

# Student Handbook 2016-2017

## Emerald STEAM Magnet Middle School

### Vision

*EmSTEAM is the model of educational excellence, global citizenship and innovation.*

### Mission

*EmSTEAM students will persevere as critical thinkers who collaborate and contribute to their community through cross-curricular STEAM integrated projects that address real world problems with innovative solutions.*

### School-Wide Goal

*EmSTEAM students will be able to explicitly explain what success looks like when reading with different text types.*

### [Website](#)

1221 Emerald Ave.  
El Cajon, CA 92020

Telephone: (619) 588-3097  
Fax: (619) 588-3225

Please return this page signed to first period teacher as soon as possible.

**My child and I have read through the Emerald STEAM Magnet Middle School Handbook and agree to abide by the school policies.**

**Student's Name (Print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## PRINCIPAL'S MESSAGE

Welcome to EmSTEAM Magnet Middle School:

In addition to providing a strong core academic program designed to meet the individual and unique needs of each of our students, we at EmSTEAM are committed to making this a true community school. Our goal is to help students reach their full potential academically, socially, and physically, in a safe and structured school setting. We look forward to working closely with our parents and community members and acknowledge them as important partners in the work to be done.

This e-planner has been designed to provide students and parents with valuable information about EmSTEAM policies and procedures. Please take time to review this information as a family, and call or visit the school with any questions you may have. We look forward to working with you to make EmSTEAM the best that it can be.

### School Facts:

Opened: 1954

Colors: Green & Black

Mascot: Knight

## Introduction to EmSTEAM

Every school has a student handbook. It is required by education code. It is our best attempt to communicate our basic school rules, procedures, and expectations. It is a tool to help each of you understand what actions and consequences may result from violations. We expect that this handbook will be amended with experience and input.

Our expectation is that students will behave in a manner that does no harm to themselves, others, or their environment. No harm physically or emotionally to self or others. No harm to property. No harm to their reputations as students and as moral and ethical human beings. This handbook begins to provide some basic guidelines that will help students from doing harm. **Be kind, respectful, safe and responsible.**

We are honored that you have chose EmSTEAM as your partner in creating a unique and exceptional school experience that is second to none. As partners we all have responsibilities to make that so. Your middle school experience is part of your amazing transition toward high school and adulthood. You will increasingly be given more freedom in how you spend your time. Your family and your instructors will depend on you to accept these freedoms responsibly. You will be supported to make good choices and you will be held accountable for the choices you make. We all need to work together to make sure you achieve academic success that you are physically and emotionally safe and that you behave as a caring, confident, and ethical human being. As you review the school rules, procedures, and expectations in this handbook, remember the **big idea** it represents- **Be kind to others and yourself.** Whether you are conferencing with an instructor, interacting with another student, welcoming

a guest to our campus, surfing the Internet, attending social and sports events, think of the **big idea**. If you act in a manner to **be kind**, chances are you will be acting responsibly.

You may feel **be kind** just sounds like another rule, another “don’t do this” or “can’t do that” – just another thing that allows grown-ups to control kids. We don’t think so. Each EmSTEAM administrator, instructor, and staff member is committed to, and accountable to this same standard. We believe honesty, integrity, courtesy, trust, and mutual respect are necessary for true learning and achieving one’s utmost potential. Simply stated, our actions affect those around us and affect the quality of our school. Our codes and standards should support, but not replace, your personal and ethical beliefs.

How we behave is not secondary to our rigorous educational program; it is an integral part of it. High expectations for making responsible choices are shared by EmSTEAM’s and our nation’s most prestigious schools and universities.

By following this advice, we can all live up to our mission statement. Remember, this is why we’re all here learning together.

## Fostering a learning community at EmSTEAM

### Courtesy Policy

Courtesy is a code that governs the expectations of social behavior. Each community or culture defines courtesy and the expectations for members of that community or culture. As a learning community, it is our responsibility to define courtesy and to live up to that definition. As a school community, we must hold ourselves and one another accountable for interactions that foster respect and trust. Discourteous behaviors destroy the community and can result in hurt feelings, anger, and additional poor choices.

In general, courtesy means that we interact with one another in positive, respectful ways. Consider the following examples of courteous and discourteous behavior:

Courteous	Discourteous
<ul style="list-style-type: none"><li>Saying <i>please</i> and <i>thank you</i></li><li>Paying attention in class</li><li>Socializing with friends during passing periods and lunch</li><li>Asking questions and interacting with peers and teachers</li></ul>	<ul style="list-style-type: none"><li>Using vulgar, foul, abusive, or offensive language</li><li>Listening to an iPod during a formal learning situation such as during a lecture or while completing group work</li></ul>

<b>Courteous</b>	<b>Discourteous</b>
<ul style="list-style-type: none"> <li>• Asking for, accepting, offering, or declining help graciously</li> <li>• Allowing teachers and peers to complete statements without interruption</li> <li>• Throwing away trash after lunch</li> <li>• Recycling materials and placing all trash in appropriate bins</li> <li>• Cleaning your own workspace</li> <li>• Reporting safety concerns or other issues that require attention to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>• Text messaging or talking on a cell phone during class time</li> <li>• Bullying, teasing, or harassing others</li> <li>• Corporal punishment</li> <li>• Hogging bandwidth and/or computer time</li> <li>• Not showing up for your scheduled appointments or completing tasks</li> <li>• Failing to communicate when you're not coming to school</li> </ul>

At EmSTEAM, it is expected that students treat each other, the faculty and staff, administration, every adult, with respect, courtesy and cooperation. Further, EmSTEAM teachers will treat one another, the students and their families, and the administration in a courteous fashion.

Consequences for engaging in discourteous behavior may include restoring the environment, meetings with staff or administrators, the development and implementation of a behavioral contract, removal of privileges, and/or suspension from the school.

### **Code of academic integrity**

The students of EmSTEAM, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this Code of Academic Integrity. Violations of the Code of Academic Integrity may take several forms. For example, plagiarism is the “direct duplication, by copying (or allowing to be copied) another’s work, whether from a book, article, Web site, another student’s assignment, etc.” Any of the following, without full acknowledgment of the debt to the original source, counts as plagiaris1 and violations of academic integrity:

- Duplication in any manner of another’s work during an exam, discussion boards, projects, or other tasks;

- Allowing another to duplicate your work;
- Paraphrasing of another’s work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of another into a new whole;
- Producing assignments in conjunction with other people (e.g., another student, a tutor), which should be your own independent work

Consequences for not following the academic code of integrity may include receiving a zero on the assignment, meeting with counseling / Assistant Principal, and/or suspension from the school.

### **School Climate**

Our community and staff have high expectations for pupil achievement and behavior. Our teachers and staff place a priority on building relationships and providing a positive learning environment for all students. All teachers and staff reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Recognition for good behavior and citizenship is given on a regular basis. School rules are based on the California State Education Code and on Board policy. We expect EmSTEAM Magnet Middle School students to be well behaved, cooperative, and contributing members of our community and take pride in the climate at their school.

### **Academic and Behavioral Expectations**

- Respect everyone on campus
- Keep hands, feet and objects to yourself
- Take responsibility for your actions and words
- Respect all property on campus
- Be on time prepared and ready to learn

### **School supplies needed each day**

- Chromebook
- Pencils/Pens
- Notebook/Paper
- Textbooks
- 3-Ring Binder
- Reading Book

All necessary **textbooks are provided** to each student by the school district. Students will be assigned numbered textbooks for use during the year. It is the student’s responsibility to care for the books assigned to them, and to return them at the end of the year. If a book is lost, the student should notify the teacher, inquire at the front office to see if it has been returned, and check the lost and found. Students are responsible for damaged, lost, or stolen books. Students owing money for books will not receive report

### **Saturday Strategic Support (SSS)**

Saturday Strategic Support is a place where students can catch up on schoolwork, study and/or work on projects. Students will be selected to attend SSS because of D’s and

F's, excessive tardiness and or absences, truancy, and/or because they want a quiet working environment.

A student who needs to leave school before the end of the school day **MUST** bring a note from their parent/guardian stating the time, the reason, and the name of the person who will be picking them up. The person picking up the student will need to have identification with them in order to leave with the student. Notes should be presented to the Attendance Office first thing in the morning and a pass will be issued to allow the student to leave class early and be waiting in the Attendance Office to be checked out.

#### **Missed Class work or Homework**

It is the responsibility of a student who is absent for one or two days to call his/her "Study Buddy" to get missed assignments.

### **EMERGENCY PROCEDURES**

The staff of EmSTEAM receives training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills, which happen at regular times during the school year. A copy of the EmSTEAM Safety Plan, which outlines procedures for emergencies, is available in the front office and in every classroom.

All alarms are treated as if an emergency is occurring at EmSTEAM. In the event of any alarm, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at EmSTEAM is grounds for severe consequences, including possible expulsion.

In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the District Office (619) 588-3005 or visit [www.cajonvalley.net](http://www.cajonvalley.net) for more information. During such an emergency, EmSTEAM staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not directing students to leave the premises without signing proper releases and to follow set guidelines for emergency procedures.

During a crisis, EmSTEAM Magnet Middle School staff will implement the Crisis Response Plan for that particular emergency. Students will be responsible for following the directions of staff members. Staff members have been trained and will know the correct response to any crisis. Students also will be taught the correct response to emergency situations.

EmSTEAM Magnet Middle School has a Crisis Response Plan to deal with emergencies, including earthquakes, fires, bomb threats, active shooter on campus, intruder on campus, or any disaster. Each response includes procedures for safely evacuating students from classrooms and for articulating with law enforcement or other emergency agencies. The school has a plan for uniting students with their parents, setting up a first aid center, establishing a command center, and providing for the comfort and security of students.

Should there be an emergency, students need to know.

#### **What do students do during an emergency?**

Follow the directions of staff members, since they are trained to handle emergencies. If you are not in a classroom, find the nearest adult and follow their directions.

#### **How will I be reunited with my parents?**

During an emergency situation, the school will establish a Family Reunion Area where parents can pick up their children. Only your parents or others listed on the permanent record card may pick up a student. They must have identification.

#### **What happens when a student needs their medication that is kept in the office?**

All student medications will be taken to the First Aid Center, so students needing their medication will have it available.

#### **What happens if my parents are unable to pick me up?**

During an emergency situation, students who are still at school at the end of the day (4:30 p.m.) would be released to the El Cajon Police Department (ECPD). The ECPD would reunite children with their parents. In the case of a severe disaster/emergency, EmSTEAM will follow the directions of the Cajon Valley Union School District Emergency Operations Plan. All students will be cared for until reunited with their parents or placed in the care of the appropriate emergency agency.

#### **Fire And Emergency Drills**

In all drills, follow these procedures:

1. Students are to follow the instructions of their teacher.
2. Drills are to be carried out in a quiet, orderly manner.
3. Students are to leave the room in single file.
4. Students are to return to the classroom when instructed by the teacher after the all-clear bell rings.
5. Should the fire alarm sound during lunch or between classes, students are to report to their homeroom location.

6. Treat every drill as the real thing.

## ACCESSING AND LEAVING CAMPUS

The health and safety of our student body is a priority of the school. It is a responsibility and concern we share with each student and family. Our liabilities for student safety do not extend beyond the walls of the campus. EmSTEAM is committed to work in partnership with each student and family to teach and encourage students and their families to make informed decisions while off campus, as we develop specific policies and procedures to make our campus safe and nurturing.

EmSTEAM operates a closed campus policy during instructional periods. That is, unless otherwise directed by their instructors, students are expected to be in the classes they are assigned as indicated on their class schedule. Students will be provided information regarding the campus configuration, and under what specific circumstances students are allowed to enter different areas of the building and its physical grounds. As part of this orientation, students will be provided information and expectations about access before and after school, during passing periods, and during lunch.

Students have a half hour during the day for lunch. In addition to eating, students use this time to socialize, for recreation, for informal study or organized instruction, tutoring, and club activities.

**Students who are in classrooms must always be under the supervision of an adult.**

### Early Release - Sign Out and Tardies

Parents or guardians must sign their students out at the front desk when students leave campus before the end of the school day. Students must check in at the front desk for a tardy slip when they return from a midday appointment or when arriving late for school. We encourage all appointments to be made outside of the school day to ensure student take full advantage of instructional time.

## STUDENT ATTENDANCE

The integrated and project-based nature of the EmSTEAM program makes daily attendance extremely important. Significant absences, repeated unexcused absences or tardiness will lead to academic and disciplinary consequences.

EmSTEAM requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in student exhibitions, presentations, and examinations used by faculty as a part of their final assessments. Additionally, state accountability tests must be administered during specific dates.

In the event of a necessary absence, the attendance staff needs your assistance in providing us with the following information: Please call the school's main office when your child is absent. Student absences will be verified by a call home.

We encourage you to schedule appointments before or after school. However, we understand that sometimes missing school can't be helped. If your child needs to be excused early due to a doctor or dental appointment, let the attendance office know before the appointment, either by a call or a note. Your child will be given an early dismissal slip to be excused from class.

Parents/Guardians: please come in to the office and sign your child out of school at the front desk. You may provide us with a doctor's excuse, which can be brought in the following school day.

Please call the attendance staff when your child is late at (619) 588-3097.

### Attendance

**95% Rule:** A student is required to be in attendance at least 95% of the days classes are offered. Failure to meet the 95% rule may cause a student to fall behind in their classes and lose out on their education. Absences, excused and unexcused, that exceed the 95% rule will be referred to the EmSTEAM Magnet Middle School Attendance Committee for review. Excessive absences will result in a letter to the parent or guardian and/or may result in the student being referred to the Student Attendance Review Board (SARB).

All absences including tardies, must be verified by a parent/guardian by phoning the Attendance Office that day or by sending a note when the student returns. Please contact our office at (619) 588-3617 to report any absences or tardies.

### Independent Study Contracts

Students who will be away from school for five or more days may apply for an Independent Study Contract at the Attendance Office **at least one week Independent Study Contracts before the first date of the absence.** Successful completion of an Independent Study Contract does not count towards a perfect attendance award.

### Chronic Absenteeism

When a middle school student misses 5% of school days, whether excused or unexcused, they are considered chronically absent. When a student has had **14 excused** absences, each subsequent absence **must be verified** by a physician or District Nurse. Each absence after 14, which is not verified by a physician or District Nurse, is **Unexcused**. Three unexcused absences is equal to a truancy. Absences will be made up by attending Saturday Strategic Support (SSS); all students with 3 or more absences will be invited to participate on a Saturday.

## Truancy

A student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority or when a student has three unexcused absences.

### Consequences of Truancy

- Students may be assigned Saturday Strategic Support, in school detention, after school, and/or in school suspension to make up time. Students are expected to complete missed assignments and additional work assigned.
- Any student who has been reported as a truant three or more times will be considered a **Habitual Truant** and will be referred to the Student Attendance Review Board (SARB).
- The Assistant Principals communicate with parents through letters home, by phone and/or visits a student's home.
- EmSTEAM attendance team works with families of students who have truancy problems.

**First Period Tardiness:** A student is tardy if he/she is not in their assigned seat ready to learn when the final bell rings. The only acceptable excuse is a written note from a staff member or parent excusing the tardy.

**1<sup>ST</sup> Tardy-** Warning

**2<sup>nd</sup> Tardy-** Conference with student

**3<sup>rd</sup> Tardy-** Detention

**4<sup>th</sup> Tardy-** Parent Notification + Letter sent home

**5<sup>th</sup> Tardy-** 2 Lunch Detentions

**6<sup>th</sup> Tardy-** Parent Notification + 3 Lunch Detentions

**7<sup>th</sup> Tardy-** Referral home + 1 week of lunch detentions

**8<sup>th</sup> Tardy -** AP Call home + Referral + SSS

**10<sup>th</sup> - 19<sup>th</sup>** - 30-minute detention after school

**20<sup>th</sup> - 29<sup>th</sup>** - 60-minute detention after school

## School Grounds Rules

Keeping EmSTEAM Magnet Middle School neat, clean and a safe place to learn is a responsibility shared by students and staff alike. Please take that responsibility seriously by adhering to the following rules:

- All bikes, skateboards and scooters must be walked on and off campus.

- **EmSTEAM is not responsible for lost or stolen bikes, skateboards, or scooters.**
- Students must provide locks to safely store their mode of transportation in the bike rack.
- Helmets are required.
- EmSTEAM will not hold personal property.
- Graffiti and other forms of vandalism are not permitted.
- Students must leave school grounds immediately after dismissal unless supervised by a teacher or other staff member.
- Public display of affection is not allowed.
- Birthday celebrations disrupt the learning environment and are not allowed. Balloons, cakes, or cupcakes must not be brought to school.
- EmSTEAM urges students not to bring mp3's, CD's, iPod's, video games, or cell phones to school.
- No Energy Drinks- since they are not recommended for children
- **EmSTEAM is not responsible for lost or stolen electronics.**

## Dress Code

**Education Code Sections 35183 and 35183.5 authorize school districts adopt dress codes.** The interpretation of specific portions of this policy and supporting procedures is delegated to the administrative staff at EmSTEAM Magnet Middle School. The responsibility for enforcing this dress code rests with all adults on campus.

### Our Goal

Students will dress in a manner that reflects positively on themselves, their parents, and their school. Just as adults must conform to workplace standards, so must students.

**Cajon Valley Union School district Administrative Regulation 5132** Students shall not wear clothing items that contain messages that are vulgar, offensive, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission. All clothing and apparel are to be worn as.

### **Please Read Before You Buy School Clothes For Your Student.**

Students and parents will be notified of any changes through a school bulletin or newsletter. This dress code is a living document.

**\*Changes may be made at ANY TIME during the school year. This is not intended to be an all-inclusive list.**

### Shirts, Blouses, and Tops

- No See-through tops
- No Muscle shirts or undershirts
- No Half shirts or halter tops

- No Strapless/tube shirts, off-shoulder or single strap garments, excessively low-cut shirts.
- No Backless tops, with or without straps (must cover the back entirely)
- No Tops that do not have a **two-inch strap** across both shoulders (must cover the undergarment)
- No shirts that expose stomach or back.
- No low-cut shirts
- No halter shirts/dresses
- No overalls that act as the straps of the shirt.
- No racerback/T back shirts.

#### **Pants, Shorts, Skirts, and Pajamas**

- No Baggy/sagging pants (they must be fitted at the waist and inseam)
- Shorts or Skirts must reach the tips of the middle finger open handed at the side
- No Slippers and pajamas
- NO Clothing with underwear showing
- No clothing with shorts underneath
- No See-through garments
- Belts must be fastened and put through belt loops. Belts may not hang down.

#### **Headgear/Hoods**

Headgear is not allowed at school. This includes, bandanas; “do” rags and combs. Hoods may not be worn except for rainy weather. Students may wear hats when exposed to the sun for sun protection. Hats must be taken off when entering a classroom.

#### **Miscellaneous**

- No writing on skin
- No colored contacts
- No wallet or waist chain
- No jewelry that may present a health or safety concern
- No gloves
- Students are not allowed to consume energy drinks. They are not intended for use by children.

#### **The following are some examples of unacceptable LOGOS, etc.**

- Profane or obscene language or pictures including vulgar gestures, racial, ethnic, or sexist slurs
- Messages which encourage the use of drugs of any type Wearing apparel advertising alcohol, tobacco, drugs
- Wearing apparel displaying, guns, swords, explosive devices, weapons, death and violence

#### **Gang-Related Apparel**

Gang-related apparel is prohibited at school or school activities. The principal, staff, and parents/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be

determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35183).

#### **Footwear**

Footwear must be worn at all times while students are at school or at school sponsored activities. Shoes that pose a health risk, including very high platform heels, slippers, or wheeled shoes, etc. **may not be worn.**

#### **Electronic Device Policy (Cell Phones / iPod / MP3/ Texting)**

Students are strongly **discouraged** from bringing expensive electronic devices to school. **If lost or stolen, the school cannot be responsible.** Students who need to keep a cell for family contact **must** keep them off and in their backpacks while in school.

**1<sup>ST</sup> Offence:** Phone taken away and student picks up in AP office after school.

**2<sup>nd</sup> Offence:** Phone taken away and parent must come to school to pick up.

**3<sup>rd</sup> Offence:** Phone taken away, parent must pick up and referral to Assistant Principal.

#### **Hall Passes**

Students are not permitted outside the classroom during class periods unless they are accompanied by a teacher or have a hall pass in their possession. Hall passes must be signed and timed by the teacher, administrator or office staff. If a student needs to see a teacher before school, after school or during lunch, he/she must get a pass from that teacher.

#### **Changing Class**

At every change of class, there will be large numbers of students going from one room to another. In order to keep the noise and confusion to a minimum, students are asked to maintain a low voice and be courteous. Show respect for fellow students and make the change as quickly and quietly as possible. Walk and keep your hands to yourself at all times.

#### **Dances**

Most dances will be held immediately after school and normally last an hour and thirty minutes. Only EMSTEAM students can attend the dances. Students must be present on the day of the dance and not on the LOP list to participate. Students must abide by all dance rules, including appropriate dancing and following of the dress code.

#### **Transfers/Withdrawals**

Parents of withdrawing students must notify the Attendance Office prior to the student’s last day. A student’s withdrawal is complete when all fines, textbooks, library books, and records are cleared and a transfer/withdrawal form is completed.

## Student Support Services

A diverse team provides a wide variety of Student Support Services to help students be successful academically and socially. This includes credentialed school counselors, a counseling clerk, and on-site support staff. Some services provided include:

- Individual Counseling for academic, social, behavioral and personal concerns
- Small Group Counseling
- Class Scheduling
- Referrals to Community Resources
- Mediation

Our goal is to assist students to grow academically and socially during their stay at EmSTEAM Magnet Middle. It is a time for students to set goals, develop confidence, and develop a positive self-image.

Students may request a private conference with a counselor to discuss personal or school problems by filling out a Counseling Request Form located in the Counseling Center. The counseling team wants to work with parents to help their students' experiences here be rewarding. Parents are encouraged to be involved and may call the school counselors at (619) 588-3092 to discuss a concern or to request services.

### Steps to resolve conflict

1. Tell the person to stop. Sometimes a person doesn't realize they are bothering you.
2. Tell your teacher. They are there to help you.
3. Tell your counselor. They can speak with that student confidentially.
4. Mediation with student. This is a meeting facilitated by the counselor, you and the student involved.
5. Speak to an Assistant Principal.

### Lunch procedures:

- Walk to the lunch area.
- Students must remain seated when in the lunch table area.
- Food may not be taken to the blacktop or quad area.
- Table manners and good behavior are required and expected.
- Students are responsible for their own trash and that of their luncheon table companions.
- Saving a place or cutting into the lunch line is not permitted.
- Applications for free/reduced lunch and breakfast are available at the cafeteria.
- Do not leave assigned area without permission.
- No Energy Drinks; they are not intended for consumption by children.

### Deliveries/Messages for students

Students are responsible for having required materials, lunch or money, PE clothes, etc., with them each day.

Parents/guardians are required to make transportation and other arrangements with their students prior to arrival at school. If there is a true emergency, a message for a student may be left with the front office. Classroom interruptions to deliver messages and/or items will not be made during instructional time.

### Health services/Medications

The Health Office is open each school day. If a student is injured on campus, the Health Office will provide first aid. Please do not send a student to school to obtain ice packs, splints, ace bandages, band-aids, lotions, or to have a temperature taken. If it becomes necessary for a student to take any type of medication, prescription or non-prescription (over the counter) at school, the parent must have their physician complete Form #CH-41 – "Physician's Recommendation for Medication". This form is available in the office. All medications must be delivered by the parent/guardian and will be kept in and dispensed through the Health Office.

### Telephone use in office

Office phones are not available for student use unless there is a true emergency. Making arrangements for friends to come over, calling for missing homework, lunch money, or other items, are not considered emergencies.

### Visitors

Other than parents/guardians, students may not have visitors on campus during school hours or at school dances. Parents/guardians may visit the campus at any time. All visitors must sign in at the Front Office upon arrival.

### Closed campus

In order to provide safety for students and protect the learning environment, state law mandates a closed campus.

- Only enrolled students may be on campus when school is in session.
- Leaving the school without permission is truancy.
- Students who ride the bus are considered "at school" when they board the bus and all school rules apply.
- After arriving at school, students are not permitted to leave school grounds.

### PE Uniforms & Lockers

All students are required to wear EmSTEAM Magnet Middle School PE uniform and athletic shoes. PE clothes will be sold at school during the first week of school. In cold weather, sweats may be worn as described by the Physical Education department. **All students are assigned gym lockers for the year.** Master combination locks will be assigned to students the first week of school. Lockers are the property of the school and may be opened by school personnel at any time. All belongings must be locked up inside the locker at all times. **The school is not responsible for lost or stolen items.** No glass containers, hair spray, aerosol cans, or food are allowed in the gym. To ensure the safety of personal items, all lockers should be locked and combination numbers not shared with anyone.



## Library

Books may be checked out for two weeks. Students are responsible for returning the books promptly and in the condition in which they receive them. Students are financially responsible for lost or damaged books. Students owing money will not be able to check out books until fines are paid. Students owing library books or fines will not receive report cards.

## Fundraising

Students may sell school fundraising items at school. No other selling is allowed. Students selling other items will have the items confiscated.

## Bikes, Scooters and Skateboards

- Students provide their own locks.
- Bikes and skateboards are to be locked in the designated bike and board racks.
- **The school is not responsible for damaged or stolen bicycles, scooters and/or skateboards.**
- Motorized vehicles are not permitted.
- Bicycles, skateboards, scooters, roller blades, and other such devices are never to be ridden on any school grounds or in school parking lots.
- **Students must wear properly fitting helmets.**
- Staff will not hold bikes, scooters or skateboards for students.

## Conduct

The school environment must be orderly and a high standard of conduct must be maintained at all times. **Any behavior that disrupts the educational process will not be tolerated.** All students have the responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning. The rights and property of others must be respected.

## Discipline Program

A system of positive reinforcement, along with a progressive discipline program, is the foundation upon which an orderly, productive, and safe school environment is developed and maintained. Parents are an integral part of an effective discipline plan. Only by working together can parents and staff provide the appropriate stimulus to help each student achieve his/her best effort at school.

## **EmSTEAM Magnet Middle School Has Zero Tolerance For Alcohol/Drugs/Tobacco**

**ALCOHOL:** Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.

**DRUGS:** Drugs can harm your judgment, balance, and memory and even threaten your life.

**TOBACCO:** Tobacco such as cigarettes, cigars, pipe tobacco, and chewing tobacco, is addictive and nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking is a major cause of stroke and the third leading cause of death in the United States

## **EmSTEAM Magnet Middle School Does Not Allow Bullying**

### What is Bullying?

- Physical or psychological harassment of people who are less able to defend themselves than the person who is doing the bullying
- Bullies intimidate others physically and/or psychologically
- This includes bullying committed personally or by means of an electronic act.

**Intimidation:** Causing another person to feel fearful that they will be hurt either physically or verbally

**Bullying Behaviors:** Teasing, verbal harassment, scaring someone with words, unwanted touches, making someone do something they don't want to do, physical attacks, making fun of someone.

**EMSTEAM defines bullying as:** any physical act, gesture, verbal, written and/or electronically communicated expression that is:

- Physically harming a student or damaging a student's property
- Placing a student in fear of physical harm or damage to property
- Substantially disrupting the instructional program and/or the operations of the school
- Severe, persistent or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.
- Blackmail and extortion
- Stalking
- Blocking access to school property or facilities, doors or seats
- Stealing or hiding books, backpacks and/or other possessions
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs and/or demeaning humor relating to race, color, ethnicity, gender, sexual orientation, religion, disability or other personal characteristics that result in a hostile educational environment for the student.

Bullying happens when someone hurts or scares another person on purpose. Usually, bullying happens over and over again.

Bullying can also happen online or electronically (texting, IM's, etc). **Cyberbullying** is when children or teens bully each other using the Internet, mobile phones or other cyber technology. Examples include:

Sending mean text, email or IM's

- Posting nasty pictures or messages about others in blogs or on Web sites
- Using someone else's user name to spread rumor or lies about someone

### **What to do if you witness bullying?**

- Report the bullying to an adult (i.e., teacher, counselor, nurse, coach, parents or any adult you feel comfortable with).
- Support someone who is being bullied. Sometimes the best thing you can do is just to be there for him or her and be a friend.

### **What to do if you are a target of a bully?**

- Report the bullying to an adult at home or school. Telling is not tattling or snitching.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show your anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop or say nothing and walk away.

### **EmSTEAM Magnet Middle School Promotes Respect And Does Not Tolerate Sexual Harassment**

#### **What is Sexual Harassment?**

- Harassment is unwanted and unwelcome behavior from another student or adult which makes an individual feel bad or uncomfortable. When the action or comment is sexual in nature, it is sexual harassment.

#### **Harassing Behavior Includes:**

- Vulgar Writings, notes, posters, symbols
- Inappropriate actions such as verbal comments, gestures, touches that are deliberate and unwelcome
- Any forced action such as pulling clothes down or blocking or cornering someone in a sexual way
- Negative comments or behavior based on gender

#### **Conflict Resolution**

Fighting and/or threats are prohibited. Students involved in conflict, whether physical, verbal or otherwise, will be required to participate in a conflict resolution facilitated by a staff member. Physical conflicts may result in suspension. Since **“play fighting”** often results in real fighting, it may be subject to the same consequences.

#### **Tagging/Vandalism**

EMSTEAM prohibits tagging (graffiti) on any items including notebooks, books, binders, clothing, homework, or any other object that is brought to school.

Vandalism is a punishable offense and will be dealt with severely. Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done. The law specifically provides that parents and students are responsible for damage to school property or materials loaned to the students. Depending on the extent of damage,

the police may be contacted.

#### **Loss of Privilege List (LOP)**

Students placed on “LOP” are not permitted to participate in special school events. This means they miss dances, reward assemblies, and other extracurricular events, including special school activities that require out-of-class or parent permission slips to attend.

#### **Bus Service/Behavior**

Riding the bus to school is a privilege, which may be revoked if safety rules are not observed. Students must go directly to the buses as soon as they are dismissed from school. Students who misbehave on the bus may be suspended from riding the bus for a period of time and/or be referred to the assistant principal.

#### **Display of Affection**

Public displays of affection are not allowed at school or during school activities. Inappropriate displays of affection include, but are not limited to: hugging, handholding, intimate embraces, touching, kissing, and arms around the waist.

#### **Littering**

Students who litter may be assigned to campus beautification, lunch detention, or other consequences as determined.

#### **Profanity, Vulgarity, or Obscenity**

Appropriate language must be used at all times. Use of profanity, vulgarity or obscenity is offensive, and will not be tolerated at any school activity.

#### **Discipline Consequences**

Consequences for repeated violations of school rules may include, but are not limited to before and after school, and/or community service, such as picking up trash and/or scraping gum before or after school. This is a way for students to give back to the school by taking responsibility for their actions and righting their wrongs.

Please inform the school in writing if you would not like your child to participate in this kind of community service / restitution program as a consequence for violating school rules.

#### **Cajon Valley School District Discipline Guidelines**

It is the top priority of the Cajon Valley Governing Board to have a safe, secure, and effective learning environment for all students. In order to ensure that a positive and safe environment exists, the Cajon Valley School District supports “Zero Tolerance” procedures.

“Zero Tolerance” means that any student who possesses a weapon, provides or sells drugs at school, causes serious harm to another individual, or is a habitual disruption to our learning environment may face arrest, suspension, and possible expulsion proceedings. **The intent of Zero Tolerance is to keep these activities out of our schools.**

To this end, each Principal and Assistant Principal in the district is provided with specific directions on the procedures to follow should one of these offenses occur on their school campus.

Certain types of behavior are considered so serious, and of such a disruptive nature, that suspension and/or recommendation for expulsion and police contact may occur for the first offense. The behaviors include:

- Fighting
- Robbery/extortion
- Illegal drug use or possession
- Possession of explosives or other types of hazardous materials
- Possession or use of a weapon or look-a-like
- Serious bodily injury
- Sexual harassment
- Verbal or physical abuse of any school employee
- Possession of a dangerous object
- Threats or threatening behavior\*

#### **What can I do?**

- Tell an adult as soon as possible
- Write a note to a staff member to alert them
- Speak to your counselor
- Speak to your assistant principal
- Speak to your team teacher(s)

#### **Show the EmSTEAM Code of Conduct**

- Show initiative by alerting a staff member
- Be determined to do the right thing
- Practice self discipline by refusing to be a part of something that is wrong
- Cooperate by helping make our school a safe place to be

Any action, comment or remark (whether written or spoken) that may provoke a negative reaction from another person is forbidden and subject to disciplinary action.

Unwelcome sexual advances, request for sexual favors and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate intimidations and threats or demands. Sexual harassment may include, but is not limited to:

- Vulgar remarks
- Sexual derogatory comments
- Physical touching, pinching, patting, or blocking free movement
- Sexual propositions or advances
- Physical assault

\*Any inappropriate statements about bombs, guns, or weapons will be dealt with harshly. No kidding or jokes will be tolerated.

#### **Administrative Suspension Of Students (ED. CODE 48900)**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold or otherwise furnished any firearm, knife explosive, or other dangerous object unless, in the case of possession of any such object, 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.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any 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.
- d) Unlawfully offered, arranged, or negotiated to sell any 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 then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had lawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) 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.
- l) Knowingly received stolen school property or private property.

