

Robert L. McCaffrey Middle School

997 Park Terrace Drive • Galt, CA 95632

Phone 209-745-5462

Fax 209-745-5465

School Office Hours: 7:30 am to 4:00 pm

C. Del Toro-Anguiano – 7th Grade Principal

Ron Rammer – 8th Grade Principal

Jennifer Porter – Assistant Principal

Mission Statement:

Students, Staff and Parents Working Together to Inspire Excellence in
Education and Character

Schedule			
Period	Room #	Subject	Teacher
Homeroom			
1			
2			
3			
4			
5			
6			

This Student Handbook belongs to:

Name: _____

SOME IMPORTANT DATES

August

22 First day of school

30 Fall pictures

September

5 Labor Day – No school

October

7 Picture retakes

15-21 Washington D.C.

November

11 Veterans' Day (observed) – No school

21-25 Thanksgiving Break

December

19 Winter Break through Jan. 2

January

16 Martin Luther King, Jr. Day – No school

February

13 Lincoln's Birthday – No school

20 President's Day – No school

March

12 Furlough Day – no school

13 Furlough Day – no school

April

2-6 Spring Break

9 Furlough Day – no school

May

28 Memorial Day – No school

June

6 Last day of school

ATTENDANCE

Regular attendance is the responsibility and obligation of each and every student enrolled at McCaffrey Middle School. Whenever it is necessary for a student to be absent, the parent or legal guardian must call the school at 745-5462 ext 1305 on the day the student is absent. Please provide the following information when calling:

✓ Name of student ✓ Date of absence ✓ Reason for absence

If you are unable to contact the school on the day of your child's absence, please send a note to the school the next day with the information listed above.

By law, only illness, bereavement, medical/dental appointment, quarantine, and recognized religious holidays/observances are considered excused absences. **Out-of-town trips, vacation during instructional days, and 'personal necessities' are unexcused absences, regardless of whether the student presents a written excuse.**

If you are late to school in the morning, you must report to the office and get a pass to class. Students who accumulate 10 unexcused tardies to school per trimester will receive a Saturday School assignment.

Tardies to class: 1st & 2nd = warning 3rd = Detention 4th = Referral and Step on the CDP

Truancy: Section 48260 of the California Education Code states: *Any pupil...absent from school without valid excuse three full days in one school year or tardy or absent for more than one 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.*

If your child needs to leave campus during the school day, he/she must exit through the office and obtain an off-campus pass. A phone call or note from you regarding the early check out is necessary for the office to sign-out the student.

BUS SAFETY RULES

1. Arrive at the bus stop no more than 5 minutes early.
2. Stay off private property when going to and from the bus stop.
3. Form orderly lines at the bus stop. Continue to stay off private property.
4. Do not bring balls, Frisbees, skateboards, animals, insects, glass containers, or large parcels, etc., to the bus stop or onto the bus.
5. Board and depart the bus as directed by the bus driver.
6. Face forward and stay seated (with your back against the back of the seat) while riding the bus.
7. No talking while bus is stopped at any RR (railroad) crossing.
8. Do not tamper with bus equipment.
9. Do not make loud, unnecessary noise or use profane language or obscene gestures.
10. Do not damage or deface the bus. The student responsible WILL pay for any damage.
11. Do not throw anything inside the bus, or out the windows.
12. Keep all body parts inside the bus.
13. Do not eat, drink, light matches, or smoke on the bus.
14. Do not fight, push, or roughhouse on the bus.
15. Follow the directions of the bus driver at all times.
16. Be considerate and courteous. Your behavior should be a source of pride.

If a student breaks **ANY** of the bus rules, he or she will be given a bus citation by the bus driver. A citation is the same as a referral. The citation will be given to the assistant principal, who will contact the student's parents. On a second citation, a student will be suspended from riding the bus for a period of time. These rules also apply to field trips! Courteous and safe behavior is always expected!

PLEASE NOTE: IF A STUDENT CONTINUES TO DISOBEY THE RULES, HE OR SHE MAY BE SUSPENDED FROM RIDING THE BUS FOR THE REST OF THE SCHOOL YEAR.

CELL PHONES

All cell phones must be turned OFF once the student comes through the gate! Cell phones are NOT to be on or out during any part of the instructional school day including passing times and lunch. All cell phones will be taken away from students if they have them out or are using them on campus. **If a cell phone is taken from a student, a parent will need to come to the school to get the phone. If a cell phone is confiscated a second time, the school will request that the cell phone remain at home, and again, a parent will need to come to the school to get the phone. If a cell phone is confiscated a third time, it will not be returned until the end of the school year.** The school is not responsible for lost, stolen, or confiscated cell phones. It is highly recommended that students do not bring cell phones to school. Cell phones may be turned back on **after** the student crosses through the gate at the conclusion of the school day.

CITIZENSHIP DEVELOPMENT PLAN

McCaffrey Middle School's Citizenship Development Plan (CDP) is designed to promote responsible student behavior. The CDP outlines consequences for **classroom behavior** and provides information for both students and parents regarding the status of disciplinary actions.

McCaffrey Middle School **Citizenship Development Program** Classroom Behavior

Step 1	A teacher, _____, has <i>conferenced</i> privately with the student about his/her behavioral concern. Behavioral Concern of the Student: _____
Date	_____

Step 2	A teacher, _____, has <i>conferenced</i> privately with the student about his/her behavioral concern and has <u>contacted</u> a parent. Behavioral Concern of the Student: _____
Date	_____
	Parent Response: _____
	<input type="checkbox"/> Left message <input type="checkbox"/> Sent note home with student <input type="checkbox"/> Called home and spoke with a parent

Step 3	A teacher, _____, has <i>conferenced</i> privately with the student about his/her behavioral concern and has <u>contacted</u> a parent. Behavioral Concern of the Student: _____
Date	_____
	Parent Response: _____
	<input type="checkbox"/> Left message <input type="checkbox"/> Sent note home with student <input type="checkbox"/> Called home and spoke with a parent

Citizenship Development Plan

Student _____

- ✓ Step 1: Teacher has conferenced privately with the student about the behavior issue.
- ✓ Step 2: Teacher has conferenced privately with the student about the behavior issue and has contacted parent.
- ✓ Step 3: Teacher has conferenced privately with the student about the behavior issue and has contacted parent.

Step 4: Date of Referral, Reason, Teacher _____
_____ Detention is assigned – Date of detention _____

Step 5: Date of Referral, Reason, Teacher _____
_____ Period of Alternative Center suspension assigned _____

Step 6: Date of Referral, Reason, Teacher _____
_____ Period(s) of Alternative Center suspension assigned _____

Step 7: Date of Referral, Reason, Teacher _____
_____ Saturday School is assigned _____

Step 8: Date of Referral, Reason, Teacher _____
_____ Meet with school counselor or outreach _____
_____ SST scheduled, if applicable _____

Step 9: Date of Referral, Reason, Teacher _____
_____ One day of At-Home suspension (Strike)
_____ Student is ineligible to participate in all school activities for a period of 6 school weeks

Step 10: Date of Referral, Reason, Teacher _____
_____ Two days of At-Home suspension (Strike)
_____ Student is ineligible to participate in all school activities for 12 school weeks
_____ 1st SARB letter sent home for behavior

Step 11: Date of Referral, Reason, Teacher _____
_____ Three days of At-Home suspension (Strike)
_____ Student is ineligible to participate in all school activities for the remainder of the school year
_____ 2nd SARB letter sent home for behavior

Step 12: Date of Referral, Reason, Teacher _____
_____ Four days of At-Home suspension (Strike)
_____ 3rd SARB letter sent home for behavior and student is referred to the School Attendance Review Board (SARB)

Step 13: Date of Referral, Reason, Teacher _____
_____ Five days of At-Home suspension (Strike)

Step 14: Date of Referral, Reason, Teacher _____
_____ Five days of At-Home suspension (Strike)
_____ Recommendation for expulsion if student has accumulated 20 days of suspension

Additional Information:

Students who do not get referrals for 20 school days will be allowed to go back a step. Each time a student does not receive a referral for 20 days, they may move back one step until they reach step 3. Students may not move back past step 3.

Any student is subject to disciplinary actions (per administration) under Education Code 48900 and 48915. This may result in a suspension that is separate from the CDP or a variation of the consequence as outlined in the CDP.

Parent's signature

COUNSELING

The school outreach consultant and academic counselor are able to help students with study habits, attendance problems, academic goals, personal problems, or problems with other students. Students should not wait until a problem becomes extreme before seeing someone. To make an appointment, a student should go to the outreach office or front office before school, during break or lunch, or after school. If parents would like to request a meeting, please contact the front office.

DRESS CODE

The administration is aware of the changing nature of style in student dress. We seek to balance current style with a dress code that allows for full physical participation in school activities and does not otherwise distract from or degrade the educational atmosphere of the school.

Due to the highly changeable nature of gang-associated clothing, the administration reserves the right to declare any clothing, accessories, colors of specific items of clothing, signs, and graffiti which has been identified as associated with gangs, as off-limits on the school premises.

Dresses, Skirts, Shorts

- These items are to be worn no shorter than 4 inches above the middle of the knee. No exceptions! Students may not wear leggings under items that do not conform to the dress code length.

Pants

- Sagging or excessively baggy pants are inappropriate and NOT permitted.
- Pants must be worn at the waist and NOT the hips.
- Pants and bib overalls are to be properly fastened.

Belts:

- No dangling belts.
- No initial belt buckles.
- No red or blue belts.

Shoes:

- Lace up athletic shoes are best. No red or blue laces.
- Sandals and backless shoes are inappropriate due to the danger to feet during physical activity as required by California Education Code. If worn, students must bring shoes suitable for PE to change into daily as required. Flip flops and slippers are NOT allowed.

Tops:

- Must cover upper body during normal activity.
- Undergarments should not show.
- No low cut, halters, midriffs, sheer, spaghetti straps, tank tops, tube tops or muscle shirts allowed.

Jewelry:

- No spike or sharp earrings, necklaces, bracelets, or chains allowed.

Hats/Beanies

- Hats of any kind are **not** permitted on school grounds.

Bandanas:

- Please do not bring bandanas to school. They are not to be worn or displayed on backpacks or clothing.

General:

- Any clothing, jewelry, accessories, notebooks, pins, posters, or other items which symbolize recognized groups whose practices intimidate, disrupt activities, or incite the social population are disruptive to school operations and the educational process, and will not be allowed at school. Clothing, jewelry, and body markings must be free of writing, pictures, or any insignia which are crude, vulgar, profane, sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or the use of drugs, alcohol, or tobacco.
- The “eight ball” and “smile now, cry later” symbols are not allowed. ~~Old English~~ lettering and use of “Area Code” numbers are not allowed at school.
- Torn or ripped clothing and pajamas are also unacceptable.

Note: The administration has the discretion to ban any clothing that may be disruptive to school. If students have questions concerning this dress code, please see the administration, or parents may contact the school at 745-5462. Students not following school dress code will remain in the office until a parent is called and appropriate clothing is provided.

ELECTRONIC DEVICES ON CAMPUS

To eliminate the distraction caused by electronic devices and to avoid problems of broken, lost, or stolen property, students are advised that they are not to bring iPods, hand held video games and other electronic devices to school. If any items are confiscated, parents will be required to pick up the items in the office. The school is not responsible for confiscated, lost or stolen items! Administration will follow the same procedures as outlined in the Cell Phone information section.

ELIGIBILITY

To be eligible for the end of the year activities, as well as other extra-curricular events throughout the school year, students must demonstrate appropriate academic and behavioral standards. Students who fall below these standards will be placed on restriction as follows:

Academic Restriction - A student averaging less than 2.0 for effort and citizenship will be placed on academic restriction until the next grading period (This is determined every six weeks with both progress and trimester report cards). Official trimester report cards will determine if students receive strikes toward participation in end of the year activities (**Below 2.0 = 1 strike at the end of each trimester**).

Behavioral Restriction - Upon receiving a first suspension during one year, the student will be restricted for a 6-week (30 school days) period from **all school activities** beginning with the date of the first suspension. **If the suspension occurs during the last six weeks of school, students will be restricted from all of the end of the year activities, including all 8th grade promotion activities.** Upon receiving a second suspension during one year, students will be restricted from **all school activities** for a 12-week period (60 school days) beginning with the date of the second suspension. Upon receiving a third suspension the student will be restricted from **all extra-curricular activities for the remainder of the school year.** Each suspension will be considered a strike against participation in the end of the year activities (**Each suspension = 1 strike**).

Financial Restriction - Any student owing a debt to the school, i.e., lost text or library book, uniforms, fundraisers, will be restricted from all end of the year activities until the debt is paid.

Attendance – Students with tardies are assigned consequences through the CDP. Saturday School will also be assigned for students with tardies to school. Students with 10 or more tardies to school are assigned Saturday School.

Strike System – Students who receive “**strikes**” during the school year are at risk of not being able to participate in any of the end of the year activities (field day, class trip, dance, promotion, etc.). 8th graders with two strikes may appeal to participate in the promotion ceremony only. Students with three strikes may not participate in any of the end of the year activities. There is no appeal process for 7th grade students.

FOOD SERVICE

Breakfast and lunch are served at McCaffrey Middle School.

	Cost	Time Served
Breakfast	.75	7:55AM-8:25AM
Lunch	\$1.80	See Bell Schedule



Application forms for Free/Reduced lunch are available in the school office. This information is kept confidential.

Payments are accepted on a weekly or monthly basis. Please make all payments to the cashiers in the multipurpose room. Please make checks payable to MMS.

HEALTH SERVICES

Screenings - Vision and hearing screenings are given to all students. Teachers and/or parents may request either screening at any time. Scoliosis screening is to check for a lateral curvature of the spine, which may become more pronounced during a rapid growth period. Girls are screened in the 7th grade and boys are screened in the 8th grade. The only way a student will be exempt from the screening is with a note from home requesting exemption.

Medications:

- ◆ Proper forms must be completed before medications can be administered at school. Please check with the health assistant for all necessary forms.
- ◆ Medications must be in a labeled prescription bottle with student’s name, physician’s name, name of medication, dosage, and the time to be given.
- ◆ No over-the-counter medications can be administered by MMS staff to any student.
- ◆ Students are not allowed to carry medication with them while on campus.
- ◆ Should you need further assistance regarding medications on campus, please see the health assistant.

Immunizations:

Requirements for Kinder thru 8th:

POLIO: 4 doses or 3 doses if 3rd dose is **after** 4th birthday

DTP: 5 doses or 4 doses if 4th dose is **after** 4th birthday

MMR: 2 doses, both after 1st birthday

HEPATITIS B: 3 doses total

VARICELLA: 1 dose or documentation of having had chicken pox

NEW for 7th and 8th grade Requirement: Tdap BOOSTER: 1 dose after 10th birthday

*Students entering or transferring from out of state or out of country are required to receive varicella vaccine, or provide doctor documentation of having had the disease (chicken pox).

Exclusion from school

State law requires the students be excluded from school for the following reasons:

- ✓ Contagious health problem
- ✓ Lack of immunizations

HOMEWORK HOTLINE

Homework hotline is available on the district website at: www.galt.k12.ca.us. Go to “**FOR STUDENTS**” or “**FOR PARENTS**”, it will be the last item on the drop down bar, then follow the prompts.

HOMEWORK POLICY

Seventh/Eighth Grade: Up to 90 minutes per night of assigned homework, plus 20-30 minutes of reading.

HONESTY POLICY

McCaffrey Middle School's Honesty Policy
“A BULLDOG STUDENT WILL NOT LIE, CHEAT OR STEAL”

Performance Assessments

If a student is caught cheating on any type of performance assessment, **ALL** students involved will be required to re-take the test and will receive the following consequences:

- A Step on the Citizenship Development Plan
- Phone call home
- “0” on Effort/Citizenship for that day/assignment
- Highest Citizenship score student can earn for that trimester is a “2” in that class
- Cannot qualify for Renaissance for that trimester

Effort Assignments

If a student is caught cheating on an effort assignment, **ALL** students involved will receive the following consequences:

- A Step on the Citizenship Development Plan
- Phone call home
- “0” on Effort/Citizenship for that day/assignment

If a student is caught cheating on an effort assignment for a second time, they will also receive:

- Highest Citizenship score student can earn for that trimester is a “2”
- Cannot qualify for Renaissance for that trimester

HONOR ROLL/RENAISSANCE

Superintendent's Honor Roll/Top Dog Renaissance Level

- Advanced in all core areas*, Proficient in all other areas
- Effort average of 3.8
- Citizenship average of 3.5
- No 1's or 2's in effort or citizenship

Principal's Honor Roll/Gold Renaissance Level

- Advanced in 2 core areas*, Proficient in all other areas
- Effort average of 3.5
- Citizenship average of 3.0
- No 1's or 2's in effort or citizenship

Green Renaissance Level

- Proficient or Credit in any 2 areas
- Effort average of 3.0
- Citizenship average of 2.5
- No more than one 1 in effort and no 1's in citizenship

***Core areas include Math, Language Arts, Social Studies and Science**

INDEPENDENT STUDY (I.S.)

Parents of students absent for **5 days or more** may apply for Independent Study by doing the following:

- Apply for I.S. form at least 5 days before needed.
- The student will then return the completed I.S. application to the office and will be given the appropriate paperwork for each subject. The **STUDENT** is responsible to get the work from the teachers.
- All schoolwork must be completed and returned to the office upon the student's return to school. Teachers grade the work for credit.
- If I.S. work is not completed, the absences will be recorded as trancies and the student may be referred to SARB.

LIBRARY

Hours: 7:45 a.m. to 4:00 p.m. Monday, Wednesday, Friday
7:45 a.m. to 3:00 p.m. Tuesday, Thursday

The McCaffrey Middle School library offers the following:

- Computers - Students must have a signed Internet Responsibility Contract on file to use the computers.
- Nearly 20,000 books, including an extensive reference department for projects and research
- Accelerated Reader
- Book Fair
- Student Volunteer Program- Please see the librarian for an application
- All textbooks are issued through the library

LIBRARY RULES

- Quiet voices
- No food or drink
- No running
- No short cuts through the library
- Computer use with permission from library staff
- Respect the library, books and others
- Student ID required for library use (Book check out, computer use and games)



THE LIBRARY SHOULD BE FOR...

- Homework
- Research
- AR tests
- Check out books/drop off books
- Reading
- Games
- A place to get away/relax

MCCAFFREY ATHLETIC TEAM POLICY

At McCaffrey we understand the importance of athletic competition for our students. Participating in school sports is considered a privilege, and we feel the necessity to set a high standard for our student athletes. Here are the following guidelines for participating in athletics:

- (1) When a trimester progress report is distributed, a player is allowed only one "1" in effort and no 1's in citizenship. Any approaching proficient or non-proficient grades for performance will be accepted provided the player's effort and citizenship marks are acceptable.
The 7th and 8th grade girls' basketball season runs from September – November. The grades affecting the girls' season is usually the end of the third trimester of the previous year, and then the first trimester interim and first trimester final grades. Again, it is effort and citizenship grades not proficiency grades that affect eligibility.
The 7th and 8th grade boys' season runs from mid November – through the end of February. The effort and citizenship grades that affect this are the first trimester grades and the second interim grades. Again, it is effort and citizenship grades not proficiency grades that affect eligibility.
- (1) A teacher assigned class suspension will result in the player be removed from the team for 5 school days. A school suspension will remove the student from the team for 6 weeks.
- (2) Athletes may not be past Step 3 on the Citizenship Development Program (CDP). If a player should go past Step 3 at any time during the season, they will be dismissed from the team.
- (3) Athletes may not have more than 1 unexcused absence from practice or games. More than 1 unexcused absence will result in removal from the team. Unexcused absence means that the coach was not notified prior to the absence. If the player must be absent, they are responsible for notifying the coach ahead of time.

- (4) If a player participates in athletic activities outside school, the school sport must come first. If an athlete misses either a game or practice due to a conflict with an outside athletic activity, they will be removed from the team.
- (5) If an athlete misses practice for any reason, they will not start the next game. This does not mean they will not play.
- (6) Athletes are not guaranteed playing time. Some athletes will play more than others. These decisions are entirely at the coaches' discretion, and coaches are under no obligation to explain their decisions. The coaches at McCaffrey Middle School truly enjoy working with young people and sharing their love of athletics and athletic competition. It is virtually impossible to satisfy every parent and player, and it is to be expected that not everyone will agree with the coaches' decisions throughout the course of the season. However, in the end, the final decision is to be the coaches' and parental input will not be accepted.

PARENT VOLUNTEER FORM

All parents who attend field trips or volunteer in the classroom must have a completed and cleared "Parent Volunteer Form" on file in the school office. The information is checked against the "Megan's Law" database.

PE UNIFORMS

McCaffrey PE uniforms can be purchased for the following prices:

Shorts- \$10 Shirt- \$7 Sweatshirt- \$13 Sweatpants- \$14
*Checks can be made payable to McCaffrey Middle School

PROGRESS REPORTS

Official progress reports are sent home six weeks into each trimester. Informal progress report forms are available in the office and parents may require that their children utilize these on a regular basis. If you have questions concerning progress reports, please contact your child's teacher(s) or school counselor.

PROMOTION CEREMONY AND END OF THE YEAR ACTIVITIES FOR 8TH GRADERS

Students must maintain appropriate behavior, 2.0 average for work habits and conduct, and good attendance. Restrictions for behavior, academics, and attendance are considered "**strikes**" against students. Students with **3 strikes** may **not participate** in the 8th grade promotion ceremony or the end of the year activities. Only 8th grade students with 2 strikes are eligible to appeal. If a student receives a first suspension (strike) within 30 days of the end of the school year, he or she will not be eligible to appeal and will not be allowed to participate in the end of the year activities (see behavior restriction).

RESTRICTION APPEAL PROCEDURE FOR 8TH GRADE PROMOTION AND END OF THE YEAR ACTIVITIES

The appeal process is open to 8th grade students with two strikes. The students may appeal to participate only in the promotion ceremony. The appeal must be based on one of the following reasons:

- ⇒ The student feels the restriction was not fair
- ⇒ The student has had a positive change in behavior, attendance, or academics
- ⇒ The student has additional information to be reviewed

1. A student who has been restricted will be notified by an administrator.
2. If a student wishes to appeal, he/she must submit a letter of request to the principal, stating specific reasons for the appeal. 8th grade students will not be allowed to turn-in appeals after May 18th. *Under certain conditions, the administration may waive the date of limitations.*
3. The Appeal Board could be composed of these members: a teacher, an outreach consultant, an academic counselor and an administrator. Parents are welcome to attend the Appeal hearings.
4. The Appeal Board decision is final.
5. Students who are approved to participate in the promotion ceremony may lose this privilege if they violate school rules.

SKATEBOARDS & BICYCLES

Students must wear an approved safety helmet in order to ride a bicycle or skateboard to school. Bicycles and skateboards must be walked on campus to the bike rack. All bicycles and skateboards must be locked in the bike rack and will not be stored in the office or classrooms. The school is not responsible for lost, damaged, or stolen bicycles or skateboards. **Students caught riding skateboards or bikes on campus after school hours may not be allowed to bring them to school again.**

STUDENT BEHAVIOR

At MMS, all students are expected to adhere to the following school rules:

- Be Nice
- Be Safe
- Be Responsible

STUDENTS WILL BE HELD ACCOUNTABLE FOR THEIR BEHAVIOR TO AND FROM SCHOOL AS WELL AS DURING SCHOOL HOURS AND SCHOOL-SPONSORED EVENTS.

McCaffrey Middle School will not tolerate any comments or gestures which are vulgar or obscene or which discriminate against others on account of sex, race, color, sexual orientation, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults, slurs, or fighting words that may disrupt school activities.

Students will be held accountable for following school rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of the school rules or have questions about them, you should make an appointment with an administrator.

The following types of behavior are not acceptable at McCaffrey Middle School and may result in a step on the CDP, suspension or expulsion:

- Bringing a toy gun or replica of a gun to school
- Bullying
- Causing, attempting to cause, or threatening to cause physical injury to another person
- Cutting in lines at lunch
- Cyber Bullying
- Disrupting classes, students, and teachers
- Failing to bring school materials to class

- Failure to complete detention
- Failure to follow directions
- Fighting, encouraging students to fight, watching fights, video-taping fights, posting fights online
- Firecrackers
- Gambling
- Gang-related activities
- Gum chewing
- Hand-holding, kissing, and hugging
- Instigating or encouraging a fight
- Leaving campus without a pass
- Not paying attention or participating in class
- Possessing a dangerous object
- Possessing, using, selling, or being under the influence of a controlled substance or alcoholic beverage
- Sexual harassment
- Smoking
- Spitting
- Spreading rumors
- Stealing
- Stink-bombs
- Tagging
- Tardies to school or between classes
- Taunting or teasing with the intent to hurt or embarrass others
- Threats and intimidation
- Throwing food or littering on campus
- Throwing or shooting objects - harmful to school property or another student or staff member
- Truancies
- Unnecessary physical contact such as shoving, kicking, horseplay
- Vandalism
- Vulgar gestures
- Weapons of any kind
- Willfully using force or violence on another person

Fighting consequences:

- 1st fight will receive a 3-5 days of suspension
- 2nd fight will receive a 5 day suspension, SARB letter, and possible recommendation for expulsion
- 3rd fight will receive a 5 day suspension, a SARB hearing and a recommendation for expulsion

Any type of behavior that causes a disruption to school activities or defies the valid authority of school personnel engaged in the performance of their duties is subject to suspension and/or expulsion.

The school administration may at any time place a student on suspension or expulsion if it is determined that such an action best serves the interest of the student(s) and/or the school. Students engaging in unacceptable behavior may be placed in the Alternative Center when the school administration considers it an appropriate alternative. Students displaying unacceptable behavior in the Alternative Center may be suspended.

School authorities have the legal right and the responsibility to search any student when/if they have reason to believe the student is in possession of drugs, alcohol, tobacco, weapons, items belonging to someone else, or anything else that is inappropriate for a safe school setting. If any such items are found it is the responsibility for school authorities to seize the item. (Penal Code 62610) The school may also enlist the services of law enforcement to search for illegal substances.

Mandatory Recommendation for Expulsion (EC 48915-c) - The principal must suspend and recommend expulsion for (1) possessing, selling or otherwise furnishing a firearm, (2) brandishing a knife at another person, (3) unlawfully selling a controlled substance, and (4) sexual assault or sexual battery.

An expulsion recommendation is required (EC 48915) (a) and (b) for (1) causing serious physical injury, (2) possession of any knife, explosive or other dangerous object, (3) unlawful possession of any controlled substance such as listed in Chapter 2 of the Health and Safety Code, and (4) robbery or extortion.

STUDENTS WHO HAVE BEEN SUSPENDED **20** DAYS DURING THE SCHOOL YEAR WILL BE RECOMMENDED FOR EXPULSION.

Any student who has been expelled during the school year will not be allowed to participate in any of the end of the year activities.

STUDENT BODY CARD

Student body cards are provided free to all students (replacement cards are \$5). Student body cards will be required for entry into school events and to check out materials from the library.

STUDENT AND PARENT CONCERNS

If students or parents have a concern, we request that the following protocol be used:

1. Begin with contacting the teacher (s)
 - a. Phone call
 - b. Letter or note
 - c. Email – all teachers have access to email. Simply use the teacher’s first name initial, last name and galt.k12.ca.us. Example: rmccaffrey@galt.k12.ca.us
2. Follow up with a request to speak to a school counselor or outreach consultant – same procedure may be utilized for contact purposes
3. If needed, please make an appointment to speak with a school administrator.

STUDENT INSURANCE

An opportunity to purchase student accident insurance is offered; please check with the office for insurance forms. Medical, Dental, and Mental Health services are available for families qualifying for Medi-Cal Services. Call toll free 1-888-747-1222 to find out if you qualify. Medical and accident insurance is required for students who participating in after-school sports activities.

TOBACCO-FREE SCHOOLS

The Board prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, visitors and other persons at any activity or athletic event on property owned, leased or rented by or from the district.

TOXIC ITEMS

Items that are toxic to students (such as permanent markers, white out) are not allowed at school.

VISITORS

All visitors must sign in at the office. Visitors will be given a visitor badge that must be worn at all times while on campus.