



San Juan Elementary School

**Parent-Student Middle School
Code of Conduct Handbook
2018-2019**

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Middle School Introduction

When your student enters 6th grade, certain things change in terms of how instruction is delivered. The difficulty and amount of work increases, and students are expected to be able to work more independently. Middle school students also change classes and have different teachers for different subjects.

At San Juan School, we have a schedule that gives students the opportunity to change classes, but still have few enough teachers to develop a stable relationship with them. Teachers teach subjects according to their areas of expertise.

Middle School Code of Conduct

All Middle School students and parents are asked to read, sign and return the signature page of the conduct policy at the beginning of each year. San Juan Middle School students are expected to follow all school rules as stated in this Handbook while at school and at any school-sponsored event or function.

Consequences for Misconduct

*If a rule is broken that is serious enough for a student to be suspended, either in-house or at home, the following consequences will go into effect:

First suspension will cause a student to be ineligible to attend any school sponsored special events for the rest of that trimester. It may also make the student ineligible for educational field trips for the rest of that trimester. If the suspension occurs with less than two weeks left in the trimester, the ineligibility will carry over to the next trimester.

Exceptions: If the first suspension occurs in the 3rd trimester making a student ineligible for end-of-the-year trips, the student may request a student/parent/principal conference to discuss the student's eligibility. Parent attendance on the trip may be a condition of the student being allowed to attend. If the suspension occurs in the trimester of Outdoor School for a 6th grader, a student/parent/principal conference must also take place before a student will be considered for attendance.

***Second suspension will cause a student to be ineligible to attend any school-sponsored special events**, including sports, for the rest of the school year. It may also make the student ineligible for educational field trips for the rest of the year. The student may also be placed on a behavior contract.

Tardy Policy

We expect all students to arrive on time every day. Tardiness causes students to miss out on learning, and it interrupts instruction. Middle school students are expected to help their parents by getting themselves ready for school in the morning. The following consequences will apply to those students not in their seat when the bell rings:

1st Tardy = Warning

2nd Tardy = Warning

3rd Tardy = Warning and meet with Principal

4th Tardy = Campus Beautification and Phone Call Home

5th Tardy = Campus Beautification and Parent/Student/Principal Meeting

6 or more tardies = 1 hour afterschool detention

When a new trimester starts, all students start with a "clean slate."

Graduation Requirements (ASJUSD Board Policy - AR 5127)

In order to participate in the 8th Grade Graduation Ceremony, Graduation Dance and Great America field trip in June, all 8th grade students must meet the following:

- Cumulative grade point average of 2.0 (6th through 8th grade)
- No more than one "F" grade in the 8th grade year
- 85% or higher on the Constitution Test (students may re-test in order to pass).
- Students must maintain 95% attendance during their 8th grade year.
- No more than one suspension in 8th grade. No more than five total days of suspension in 6th through 8th grade.

San Juan School Honor Roll Requirements

In order to be considered an Honor Roll Student at San Juan School, any 6th, 7th, or 8th grade student must meet the criteria below. Students will have an opportunity to strive for this opportunity each trimester. After final grades have been determined for each trimester, students will be notified if they have made Honor Roll.

Criteria:

- Must be a San Juan School 6th, 7th, or 8th grade student.
- At the end of each trimester, a student must have a current 3.0 or higher grade point average.

When a student meets the above-mentioned criteria, they will be awarded with a special Honor Roll Breakfast. The Honor Roll Breakfast will be funded by San Juan Home and School Club.

At the end of each trimester, any student that receives a 3.5 or higher grade point average is eligible to qualify for an off-campus field trip. Any student that qualifies but has received a school suspension that trimester will not be permitted to attend the field trip.

In order to qualify for the field trip, students must apply to the California Junior Scholastic Federation, CJSF. These students must complete and submit an application which includes 2 hours of service learning. More information about CJSF, the application, and the service learning hours will become available as we near the end of the trimester.

San Juan School Homework Policy

Homework serves three main purposes at San Juan: An opportunity to hone previously learned skills, finish incomplete classwork, and research new and interesting material. We follow a simple schedule for homework at San Juan Middle School: **Reading for 30+ minutes is expected of all middle schoolers every night.** Teachers may also assign homework or projecta. Middle School students at San Juan School may have homework Monday through Thursday nights. Depending on the teacher, students may be required to turn in homework each day or at the end of the week. In Language Arts classes, students are required to read for 30 minutes nightly from an Accelerated Reader (AR) book, or a grade-level fiction or non-fiction book of their choice. At times, students will be working on long-term projects, and these will involve extra work at home.

Assisting your child with his/her homework can be as simple as asking to see your child's homework when it is complete. If your student is unable to share their homework with you, or he/she forgets his or her homework at school, feel free to contact your student's teacher(s) by school phone or email.

Late homework will not be accepted. Students are expected to come prepared to class with their homework complete. Late homework will be accepted only under the following circumstances: Family emergency, illness, County Fair or other sports-/hobby-related activities.

Homework is due within the amount of days missed (for example, if a student misses two days, he/she has two days to make up the homework).

Consequences for Poor Grades

Once a student receives a second "F" on their report card for any trimester, they will be ineligible to attend school incentive events (i.e. middle school dances, Great America trip, etc.).

Co-Curricular Activities

The Middle School staff plans a number of co-curricular activities and trips throughout the school year. Some are educational, and some are just for fun and socializing!

Fun Stuff! Dances, enrichment days, a Boardwalk trip, a Great America, Honor Roll Field Trips, etc., are some of the activities we may plan for Middle School students to socialize away from school and just have fun. Some trips are taken by bus, some by private car, and all will need chaperones. Permission slips go home in advance of all trips. Trips vary from year to year.

Educational Trips: Each grade level plans field trips each year. Sometimes they are connected to a unit of study and sometimes they are just an opportunity that arises to take an unusual outing. Past trips have included rides on the O'Neill catamaran, Outdoor School (6th grade), a theater trip to San Francisco, visits to area universities, and Big Sur bird watching. Although trips may change from year to year, we do our best to give students educational opportunities away from campus as often as possible.

Sports: Our school participates with other area middle schools in an athletic league that offers 7th and 8th grade girls' volleyball, 6-8th girls' and boys' basketball, 7-8th girls' and boys' soccer, and a one-day track event. Sixth graders are allowed to go out for a team if spaces for other participants remain open after the 7th and 8th grade students sign up for the teams. A 2.0 GPA is required to participate in sports. Please read the Middle School Code of Conduct to see behavior standards for participation in school sports.

All students and parents must sign the "Student-Athlete Eligibility Contract" before trying out for a sport at San Juan School. (See the below sample)

San Juan School Student-Athlete Eligibility Contract

Academics:

Before trying out for a sport, the Athletic Director and/or Administration of San Juan School will check the most recent progress report or report card. If the student's grade point average for that most recent time period is below a 2.0, s/he is not eligible to try out. If that student has received one or more Fs during that most recent time period, s/he is not eligible to try out for a sport.

Furthermore, if a progress report or trimester report card comes out during the sports season, the Athletic Director and/or Administration will review all student-athletes' academic progress. If a student's grade point average drops below a 2.0 for that most recent grading period, s/he will become ineligible for practices and games for the remainder of the season. Likewise, if s/he receives one or more Fs on that most recent report, s/he will become ineligible for all remaining practices and games for that sports season.

Behavior:

If a student receives three or more office referrals and/or receives one or more days of suspension during the sports season, s/he may become ineligible to finish that sports season, as determined by the Athletic Director and Principal.

Attendance:

If a student is tardy three or more times during a sports season, s/he may become ineligible to finish that sports season, as determined by the Athletic Director and Principal.

If a student has two or more days of unexcused absences during a sports season, s/he may become ineligible to finish that sports season, as determined by the Athletic Director and Principal.

I understand and agree to the above student-athlete requirements at San Juan School. I understand that participation in middle school athletics is a privilege, and that as a student-athlete I must maintain a high level of integrity in the areas of academics, behavior, and attendance.

Signed,

Student

Parent

Date

This form must be turned into your coach before you can try out for a sport at San Juan School.

Dress Standard

San Juan School promotes and encourages a positive learning environment for all students. Appropriate school clothing is expected to support an educational atmosphere. San Juan School students adhere to a district-adopted dress standard.

Students are also required to show proper attention to personal cleanliness, health, safety, neatness, and suitability of clothing and appearance for school activities. **Please read the following section carefully.**

Some examples of appropriate clothing include:

- pants that fit correctly and cover underwear and midriff
- shorts and/or skirts that are longer than the fingertips when arms hang straight at sides
- jeans or pants with rips or holes below where the fingertips reach when arms hang straight at sides
- shirts that are long enough to touch the top of pants/shorts/skirts without revealing any midriff (abdomen, stomach, etc.)
- shirts with wide straps, t-shirts with short or long sleeves, button-down, and collared shirts
 - Note: Racer-back tank tops, spaghetti strap tops, off-the-shoulder tops, etc., may only be worn with a sleeved shirt **underneath** them
- Appropriate shoes for play and for physical education class (correctly fitting, properly tied athletic shoes). Boots, slip-ons, flip flops, and high heels are not acceptable for P.E.
- Caps/hats may be worn, but individual teachers may require them to be removed before entering classrooms. Caps/hats must **always** be removed in the office, cafeteria, for indoor assemblies, when saying the Pledge of Allegiance, and for other formal-style events.
- Sunglasses may be worn outside only.
- Costumes or pajamas may be worn **ONLY** on announced occasions (i.e., Spirit Day, Halloween.)

*****Clothing that is disruptive to the educational process and/or against the California Ed. Code may not be worn. This includes clothing that supports, displays, or advertises the use of drugs, alcohol, or tobacco; displays profanity, racial slurs, or vulgarity; is threatening or provocative; has images of gang-related symbols.**

Some examples of inappropriate clothing include:

- any item of clothing that exposes underwear or midriff
- pants that are too big, sag, or have to be constantly adjusted
- shorts or skirts that are shorter than the ends of fingertips when arms hang at sides
- jeans or pants with rips or holes above where the fingertips reach when arms hang straight at sides
- shirts or dresses with spaghetti straps, racer-backs, strapless or single strap tops, see-through tops, off-the-shoulder, backless or halter tops.
- low-cut shirts or dresses that show any amount of cleavage and are determined by school staff to be provocative or disruptive to the learning environment
- any item of clothing bearing symbols, designs, or words prohibited by the California Educational Code
- **ANY** item of clothing determined to be gang-related due to its color, style, arrangement, trademark or design (specifically prohibited items include bandanas of any color, webbed belts of any color, red or blue shoelaces, and wearing just one glove).
- Students who have had referrals for gang-related, threatening, or dangerous behavior will be prohibited from wearing gang colors to school.

Any student with an outfit not adhering to the aforementioned dress code can and will be sent to the office immediately by any member of the San Juan School staff. A parent or guardian must bring appropriate clothing to school in order for the student to be admitted back to class.

The above lists are not meant to be all-inclusive. Fashions are constantly changing and, as distractions are noted, this list may be modified. The school staff has the discretion to decide if a student's clothing is inappropriate or disruptive to the learning environment. This dress code applies to students at every grade level during all times of the school day and during any school-related activities, including school dances (with the exception of the end-of-the-year 7th and 8th grade dance). Please see the discipline matrix for consequences of violating the dress code.

Cell Phone Policy

Students may bring cell phones to campus. However, the staff of San Juan School will not be held liable for any stolen, lost, or damaged phones. **Cell phones are to be placed in storage in the homeroom during the school day and will be returned at the end of the day.**

California Ed Code allows schools to ban cell phones on campus. We understand the desire of many parents to provide their child with a cell phone in case of emergency before or after school. For that reason, we WILL allow students to bring a cell phone to school. However, ***cell phones are never to be used by students*** during school hours, **even to check messages.** Parents must call the school office to leave a message for their child. If students bring cell phones to school, cell phone must be in storage until returned by the teacher.

***Consequences for banned items to school or for cell phone display or use:**

1st offense: Parents will be called, and confiscated items will be released at the end of the day to a parent.

2nd offense: Parents will be called, and confiscated items will be held until the **end of the school year** and released to a parent.

Transit

Students who walk to school are expected to walk directly to and from school, with no stopping at other locations along the way. This includes parks, stores, libraries, etc. With parental permission, students may walk directly to a friend's home. Loitering on school grounds or in the community is not safe and is not permitted (CA Ed Code 48900).

Students who ride the bus are expected to wait quietly in the bus staging area, then remain seated quietly on the bus, following the directions of the bus driver at all times.

Please keep this Handbook for your records. Sign and return the Code of Conduct signature page to show that you and your child received and reviewed the information.



San Juan School

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SIGN AND RETURN THIS PAGE TO YOUR HOMEROOM TEACHER

My student and I have read the San Juan Middle School Code of Conduct.

Parent Signature

Date

Student Name *(Please Print)*

Student Signature

Date

Homeroom Teacher Name