

# GEORGE T. EGLING MIDDLE SCHOOL

## Student-Parent Handbook

2020-2021



*"At Egling Middle School our mission is to provide a safe, positive learning environment, in which students persevere and become responsible, critical thinking, life-long learners, who can work collaboratively as well as independently."*

813 Webster Street  
Colusa, California 95932  
(530) 458-7631  
Fax (530) 458-8107

8:00 - 4:00 Monday – Friday

Website: [www.colusausd-ca.schoolloop.com](http://www.colusausd-ca.schoolloop.com)

RiverHawks Colors: Red & White

**EGLING MIDDLE SCHOOL**  
**REGULAR CLASS**  
**SCHEDULE, 2019-2020**

**4<sup>TH</sup> - 6<sup>TH</sup>**

**4<sup>TH</sup> GRADE**

**5<sup>TH</sup> GRADE**

**6<sup>TH</sup> GRADE**

8:13 - 8:35	Homeroom	8:13 - 8:35	Homeroom	8:13 - 8:35	Homeroom
8:35 - 10:00	Class Time	8:35 - 10:00	Class Time	8:35 - 10:15	Class Time
10:00 - 10:15	Snack Recess	10:00 - 10:15	Snack Recess	10:15 - 10:30	Snack Recess
10:15 - 10:55	Class Time	10:15 - 11:15	Class Time	10:30 - 11:45	Class Time
10:55 - 11:35	Lunch	11:15 - 11:55	Lunch	11:40 - 12:20	Lunch
11:35 - 1:20	Class Time	11:55 - 1:20	Class Time	12:25 - 1:30	Class Time
1:20 - 1:30	Recess	1:20 - 1:30	Recess	1:35 - 1:45	Recess
1:30 - 2:30	Class Time	1:30 - 2:30	Class Time	1:40 - 2:30	Class Time

\*Wednesday Schedule: Early Dismissal **2:00 pm** Grades 4<sup>th</sup> – 6<sup>th</sup>

**7<sup>TH</sup> - 8<sup>TH</sup>**

<b>BLOCK SCHEDULE</b>					
<b>Monday and Wednesday</b>		<b>Tuesday and Thursday</b>		<b>Friday</b>	
8:10 - 9:25	1 <sup>st</sup> Period	8:10 - 9:25	2 <sup>nd</sup> Period	8:10 - 8:47	1 <sup>st</sup> Period
9:25 - 9:40	Break	9:25 - 9:40	Break	8:50 - 9:25	2 <sup>nd</sup> Period
9:43 - 10:53	3 <sup>rd</sup> Period	9:43 - 10:53	4 <sup>th</sup> Period	9:25 - 9:35	Break
10:56 - 12:06	5 <sup>th</sup> Period	10:56 - 12:06	6 <sup>th</sup> Period	9:38 - 10:13	3 <sup>rd</sup> Period
12:06 - 12:46	Lunch	12:06 - 12:46	Lunch	10:16 - 10:51	4 <sup>th</sup> Period
12:49 - 2:00	7 <sup>th</sup> Period	12:49 - 1:59	8 <sup>th</sup> Period	10:54 - 11:29	5 <sup>th</sup> Period
2:02 - 2:45	Elective*	2:02 - 2:45	Elective	11:32 - 12:06	6 <sup>th</sup> Period
				12:06 - 12:46	Lunch
				12:49 - 1:24	7 <sup>th</sup> Period
				1:27 - 2:02	8 <sup>th</sup> Period
				2:05 - 2:45	Elective

\*Wednesday Schedule: Early Dismissal **2:00 pm** Grades 7<sup>th</sup> – 8<sup>th</sup> no elective on this day.

## **SCHOOL INFORMATION**

**EMERGENCIES/SCHOOL CLOSURE:** If there is a question of school being open or closed, information will be on 103.1 FM, 95.5 FM, 103.5 FM, 1600 AM, 99.9 FM, TV Channels 10 and 12.

**CLOSED CAMPUS:** Egling Middle School is a closed campus. This means that you may not leave school grounds after arriving to school without your parent's permission and permission from the office. Please be aware we do not provide supervision until 7:45 each morning.

**SCHOOL VISITORS:** All visitors to our school must check in at the office before going to the classrooms. Parents are always welcome, but it is a good idea to make an appointment if they would like to meet with teachers. Students wishing to visit for the day must fill out a school guest pass, no less than 24 hours in advance.

**ADULT VOLUNTEERS:** If you are interested, in volunteering, a packet is available in the office or online, different requirements are required for the various levels of volunteer service.

**SECURITY CAMERAS:** Keeping our students safe at school is a top priority. Parents and students should be aware that security cameras are used on each campus. Installed as part of the Measure A bond program, the cameras are intended to prevent crime on or near our schools. We have cameras only in selected public areas, not in offices or classrooms. Be aware that cameras are not monitored constantly, but may provide evidence after an incident occurs.

**FIRE & EMERGENCY DRILLS:** The signal for a fire & emergency drill will consist of a series of short horns lasting for several minutes as well as an intercom announcement. When you hear it, leave the classroom as quickly and quietly as you can. Do not run and do not talk. Go to the south athletic field. Listen for your name when your teacher calls roll. Then wait outside in line until your teacher tells you to return to the classroom.

**DANGEROUS STRANGER:** The signal is an all intercom announcements (LOCKS, LIGHTS, OUT OF SIGHT). Students who are on the playground when the dangerous stranger alarm sounds, need to sit down immediately on the ground and wait for further instructions. (Computer lab/library or other rooms besides their classroom are to sit on floor.)

**BOMB THREAT:** Administrator or designee rings the fire alarm. (Staff/Students to meet at designated evacuation site.)

**RAINY DAY SCHEDULE:** Students in 4th, 5th, and 6th grades stay in their classrooms or the theatre during rainy days. Students in 7th and 8th grades are to stay under the covered hall areas or Gym. Please do not go out into the rain--keep your clothing and your shoes dry!

**DISTRICT POLICY FOR MEDICATIONS AT SCHOOL:** According to State Regulations, in order for any medications (including Tylenol, Ibuprofen, cough syrup, etc.) to be administered at school, the following must be completed:

- ❑ Form for Request of School Personnel to Assist in Administration of Medication completed and signed by both the Parent and Physician and turned into the Egling Middle School Office. (The forms are available in the School Office)
- ❑ Medication must be in a container labeled by a Pharmacist or over-the-counter drugs in the original containers.
- ❑ **School personnel are not allowed to administer over-the-counter pain medication such as Tylenol or Ibuprofen to students at school even with parental telephone permission.** A parent may come to school to give the medication to their child.

**Parents must provide the following:**

- ❑ Current immunization and health records, which must be up to date. Report past illness, operations, injuries, as well as physical and emotional disabilities.
- ❑ **It is very important that an updated emergency card be on file.** Note anything that impedes students from full participation in P.E. and/or other school activities. Parents and students need to inform the office of any changes of address and phone numbers as soon as possible.
- ❑ **TDAP and Varicella** are mandated vaccinations for entering 7<sup>th</sup> grade. Please bring an updated copy of your student's vaccination record after receiving vaccination. Not receiving this vaccination will result in your student not being able to enroll or allowed to attend school.

## **LUNCH TIME**

All Students eat in the cafeteria. Remember that cleanliness is a reflection of you. Throw your garbage in the trash can. Keep our cafeteria clean! Pizzas may **not** be brought or sent to students in the cafeteria. With over 200 students in the cafeteria, the presence of a large pizza creates a disturbance and then it is difficult to quiet the students down. Students may bring a personal size pizza for themselves. Parents only may checkout their child to leave campus for lunch and may only take their child. Please have them back in time for their class after lunch. Check with office on class starting time.

## **FACILITIES**

**SCHOOL BUILDINGS:** Students must be under adult supervision at all times when inside school buildings (gym, classrooms, halls, libraries, cafeteria, etc.). Students are not to be in building without adult supervision. Consequences will follow if in undesignated area.

**RESTROOMS:** Please use the restrooms properly. Help keep them clean and safe by reporting any problems to the proper adult (yard duty teacher, classroom teacher, Vice-Principal, or Principal).

**AREAS OTHER THAN THE PLAYGROUNDS (Around portables, outside walkways, in front of school, etc.):** Stay in playground areas and do not loiter in areas other than the playgrounds. Students must walk on all sidewalks around the buildings.

**OFFICE:** Remember that the office is a place of business. Go to the office only if it is ABSOLUTELY NECESSARY and with permission from a Teacher or Administrator. Please use outside access window.

**OFFICE PHONE:** The office phone is for business and emergency calls **ONLY**. Personal calls are not allowed.

**TRESPASSING:** The operating hours of our campus are from 7:30 am – 4:00 pm, following the district adopted school calendar. If found on campus inside of buildings outside of these operating hours without permission is considered trespassing.

## **ATTENDANCE**

### **YOUR ATTENDANCE AT SCHOOL IS IMPORTANT!**

One of the main concerns at Egling Middle School is daily school attendance for all of our students. Daily school attendance must start at home with your own motivation and value of education. We in the schools build on home values and are especially committed to making sure all of our students are in school every day school is in session. Beginning July 1, 1998, school districts no longer receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family.

In other words, schools will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least part of the day.

Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis. Again, we encourage your continued support to promote good school attendance and student achievement.

**ARRIVAL AT SCHOOL:** Students may arrive no earlier than 7:45 a.m. for breakfast. If you arrive before 8:00 a.m., you must stay at the Cafeteria until after 8:00 a.m. Do not loiter around the classrooms, front sidewalks, parking lot, or bicycle areas. Stay on the playground until the bell rings. If you arrive after 8:00 a.m., please go directly to your playground. Please note that we do not provide supervision to the playground before 8:00 each morning.

**ABSENCES/ADMIT PROCEDURES:** If you are absent from school, YOUR PARENTS MAY CALL THE OFFICE TO EXPLAIN WHY YOU ARE ABSENT, OR THEY MAY WRITE A NOTE. The note should include the date and reason for your absence, your name, and your parent or guardian's signature. Be sure to bring the note the first day you return to school. Present your note to the Attendance Clerk.

**TRUANCY:** You are considered **Truant** when you're absent without a valid and verified excuse from parent or guardian through a note or phone call. False notes or phone calls will also classify you as **Truant**. Skipping any class or not checking through the office upon leaving school will also consider you as **Truant**.

**TARDIES:** If you arrive at school after the tardy bell at 8:13 a.m. for 7/8<sup>th</sup> grade students and 8:15 for 4-6<sup>th</sup> grade students, students must check in at the office before going to class. Students are expected to be on time to school and to each of their classes. Students are assigned detention after the first three tardies of each trimester, tardy count resets each trimester. All tardies are turned into the Vice Principal. **Consequences:**

- Second:** Warning to student.
- Third:** Contact will be made by Vice-Principal, student conference and 30 minutes detention, letter sent home.
- Fifth:** Contact will be made by Vice-Principal, student conference and 1-hour detention, truancy notification letter sent home.
- Seventh:** Unexcused absence recorded. Saturday school issued.

**CLASS SIGN OUT:** If a student leaves classroom for restroom use, office call, etc. they are to sign out of the classroom checkout sheet.

**PARENT MEDICAL EXCUSES:** Students are allowed 10 parent excused medical absences per year, after a student has reached 10 absences, any absences thereafter needs to be accompanied with a doctor's note. All other absences will be considered unexcused.

**EARLY DISMISSALS:** If you must leave school early, bring a written note from your parent. Take it to the office before the morning bell rings (8:00-8:15) to get an Early Dismissal Slip. Give the slip to your teacher when ready to leave. If you get sick during the school day, you may go home if your parents can be contacted by the office.

**INDEPENDENT STUDY PROGRAM:** If students needs to leave town for 5-10 school days, parents/guardians need to notify the front with at least one-week notice, so that the school may place the impacted students on INDEPENDENT STUDY. This program assigns the student a packet of work to complete. It is a supplement curriculum assisting in reinforcing skills and keeping current with class work. It is important to remember when leaving town to give the office at least one week notice to prepare the work and the contract. Parents must sign contract and students must attempt all work.

- If an emergency need comes up, the family must meet with the administrator for potential approval.
- 10 days of independent study are available throughout a calendar school year total. Therefore, it can be a full 10 day independent study contract or two 5 day independent study contracts throughout the year.

**WITHDRAWAL FROM SCHOOL:** We hate to see you leave! If you have to move, please pick up a set of Transfer Papers in the office at least 2 days before you go. These papers must be completed and returned to the office so that your records can be sent to your new school.

**STUDENTS LEFT AT SCHOOL:** Any time a child expecting parent pickup is left at the school for more than 15 minutes past dismissal time, the school staff will make calls to everyone listed on the student's emergency contact list. Should there be nobody on the list responding to the calls after 30 minutes have elapsed past dismissal, the police will be called. The responding officer will be asked first to assist with locating the student's parent or guardian. Should all efforts to contact a parent / guardian or emergency contact fail, the site administrator will consult with the officer as to next steps. Generally, if the child is left after 60 minutes past dismissal time, the next step will be a call to Child Protective Services and transfer of supervision of the child to CPS.

**BELONGINGS**

**BICYCLES:** Please follow the bicycle rules of the road when riding your bike to and from school:

- Stay on the right side of the road.
- Cross the crosswalks only.
- Do not ride on the sidewalks or in the parking lot.
- Do not take a passenger on your bike.

Park your bike in the bicycle rack and lock it. This area is off limits during school hours. For safety reasons, items such as **bicycles** may not be used on the school grounds until after 4 p.m. and not during after-school activities. Skateboards and roller blades are not allowed at any time. **Wear a helmet (It's the law!)**

**MONEY AT SCHOOL:** The school cannot be responsible for lost or stolen money. Please do not bring large amounts of money to school unless it is necessary. The office will keep your money for you until you need it.

**GYM LOCKER (7th/8th):** Gym lockers for 7th/8th graders and desks for all students are for school. Do not keep valuables at school because we cannot be responsible for lost or stolen items. Keep your desk or gym locker neat and clean. They will be checked during the year and before school is out. **DO NOT GIVE YOUR GYM LOCKER COMBINATION TO ANYONE!**

**BOOKS AND MATERIALS:** The school loans books and materials to you so you can learn. Lost or damaged books will cost you money, so please take care of them. A backpack or bag would be useful to carry your school materials.

**LOST AND FOUND:** The lost and found is located outside the cafeteria every Friday. Please check if you have lost or found something.

**STATEMENT OF NON-DISCRIMINATION**

The Colusa Unified School District does not discriminate on the basis of race, color, national origin, sex and/or handicap in its educational programs and activities. All vocational opportunities in the area of homemaking, industrial arts and agriculture will be offered without regard to race, color, national origin, sex and/or handicap. Limited English language skills will not be a barrier to admission and participation in vocational education programs.

## **STUDENT ACTIVITIES/SERVICES**

**CLUBS/SPORTS:** You can choose to participate in many exciting clubs and after school programs.

**SPORTS:** G.P.A. and behavior, and physical exam requirements unless stated

- ☐ Basketball (Boys/Girls) (7-8th)
- ☐ Intramural Basketball (Boys/Girls) (open to all students) (7-8th)
- ☐ Volleyball (Girls) (7-8th)
- ☐ Soccer (Boys/Girls) (7-8th)

**COUNSELING/SOCIAL SERVICE:**

- ☐ Leadership – Application process at end of year for possible enrollment. (7-8th)
- ☐ Tutoring (4-8th)
- ☐ Club Live (6-8th)
- ☐ Boy's Council/Girl's Circle (7-8th)

**ACADEMIC CLUBS/PROGRAMS**

- ☐ Student Council (4-8th)
- ☐ CJSF (CA Junior Scholarship Federation) – G.P.A. requirement for qualification. (7-8th)
- ☐ Journalism (7-8th)

## **SCHOOL ACTIVITIES**

**ACTIVITIES:**

- ☐ Assemblies (4-8th)
  - ☐ Classroom Parties (approximately 4 times per year) (4-6th)
  - ☐ Dances (approximately one per trimester. These are held in our gym during the last 2 hours of school.) (7-8th)
  - ☐ Band & Chorus (5-8th)
  - ☐ Student Achievement Assemblies (4-8th)
  - ☐ Accelerated Reader Recognition (4-8th)
- (Students win prizes and preferred activities by earning reading points and making their reading goals)

## **ELIGIBILITY:**

To be eligible for 7<sup>th</sup>-8<sup>th</sup> grade Extra-Curricular activities (sports, band, etc.), you must. . .

- ☐ Have a "C" average 2.0 and no "F" grades.
- ☐ Have no more than one in or out of school suspension (student body officers must have no ISS or OSS referrals). Also, any student who is suspended (ISS/OSS), will be ineligible to participate in the next school activity.
- ☐ Maintain appropriate levels of citizenship and academic levels as determined by weekly teacher/Vice Principal reports.

If a student accumulates 30+ behavior points in a trimester they are ineligible for the remainder of that trimester.

In addition to other eligibility requirements. . .

- ☐ The previous 6-week report card or grading period will be used to determine eligibility until the next grade is issued.
- ☐ Weekly grade checks are required during athletic seasons.
- ☐ Students who are suspended five days or more, or chronically truant from school, may be ineligible for all field trips and after school activities.
- ☐ 8<sup>th</sup> graders get to start over at Colusa High School. Clean slate.

## MENTAL HEALTH SERVICES NOTIFICATION FOR PARENTS & STUDENTS UNDER E.C. 49428

Our top priority at Colusa Unified School District is the health and well-being of our students. Critical to maintaining a student's well-being is having access to mental health services. To that end, we can connect students to such services both on campus and in our community.

Students who would like more information about mental health issues, accessing such services, or connecting another student in need may speak to any school counselor.

In addition, the following services are also available in our community:

The Colusa County Behavioral Health Department provides counseling, crisis intervention (24 Hour Access Line 888-793-6580), Psychiatric Medication Services, Information and referral, Mental Health Education, Patients' Rights advocacy, Peer support, and Wellness/Recovery groups. Phone 530.458.7751

Colusa County Mental Health Services are available by calling 530.458.0520

Further information can be found at the school office. If you have any questions or concerns, please contact Erika Lemenager, Principal at 530.458.7631.

### Grading Policy

Our school year is divided into 3 grading periods (trimesters-every 12 weeks) instead of 4 (quarters-every 9 weeks). All students will receive at least one **progress report** for each subject each trimester. All teachers will consider the following when computing academic grades: completion of assignments, homework, class participation, tests & quizzes. Parents may check on your progress at any time.

#### **GRADING SCALE:**

- A = Very high achievement
- B = High achievement
- C = Moderate achievement
- D = Low achievement
- F = No achievement objectives not met

#### **STANARDS BASED SCALE**

- 4= Standard Met
- 3= Approaching
- 2= Below Standard
- 1= Far Below Standard

**ACADEMIC RECOGNITION:** Students are recognized for their high academic achievement through awards, certificates, and other special activities.

#### **Principal's Roll (All A's) :**

7<sup>th</sup> - 8<sup>th</sup> = "A" grades in all classes.

#### **Honor Roll:**

7<sup>th</sup> - 8<sup>th</sup> = "A" & "B" grades in all classes.

#### **Merit Roll:**

3.0 or better. No D's or F's.

**MAKEUP WORK:** If absent, the student is responsible to get the makeup work from the teacher(s) and return it on time. Each teacher writes their assignments on a wall calendar in their room that you can check. If a student is going to be gone for more than a day, it is suggested the meet with their teacher(s) to get work ahead of time.

**GRADUATION REQUIREMENT:** Students are required to pass all classes with a D or better in both their 7<sup>th</sup> and 8<sup>th</sup> grade years in order to participate in the graduation activities and ceremony at the end of 8<sup>th</sup> grade. Students are to have no F grades on final trimester report cards. Students who do have F grades will need to recover/make up their grade in either the after-school credit recovery program or summer school. Students will have until the Friday before graduation week to make up any F grades from their 7<sup>th</sup> or 8<sup>th</sup> grade year. It is highly recommended to work hard initially, seek out help when needed and stay on top of one's work.

Students not qualifying for graduation activities will not receive a diploma and will not be allowed to participate in the graduation ceremony and activities. Non-graduates will be promoted to the high school and required to attend summer school to complete coursework. To keep parents informed, progress reports for all classes will be mailed midway through each twelve-week trimester. A second progress report will be sent home at the ninth week of the trimester to parents of students earning a D or F in one or more classes. In order to prepare students for high school, college and the world of work, most teachers have a policy of not accepting late work. Students are expected to record assignments in their Agenda and plan to submit high-quality work on time.

## **ACCESS TO PARENT PORTALS**

This is a convenient home to school collaboration tool that allows parents to enhance their involvement by keeping track of their children's

academic progress on-line via an easy to use Website customized for Egling Middle School. Parents may visit the password-protected site to view school information as assignments, attendance, course, demographic, emergency contacts, test scores, and transcript. Parents can easily communicate with teachers. The following information is required prior to creating a DISTRICT Parent Portal account: Please stop by the office to receive your student's Permanent Identification number to access your student's portal sign-in screen through a secure website:

**Please contact the registrar for more information at (530) 458-7631.** You may also go to the school website for school wide information [www.egling.colusa.k12.ca.us](http://www.egling.colusa.k12.ca.us)

## **STUDENT BEHAVIOR**

You are one of over 500 students at Egling Middle School. Having that many people under one roof for over six hours a day requires that each person respects the rights of others. **We have adopted the acronym of SOAR for all students to follow throughout their time here at Egling; each area of campus has a sign posted with the expectations of how to SOAR in the given area. For example:**

**Safe-**Sit properly in your seat, use materials appropriately, keep hands and feet to self

**Organized-**Keep materials in the proper place, put things away neatly, keep classwork in the correct folders

**Accountability-**Participate in class and take responsibility for your own learning, keep electronics off and put away

**Respectful-**Share ideas and materials, speak kindly and use appropriate language, follow instructions, do not complain

## **DISCIPLINE POLICY**

Your parents, your community, and your school district have worked together to provide you with a staff, building, and equipment to help prepare you for a successful future. We are committed to providing you with the best possible education. You need to take pride in doing your Personal Best. Throughout the school year, you will be expected to assume the responsibilities listed below:

- 1) Attend class regularly.
- 2) Be in your assigned seat with all necessary materials when the final bell rings.
- 3) Give every assignment your Personal Best effort.
- 4) Treat every student and teacher with respect.
- 5) Follow specific rules in each class.
- 6) Help maintain the building, and all school equipment and materials.

Egling Middle School has developed a comprehensive School-Wide Discipline Policy based on STATE LAW AND DISTRICT POLICY that applies equally to all students. Our DISCIPLINE POLICY is broken into three parts: Classroom, Grade Level and School-Wide.

**GRADE LEVEL PLAN/CLASSROOM PLAN:** Each grade level may have an additional discipline plan that is in alignment with our School-Wide Discipline Policy. The plan will include general rules for the grade levels and their classrooms, positive consequences for following the rules and negative consequences for breaking the rules. This policy will be shared with students and parents no later than Back-to-School Night. A copy will be in the student's binder. Another will be posted in each classroom, so all students know what is expected. The last step in a teacher's discipline cycle is a referral to the Vice-Principal. Parent contact must be included in the classroom discipline cycle prior to the referral.

**DETENTIONS:** A 4-6 grade teacher assigns the detention and that teacher holds their detention in their classroom unless another arrangement is worked out.

1. (4-6<sup>th</sup>) this can take place any weekday during recess, lunch or after school. May be held on wall or in teacher's classroom
2. (7/8<sup>th</sup>) detentions are served Tuesday and Thursday after school.

## **CONFISCATED ELECTRONIC DEVICE POLICY:**

Personal electronic devices (i.e. Cell phone, ipod, kindle, etc.) use is not allowed once students **arrive** on campus, unless used for school-based activity such as silent reading. If student(s) is found to be using cell phone, the following is our confiscation process:

- 1) Device is confiscated from student, turned into office and incident is documented.
- 2) Student is allowed to come to office during appropriate time (recess, afterschool) to make a call to parent letting them know device has been confiscated.
- 3) **1<sup>st</sup> Offense:** Parent or adult assigned by parent may come to pick up device from office.
- 4) **2<sup>nd</sup> Offense:** 30-minute detention is issued.
- 5) **3<sup>rd</sup> Offense:** Referral is issued, and device is to be turned into office each day before class and to be picked up at the end of each day for remainder of trimester.



## SCHOOL-WIDE DISCIPLINE CYCLE

This is the discipline cycle followed for general infractions and violations.

### 1. ADMINISTRATIVE ACTION

- A. Detention in increments of 30 minutes for the first through third detention.
- B. Referral detention time is specific to offense.
- C. If detention is not served within one week, students are placed on In-School Suspension.
- D. Parent accompanying student to school, counseling or community service may be required.
- E. An In-School Suspension warning letter is sent home after 2<sup>nd</sup> detention is received.
- F. After fourth detention, In-School Suspension will be assigned.
- G. Detentions are accumulated by trimester.

### 2. IN-SCHOOL SUSPENSION (ISS)

- A. ISS is assigned from 1–5 days depending on accumulation of referrals and recurring incidents of similar behavior.
- B. After third in-school suspension, out-of-school suspension may be given.
- C. All suspensions are accumulated by trimester.
- D. Students will miss the next school activity, per suspension issued.

### 3. OUT-OF-SCHOOL SUSPENSION (OSS)

- A. One to five days are given according to the severity of the offense and number of referrals.
- B. On or near the twentieth day of suspension for that year, after chronic misbehavior, or incidents that violate ED Code (48900), student and parents will attend a Behavior Hearing to determine alternative intervention or placement such as: community school, home study, alternative school site placement, or probation.

## DISTRICT-WIDE UNACCEPTABLE BEHAVIORS AND CONSEQUENCES

### I. RESPONSIBILITIES OF STUDENTS

- A. It is expected that Egling Middle School students will: **RESPECT THEMSELVES, RESPECT OTHERS, RESPECT PROPERTY**
- B. Disciplinary action taken by school officials is merely a direct consequence or result of unacceptable behavior by a student. Students should be aware of the possible consequences of their behavior or conduct whenever making a decision or choice. The following is a list of some of the types of behavior which are not acceptable, and which are subject to be dealt with in the manner suggested below. It is our goal that any disciplinary action taken is to be appropriate in the relationship to the misbehavior.
- C. California Education Code Section 48900; et seq. and Colusa Unified School District Board Policy 5144: allow the Superintendent, Principal, or Vice-Principal of a school to suspend or recommend expulsion of a student for any infraction of the following rules: **while on school grounds, going to or coming from school, during lunch period whether on or off campus; or during, or while going to or coming from or attending a school sponsored activity.**

### II. DISCIPLINE PURSUANT TO THE EDUCATION CODE

The Egling Middle School Discipline Code was written to be consistent with the Discipline Codes at the other schools within CUSD. Administration will apply rules and consequences to all students, at any campus or activity within CUSD.

## Egling Middle School Behavior and Restorative Response Guide

### Category 1 Infractions (Include but not limited to...) \*

OFFENSE	CONSEQUENCES	INTERVENTIONS One or more of the following behavioral interventions should be imposed.
Cheating/Forgery	<b>1st Referral</b> – Warning and/or Detention/Campus Clean-up	Parent notification
Classroom Disruption	<b>2nd Referral</b> – Detention and/or half day of intervention.	Recess restrictions
Misuse of classroom materials	<b>3rd Referral</b> – Detention and/or half day of intervention.	Administrator/Student conference
Teasing/Putdowns/Rumors	<b>4th Referral</b> – All day intervention.	Counselor/Student conference
Electronic Device	<b>5th Referral</b> – Refer to Category 2 Infractions, 1 <sup>st</sup> Referral.	Counseling (individual or group)
Verbal Aggression (First time incident between students)	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	Student Study Team (SST)

Horseplay/Rough Play/Playground Misconduct		Behavior Plan/Contract
Breaking classroom rules		Referral to Community/District/School-Based Services
Littering		Peer Group with Middle School or High School
Vandalism (minor)		Buddy Room
Property Damage under \$20 (Non-malicious/impulsive/not endangering others)		Modified Day or Schedule
Possession of toy/replica weapon		Parent Attends a Portion of Class
Unwanted Physical Contact		SLAM Club (Check in Check out
Profanity (not used toward a person)		Behavior Plan/Contract
Safety Violation		
False accusations		

***\*Teacher must use classroom interventions prior to first referral to office when appropriate (warning, counseling, parent notification). Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.***

### Category 2 Infractions (Include but not limited to...) \*\*

OFFENSE	CONSEQUENCES	INTERVENTIONS
Cause, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense 48900(a)(1)(2)	<b>1st Referral</b> – 1-day Intervention or 1 to 5 day (ISS) in school suspension (duration to be determined by administration)	Parent notification
Committed or attempted to commit robbery or extortion. 48900(e)	<b>2nd Referral</b> – 1 to 5-day suspension (duration to be determined by admin.)	Recess restrictions
Cause or attempted to cause damage to school property or private property. 48900(f)	<b>3rd Referral</b> – 3 to 5 day suspension (duration to be determined by administration) or recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes danger to the physical safety of others) are present or contract in lieu of expulsion	Administrator/Student conference
Stole or attempted to steal school property or private property. 48900(g)		
Possessed or used tobacco, or product containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, cloves cigarettes, smokeless tobacco, snuff, chew packets, and betel and e-cigarettes. However, this section does not prohibit the use of possession by a pupil of the pupil’s own prescription products. 48900(h)		
Committee an obscene act or engaged in habitual profanity or vulgarity. 48900(i)	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	Counselor/Student conference
Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. 48900(k)		Counseling (individual or group)
Knowingly received stolen school property or private property. 48900(l)		Student Study Team (SST)
Engaged in, or attempted to engage in, hazing. 48900(q)		Behavior Plan/Contract
Engaged in an act of bullying. 48900(r) (refer to Section 48900(r) for definitions and examples of Bullying and Cyber Bullying)		Referral to Community/District/School- Based Services
“Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone,		Peer Group with Middle School or High School
		SARB/DART
	Parent Attends a Portion of Class	

wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following. 48900(r)(2)(A)		Modified Day or Schedule
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. 48900(j)	<b><i>**Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration. Mandatory placement on Behavior Plan on 1st offense and stipulated expulsion upon 2<sup>nd</sup> offense.</i></b>	
Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. 48900(o)		

### Category 3 Infractions (Include but not limited to...) \*\*\*

OFFENSE	CONSEQUENCES
Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. 48900(b)	<p><b><i>One or more of the following consequences should be imposed for category 3 infractions:</i></b></p> <p><b>1st Referral –</b></p> <ul style="list-style-type: none"> <li>• 2-5-day suspension</li> </ul> <p><b>and/or</b></p> <ul style="list-style-type: none"> <li>• Behavior plan</li> <li>• Contract in lieu of expulsion</li> <li>• Placement in alternative program</li> </ul> <p>Recommendation for Expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes danger to the physical safety of others) are present.</p>
Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. 48900(c)	
Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. 48900(d)	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>
Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. 48900(m)	
Assault and/or battery upon any school staff	
Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. 48900(n)	

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. 48900(p)	
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***\*\*\*To that end, the site administrators at the elementary and middle school shall use discretion and consider the many and varied factors in each case involving category 3 infractions when determining consequences.***

### **TERMINOLOGY**

**IN-SCHOOL SUSPENSION (ISS):** A student may be assigned to In-school suspension as a discipline measure in place of an Out-of-school suspension. The student reports at 8:13 a.m. and is dismissed at (4<sup>th</sup>-6<sup>th</sup>) 2:30; (7/8<sup>th</sup>) 2:45 p.m. When a student is assigned ISS, the day is spent doing schoolwork in isolation and may not have contact with other students. If a student does not abide by the ISS rules, they may have to repeat another day, or be given an Out-of-school suspension.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Students are subject to off-campus school suspension when they commit serious infractions of the California Behavior Penal Code. Suspension can be from one to five days, depending on the severity of the consequence. When a student is suspended from school, that student must remain away from the Egling Middle School campus and all school activities for the duration of the suspension. Student may not return to campus until a required parent conference has been held with the Vice-Principal or has been given a pass by an administrator to go to class.

**BEHAVIOR HEARING:** When a student has exhausted our school's behavioral consequences, a School District Behavior Hearing with the student's Teacher(s), Advisor, Parents, Opportunity School Teacher, and other support personnel needed, will take place. This hearing is to decide whether student will be placed on school probationary status, removed from Egling Middle School and transferred to another school, Opportunity School, or be expelled from the district. If a student has violated or committed criminal offenses and/or their behavior is considered potentially dangerous to the health, safety, and general well-being of the students and staff, a Behavior Hearing will take place immediately.

## **MISCELLANEOUS SCHOOL-WIDE RULES**

**PERSONAL APPEARANCE/DRESS CODE:** Students at Egling Middle School are expected to come: **DRESSED FOR SUCCESS!**

This means to dress for the role you play at school, which is that of a *PROFESSIONAL STUDENT*. Attend school neat and clean. Your dress and

personal hygiene is important to you and those whom you attend classes with. Your appearance should not disrupt or detract from the educational environment of the school. **The school administration has the right to designate which types of dress or appearance are not acceptable.** Students **must adhere** to the following guidelines on school dress:

- Students must wear shoes or appropriate sandals. Tennis shoes must be worn in PE classes.
- By following the acronym of "BUBBS" students will be considered appropriately dressed for school each day.
  - **Bra-** No bra straps should be visible; wearing tank tops with a 1" strap will conceal them.
  - **Undergarments-** No undergarments shall be visible, therefore no sagging.
  - **Bottom-** No sagging, if wearing leggings, a shirt must be long enough to cover the bottom as to not have issues with see through clothing.
  - **Belly-** Shirts must be long enough to cover a student's belly; the bottom of shirt should reach the top of one's pants.
  - **Shoes-** A student must wear appropriate shoes/sandals for activities that a student will partake in at school. Tennis shoes must be worn for PE.

**DISTRICT POLICY:** Any **GANG or "Gang-related" activity** will be in violation of the CUSD Board Policy, California Educational and Civil Codes resulting in school and legal disciplinary action.

The school board prohibits the presence of any apparel, jewelry, trademark, or any other attribute, which denotes membership in gangs. This policy shall be applied at the Principal's discretion. [Excerpt from Board Policy 5136(a)].

For students wearing inappropriate clothing, parents will be contacted, and you will be sent home to change. If no contact is made, you will need to wear clothing the office has for you. If this becomes a chronic behavior, it will be regarded as defiance and result in In-School Suspension or Out-of-School Suspension. Any **GANG or "Gang related" clothing** brought to school will be confiscated and returned to parents or the Probation Department.

**DISPLAYING INTIMATE AFFECTION ON SCHOOL CAMPUS:** As an Egling student, you will be developing your social interpersonal skills with other peers, including those of the opposite sex. It is important to do this in a healthy, respectful and responsible way. The holding of hands, hugging, and kissing, caressing, or any other display of intimate affection with fellow students is not acceptable on campus. This expectation is upheld during school hours or any after school activities.

**ALCOHOL AND OTHER DRUGS:** We feel it is essential to keep our schools free of illegal drugs. Students who have possession of or use drugs will be dealt with severely (See Discipline Plan). We also use drug dogs to help us keep our schools free of drugs.

**FOOD AND GUM:** Eating or drinking food or beverage is permitted in the cafeteria and playground area during break. **Gum, sunflower seeds, and any open containers such as energy drinks** are nuisance items that, when not disposed of properly, defaces school property and is difficult to clean. **They are not allowed on school campus.** They may be confiscated, not returned, and community service may be assigned such as scraping gum from floors or cleaning chores that are related to the incident. If this becomes a chronic behavior, it will be regarded as defiance and result in In-School Suspension or Out of School Suspension. We do encourage students to bring water bottles with water only. Beverages sold on campus are allowed.

**CELL PHONE:** Cell phones must be turned off and out of sight (not hanging out of pockets) before entering the school grounds. They may be used after school only. Violator's require a parent to pick up the cell phone. If a student needs to phone home, they can ask their teacher or call from the office. (See page 11 electronic device policy)

**NUISANCE ITEMS:** Items not directly associated with the education program (i.e. baby bottles, cameras, cell phones, condoms, electronic games, excess jewelry, felt pens/markers (teacher provides) are not to be brought to school, hard balls, iPods, jewelry making kits, pacifiers, radios, rubber bands, sharp objects, slippers, stuff animals, toothpicks, water balloons, yo-yos). Students found in possession of such items will have the items confiscated. The parent may have to pick up the item. You may be subject to disciplinary action as well.

**IMITATION FIREARMS:** Any item resembling a firearm that is so similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm will result in automatic suspension (ie water gun, cap gun, paint ball gun, etc.) and possible recommendation for expulsion.

**PASSING SAFELY ON SCHOOL GROUNDS:** Students please walk when on the school grounds to ensure the safety of all. This includes going to and from the cafeteria, classrooms and recess.

**LOITERING ON OR ABOUT CAMPUS:** Students are not to loiter on properties adjacent to our school campus before or after school. **Once you arrive at school, you must remain on campus until school is out.** We are a closed campus. No one is allowed to leave or come into our campus without a legal early dismissal or visitor permit. Students are to go home immediately after school, unless ~~inded~~ in an after-school activity.

## **PARENT COMPLAINT PROCEDURE**

Colusa Unified School District

Second Reading of Revision 1/19/93

### **Community Relations**

Administrative Regulation 1312.1(a)

**Complaints from Constituents:** In an attempt to resolve complaints by members of the public, including parents or guardians of a pupil, of any perceived injustice, improper procedure, or action or inaction of any employee, constituents shall pursue their concerns in accordance with the following procedure:

1. If the employee most directly involved in the incident-giving rise to the complaint is a teacher, the complaint should be made initially to that teacher. If the matter is resolved with the teacher, no further action is needed. If the matter cannot be resolved directly with the teacher to the constituent's satisfaction, the constituent shall put the complaint in writing and submit it to the principal of the teacher. Complaints about incidents involving employees other than teachers should be made in writing directly to the principal of the school site or to the site administrator.
2. If the complaint remains unresolved after review by the site administrator or principal, and the constituent wished to pursue the matter further, the constituent shall request in writing that the site administrator or principal refer the matter to the Superintendent. Within 10 working days of such a request, the supervisor or principal shall provide the Superintendent or his/her designee with a copy of the written complaint and the administrators or principal's report and analysis of the situation.
3. The Superintendent's decision on action to be taken with respect to the complaint shall be final unless the constituent, the employee, or the Superintendent requests a hearing before the Governing Board on the complaint. Complaints heard by the Board will be considered in open meeting or in closed session as appropriate to the issue and in accordance with the law.

Every effort should be made to resolve the complaint at the earliest possible level. Failure of the constituent to put the complaint or request into written form will be considered by the District as a dropping of the complaint.

**HEARING:** No hearing, either open or closed, will be held by the Governing Board on any complaint unless, and until, the Board has received the Superintendent's written report concerning the complaint. The Superintendent's report shall contain, but not be limited to, the following:

Administrative Regulation 1312.1 (b)

1. The name of each employee involved.
2. A brief but specific summary of the nature of the complaint and the facts surrounding it, sufficient to inform the Governing Board and the employees(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
3. A true copy of the signed original of the complaint.
4. A summary of the action taken by the Superintendent in connection with the complaint, with the Superintendent's specific finding that disposition of the complaint at the Superintendent's level has not been possible, and the reasons, therefore.

The nature of the complaint and the applicable law will determine the format of the hearing. All parties involved in the incident-giving rise to the complaint may be requested to attend the meeting or hearing. The Board will give each party involved a reasonable opportunity to explain or clarify his or her position with respect to the incident. The decision of the Governing Board following the hearing shall be final.

### **Legal Reference:** Education Code

- 35146 Closed sessions
- 35160.6 Requirement of policy re parental complaints
- 44811 Disruption of public-school activities

Regulation Revision approved: January 19, 1993

## **STUDENT**

A “**grievance**” shall mean a complaint, which has been filed by a student or by a student’s parent, on his/her behalf, dealing specifically with Title IX. This procedure is applicable to Title IX only. The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a complaint.

### **School Level (Step I)**

- Student will present a complaint orally and informally to the teacher.
- If complaint is not resolved, student will then present a formal claim in writing, stating Section of Regulations being violated, with supporting evidence to the school governmental committee. (If applicable).
- The governmental committee will respond in writing with five (5) days, stating their decision.

### **School Level (Step II)**

- Within five (5) school days after the Level I decision, a student may appeal the decision to the Principal in writing. The Principal will then investigate the complaint and render a decision within ten (10) school days after receiving the appeal.

### **District Level (Step III)**

- If the student is not satisfied with the decision at Level II, an appeal in writing with all supportive evidence may be filed with the Title IX Coordinator.
- The Title IX Coordinator will examine and investigate and render a decision within ten (10) school days after receiving the appeal.

### **District Level (Step IV)**

- If student feels it is necessary to appeal the complaint beyond the decision at Level III, an appeal may be filed with all; ~~supple~~ evidence to the Superintendent within ten (10) school days after Level III.
- The Superintendent will evaluate the evidence and render a decision within ten (10) school days after receiving the appeal.

### **Board of Education (Step V)**

- If the student feels it is necessary to carry the complaint beyond the decision reached at Level IX, an appeal may be made within ten (10) days of the Level IV decision to the Board of Education.
- Upon receipt of the complaint, the Board may place the item on the agenda for the next Board meeting for consideration and a decision will be rendered within twenty (20) days of the Board meeting. Student may appear with a representative, if desired, at all levels except Step I.

## **NOTE:**

### **Failure to Observe Time Limits**

In the event the grievant fails to exhaust all remedies under the grievance procedure provided herewith, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be considered settled, in accordance with the School District’s last answer thereto. In the event the school district fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the School District.

### **Effect of Settlement**

Any settlement of a grievance shall be applicable to the grievance only and shall not be binding authority for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the employees and student alleging action in violation of Title IX and the implementing regulations by the School District, affecting the student, or employee initiating the grievance.