



## CEDAR MIDDLE SCHOOL SPARTANS

# CMS SITE SPECIFIC POLICIES & PROCEDURES

## FOREWORD

The Hesperia Unified School District provides and maintains a [Parent and Student Handbook](#), as well as a parents rights packet. These are available on the HUSD website, and will be followed and enforced by the various schools within the district. There are some policies and procedures, however, that are specific to the site. Cedar Middle School is committed to school safety and academic excellence. As such, the following Site Specific Policies and Procedures offer information that will contribute to both the district and school mission:

## PE POLICIES

For hygiene and safety reasons, it is mandatory for all PE students to dress in tan shirts and black shorts. Students may wear black sweats underneath their PE clothes, but may NOT wear their school clothes underneath. PE uniforms may be purchased from the CMS bookkeeper at any point during the school year. Students are required to dress daily, even in inclement weather.

### PHYSICAL EDUCATION (P.E.) DRESS

All students enrolled in physical education (P.E.) are required to adhere to the below dress code for the following reasons:

- A. They save street clothes from perspiration, wear and tear.
- B. They are less restrictive than street clothes and facilitate participation in physical activity.
- C. The staff can determine immediately who is enrolled in class and who does not belong in the area.

P.E. DRESS CODE: Optional uniforms will be available for purchase at the school Student Store for \$20.00. Students may choose to provide their own plain tan t-shirt and black jersey shorts (long enough to touch the top of the knee) in lieu of purchasing P.E. clothes at the Student Store.

### Locker Room and Dressing Out Policy

PE locker rooms are intended for quick changing during PE time only. Students may not store any other belongings in their lockers. **Students are allowed to use roll on deodorant only; any type of spray, perfume, cologne, and lotion are not allowed in the locker rooms or on school campus.** Students will be marked tardy if they are late arriving to the locker room or if they take longer than the 5 minutes they are given to change. Students are allowed 3 loaner uniform uses per semester before they are referred to the discipline office. A more detailed list of the rules for PE and dressing out will be provided by each PE teacher.

### Locks

Avoid theft by ALWAYS locking your locker. Cedar is not responsible for lost or stolen items. While Cedar is committed to helping students recover their items, ultimately, only YOU can prevent theft. Never share your combination with other students.

Students may be excused from participation in PE up to *3 times each semester*. Students can bring a note from home or simply ask to be excused. *Students need a doctor note for excuses longer than 3 days*. Students who excuse themselves 3 times will not be allowed to use a parent note for further excuse days.

**COUNSELING** The counseling department is responsible for the scheduling and testing of students, monitoring student progress, and providing a variety of counseling services. Parents, teachers, or students may inquire about these services. Class changes will only be considered following specific steps, including a parent conference, teacher approval, and administrator approval.

**Counselors:**

Ms. Moreno (Students with last names A-K) [yadira.moreno@hesperiausd.org](mailto:yadira.moreno@hesperiausd.org)

Ms. Lewis (Students with the last names L-Z) [genevieve.lewis@hesperiausd.org](mailto:genevieve.lewis@hesperiausd.org)

**COURSE OF STUDY**

Cedar Middle School is a seventh and eighth grade school with a focus on academic excellence for all students. All students will be scheduled into language arts, social studies, math, science, and PE. Honors classes and advanced math are offered for those students interested in more challenging coursework. Each student will also be afforded the opportunity to participate in at least one of our many elective programs such as band, art, home economics, world language, STEM, robotics, and AVID. The AVID class provides a support system for those students interested in college preparation. Each class in which a student receives a passing grade is worth five credits.

**PROGRESS REPORTS & GRADE TIMELINES**

Progress reports will be given to student's midway through each quarter (approx. dates - week of 9/9/19, 11/8/19, 2/10/20 and 3/27/20). Teachers will require parent and student signatures after each progress report. Report cards will be given to students for the first quarter and third quarter (approx. dates – week of 10/16/19 and 3/30/20). Semester report cards will be mailed home (approx. dates – 1/6/20 and 6/1/20). The end of year academic awards is based on third quarter grades. All grade point averages are based on simple grade point averages.

**CO-CURRICULAR ACTIVITIES**

Participation in extracurricular activities is highly recommended. In order to participate in sports teams, students must maintain a 2.0 grade point average, satisfactory citizenship (no home suspension), and have no more than one F. In addition, current physicals are also necessary to participate in our sports programs. ASB, clubs, Academic Pentathlon, and the AVID program are other options for students to get involved in school activities. Contact the Athletic Director (Garrett Mansfield), ASB Advisor (Leticia Cummings), AVID (co-coordinators Julie Gildart and Garrett White) or administration for information on these programs.

**ELIGIBILITY FOR ACTIVITIES**

All students are encouraged to participate in the various co-curricular and extra-curricular activities that are offered at Cedar. In addition to any academic requirements necessary to participate in certain activities, disciplinary infractions will also affect a student's participation. Any student home suspended during his/her athletic season will be removed from that athletic team. Other disciplinary actions may result in loss of privileges at the coach's and/or administrator's discretion. Students that receive a home suspension or more than one full day of office assigned ALC (in-school suspension) will not be eligible to participate in school activities for 30 calendar days. A student must be at school for at least 50% of the school day to participate in any co-curricular or extra-curricular activity occurring on that same day. Additionally, a student must stay for the entire duration of the activity unless a parent arrives to pick them up.

*\*In order for students to be eligible for end of the year activities, students may not have a home suspension or more than one full day of office assigned ALC during the second semester. All students that may be at risk of retention (less than 1.5 GPA based on P4 grades) will not be allowed to participate in year-end activities as well. An acknowledgement contract will be sent home at the beginning of semester 2.*

## FIELD TRIPS

If a student is ineligible to attend a field trip due to disciplinary action; a refund will be issue after ASB minutes have been approved. \* Note: As stated above under Textbooks and Library: students may not participate in extracurricular activities until all charges are paid in full; for questions please contact ASB Bookkeeper at (760) 244-6093 ext. 3310.

## STUDENT INVOLVEMENT

Cedar Middle School offers several different ways for students to get involved such as: athletics, school dances, leadership, academic pentathlon, safe school ambassadors & yearbook. Studies have shown that student involvement in school activities significantly improves academic success.

## ALC (ALTERNATIVE LEARNING CENTER)

In lieu of a home suspension for some offenses, ALC is a way for students to complete assignments while serving a consequence. Students that receive ALC will be required to do their assigned work in a separate classroom. If a student is removed from ALC for any reason they will be placed on a one-day home suspension. If a student is assigned a day(s) in ALC and is absent for any reason; he/she will be reassigned the day(s) missed upon returning to school.

## TARDY POLICY

Students are expected to be in the classroom, in their seats, and working at the beginning of the scheduled class time. The Tardy Policy will be operated on a semester basis. Students with an excused pass are not considered tardy. If a student comes to class late, they must have a pass from the Attendance Office. If the pass says EXC the student is not tardy.

### **PROGRESSIVE TARDY CONSEQUENCES (Per Semester):**

**1-3** Warning

**4-6** Lunch Detention (No show results in 2 days of lunch detention and parent contact)

**7-8** After School Detention for 1 hour (No show 3 days of lunch detention and parent contact)

**9-10** Saturday School and/or 1 full day of ALC (Alternative Learning Center) and Parent Contact

\*Parent Shadowing or Beautification upon parent request

**11+** Possible Home Suspension and Parent Contact \*Parent Shadowing or Beautification upon parent request

### **EXCUSED TARDIES:**

Students may be excused from being marked tardy through any of the following reasons:

- 1) Formal written pass from an office (attendance/discipline/counseling/etc.)
- 2) Formal written pass from previous period's teacher

## SCHOOL WIDE EXPECTATIONS

Cedar Middle School is committed to the education of all students and to maintain a safe, positive learning environment. Students are expected to know school and classroom procedures, and to assume responsibility for their actions. Behavior constituting a disruption to school activities or unsafe conditions may result in loss of privileges or participation in extracurricular activities.

- 1) Follow directions of teachers, administrators, campus assistants, and all other school personnel.
- 2) Walk to class, no running.
- 3) Respect the rights and property of other students, the school, and staff.
- 4) Always use appropriate language.
- 5) Gum is not allowed on campus.
- 6) iPods, iPads, tablets, MP3 players, speakers, CD players, earbuds, radios, toys, portable gaming devices, video games, laser pointers, cameras, internet enabled devices, any device containing a digital camera, two-way radios, instant messaging or text messaging devices, or any other items that distract from the learning environment are not allowed on campus without prior approval for class use.
- 7) Cell phones that are powered off may be in a student's possession during the school day. Students are not permitted to have their cell phones on during school hours; they must be powered off and stowed away.
- 8) Bicycles, skateboards, roller skates, scooters, and skate shoes, Heelys, are not allowed on campus at any time. Helmets are also required by law. The school is not responsible for lost, damaged, or stolen bicycles or helmets.
- 9) Food and drinks are not permitted in classrooms unless authorized by the teacher.
- 10) No displays of affection or intimacy.
- 11) The Hesperia Unified School District and Cedar Middle School are not responsible for stolen or lost items. The individual student is responsible for his/her personal property.
- 12) Students are prohibited from selling any item(s) at school or any school activity without *prior* administrative written approval.
- 13) Students are required to have their student identification card with them at all times while on campus or any school activity.
- 14) Students are expected to remain on campus when attending after school events, and follow the directions from the staff overseeing the event. Students needing to leave must be picked up by a parent, guardian, or authorized adult.
- 15) Loitering outside of the school or in the adjacent neighborhoods before or after school is prohibited, as they are expected to report to school and home in a timely manner.