Language Learner Award is given to the student who has shown the most improvement during his or her years at Yolo.

ARP (Academic Recovery Program)

In an effort to ensure that students are caught up with the current content being presented in the classroom, Yolo has implemented a program to help students get their homework finished in the event they begin to fall behind. The ARP program is an afterschool program designed to give students a quiet workplace and the availability of academic assistance to complete homework. The ARP program is required for all students whose last report card's quarter GPA was lower than a 2.0, received a quarter F, or is required by a teacher to attend. The ARP program runs Monday through Thursday from 3:00pm to 4:00pm. Students remain in the ARP program until they are released by the assigning teacher, or have raised their GPA to 2.0 or higher on their next report card. Students are required to attend the entire quarter regardless of their current academic progress. All school rules continue to apply for the duration of their time in the program.

ARP Procedures:

1. Students are to report to the After School Program to check in and to be assigned a room.
2. Students are to go to their assigned class and be seated no later than 3:00pm.
3. Students must have an updated agenda and all materials to complete their missing assignments.
4. Students will stay in the ARP program for the entire hour.
5. Students who disrupt others, or who do not work on their assignments, will receive consequences for defiance.
6. Students who do not attend ARP will be considered absent and further disciplinary action will occur.

BICYCLES / SCOOTERS / SKATEBOARDS

Bicycle racks are provided in the front of the school. Students must provide a lock for their and bicycles and bikes must be locked individually. California laws require students to wear helmets. Students are responsible for storing their helmets. Students are not allowed to ride any wheeled skate, skate shoe, skateboard or bike on campus. Students must obey all traffic regulations or their riding privileges will be suspended.

CAFETERIA & LUNCH

Hot lunches and milk may be purchased in the cafeteria. The Yolo cafeteria has a no charge policy. Students need to pay for their meals in advance. All food brought from home or purchased at school must be eaten in the cafeteria. No food will be allowed outside the cafeteria. Students are responsible for:

- Cleaning up their lunch trash and depositing them in the proper container.
- Showing respect to lunchtime staff
- No cutting in line
- Unacceptable behavior will lead to disciplinary action up to and including a suspension.

CLOSED CAMPUS

Yolo is a closed campus. Once a student arrives at school they may not leave campus without permission until the end of the school day. Students who leave campus will be subject to school discipline. Students may only leave campus during school hours if requested by a parent or guardian. Notes requesting a student's early release should be given to the attendance clerk before school starts.

DANCE REGULATIONS

All dances will be considered closed dances. Students must be eligible for extracurricular activities to be allowed to attend dances. All students attending the dance must stay in the building for the duration of the dance. Students who leave will not be readmitted back into the dance. Students must be in attendance the entire day in order to attend the dance. Only current Yolo Middle School students may attend the dance. All school rules apply at the dances including dress code. Sexually suggestive dancing, dancing in large closed circles and running around the dance floor is prohibited.

Yolo Dances will be 2-3 hours in length and will be chaperoned by administration, teachers and parents. Parents/ guardians should plan on picking up their students no later than twenty minutes following the conclusion of a dance, activity or sporting event. Students picked up more than twenty minutes after the dance will be banned from the next dance, activity or sporting event.

ELIGIBILITY & GRADES

In order for a student to participate in extracurricular activities (athletics, dances, recreational field trips, and entertainment assemblies) he/she must earn a 2.0 gpa and may not receive an "F" during the preceding quarter. An ineligible list will be posted after each report card.

HANDS-OFF POLICY

Students need to keep their hands, feet and other body parts and objects away from other students. Taking the belongings of others without their permission may be considered theft rather than a hands-off violation. If a student violates this policy the consequences are as follows:

1st Offense: Warning

2nd Offense: 3 Detentions

3rd Offense: In house suspension; continual problems will result in further disciplinary action including home suspension.

HARASSMENT

One type of misconduct that happens more in the middle school years than at any other level is harassment. Harassment can be anything from excessive teasing to physically pushing someone around and trying to frighten him/her. We are dedicated to do all we can to stop this type of behavior. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students. It is especially important students help us stop this and other types of misbehavior. We need your cooperation and help in making this a safe, orderly, and friendly school for all students. If you see something wrong, let your teachers, parents, or administration know immediately.

Sexual harassment is unwanted and unwelcome sexual behavior that interferes with your right to get an education or to participate in school activities. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. **Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:**

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, threats, written or verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors

- Touching an individual's body or clothes in a sexual way

What to do:

- Let the person who is harassing you know that you object and that you want it to stop now
- Tell someone you trust, i.e. parent, teacher, friend, counselor, administrator, or other responsible adult
- Continue to seek help until some action is taken to stop the harassment

Administrative Action:

- Each case will be handled on an individual basis
- Each complaint will be taken seriously, investigated, and documented
- Some cases may need to be reported to police
- Disciplinary action can include counseling, in-house suspension, home suspension, work-detail or **other actions deemed appropriate by a Yolo Administrator.**

HOMEWORK & STUDY HABITS

Homework is an important part of education. Homework is a continuation of work, which is started in class with the teacher's instruction and guidance. Homework is meant to reinforce and extend/enrich the educational experience. As a result, homework should be completed carefully and on time. There are some strategies that can help a student be successful:

- Establish a regular time and place to complete homework.
- Establish a quiet and well-lit place to work.
- Begin your homework by reviewing the assignment for complete understanding.
- Share your completed homework with your parents/guardians.
- Place completed work in your backpack so as not to forget to turn it in the next day.
- Keep returned homework. File it in your binder to keep track of how you are doing.
- If you don't have a homework assignment, spend time reading for AR.

ITEMS NOT ALLOWED IN SCHOOL

Items that interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others are not allowed. Such items include but are not limited to: gum, sunflower seeds, permanent markers, radios, I-Pods, CD's, CD players, toy guns, toys, water balloons, cards, matches and/or lighters, electronic games, knives pagers, stink bombs, cologne, poppers, laser lights, balloons, stuffed animals, blankets, etc. Items will be confiscated, and, depending on the severity of the item, will only be released to a parent.

LOST AND FOUND

Lost clothing and other items will be held in the lost and found and may be claimed before and after school. Students are encouraged to put their name on their P.E clothes and in jackets. It is encouraged that students only bring the amount of money they need for school purchases and never carry large amounts of cash, expensive accessories, or expensive school supplies. Unclaimed items will be donated to charity at the end of the year.

LOST/STOLEN ITEMS

STUDENTS ARE RESPONSIBLE FOR THEIR OWN BELONGINGS! Cell phones, iPods, backpacks, money, and other items should never be left unattended. **KEEP YOUR BELONGINGS WITH YOU AT ALL TIMES!** Yolo Middle School is not responsible for lost or stolen items.

MEDICATIONS AT SCHOOL

California law prohibits school personnel from dispensing any medications, including aspirin and other over-the-counter medications. If it becomes necessary to administer medication during the school day, these procedures must be followed:

- A “Parent & Physician Request of Medication” must be current and on file in the office
- Medications must be in the properly labeled pharmacy container
- Medications must be stored in office. Individual students without special permission may not carry medications with them. No medications may be given unless the correct procedures are followed. Medication forms are available in the office.
- Inhalers for seasonal or occasional asthma are included as prescription drugs.
- If there is no current “Parent & Physician Request of Medication” form on file in the office, and a student is in need of medication, a parent must administer the medication.

PARENT NOTIFICATION OF STUDENT PROGRESS

Progress Reports are sent home in the middle of each quarter. These reports are to let students and parents know how a student is doing in the middle of each quarter. The progress report will indicate whether a student’s progress and behavior are satisfactory, unsatisfactory, or failing. Parents are encouraged to request meetings with teachers when a student’s progress is less than expected or desired. Report Cards are issued at the end of each quarter. Grades are used to determine eligibility and Renaissance. Teacher/Parent conferences are held after the 1st and 3rd quarter. **Parents are also able to track their student’s grades and attendance in each class by logging onto Yolo’s student information system, Power School.**

PARENTS & VISITORS

Parents and adult visitors are welcome and encouraged to visit Yolo. Upon your arrival it is mandatory that you register and receive a visitors badge to wear on campus. Classroom visitations must be prearranged with the teacher and /or principal. Students not enrolled at Yolo Middle School may not be allowed to visit.

RELATIONSHIPS

Expressions of affection are not acceptable. In appropriate behavior will result in a conference with the Principal for a first offense and a parent notification for additional occurrences.

RENAISSANCE

The Renaissance Program recognizes, rewards, and reinforces academic achievement, good attendance and behavior, and academic improvement. Students qualify for different colored cards, based upon their grade point averages. Grade points used to calculate GPA are: A=4pts, B=3pts, C=2pts, D=1pt, and F=0pts.

The cards entitle the student to privileges and rewards. The card levels are: **Gold** - 4.0 grade point average, **Silver** - 3.5 - 3.9 grade point average, **Bronze** – 3.0-3.4 grade point average and **Panther** – 2.0-2.0 grade point average. A student who receives an F grade in any class is considered ineligible regardless of the grade point average and thus will not receive a Renaissance Card.

Celebration rallies will be held at the beginning of each quarter to hand out the cards and recognize students’ commitment to excellence. Teachers will post a Reward Chart that lists the rewards available for that class. Each teacher will set a limit to the number of rewards a student can use in each class. In addition, students will be rewarded with early lunch dismissals and front of lunch-line passes. Renaissance cards will not be replaced if lost, stolen or destroyed.

SAFETY

Fire, earthquake, and lockdown drills will be held periodically throughout the year to prepare students for any such incident.

SCHOOL SITE COUNCIL

The School Site Council monitors and administers the School Improvement Plan and its funding. The School Site Council is made up of parents, certificated staff, classified staff, administrator and a student. Their representative group must elect people who are interested in serving. Anyone interested in serving on the School Site Council can get more information by calling the Yolo office.

SELLING ON CAMPUS

In accordance with the Newman-Crows Landing School District policy, the only sales permitted on campus are those being sponsored by Yolo Middle School groups. Students are not allowed to bring items for off campus fundraisers onto the Yolo campus to sell to other students. Students participating in fundraisers are strongly encouraged to sell only to friends and family members, rather than selling items door-to-door.

STUDENT BODY CARDS

Student body cards are given at the beginning of the year. ASB stickers may be purchased, which allow the student reduced prices to Yolo dances, Yolo and Orestimba sporting events.

TAGGING AND VANDALISM

Yolo prohibits tagging (graffiti) on any items including notebooks, books, binders, clothing, homework, backpacks or any other object that it has brought to school. Vandalism is a punishable offence and will be dealt with severely.

TEXTBOOKS

Textbooks are issued to students through their classroom teachers. The care of the textbooks is the responsibility of the student. It is the responsibility of the student to:

- Use the books and material with care
- Keep protective covers on books
- Keep track of the book issued to them

Students will be charged for lost, damaged or stolen books.

TRANSPORTATION FOR SCHOOL EVENTS

Each participant will be required to ride on school transportation, when provided, to any school event. Any exceptions need prior permission from the advisor/teacher and an administrator. Any student who does not ride on school transportation or has not obtained prior authorized approval for an exception will not be allowed to participate in the activity. Students may check off the school transportation for the return ride to Yolo with permission of the student's guardian. Only the student's legal guardian may check a student off school transportation and may only transport their student home.

YEARBOOKS

A yearbook is a great way to keep memories. It includes pictures of activities, clubs, teachers, and students. You will not receive your yearbook until the end of the year but it must be ordered and paid for in advance. Students who deface another student's yearbook (gang graffiti, obscenities) will be required to replace that yearbook and face school disciplinary action. Students are responsible for keeping track of their own yearbooks.