

Parent Handbook

2021-
2022

SCHOOL COLORS: Black, Gold and Pearl White
SCHOOL MASCOT: Golden Eagle

OFFICE STAFF

Hours 6:30 AM - 3:30 PM / Campus Supervision Hours: 7:00 AM – 3:30 PM

Check In/Out Station:	Campus Supervisor	(760) 290-2820
Principal:	Barry Zeait	(760) 290-2803
Office Manager:	Diana Glen	(760) 290-2802
Front Office Clerk:	Kourtney Schrodt	(760) 290-2801
Assistant Principals:	Cheryl Sestito (A-K)	(760) 290-2822
	Lisann Selph (L-Z)	(760) 290-2823
AP Clerk:	Jeanette Arzate	(760) 290-2813
Attendance:	Alexus Jackson	(760) 290-2830 (24 Hour Voicemail)
	Shayne Sarcinello (PM)	(760) 290-2814 (Direct Attendance Line)
ASB Director:	Jill van Es	(760) 290-2800
Athletic Coordinator:	Geoff Gilpin	(760) 290-2800
EL Coordinator:	Victoria Anderson	(760) 290-3353
Counselors:	Celena Breining (A-F)	(760) 290-2809
	Nick Vega (G-M)	(760) 290-2833
	Caroline O'Connor (N-Z)	(760) 290-2838
School Psychologist:	Tiffany Gerondale	(760) 290-2835
Social Worker	Yesenia Diaz	(760) 290-2836
Speech Therapist:	Michelle Nakamura	(760) 290-3909
	Karen Gaerlan	(760) 290-3909
School Registrar:	Kathie Gillett	(760) 290-2810
Data Technician	Diana Cavanaugh	(760) 290-2811
Library Media Tech:	Cesi Currie	(760) 290-2816
District Nurse:	Mojdeh Rassouli	(760) 290-2805
Site Health-Aides:	Carol Bushee	(760) 290-2805
School Main Phone:		(760) 290-2800
School Main Fax:		(760) 290-2828
PTO Office:		(760) 290-2821
Band Boosters:		(760) 290-2804
Boys & Girls Club:		(760) 402-2692
Cafeteria:	semcns@smusd.org	(760) 290-2818
District Main Phone:	www.smusd.org	(760) 752-1299

ABSENCES FROM SCHOOL

Each absence from school must be reported to the Attendance Office by a parent/guardian, as required by state law. Notify us **EVERY** day that your student is absent. If we do not hear from a parent/guardian regarding your student's absence, we will attempt to telephone you in the evening. Your student must bring a note to the Attendance Office before school on the day she/he returns *only if* you have not already contacted us about the absence.

Excused absences are those due to an illness, a medical appointment, a court appearance, a death in the family or a religious holiday. **Please understand that all absences are considered unexcused until we hear from a parent/guardian.**

Repeated unexcused absences for all or part of the school day, including absences from school without knowledge or consent of parents and/or unexcused tardiness, constitutes truancy under the State Education Code. Students who have numerous unexcused absences, tardies, or truanancies from school may be referred to the School Attendance Review Board (SARB) for official intervention.

ACCOUNTABILITY REPORT

The District Office compiles this report at the end of each school year. The goal of the School Accountability Report Card (SARC) is to provide parents and the community with a variety of information about our school, its resources, its success and the areas in which improvements may be needed. The SARC is located on the school website.

ACTIVITIES GUIDELINES

Dress: Unless otherwise announced, the dress for activities is in accordance with the school dress guidelines.

Conduct: Consequences for inappropriate behavior at school activities, on or off campus, will be the same as during the regular school day.

Eligibility: In order to be eligible to attend some school activities, students may not have more than one "F" or one "U" on a progress report card. Students who have two "F's" or two "U's" will be placed on an "Ineligibility List" for the next activity and these students will not be permitted to attend. Suspension from school automatically places a student on an ineligible list for that grading period.

Signing Up for Activities: In order to attend school activities, students must sign up in advance by turning in a parents and students signed permission slip, presenting a student I.D. and a fee, if appropriate, to the Front Office. Activities are for SEMS students ONLY. Students may not leave an activity before it's over unless a parent arrives for them. If a student is absent during sign-ups, he/she must call the Assistant Principals' office to make arrangements before the published deadline. Information and deadlines are published on the permission slips.

ALTERNATIVE LEARNING CENTER (ALC)

This consequence can be used in place of a one day suspension at home or for less severe infractions than an out of school suspension requires. Students are removed from their regular classes and receive regularly scheduled assignments. Students will have access to their academic coursework during this consequence. If a behavior problem occurs in ALC, a home suspension may result.

ARRIVING LATE TO SCHOOL

When your student arrives late to school for any reason, please direct him/her to check in at the Campus Check In/Out Station next to library and students will be redirected to the attendance office to receive a pass to class. Bear in mind that students may check in unaccompanied by a parent, but we are not able to accept a child's word to excuse tardiness. Please send a signed note or phone or email ahead to explain why your student is arriving late.

ASSOCIATED STUDENT BODY (ASB)

Each student is a student body member and is represented by a student from their second period class. Monthly meetings are scheduled for all representatives and the elected unit members. Activities are supported and run by the ASB representatives, along with the supervising teacher.

ATHLETICS

SMUSD and SEMS are excited to be providing a limited number of sports throughout the year. Take a moment to navigate on our **ATHLETICS PAGE** on our website for updated information and review of the handbook. Announcements and information will be available on our school website, phone message sent home and on SEMS-TV.

ATTENDANCE

Please call this number every time your child is absent: 760.290.2830. You may also report absences on our website www.sanelijomiddle.org.

State law requires pupils to attend their assigned classes every day school is in session. Any student missing more than 12 days for any one class in a semester may not receive a passing grade for that class. All absences not cleared by a note, or parent phone call to the Attendance Office within 72 hours, will be considered truant and the student may be assigned a Wednesday School. The absence must be cleared for the truancy to be removed. Parent requests for early dismissal or late arrival due to medical appointments and family emergencies will be permitted. The student must be signed out from the Attendance Office by an adult listed on the student's emergency card prior to leaving campus.

Excused Absence/Tardy:

1. Personal illness
2. Serious illness or death in the immediate family
3. Medical and dental appointments
4. Funerals
5. Call to court/detained by law enforcement
6. Religion

Consequences: Students with unexcused absences may be referred to an Assistant Principal for interventions and attendance make-up through Wednesday School. Excessive unexcused absences/truancies may result in referral to the School Attendance Review Board (SARB). If you need to speak directly with the Attendance Clerk, please call 760-290-2814.

BELL SCHEDULE

Our Bell Schedules are printed in our Student Planner. A copy is available at our site for a limited time (due to safety precautions). Students follow the same bell schedule on M, T, Th, and F. Every Wednesday is early release day. Our school schedule may include district-approved minimum days. Messages will be sent home regarding changing schedules.

BIKE AND SKATEBOARD AREA

Bicycles, skateboards, scooters, and skates are used by some students for transportation to and from school. Once the school grounds are reached by the student, bicycles, skateboards, scooters, and skates may not be used for transportation on campus at any time. Parking for transportation items is provided. Bikes should be locked in the bike racks. Skateboards and scooters must be locked in skateboard lockers. All bike riders, skateboarders, roller skaters and scooter riders must wear a helmet while in transport on these vehicles. Consequences: Penalties may range from warning through suspension and a citation by the School Resource Officer. The transportation item may be confiscated and the parent will be notified to retrieve the item from school.

- All students are required to wear a helmet when riding a bike/scooter/skateboard to and from school.
- All bikes, scooters and skateboards must be walked on or off campus.
- Students riding bikes/scooters/skateboards should lock their item and leave the area immediately.
- DO NOT lock two items together. Each student must have his/her own lock.
- Students should NOT leave easily removable accessories on their item.
- Students tampering with the property of others will be referred for disciplinary action.
- Students use the bike area at their own risk. We recommend that students do not ride expensive vehicles to school.
- The school is not responsible for lost or stolen bikes/scooters/skateboards. While we will help retrieve them, law enforcement will not take a report on any item that was not locked.

BOYS & GIRLS CLUB AFTERSCHOOL PROGRAM

We are delighted to announce the San Elijo Middle School and the Boys & Girls Club of San Marcos partnership for this school year. This beneficial partnership will allow us to offer your student a “positive place” after school until 6:00 p.m., following the school year schedule, including early release days. The fee-based program will include an afternoon snack, sportstime, enrichment time, homework time and academic time – the balance that middle school students need to develop the whole child.

The Boys & Girls Club of San Marcos will oversee the program and has been instrumental in working with us to structure a sound program that provides a safe place for your students. Maria Barboza will be the Boys & Girls Club Site Supervisor and on campus every day to supervise the trained Youth Development Professionals who will work directly with your student. There will be a liaison between SEMS teachers assisting with academics.

- Registration information can be found on the Boys & Girls Club website; we have provided a link to that site <http://www.boysgirlsclubsm.org/> or you may access it from the SEMS website. Enrollment numbers will be limited!

BUSES – NO TRANSPORTATION provided home-to-school.

Buses are only provided during field trips. Transportation fee may apply.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

The **California Junior Scholarship Federation (CJSF)** is an Honor Society whose purpose is to foster high standards of scholarship, service, and citizenship in California students in grades seven and eight. (6th graders as well as first semester 7th graders have no official CJSF status.)

CJSF Membership is granted for the semester following the one in which the qualifying grades and citizenship marks were earned. A student **MUST** submit an application each semester s/he is eligible, during the two-week membership drive. LATE applications cannot be accepted.

Students who are members of CJSF for 3 semesters are recognized with an Award Certificate at 8th Grade Promotion.

CAMPUS PASS

Students must carry a pass signed by their teacher when leaving the classroom for any reason during class time. The school Pass is in the student planner. If you do not have a SEMS Planner, go to AP Office for a hall pass.

CHANGE OF ADDRESS WITHIN THE DISTRICT

Please notify the Counseling or the Attendance Office if your address or phone number changes. Your student's emergency contact information must be updated so all report cards and school correspondence arrives in a timely manner.

CHEATING

Acts of academic dishonesty, which will not be tolerated within the San Marcos Unified School District, are listed below:

- Cheating on tests or theft and alteration of materials including homework
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise)
- Unauthorized collaboration
- Plagiarism (stealing and passing off as one's own the words or ideas of another)

Consequences: Any student involved in academic dishonesty will serve a two hour Wednesday School and retake the assessment or redo the assignment.

CHECK IN/OUT STATION

During school hours the Check in/out station is located next to the Library, off Elfin Forest Road. Campus Supervisors are there to assist with arrivals, early release, items and messages to students. **Call 760-290-2820**

CHECKING OUT OF SCHOOL

When moving out of the district, please do the following to insure your student's smooth enrollment in his/her future school:

- All books must be returned prior to leaving school.
- Contact the Counseling Office to let them know your student's last day of school.
- Your student must go to Counseling before school on his/her last day and obtain a check out sheet for the required signatures. When steps are completed, the Registrar will supply your student with the necessary paperwork to enroll in the new school.

CITIZENSHIP GRADE CRITERIA

Citizenship grades are an evaluation of many factors brought together to measure a student's general behavior and effort in class. It is the culmination of a student's willingness and efforts to help or hinder the progress of class and /or other students. It includes but is not limited to such actions as being a self starter, advocating for oneself, openly or privately asking questions offering insight during lectures, openly or privately helping others to understand the concepts, using time wisely during class, being on task, being kind, having empathy for others, taking risks (privately or openly), being an active listener, being responsible and embracing learning. Citizenship grades are the balance of a student's efforts and behaviors. They are not the result of one day or one action. In addition, they are not an evaluation of the child as a person.

The San Marcos Unified School District faculty believes that we are supporting each child's development in becoming a thoughtful productive citizen who will inherit our global society. With that, we will be explicit and transparent in teaching and modeling for our students how to reach excellence in citizenship.

Citizenship is evaluated differently than academic progress. It involves a student's actions in upholding the school's responsibility and accountability standards, positive involvement in their learning and living communities, and attitude. Citizenship assesses student participation, leadership/cooperation, willingness to assist others and following school and classroom rules. These rules include but are not limited to just behavior, cell phone violations, excessive gum chewing issues, continually talking in class and/or dress code issues. Additional factors for consideration are:

Excellent: A student who earns an "E" helps others.

- Always actively listening and/or participating as necessary in classroom discussions/activities
- Providing leadership (exemplifying school motto) within the classroom activities and assisting others
- Ensuring that workspace is neat and tidy after use and assisting others
- Continually choosing to follow the rules and guidelines of the school/classroom

Good: A student who earns a "G" as a whole helps only himself or hers.

- Follows school/classroom rules and guidelines all of the time
- Actively participates in classroom discussions for their clarification most of the time.
- Keeps their workspace orderly most of the time.

Satisfactory: A student who earns an "S" as a whole neither helps nor hinders themselves or others.

- Participating in classroom discussions through listening and sharing information
- Occasionally offering to assist with set up and clean up of classroom activities
- Choosing to follow school/classroom rules and guidelines most of the time

Needs improvement: A student who earns an "N" as a whole hinders his or her own efforts.

- Infrequently listening or participating in classroom activities.
- Infrequently participating in cooperative learning activities such as group/team projects
- Choosing not to follow school/classroom rules and guidelines some of the time

Unsatisfactory: A student who earns a "U" hinders the efforts of others.

- Not listening or making inappropriate comments during class discussion and/or activities
- Being disruptive in class
- Bullying

CLEAN CAMPUS

Trash and garbage should be placed in trash cans provided, especially in eating area. Students may receive discipline for defiance on their offenses.

CLOSED CAMPUS POLICY

District board policy requires that San Elijo Middle School has a “closed campus.” This means once a student arrives at school, he/she is NOT allowed to leave campus at any time before school is dismissed without written permission from the office. Any student, who leaves campus before school starts or during the school day, will be considered truant from school and will be referred to the Assistant Principals’ Office for disciplinary action.

COMPUTER/INTERNET ETHICS

Only students who have turned in parent permission to use the internet will have access to the internet. All students must follow the classroom teacher’s directions regarding the internet and websites to use. Consequences: First offense may result in a suspension. Further offenses may result in the removal of internet access for the remainder of the semester and further investigation by school administration.

CONFLICT MEDIATION

Conflicts between people are a normal part of life in any community, and can be particularly stressful and disruptive to a student’s education. Adult mediators have been trained to help those in conflict work out solutions that are positive for each student. In some cases, students may be required to go to mediation by administrators. Mediations at our school are highly successful. Trainings are scheduled for students to assist peers in conflict resolution.

COUNSELING SERVICES

If a student has a problem interfering with school, assistance is available. Counselors advise students regarding issues such as course selection as well as career and educational planning. Other staff members who can help include the Principal, Assistant Principals, Nurse, Librarian, Teachers, and the School Psychologist.

The Counseling Office is located in the Front Office. Students should see a counselor before school, during lunch or after school. In the event of an emergency, students may ask for a pass from a teacher.

Counselors: Celena Breining (A-F), Nick Vega (G-M) and Caroline O’Connor (N-Z)

School Psychologists: Tiffany Gerondale (M-F)

COURSES

Please see Course Catalog on SEMS Website under Departments, Counseling.

DELIVERY OF STUDENT ITEMS

In an effort to minimize unnecessary interruptions to classroom instruction, we ask students to be responsible for items they need to have at school. We request that parents refrain from bringing forgotten items to school and ask that requests for message delivery to students throughout the day be limited to emergencies only.

The Campus Check-In Station located next to Library for items on their own. WE WILL NOT ALLOW THE OFFICE TO INTERRUPT CLASS TO REMIND STUDENTS OF FORGOTTEN ITEMS. Please let your student know to check the Campus Check-In Station in case you have brought a forgotten item.

DISCIPLINE - STUDENT CONSEQUENCES FOR VIOLATING RULES

Find the SMUSD BEHAVIOR CODE at the end of this handbook

When students fail to act responsibly and school rules are violated, consequences will occur. The following is a list of consequences in order of severity. The consequence assigned will depend upon the severity of the offense and/or the frequency with which a student breaks school rules.

Detention

A student may be held in a detention room or classroom before school, during lunch or after school. A student receives a detention for choosing to violate school rules. Please see the Student Planner where the infractions are listed.

Alternative Learning Center (ALC)

This consequence can be used in place of a one day suspension at home or for less severe infractions than an out of school suspension requires. Students are removed from regular classes and receive regularly scheduled assignments. If a behavior problem occurs in ALC, a home suspension may result.

Suspension/Expulsion

Suspension or Expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any student, including students with exceptional needs may be suspended—and possibly expelled—for any of the reasons specified in California Education Code sections 48900 and 48915(a), or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. A suspension removes a student from campus from one to five days, after which time the student may return. Expulsion, by contrast, is a formal process that entails suspension and a hearing at the District Office to determine if a student will be dismissed from their current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by the San Marcos Unified School District until the Governing Board acts to lift the Expulsion. The duration of an Expulsion is the rest of the current semester and the following semester.

Suspensions

When a student is suspended from school, he/she has violated CA Education Code 48900. The following infraction descriptions are how the suspensions are decided. All cases recommended for expulsion will be investigated and determined on specific facts.

Expulsion The following are violations of California State Education Codes or state laws and are considered extremely serious. Consequences for these behaviors may include suspension or recommendation for expulsion:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Threats are defined as stares, hard looks, verbal harassment, physically confronting stances, or any action that can lead to physical injury.
- Throwing food or other debris on campus is dangerous and illegal.
- Possessed, used, sold, or otherwise furnished any controlled substance, alcoholic beverage or intoxicant of any kind. This includes “look alike” drugs.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school or other private property. This includes fires, attempting to set fires, or tampering with fire alarms or equipment.
- Stole or attempted to steal school or private property.
- Engaged in habitual profanity or obscenity.
- Possessed or attempted to sell drugs or drug paraphernalia.
- Possessed or used tobacco.
- Disrupted school activities or otherwise willfully defied the valid authority of school adults such as: supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school or private property.
- Excessive suspensions from school.
- Second possession of an illegal substance as defined above.

Daily/Weekly Performance Agreements

Any student who fails to comply with school and classroom expectations, after teacher and administrative interventions, may be placed on a Daily/Weekly Performance Agreement. Criteria for placing students on performance agreements will be based upon the significance of the violations and/or the number of violations. Any student receiving multiple referrals in a given year may be placed on a performance agreement. Violation of the agreement may result in other consequences.

DISRUPTIVE BEHAVIOR

Students who demonstrate inappropriate school behavior may receive disciplinary actions which may include Detention, Saturday School, Alternative Learning Center placement or out of school suspension.

San Elijo Middle School implements the ESCORT discipline system. When a student disrupts class, the teacher calls the Assistant Principal's office for an administrator. The administrator consults with the student, who will choose to remain in class and follow the rules or be escorted to the office. In either case, a parent will be called by the teacher or an administrator.

Establishing effective school-wide discipline to increase Student responsibility and academic excellence.
Choices made by students can be corrected by Offering a discussion in order to improve behavior or Removal of the disruptive student from class in order to To support San Elijo Middle School teachers.

DISTRIBUTION OF PUBLICATIONS

No publication may be distributed on the school campus without the prior approval of the school administration. This includes school magazines, school newspapers, and fliers.

DRESS CODE

The middle schools in the SMUSD are environments for learning and business. Student dress and appearance should reflect this image. Students are expected to exercise good judgment and good taste regarding their dress and grooming so as not to disrupt the educational environment. Footwear must be worn at all times while the student is at school or at school sponsored activities. No flip-flops are allowed on campus. Clothing must be clean and in good repair. Pants are to be worn at waist level. The tops worn by both males and females should adequately cover the chest area and not expose excessive chest, cleavage or the midriff area. Female tops cannot allow bra straps to be seen. Skirts and shorts must be of appropriate length and provide adequate coverage when student is in both standing and sitting positions. In summary, clothing cannot expose body parts or be revealing and students should look like students while they are at school.

No gang-related signs, belts, insignia, colors or distinctive modes of dress are allowed on campus or at school sponsored activities. Clothing may not display profane, violent, obscene, or sexual based language or pictures or sexual based numbers such as "69" or other gang or hate related numbers, ethnic, or sexist slurs; identification of any alcoholic or tobacco product or message which names or pictures drugs, drug use, or drug slang of any type. Lakers, Dodgers, Raiders, Padres, SD, Chargers and LA clothing or symbols are prohibited unless specified by the site administrator. Spike jewelry, belt buckles with initials, chains (including wallet chains) and bandanas are not allowed. During cold weather, gloves of all kinds are not allowed during school hours. Gloves will be allowed to be worn to and from school, but must be removed before the first period bell. Hoods on jackets are not allowed to be worn on jackets for the purpose of student identification.

All headgear is prohibited on campus. If a hat is required for sun protection, a school approved cap will be made available at a nominal fee. Headgear includes, but is not limited to, all caps, hats, beanies, bandanas, headbands, scarves and visors.

Examples of inappropriate clothing include: Strapless tops, halter tops, swimming attire, pajama clothing, tops that expose midriff skin, backless shirts, tube tops, spaghetti strap tops, off the shoulder tops, crop tops, and sleeveless undershirts. Undergarments must be covered at all times. **Consequences:** The clothing item may be exchanged for an appropriate top or bottom or the student's parent may be called to bring in appropriate clothing. Penalties will progress from Warnings to Detention and then Administration decides appropriate consequence, Gang-related symbols may result in suspension on the first event.

EIGHTH GRADE PARTY

The entire 8th grade class will be invited to participate in an activity to take place in June. The theme, events and activities will be designed by the Associated Student Body. Students must be eligible to go through promotion in order to attend the event.

ELECTRONIC DEVICES

All electronic devices must be turned off/silent during instructional time unless specific permission is granted by administration or the classroom teacher. Students may use their phones/electronic devices before school, during passing period, lunch and after school. While students are allowed to possess cell phones on campus, **students may not record, video, or take a picture of another student or staff without prior consent.** Earbuds must be put away and not visible during class time. There is a student phone available in the Assistant Principals' office. Please contact an administrator or contact the Assistant Principals' Office with any questions.

Consequences: Items may be retained in the Assistant Principals' office for pickup at the end of the student's school day. At teacher or administrator request, a parent/guardian may be required to pick up the student's electronic device. If these devices interfere with the educational process, the student may receive a referral and the device will be taken to the office. Students must understand they will not be given permission to leave class to answer a phone call. The school will not be responsible for loss or theft of electronic devices.

Responsibilities

- Devices may be used during non-instructional time (before school, passing periods, lunch and after school).
- No recording of staff or students. **This is illegal.**
- Classroom teachers have the final say on device usage during instructional time.
- It is the student's responsibility to be sure that the phones are off/on silent during class time.
- All device usage during school hours must be school appropriate.
- All student devices must be on the school network.

Network All students are required to be on the school network so the district firewalls can filter inappropriate sites (i.e., FaceBook, Instagram, YouTube, Snapchat, etc.)

Digital Citizenship

- Students must have a pass code on their phones.
- THINK before you SEND.
- Cell phone bullying is just as serious as verbal and written bullying.

Device Rules Discipline for inappropriate usage will follow SEMS progressive discipline policies. The teachers and administrators will be fair, firm and consistent and consequences will be based on severity and level of disruption to school activities.

Responsibility

- STUDENTS are responsible for their own devices. PLEASE be responsible and know where your device is at all times.
- If teachers do not allow cell phone usage during class time, students must put their device away in their backpacks.
- DO NOT leave cell phones in bathrooms, classrooms or lunch tables.

EMERGENCY CARD

Parents are given an emergency card at the beginning of each school year or upon enrollment. It is imperative that all information (phone numbers, medical phone numbers, etc.) be current in case of an emergency. **If your numbers change, please contact Counseling and/or Attendance.** They will insure emergency information is updated.

EXCESSIVE DISPLAYS OF AFFECTION

Excessive displays of affection are inappropriate on school grounds or at school sponsored activities. Public displays of affection are limited to hand holding on all middle school campuses. **Consequences:** Penalties may range from warning, parent notification and ALC.

FIELD TRIPS

There are two general types of field trips at our school. Teachers organize field trips supporting curriculum, and clubs organize field trips for members. In both cases, school rules apply at all times. Advisors or teachers sponsoring the trip determine criteria by which students will be allowed to participate. Criterion usually involves behavior and academic progress in the case of class trips, and participation or membership in the case of club trips. Questions regarding students not allowed to attend should be directed to the trip sponsors. The cost of the trip is paid by students and covers both admission fees and transportation. Signed parent permission is required anytime a student leaves campus during the school day, or participates in an off-campus activity outside the school day.

FOOD SERVICES

Hot and cold breakfasts and lunches are available from the San Elijo Middle School Cafeteria. Prices for full lunches, entrees, and a la carte items are posted outside the cafeteria and on the school website. Students who wish to prepay for meals may do so.

This school year, there are three lunch periods during the school day. Lunch tables are the designated eating areas. Students may not take food to any other part of the campus. There are adult supervisors on campus whose job is to help make the lunch area a pleasant place to be and to protect the rights of all students. Students are expected to pick up after themselves in the lunch area.

Students who wish to be boisterous, loud or play with athletic equipment may go to the courts/upper fields during their lunch period; however, they may not interfere with PE classes in session. The accessible play areas will vary depending on changing PE activities. Students must stay away from classrooms and may not be loud or inconsiderate of classes in session during their lunch period.

Free and Reduced Lunch Program: Information for free or reduced price lunches is available in the student registration packet or cafeteria. Applications are to be filled out by a parent and returned to the Cafeteria or Main Office. Students who received free or reduced lunch in June can continue to receive lunch the first two weeks of school. They must reapply for free or reduced lunch after that time. Applications are available in the Counseling Office, Main Office, and in the beginning of the year packet. Students who forget lunch money may report to the Assistant Principals' Office for assistance. The school cafeteria manager may be contacted by calling 760.290.2818.

Cafeteria issues, including questions and purchasing of food cards, can now be completed online at www.smusd.org under the Child Nutrition Services department page. The SMUSD School Wellness Policy is in effect at all times; therefore, candy, gum, cakes, cookies, donuts or soda are NOT allowed on campus. Please visit the website at <http://www.smusd.org/Page/137> for all the information.

GUM/CANDY/SUNFLOWER SEEDS

Due to problems of littering, trash and class disruptions, gum, candy and sunflower seeds are not permitted on school grounds and school activities. Consequences will be issued if students possess these items while on campus.

HOMEWORK

Homework is an important part of an instruction program. Teachers will assign work requiring an average of 20-30 minutes per night in each of approximately four subjects. These assignments may consist of completing work assigned to do in class, or it may consist of separate assignments to be completed entirely at home. Students are to keep track of their homework assignments. Teachers will check the homework weekly. Ask to see your student's assignment list. Check to see work is completed.

- Students absent for three **days or less**: use the Buddy System (see Buddy System) or the teacher's website.
- Students absent for an extended period may request the student be placed on Independent Study. In order to arrange for Independent Study, a parent must call the Attendance Office at least one week prior to the absence. See INDEPENDENT STUDY.
- All students should rely on their class websites for posting of daily assignments.

HOMEWORK CLUB

Homework Club meets in the SEMS Library on Mondays, Tuesdays, Wednesdays, and Thursdays, for one hour after school. HW Club is closed on Fridays. Staff supervision is provided; however, there is no teacher assistance. Seating is limited.

IDENTIFICATION CARD

All students are given a temporary picture I.D. card during VIP days. Students will take official Yearbook/ID card photos at the beginning of the school year. I.D. cards are required for all students and must be shown before being admitted to school activities. **I.D. cards are needed for students to purchase lunch from the Cafeteria and to check out Library books.** They also allow students to receive discount prices to high school games and are used to check out athletic equipment during lunch time. In case of loss, students may purchase a replacement I.D. card in the Assistant Principal's Office during lunch.

INDEPENDENT STUDY PROCEDURE

If you are pre-planning an absence of five or more days, your student may be eligible for an Independent Study Contract. Contracts are available through the Attendance Office and must be signed—by both a parent and the student—at least two weeks before the student's absence begins. Your student may receive both academic and attendance credit for assignments completed and returned under a study contract. No study contracts will be given within the last month before final exams.

LEAVE AT HOME ITEMS

Some items are not appropriate at school at any time because they tend to get lost or stolen and are disruptive to the educational program. Students who bring inappropriate items to school may be subject to disciplinary action and/or confiscation of the item. San Elijo Middle School is not responsible for any lost or stolen items.

These items include:

- Radios, CD players, iPods, Cameras and ear buds
- Handheld video games, electronic games or beepers
- Laser Pointers – Lasers are illegal and students will be suspended
- Toys or individual athletic equipment.
- Large amounts of money or valuable items such as jewelry
- Any item that may cause injury to others such as pocket knives, firecrackers, poppers
- Re-closable or glass containers
- Any items that are inappropriate or disruptive to school activities such as eggs, shaving cream, squirt guns, toys, balloons or other items in poor taste

LEAVING CAMPUS EARLY

Contact the Attendance Office *early in the day* (via phone call, note, or email) when an appointment will require early dismissal. Your student will be issued a pass to meet you in the Campus Check-In Station at the necessary check-out time. We cannot guarantee your student's early dismissal if we do not know early enough. Parents are required to come to the Campus Check-In Station (located next to the library) to meet and sign out their student. Students may not meet parents in the parking lot or drop-off lane. **Photo identification is required when signing out a student.** Your student will only be released to those persons listed on his/her emergency card.

LIBRARY SERVICES

Library Hours: 7:00 AM – 2:30 PM (subject to change, will be posted)

Textbook Policy

Textbooks, furnished free of charge, are loaned to students by San Marcos Unified School. These books are often expensive (up to \$80). Students are responsible for these books and are expected to use book covers for each textbook.

- Papers should not be carried in the books as this may cause the bindings to break.
- Students who lose or destroy their books will be responsible for the cost of repair or replacement. Students may receive a full refund if they find their textbook and return it in good condition within the school year that the loss occurs.
- Students are required to write their name clearly in ink on the inside cover of each textbook.
- Book covers with adhesive backing may not be used on textbooks.
- Damaged books will be assessed according to the following conditions:
Loose binding, torn pages, writing or soil - \$3.00

Library Policy

San Elijo Middle School is dedicated to meeting the library/media needs of its students, faculty and parents. The library has 4 laptop PAC stations for searching the library.

- Students may check out 2 books at a time.
- If additional books are needed for research, special arrangements can be made by seeing the librarian.
- Books can be checked out for 2 weeks.
- Students who have overdue books will be placed on “library restriction” and forbidden to check out additional materials. Students will also be blocked from making any purchases including: yearbook, PE clothes, and field trips.
- If a library book is lost or damaged, the borrower must pay for it.

The Library catalog and other library features and updates, will be accessible in the future through the school’s Website, www.sanelijomiddle.org.

MEDICATION POLICY

Medication must be in the original prescription container and clearly marked. Students requiring medication distribution at school must adhere to the following:

- Name of pupil.
- Name of prescribing physician.
- Identification number and name of the medication.
- Pharmacy which dispensed the medication.
- Amount of the medication to be taken at specified times and/or the specific situation in which it is to be taken.
- Signed parent/guardian “Authorization for Medication” must be filled out. This form is obtained from the Health Office.
- Each school year the request form must be renewed.
- Medication will not be retained at school from year to year.
- All over-the-counter medication will require a doctor’s authorization.

MEDICAL RELEASE FROM P.E. POLICY

In order for a child to be released from participating in Physical Education class, the nurse and/or health aide must receive a prescription from the child’s doctor indicating the reason a student is to be released and for what duration.

NON-CUSTODIAL PARENTS RIGHTS

The non-custodial parents have the right to receive report cards, progress reports and other school correspondence. Please contact the school registrar and let her know if the non-custodial parent seeks this information and supply the name and address of the non-custodial parent. (This applies to parents with joint custody, as well).

NON-SCHOOL DAYS & HOLIDAYS – SEE SCHOOL CALENDAR

NURSE

The nurse is responsible for the supervision and training of the Health Office, which is available to students, parents, and staff for consultation and management of individual students' health issues. The school nurse annually performs the following state-mandated health screenings:

- Vision 8th grade girls & boys
- Hearing 8th grade girls & boys
- Scoliosis 7th grade girls & 8th grade boys

The Health Office is staffed by part-time health aides, covering the entire school day from 8:00 a.m. until 2:15 p.m. Health Aides provide assistance to students who are ill or injured, dispense medications to students as ordered, and enforce immunization requirements. In case of illness, parent(s) will be contacted to pick up the student, or the student will return to class after a short rest. We have limited facilities for holding ill students in the office. In case of extreme emergencies, 911 may be called. **It is imperative parents fill out a new Student Emergency Card annually, and call the school to update when information changes.** Your student's safety is at risk when emergency medical information is not updated. See MEDICATION POLICY for information regarding students taking medication at school. See MEDICAL RELEASE FROM P.E. if your student requires medical release from P.E. for any period of time.

OUT OF BOUNDS

Students are expected to remain in areas where adequate supervision is provided by administrators, teachers, teachers' aides or campus supervisors. This means that designated areas of the campus are closed to students during assemblies, breaks, lunch and extra-curricular activities. Out-of-Bounds areas include, but are not limited to, parking lots, bike racks, athletic fields, private property and areas surrounding the campus. Boundary lines are clearly marked and labeled. All students are to remain on campus during the school day unless special permission has been granted by the Administration. **Consequences:** Students returning from an out-of-bounds area are subject to search. Penalties will range from Wednesday School to suspension.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is an active group of parents who support the school, students, family, and community. The main purpose is to generate additional monies to provide after school activities and supplies for students.

As a parent, you can assist by supporting fundraisers, which includes our magazine sale, and donations. You can also help by becoming an active volunteer in the classroom, a test proctor, and helping with fundraisers. You may contact the PTO using contact on our school website or call the office at 290-2821.

PARENT CONFERENCES/INDIVIDUAL TEACHER CONTACTS

There is no Parent Conference Day. Parents are encouraged to email teachers with any concerns.

PARKING LOT PROCEDURES FOR DROPPING OFF STUDENTS

Parents enter the school via the upper end of Schoolhouse Way into the upper entrance of the parking lot and leave through the lower exit on Schoolhouse Way turning left and proceeding back up the road toward the elementary school. All students are to be dropped off/picked up in the designated student pick up area, in front of the benches. If your student is not present when you reach the pick up area you will be expected to pull up to the front as far as possible to allow others to continue the process.

Cooperation by all parents to follow these procedures during the afternoon pick up time from 2:20 PM-2:40 PM will insure traffic keeps moving and make this a safe and efficient process for all involved. Students are not to be picked up in other areas of the parking lot. **STUDENTS SHOULD NEVER WALK THROUGH THE PARKING LOT**, unless accompanied by an adult. The area of Schoolhouse Way that includes the bus parking will be closed daily from 2:00 PM-2:40 PM or until it is deemed safe to allow traffic through once students and buses have been dismissed.

Parents are not encouraged to park on Elfin Forest Road, and must obey all traffic laws, including those prohibiting double-parking. Parents not following mandated traffic laws are responsible for any accident/ticket they receive.

Parking on San Elijo Road is limited, and parents are encouraged to continue to Schoolhouse Way, and follow the Drop-off/Pick-up Procedure described above. **Parents are responsible for all traffic laws at all times.**

PHYSICAL EDUCATION DEPARTMENT

This information is intended to familiarize parents with our Physical Education Program for the school year.

Uniform: Dressing out for class daily is required for successful participation in PE. The proper PE uniform includes a **grey** polyester or cotton T-shirt, **black** shorts (no pockets), white socks, and lace-up tennis shoes. Boys should have an athletic supporter. Warm-ups or sweats may be worn over PE shorts and shirts when weather indicates a need. All PE clothing should be clearly marked with the student's LAST NAME. While students may bring their own PE uniform from home, the PE Department sells PE shirts and shorts (imprinted with the SEMS logo) for **\$15.00 for the cotton shirt & shorts set or \$18.00 for the dri-fit shirt & shorts set**. **These items are available for purchase during the VIP days before school starts and on the school WEBSTORE.**

Lockers: Each student will be assigned a locker. COMBINATION LOCKS will be provided. **NO personal locks will be accepted.** Locker combinations should be kept confidential; however, they will be recorded in the PE office. If a student loses their lock, a replacement fee of \$8.00 will be charged. Students should lock up all valuables during P.E. and not share locker combinations with other students.

Grades: Grades in P.E. are based on a point system. Points are earned for attendance, dressing out, and participation. Additional points are earned by demonstrating proficiency in various fitness, competition, and skill areas.

PICTURE DAY

Each year students have pictures taken for the school yearbook and student I.D. cards. The Yearbook/ID card pictures will be taken at the beginning of the school year. Make up pictures will be in September. Information regarding pictures will be displayed on the website before pictures are taken and purchasing information will be emailed shortly after. Please ensure you have an accurate email on synergy/ParentVue.

PROMOTION CEREMONY

This promotional assembly allows teachers to recognize 8th Grade Students for their achievements, hard work, and effort. Promotion lasts approximately an hour and a half. Clothing for promotion should be in accordance with dress guidelines.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued two times a year. Each grading period is called a semester, and is approximately 16 weeks long. Grades on semester report cards become part of the student's permanent record.

Twice each semester, a progress report is issued. The purpose of the progress report is to communicate student progress to students and parents. Grades on progress reports are not recorded on the student's permanent record.

Two types of grades are included on all progress reports and report cards:

- **Academic progress** is graded A, B, C, D or F.
- **Citizenship** is classroom behavior and effort and is graded E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory).

REQUEST FOR HOMEWORK - See HOMEWORK

RETURNED CHECK POLICY - A \$20 fee will be added to all returned checks.

RISE – Responsibility, Independence, and Study Skills in Education

SEMS provides before school support for students whose grades, test scores, and homework habits indicate that they require academic assistance. Students receive organizational support and supplemental instruction to meet grade level academic standards. Their teachers, counselors or administrators recommend students. If students bring up their grades and improve their work habits, they will be released to open up space for other students who need support.

SCHEDULE CHANGE POLICY

As the year progresses, situations sometimes develop in which a student, parent, or teacher feel a schedule change is appropriate. Schedule changes are inherently disruptive to students, teachers, and others involved and will only be considered after a variety of other options have been explored. Counselors are available to help students, parents, and teachers work through conflicts.

SCHOOL SITE COUNCIL

The SSC consists of students, teachers, parents, and administrators and meets quarterly to set annual school goals, approve the Single Plan for Student Achievement and Comprehensive School Safety Plan. This committee recommends how finances are spent to support the school's goals.

SCHOOL SUPPLIES

Students may find the following items helpful for their daily classes

- Student Planner
- **Independent Reading Book**
- 3 ring notebook
- Dividers with tabs for each subject
- Two pencils
- One black or blue pen
- Lined, white notebook paper
- Calculator
- Colored pencils
- Other items specified by teachers

SEARCHES AND SEIZURES

The law provides school officials with wide latitude to search students, and their possessions in the ongoing effort to maintain a safe and secure campus. Some of this effort may involve the use of surveillance cameras in public areas of the campus that are considered to be high risk for improper activity. Professionally trained detection dogs are also used for random searches in classrooms, parking lots/vehicles. **In addition, items left unsecured or unattended on school grounds may be confiscated and inspected by school officials. To decrease theft and vandalism in the P.E. locker rooms, any items left in unlocked gym lockers or baskets during and after P.E. class may be confiscated and inspected by school personnel.** School officials are not required to notify parents prior to conducting a search or questioning a student, however, parents will be notified that a search has taken place.

When a school official has reasonable suspicion that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets, remove shoes, and provide the official access to other personal items (backpacks, lockers) that may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped that all students will be cooperative, as school officials will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being out of bounds without permission or a report by another student, parent or staff member of possession of contraband or dangerous objects or unusual behavior. Students should also be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them. **If a student should discover contraband or dangerous objects on campus, he/she should go directly to an assistant principal or other staff member and turn it over without delay** (Ed. Code 48900).

SELLING AT SCHOOL

Students may not sell anything at school. This includes fundraising items. Doing so is a violation of state law.

SPECIAL EDUCATION

San Elijo Middle School offers a continuum of services to assist students with special needs. The resource program provides a collaborative teaching model supporting students in general education classrooms. Pullout programs are provided to ensure that special education student needs are met. Speech and Language services and Adaptive PE is provided for students who qualify.

SPORTS - See ATHLETICS

STUDENT AIDES

Eighth grade students can choose Student Aide for teachers or the office as their Elective class for one year.

STUDENT ASSISTANCE FOR EVERYONE (SAFE)

Trained teachers and student services personnel lead support groups which provide a safe, supportive environment for kids to talk about issues in their lives. The SAFE team also provides substance abuse prevention, parenting education, and is trained to respond to crisis situations. Referrals to the SAFE Team may be made through the Counseling Office.

SUSPENSION – See DISCIPLINE

TARDINESS

Students are expected to arrive on time to every class – everyday. We expect that all students will be seated and ready to learn when the bell rings. When students arrive late to class, instruction is disrupted for all other students. Should your student arrive late to school for any reason, s/he must sign in at the Attendance Window located next to the Library. If your student arrives late to school without a verified valid excuse, the following consequences will be enforced. Please note that tardies are taken into account on a weekly basis:

- 1-2 unexcused tardies per week = Pass to class
- 3 or more unexcused tardies per week = Parent notified on Friday afternoon
 - Student will serve 1 lunch detention the following week
- If this pattern continues, the Assistant Principal will contact parents. Students will serve a 1-2 hour Wednesday School as assigned
- Excessive tardies may result in a parent meeting with the Assistant Principal and a referral to the SART program.

When your student is more than 30 minutes late, we must hear from you, the parent/guardian. You may notify us in any one of the following ways:

- By phone call or voicemail message
- By email
- By parent or doctor note
- By accompanying your student to sign in

When contacting us, please provide:

- Name of student (with spelling of the last name)
- Date and approximate time of arrival
- Specific reason for tardy
- Name of person calling and relationship to student

If more tardies continue to occur, the student's Assistant Principal will intervene and further consequences may be issued.

semsattendance@smusd.org

760.290.2830 (24 hour attendance voicemail line)

760.290.2814 (Direct line)

TELEPHONE USE BY STUDENTS

Students may make emergency phone calls from the Assistant Principals' office during the day. Calls must be made during the student's own time and late passes to class will not be issued. Leaving homework, books, money, or other items, or making arrangements to go to a friend's house after school is **not an emergency**. If after-school programs cancel or make last-minute changes in schedules, students will be allowed to phone home. Students with cell phones are reminded that they may only make and receive calls before school, during passing period, lunch and after school. **Student Phone is in the Assistant Principals' office.**

Responsibilities

- Devices may be used during non-instructional time (before school, passing periods, lunch and after school).
- No recording of staff or students. **This is illegal.**
- Classroom teachers have the final say on device usage during instructional time.

- It is the student's responsibility to be sure that phones are off/on silent during class time.
- All device usage during school hours must be school appropriate.
- All student devices must be on the school network.

Network All students are required to be on the school network so the district firewalls can filter inappropriate sites (i.e., FaceBook, Instagram, YouTube, etc.)

Digital Citizenship

- Students must have a passcode on their phones.
- THINK before you SEND.
- Cell phone bullying is just as serious as verbal and written bullying.

Device Rules Discipline for inappropriate usage will follow SEMS progressive discipline policies. The teachers and administrators will be fair, firm and consistent and consequences will be based on severity and level of disruption to school activities.

Responsibility

- STUDENTS are responsible for their own devices. PLEASE be responsible and know where your device is at all times.
- If teachers do not allow cell phone usage during class time, students must put their device away in their backpacks.
- DO NOT leave cell phones in bathrooms, classrooms or lunch tables.

Please contact an administrator or contact the Assistant Principals' Office with any questions.

TEXTBOOKS

Textbooks are issued for each class at no cost. **Students must put their name in the book in ink.** Students are responsible for their books. Remember: If you move, all textbooks must be returned before records can be sent to your new school. When students return books, they should be in the same condition as when issued. Students will only receive credit for the book number they were originally issued. If books are damaged or lost, students will be expected to pay replacement cost. Textbook replacement cost information is available in the library.

Tardies: Students must be in their assigned seats when the bell rings or they will be marked tardy. The 1st and 2nd tardies will result in a warning from the teacher, and will be recorded. Three or more offenses per week will result in lunch detention; tardies occurring week over week will result in a Wednesday school. Excessive tardiness is referred to the Assistant Principals.

TRUANCY

Every student is expected to attend school daily and be on time for class. If a student is absent from class without a valid excuse or leaves class without the teacher's permission, he/she is considered truant. Truancy:

Students who are truant (more than 35 minutes late to school, or 'ditching' part or the whole of a period) are assigned Wednesday School. This also applies in many instances of unexcused absences.

Consequences: Parent is notified of the truancy and Administration will decide a consequence. Habitual truancy will result in a suspension from school and a referral to the School Attendance Review Board (SARB). The SARB process is controlled by the juvenile court system and may result in a court appearance, fine and/or a weekend in a juvenile detention facility.

VISITORS TO THE SCHOOL AND/OR CLASSROOM

Only adults are allowed to visit the school. They must first sign in at the Campus Check-In Station and wear a visitor's badge. A 24-hour notice by the parent is required for parents 'shadowing' their student, and/or observing a classroom. Parents, administration, and teachers will work together to ensure parents are granted access, but the number of visits does not interfere with the classroom learning environment.

YEARBOOK

Each year San Elijo Middle School celebrates students and accomplishments in our award-winning yearbook. Students can purchase yearbooks for \$50 until Dec 31 or \$60 beginning Jan 1 . Checks should be made payable to San Elijo Middle School. Please check our web store for all the details and information (www.sanelijomiddle.org) **Yearbooks sell out each year, so purchase yours early!!!**

San Marcos Unified School District Middle School Behavior Code

A behavior code is provided because the students, the parents, and the staff expect and demand a respectful, safe, secure, and orderly campus. These procedures comply with San Marcos Unified School District Policy, as well as state and federal laws, and are based on timely and consistent consequences for conduct which is disruptive to our campus. This behavior code was developed by staff, students and parents. **The San Marcos Unified School District desires to build responsibility, respect for others, respect for the school, and respect for self.**

DEFINITION OF SCHOOL CONSEQUENCES

Detention

A student may be held in a detention room or classroom before school, during lunch or after school. A student receives a detention for choosing to violate school rules. Please see the Student Planner where the infractions are listed.

Alternative Learning Center (ALC)

This consequence can be used in place of a one day suspension at home or for less severe infractions than an out of school suspension requires. Students are removed from the regular classes and receive regularly scheduled assignments. If a behavior problem occurs in ALC, a home suspension may result.

Suspension/Expulsion

Suspension or Expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any student, including students with exceptional needs may be suspended—and possibly expelled—for any of the reasons specified in California Education Code sections 48900 and 48915(a), or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. A suspension removes a student from campus from one to five days, after which time the student may return. Expulsion, by contrast, is a formal process that entails suspension and a hearing at the District Office to determine if a student will be dismissed from their current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by the San Marcos Unified School District until the Governing Board acts to lift the Expulsion. The duration of an Expulsion is the rest of the current semester and the following semester.

Daily/Weekly Performance Agreements

Any student who fails to comply with school and classroom expectations, after teacher and administrative interventions, may be placed on a Daily/Weekly Performance Agreement. Criteria for placing students on performance agreements will be based upon the significance of the violations and/or the number of violations. Any student receiving multiple referrals in a given year may be placed on a performance agreement. Violation of the agreement may result in other consequences.

Suspensions

When a student is suspended from school, he/she has violated CA Education Code 48900. The following infraction descriptions are how the suspensions are decided. All cases recommended for expulsion will be investigated and determined on specific facts.

➤ Behavior: FIGHTING (48900 Section A)

Students are expected to seek non-violent and constructive solutions to conflict.

Caused, attempted to cause, or threatened to cause physical injury to another person or aiding and abetting in commission of physical injury. Mutual combat fighting means two or more students are both actively involved or engaged in a fight. For example, if an aggressor hits another student, and the "victim" strikes back and

becomes engaged in a fight with the aggressor, this is considered mutual combat. Battery is when an aggressor strikes another student and the “victim” does not fight back or when a student willfully used force or violence upon the person. If two students are actively engaged in a fight, but one stops fighting or is unable to fight back, and the second student continues to beat him/her, then this incident has turned into a battery.

Consequences: Students involved in fighting for the first time within a three-year period while enrolled in middle school may be suspended for a period of five days. Additionally, students may be subject to arrest. Mediation and anger management counseling may be required as a condition of returning to school. Consequences for a second fighting offense while enrolled in middle school: The student may be referred to alternative education for the remainder of the semester of the occurrence plus an additional semester. Students who commit an assault, battery or cause severe injury are subject to arrest and/or referral to the Governing Board for Expulsion.

➤ **Behavior: DANGEROUS OBJECTS** (48900 Section B)

Students are expected to maintain a safe environment in the school free of weapons and/or dangerous objects. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the student had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.

Definition: Students may not possess any dangerous object, which constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (to include but not limited to): gun, BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, “zip gun”, rifle, model rifle, pistol, revolver, taser, semi-automatic weapon, model semiautomatic weapon, toy semiautomatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army knife, pen knife, keychain knife, kitchen knife, box knife, exacto-knife, dirk, dagger, ice pick, razor, blades, bombs, pipe bomb, ammunition, time bomb, containers of inflammable fluids, stink bombs that may cause allergic reactions, clubs, Billy-club, blackjack, slingshot, nunchaku, sandclub, sandbag, metal knuckles. Any metal plate with radiating points with one or more sharp edges, spike jewelry and apparel, safety pins as decoration or apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, lighters, pressurized cartridges, laser pointers, using or flashing of laser pointers, and replica weapons.

Consequences: Consequences for students that bring dangerous objects to school will range from detention to a five day suspension from school. In addition, law enforcement may be contacted. Mediation or counseling may also be required.

➤ **Behavior: CONTROLLED SUBSTANCES** (48900 Section C & D)

Students are expected to be drug, alcohol and weapon free. Students may not possess, use, sell, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens, abused use of prescription drugs or over-the-counter medication including cough medicine. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange or negotiate to sell any of the above and then furnish a substitute item intended to represent the controlled substance, alcoholic beverages, or intoxicant.

Consequences: Students found in possession of, or use alcohol, marijuana, intoxicants or any controlled substance, while under the school’s jurisdiction may be suspended for up to five days. Upon returning to school after the suspension, the student and parent/guardian may sign “A Return to School Drug/Alcohol

Agreement” and the student may be placed in a school counseling group. If the student has committed a previous alcohol, marijuana, intoxicant, or controlled substance infraction, or if the student commits another controlled substance infraction, he/she may be referred to the Governing Board for mandatory Expulsion. Students who are in possession of more than an ounce of marijuana may be suspended for up to five days and may be referred to the Governing Board for Expulsion on the first offense, and law enforcement may be contacted. False Representation: Students who provide other persons with an item intended to represent any alcohol, intoxicant, marijuana, or controlled substance product may receive the same consequences as someone who furnishes a controlled substance/intoxicant.

➤ **Behavior: ROBBERY** (48900 Section E)

Students are expected to respect the property of others. Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to student or any attempt made to force or create fear in others while attempting to or stealing property belonging to someone else.

Consequences: The consequences for robbery or extortion may range from suspension to referral to the Governing Board for Expulsion. The student and/or parent/guardian may be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement will be contacted. Appropriate intervention counseling or campus projects may be part of this process. **Video surveillance may be used to protect some vulnerable or high-risk areas on campus.**

➤ **Behavior: DAMAGE TO PROPERTY** (48900 Section F)

Students are expected to respect the property of others.

Consequences: The consequences for attempting to cause or causing damage to other’s property will range from suspension to referral to the Governing Board for Expulsion. The student and/or parent/guardian will be responsible for payment for the damage. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process, as well as campus beautification. **Video surveillance may be used to protect some vulnerable or high-risk areas.**

➤ **Behavior: THEFT** (48900 Section G)

Students are expected to respect the property of others.

Consequences: The consequences for theft may range from suspension and arrest to referral to the Governing Board for Expulsion. Theft of electronic devices may result in suspension and may result in arrest. The student and/or parent/guardian will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process, as well as campus beautification. **Video surveillance may be used to protect some vulnerable or high-risk areas on campus.**

➤ **Behavior: TOBACCO** (48900 Section H)

Students are expected to live healthy lifestyles. Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but are not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Consequences: Students found in possession or who use tobacco, or products containing tobacco or nicotine may receive the following consequences: First offense within a three-year period while enrolled at a SMUSD Middle School: the student may be suspended for a maximum of five days and/or referred to a school counseling program. Consequences for a second offense: The student will be suspended for five days. In addition, law enforcement will be contacted with any tobacco referral.

➤ **Behavior: OBSCENITY, PROFANITY & VULGARITY** (48900 Section I)

Students are expected to treat all members of the school community with respect and to practice responsible and honest behavior. Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using foul or coarse language.

Consequences: The consequences for engaging in obscene acts or habitual profanity or vulgarity may range from Detention to referral to the Governing Board for Expulsion. Appropriate counseling or campus projects may be part of this process.

➤ **Behavior: PARAPHERNALIA** (48900 Section J)

Students are expected to live healthy lifestyles and to be drug, and alcohol free. Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, electronic vaping devices, and any other devices used in conjunction with illicit substances.

Consequences: Students who possess, offer, arrange, or negotiate to sell drug paraphernalia will receive consequences ranging from a five day suspension to referral to the Governing Board for Expulsion. A second offense may result in a referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: DEFIANCE AND DISRUPTION** (48900 Section K)

Students are expected to follow all school rules and respect the authority and direction of school staff; to behave in a safe and orderly manner; to maintain a safe environment in the school; and to treat all members of the school community with respect. Students may not be defiant, disruptive, disrespectful, or deceptive (refuse to provide name or ID card). These behaviors negatively impact the orderly operations of classroom or general educational environment of the school.

Consequences: Students who defy the directions of a school employee or disrupt the orderly operation of any school related activity may receive consequences ranging from ALC through referral to the Governing Board for Expulsion. In addition, students who run from or attempt to evade a school official may be referred to alternative education on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: RECEIVING STOLEN PROPERTY** (48900 Section L)

Students are expected to respect the property of others.

Consequences: Possession or receipt of stolen property is considered a felony. Students who knowingly receive stolen property may be suspended and may be referred to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: POSSESSED AN IMITATION FIREARM** (48900 Section M)

Students are expected to maintain a safe environment in the school and to be weapon free. As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm and leads a reasonable person to conclude that the replica is a firearm. This includes pellet guns, BB guns, and other "toy" guns which may be mistaken for a real firearm. Also this includes replica ammunition that could be mistaken for actual ammunition.

Consequences: Consequences will range from detention to suspension. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: COMMIT OR ATTEMPT TO COMMIT SEXUAL ASSAULT OR SEXUAL BATTERY** (48900 Section N)
Students are expected to treat all members of the school community with respect. As used in this section, sexual assault includes any sexual acts performed against the victim's will by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim. As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Consequences: Students may receive suspension and referral to the Governing Board for Expulsion on the first offense. In addition, law enforcement may be contacted. This is a mandatory Expulsion (Education Code 48915 c).

➤ **Behavior: HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A WITNESS** (48900 Section O)
Students are expected to treat all members of the school community with respect.

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.

Consequences: Suspension and possible referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: FURNISHING OR SELLING SOMA** (48900 Section P)

Students are expected to live healthy lifestyles and to be drug and alcohol free. Students may not unlawfully offer, arrange to sell, negotiate to sell, or sell the prescription drug Soma.

Consequences: Students who unlawfully offer, arrange to sell, negotiate to sell, or sell the prescription drug Soma may receive consequences ranging from suspension to referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: HAZING** (48900 Section Q)

Students are expected to treat all members of the school community with respect. Students may not engage in, or attempt to engage in hazing.

Consequences: The consequences for engaging in hazing may range from Thursday PM/Saturday School to referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: SEXUAL HARASSMENT** (48900.2)

Students are expected to treat all members of the school community with respect. Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation or gender identity severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to an Assistant Principal or a Counselor. Complaints must be initiated no later than six months from the date of the initial problem.

Consequences: The consequences for sexual harassment may range from a warning through referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process. A student's class schedule may be changed to limit contact with the student being harassed.

➤ **Behavior: HATE VIOLENCE (48900.3)**

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Ed Code 33032.5. This includes, but is not limited to, any verbal, visual, or physical injuring or intimidating behavior associated with anger towards other persons based upon race, color, ancestry, national origin, disability, gender, sexual orientation or gender identity, or religious preference. This includes racial, ethnic, sexual orientation, and religious slurs.

Consequences: The consequences for hate violence will range from ALC through referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: HARASSMENT, THREATS, INTIMIDATION & BULLYING (48900.4)**

Students are not to ridicule, harass, humiliate, or intimidate another student or district personnel while on school grounds, at a school sponsored activity, while traveling to and from school, on a school bus, or during any activity related to school attendance. A behavior that is unwanted or unwelcomed or is repeated over time and constitutes sexual harassment, hate violence, or creates an intimidating or hostile educational environment falls under the category of bullying.

Consequences: Detention to possible referral to the Governing Board for Expulsion on the first offense may occur. In addition, law enforcement may be contacted. Students are expected to treat all members of the school community with respect. Students may not intentionally engage in bullying behavior such as harassment, threats, or intimidation directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes verbal, non-verbal, and physical acts. Some of these activities would include symbols that are considered to be gang, hate, racially motivated, or sexual orientation slurs. The consequences for harassing, threatening or intimidating behavior may range from suspension through referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: TERRORIST THREATS (48900.7)**

Students are expected to treat all members of the school community with respect. Students may not make terrorist threats against school officials and/or property as defined in AB 307, Chapter 405. These acts include any written or oral statement by a person who willfully threatens to commit a crime which will result in great bodily injury, death, or property damage in excess of \$1000 with the specific intent that the statement is taken as a threat, even if there is no intent of actually carrying it out.

Consequences: The consequences for terrorist threats will range from suspension to referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

LIST OF SUSPENDABLE AND EXPELLABLE OFFENSES

The following list of offenses may result in Suspension, referral to Alternative Education, arrest, and/or expulsion from the San Marcos Unified School District. All cases recommended for Expulsion will be investigated and determined on specific facts.

MANDATORY Recommendation of Expulsion: (Education Code 48915c)

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance/alcohol
- Committing or attempting to commit sexual assault
- Possession of an explosive

QUASI-MANDATORY/PERMISSIVE Recommendation of Expulsion: (Education Code 48900-48915a)

- ❖ The Governing Board is required to make an additional finding that either of the following conditions exists:
 - ❖ Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- Fighting or causing physical injury or assault or battery on a school employee
 - Possession of weapons, knives, explosives, dangerous object(s) of no reasonable use to a student
 - Possession or use of a controlled substance, alcohol, intoxicant, or paraphernalia
 - Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
 - Committed robbery, extortion, or theft
 - Vandalism to school property or private property
 - Display of graffiti or creating graffiti
 - Possession or use of tobacco
 - Excessive use of profanity or repeated vulgarity
 - Possession of an imitation firearm
 - Defiance or disruption of school activities
 - Possession of stolen property
 - Sexual harassment or obscene acts
 - Racial slurs or hate violence
 - Intimidation or harassment of students, witnesses or staff members
 - Intentional terrorist harassment, threats or intimidation against school staff or property
 - Aiding or abetting a person who injures/attempts to injure others

The jurisdiction for all school rules will be enforced while on school grounds; while coming to or going from school; during school hours whether on or off campus, while truant from school, and during or while coming to or going from a school-sponsored activity. (Education Code 48900 & 48915)