



GALE RANCH MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK
2022-2023
Learning Today. Leading Tomorrow.



MAIN OFFICE: (925) 479-1500

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MISSION STATEMENT

Gale Ranch Middle School is a diverse community whose mission is to provide an inclusive, safe, compassionate environment which enables our students to be holistically prepared to become lifelong learners and successful human beings.

Welcome to Gale Ranch Middle School, home of the Gryphons!

This new school year brings many wonderful opportunities to work together in building a safe environment for our students with an emphasis on respect, academic excellence, and service. In order to assist our students in their academic pursuits, this Student Planner is required for organization and Tutorial planning. All teachers will expect students to record class assignments, Tutorial sessions, and pertinent information regarding school business. The Student Planner includes the student/parent handbook; school information, rules, and regulations are included in the first section. Please read the handbook thoroughly and refer to it regularly. Do not hesitate to ask a teacher or administrator to explain any part of the handbook. We request that parents/caregivers read this handbook with students and assist us by helping students with organizational skills, being on time, and encouraging students to do their best in and out of class. Working together is the best way to ensure success. The entire staff at Gale Ranch is looking forward to working with you this coming year!

Jenny Torres
Principal

THIS STUDENT PLANNER BELONGS TO:

Name: _____

2022-2023 Cover Design by Moira Dhar, 8th grade

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STUDENT PLANNERS

The staff expects all students to use this Student Planner. The student planner helps to provide:

- a. Increased communication between parents/caregivers and teachers regarding homework and class work.
- b. Better student organization and planning for homework and long term assignments.
- c. Improved consistency for students from class to class.
- d. Accountability for Tutorial.
- e. Reinforcement of our school mission and code of conduct.

Students are expected to have their planner with them every day.

Teachers will expect students to keep track of assignments and long-term projects in their Student Planners. Parents/caregivers can help to make the use of the Student Planner an even greater success by checking it on a regular basis, purchasing a new one if it is misplaced, and contacting teachers if necessary.

COMMUNICATION

There are a number of different ways in which we communicate with the families of Gale Ranch:

- a. School visitation days are **Back to School Night** in the fall and **Open House** in the spring each year.
- b. The **Gryphon Gazette Newsletter** is emailed weekly from the PTSA and includes updated calendar events, information from the PTSA and Ed Fund, as well as articles about staff, students, and middle school issues. The newsletter is the best way to keep track of important dates and deadlines. Sign-up to receive the newsletter on the PTSA's website.
- c. The **Gale Ranch Middle School website** contains information about current events, sports, school and district calendars, staff, PTSA, ED Fund information, library, counseling and so much more. Visit it often at www.grms.srvusd.net.
- d. **Email** (delivered to your email address on file) will include general emails from the district or school administration.
- e. **Infinite Campus Parent Portal** provides a means for parents/caregivers and students to keep up to date on attendance and grades. Every student has an Infinite Campus account; parents/caregivers received information to set up an account via email during the enrollment process. To receive assistance in setting up a Parent Portal account, please contact the front office .
- f. This **Planner** contains a daily parent/teacher comment section. This can be used as a means of communicating student progress and behavior on a regular basis.
- g. The **SRVUSD website**, www.srvusd.net, contains information about standards, curriculum and school events.

DISCIPLINE CODE AND BEHAVIOR GUIDELINES

PHILOSOPHY

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment is characterized by positive interpersonal relationships among students and between students and staff. To that end, Gale Ranch Middle School has adopted and implemented a school wide Positive Behavior Intervention and Support (PBIS) program.

PBIS supports research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students receive instruction necessary to enhance the positive school climate and reduce or avoid negative behavior altogether. This research also shows that there is a correlation between positive school climates and academic success for all students when students clearly understand behavioral expectations.

GRMS has developed and annually reviews the PBIS framework and plan to include:

- teaching positive school rules
- implementing a social emotional skills development program
- positively reinforcing appropriate student behavior

- using effective classroom management
- providing early intervention and support strategies for misconduct
- applying appropriate and meaningful consequences to include restorative practices

In conjunction with the GRMS PBIS Plan, specific behavioral expectations provide additional guidance and transparent communication to the entire school community to include:

- students
- parents/caregivers
- teachers
- administrators

In the spirit of understanding, collaboration and cooperation between the members of the school community, we continue to strive for the creation and/or maintenance of a learning environment that fosters academic exploration and success for all students.

STUDENT RESPONSIBILITIES

Students are expected to learn and model GRMS student behavioral expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior in alignment with three pillars: be safe, be respectful and be responsible.

1. BE SAFE

- I treat others the way I want to be treated.
- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards.
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with others and myself.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate in the following ways:

- Support the implementation of the school's PBIS Plan.
- Be familiar with and review the GRMS student behavioral expectations and school rules with their children.
- Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
- If misconduct escalates, parents/caregivers will cooperate with the school as a collaborative partner to address the student's needs.
- Ensure that the student attends school regularly and is on time.
- Send the student to school prepared for work with books, pencil, homework, and appropriate clothing.
- Provide a home environment that encourages respect for the school and the learning process; provide a healthy home environment with adequate nutrition, and rest.
- Take corrective action when requested by the teacher or school administration.

TEACHER RESPONSIBILITIES

Every teacher has a fundamental role in supporting a positive classroom and school. A positive classroom environment includes consistent and effective classroom management strategies. The teacher is responsible for:

- Defining, teaching, reviewing, and modeling appropriate student behavioral expectations and school rules.
- Acknowledging and reinforcing appropriate student behavior.
- Reporting the inappropriate student behaviors despite appropriate interventions to the school administration via a Referral Form.
- Providing corrective feedback and re-teaching the behavioral skill when misconduct occurs.
- Collaborating with parents/caregivers to reinforce appropriate school/classroom behavior (via telephone, meeting, email or other appropriate communication method).
- Following the individualized behavior support plan for students with disabilities. This plan is accessible and distributed to all staff working with identified students.
- Assuming responsibility for all students of the school, not just those in individual classrooms.

SCHOOL ADMINISTRATION RESPONSIBILITIES

A school administrator's role is to model and lead. School administrators, in collaboration with school instructional staff and the community, are responsible for establishing a safe, respectful, and welcoming environment by:

- Ensuring that student behavioral expectations and school rules are taught, enforced, advocated, communicated, and modeled to students, parents/caregivers, and staff.
- Annually reviewing and further developing a PBIS plan consistent with the positive school climate initiatives.
- Ensuring that accurate student information is reflected in all student information data systems.
- Ensuring that methods for recording, collecting, and analyzing behavior/discipline information is available for monitoring and evaluation. This data is incorporated into ongoing school climate decision making related to individual students to the school-wide student population.
- Providing necessary training and support to staff and parents/caregivers in maintaining an environment conducive to learning.
- Implementing the consistent application of reasonable alternatives to suspension, expulsion, and suspended expulsions that include the use of equitable consequences consistent with law and district policy.
- Assembling an ongoing collaborative team at the school (Student Study Team) with appropriate staff to address behaviors for all students who engage in ongoing misconduct, despite appropriate interventions, and designing and implementing an effective individualized behavior support plan that may include, but is not limited to:
 - Intensive behavioral supports and strategies
 - Adapted curriculum and instruction
 - Schedule modification
 - Communication strategies
 - Community agency referrals

EXPECTATIONS FOR APPROPRIATE BEHAVIOR AT GALE RANCH

- a. All school personnel and classmates shall be treated and addressed in a respectful manner.
- b. Teasing and/or bullying is not tolerated at Gale Ranch. "Just kidding" or "It was a joke" are not acceptable explanations for inappropriate behavior.
- c. The teacher dismisses classes, not the bell. A student must have staff permission when out of class.
- d. Respect public and private property. Keep school furniture and surrounding areas clean and neat. Take good care of furniture, books, restrooms, and other facilities and equipment provided.
Restitution will be required along with disciplinary consequences for any damages caused by a student.
- e. Food is not allowed in the classrooms. Gum is not allowed on campus at any time. Students should eat only in assigned eating areas and put trash in receptacles provided when finished.
- f. Please do not plan individual birthday celebrations during the school day. Any balloons, gifts or other items brought to school will be held in the office until the end of the day. Special food deliveries for groups are not permitted.

- g. Laser pens or any device containing a laser are not permitted at school. These items will be confiscated.
- h. Glass containers should not be brought to school. This includes glass water bottles and glass storage containers used for lunches.
- i. Do not bring any type of toy to school. These items may be confiscated by school personnel.
- j. School offices are the center of many activities. Students entering any office should conduct themselves in a respectful and quiet manner.
- k. When problems cannot be solved in an appropriate way (talking it out), seek assistance from a counselor or another school staff member.

GENERAL INFORMATION

DRESS CODE

Gale Ranch is committed to a learning environment that fosters individuality and growth. We understand that everyone has a personal style that is unique to them; however, the importance of appropriate dress and its effect upon the learning environment are factors that we must take into consideration when setting a dress code applicable to all students. As a professional environment, appearance and dress must be within the limits of safety, cleanliness, and appropriateness for school and shall not interfere with any aspect of the overall learning environment. Please be advised that the dress code shall be strictly enforced.

A student whose dress/attire is not appropriate for school will be asked to change into PE clothing provided by the office or the student's parents/caregivers will be contacted to provide alternative clothing.

- a. All articles of clothing, patches, or buttons which have slogans advertising alcoholic beverages, illegal substances, tobacco products, or bearing violence, disrespectful or suggestive slogans are prohibited. All clothing shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice, gang identity, or the use of drugs or alcohol.
- b. Clothing must conceal undergarments at all times.
- c. Students must wear shoes at all times. High heels, slippers, and platform shoes are not safe to wear at school. Any student without appropriate shoes will be allowed to change into their PE shoes. PE shoes must be closed toed and have backs.

The appropriateness of clothing worn at school is at the sole discretion of the staff and administration.

PHYSICAL EDUCATION UNIFORM

The GRMS Physical Education uniform consists of a gray t-shirt and black athletic shorts. GRMS branded clothing is recommended, and available for purchase. These items may be purchased separately. During the colder months, warmer clothing worn over the PE uniform is acceptable.

The uniform will be labeled with the student's first and last name so that every effort can be made to return lost clothing to the proper owner. Defaced or torn PE uniforms are unacceptable and must be replaced. Jewelry is not to be worn in PE class (rings, necklaces, earrings, etc.) as we cannot be held responsible for lost or stolen items. Any valuables that are brought to PE are to be locked inside the student's PE locker (i.e., cell phones, smart watches, etc.).

Athletic shoes that are properly laced are highly recommended. Slip on shoes, such as Vans would be an example of something not to wear. Dress shoes, Uggs, or flip flops will result in a dress cut.

CLOSED CAMPUS

Gale Ranch is a closed campus. Students may not leave campus without permission at any time. Students leaving campus without permission will be considered truant. Parents/caregivers needing to contact their student are required to go to the front office and show appropriate identification.

LUNCH/EATING ON CAMPUS

Eating lunch is an integral part of being successful at school. Students may choose to bring their own lunches

from home or obtain a school provided lunch in the cafeteria, located in the MPR. Special lunch deliveries for students are not permitted.

Ordering food to be delivered to school, either directly through the restaurant or by using services such as DoorDash, is not allowed.

No food or drink items should be taken out onto the Blacktop area at any time. In an effort to keep our campus clean, everyone is responsible for picking up and disposing of trash in appropriate containers.

FORGOTTEN LUNCHES

If a student has forgotten their lunch, they can pick up a school lunch free of charge in the cafeteria. There is no need for forgotten lunches to be dropped off. Dropped off food items will not be accepted.

FORGOTTEN ITEMS

Parents/caregivers may drop off items that have been forgotten (school assignments, PE clothes, etc.) in the main office. Please have the student's name and grade level on the item. **Classes will not be interrupted for forgotten items.** Students may check in at the main office table during passing periods or at their lunch time.

LOST AND FOUND

Clothing and books found on the campus should be put in the Lost and Found container in the MPR. Students should clearly label all items brought to school. **Valuable items of ANY KIND should not be brought to school.** The school is not liable if these items are lost or stolen. Backpacks, books, lunches, purses, etc. should not be left unattended at any time. If something is lost, students should check in the MPR Lost and Found before or after school or at lunchtime. Individual classrooms and the PE locker rooms may also have their own Lost and Finds, but eventually, everything ends up in the MPR. At the end of each quarter, articles not claimed will be given to local charities.

MONEY ON CAMPUS

Large sums of money should not be brought to school. The buying, selling, or trading of any item is prohibited. Students may not borrow money from other students.

WALKING TO OR FROM SCHOOL

All pedestrians, students and adults, should always use the crosswalks on school campus. Follow the directions of crossing guards and other school/district personnel and walk carefully while entering the parking lot areas.

BICYCLES, SCOOTERS, SKATEBOARDS

Students using bicycles, scooters, or skateboards must wear helmets at all times and must walk their bikes, scooters, or skateboards while on school grounds and in crosswalks. Note that school grounds start at the sidewalks. Students are expected to obey all bicycle/traffic laws. A bike rack is located on campus for convenience, however, **Gale Ranch Middle School and SRVUSD assume no liability for loss or damage to bicycles, skateboards or scooters. LOCK BIKES, SKATEBOARDS AND SCOOTERS IN THE RACK IN THE BIKE RACK AREA.** The bike rack area is off limits to all students during the school day. No motorized scooters or bikes are allowed at any time.

AFTER SCHOOL

Since there is no student supervision after school, students are to leave campus unless they are participating in school related and supervised activities (after school sports, tutoring, drama etc.).

VISITORS

All visitors must sign-in at the front office and receive a Visitor Badge before proceeding to any part of the campus. Any visit must be pre-arranged with school personnel. Drop-in visits are not permitted. Students or friends from other schools are not permitted to visit Gale Ranch while school is in session or to attend school dances or other school activities. This includes former Gale Ranch students as well. Parents or guardians that require assistance from an administrator should call or email rather than coming to campus unannounced as admin may not be available to meet with them.

SCHOOL SITE COUNCIL

Schools are allocated funding from the State Department of Education based on an attendance formula in order to assist in implementing the Single Plan for Student Achievement. A School Site Council (SSC), composed of parents/caregivers, students, staff, and principal, is responsible for developing the Single Plan for Student Achievement, allocating the budget and reviewing its implementation. All parents/caregivers are invited to attend SSC meetings.

SCHOOL VOLUNTEERS

Adults who wish to volunteer on a school campus, drive and/or chaperone a day and/or overnight field trip and/or athletic event need to apply through the Volunteer Management System (VMS). The VMS is a web-based software application that allows the District and all schools to better track and provide the appropriate level of clearance for school volunteers.

The VMS includes three (3) levels of volunteer clearance and tracking:

- Level 1: Classroom Aides and other on-campus school volunteers
- Level 2: Field Trip Drivers
- Level 3: Overnight Chaperones

To get started, go to the volunteers webpage on the SRVUSD website

(<http://www.srvusd.net/parents/volunteers>). Click on the “New Volunteers Apply Now” link to begin the application process.

ATTENDANCE

REPORTING AND CLEARING AN ABSENCE

Being in class, on time and ready to learn, is one of the most important keys to success in school. In the event that a student is absent, a parent/caregiver must call the attendance telephone number to verify the absence no later than 9:30 am ON THAT DAY. The call must be made each morning in the event of a multiple day absence. Students are not to call in their own absences. The following information should be included in the phone message: student name - date of absence - reason for absence - relationship to the student – and a phone number at which you may be reached. **THE ATTENDANCE LINE IS AVAILABLE 24 HOURS 925-479-1598.**

An automatic **SAFETY MESSAGE** will be sent on any “unverified absence” at **10:00 am** and **6:00 pm**. If you have already left a message in the morning on the Attendance Line and still get a Safety Message at 10:00, please allow us time to get through all the messages and input them in our system. There’s no need to call again, unless you receive another notice at 6:00 pm.

VERIFICATION OF ABSENCE

Students attending any type of medical/dental appointment must have verification to excuse the absence. This may be obtained from the medical or dental office.

LEAVING DURING THE DAY

If a student is to be dismissed before the end of the school day, a note must be presented to the attendance office before school. Please provide a photo I.D. to the front office when you arrive to pick up your student. The note must contain the student’s name, date, time of dismissal, reason for dismissal and parent/caregiver signature. A “Permission to Leave Grounds” pass will be given to the student. At the beginning of the appropriate class period, the “Permission to Leave Grounds” pass should be shown to the teacher. The parent or caregiver must sign the student out in the attendance office, indicating the exact time of departure. If the student returns the same day, the student must come back into the attendance office for a pass to return to class. In an effort to minimize classroom disruption, we will wait until the end of the current period to call for a student without a pass. In the event of an emergency or unplanned need, an exception will be made to this policy.

HOMEWORK REQUESTS

If a student feels well enough to do homework assigned the day of the illness, a friend in the same class should be called for the assignment. For this purpose, students should keep the phone numbers of a “homework buddy” or two for each of their classes. Parents/caregivers and students may also check Schoology as many teachers post daily assignments there.

MAKE-UP WORK

Arrangements for make-up work, after excused absences, are the responsibility of the student. Make-up work from the teacher must be requested upon the first day of the student's return.

INDEPENDENT STUDY CONTRACTS

Our independent studies are now requested online. A parent/caregiver must request an independent study in advance of the student's absence:

- 5-10 day independent study contract: must request at least three to five days in advance.
- 10+ day independent study contract: must request and contact the principal five to ten days in advance.

To start the process, the parent/caregiver needs to request an Independent Study contract online at the Gale Ranch website.

Once the request form is submitted to the office, the attendance secretary will generate the contract through Informed K-12. All signatures will be gathered electronically. The teacher for each subject will type the assignment on the assignment sheet and will attach the work.

Once all assignment sheets have been gathered, the student will receive the packet the day before he/she leaves. Once the student returns from their trip, the student needs to return the completed independent study packet on the due date to the front office before school. Work may not be emailed.

The teachers have one week to grade the samples of work and the contract will be changed in Infinite Campus as complete.

If this procedure is not followed, the student may not be given the opportunity to receive credit for any make-up work during the period of absence. If all the required work is not submitted or if the work is turned in late then the contract will be null and void and all school days missed will be unexcused.

TARDY/TRUANCY POLICY

It is our belief that being on time to classes, meetings, and appointments is an important trait directly related to success in school and one's chosen career. When a student enters the classroom late, it does cause a disruption. It is during the first part of the period that the lesson's objectives are explained, assignments are corrected, and new assignments are discussed. All students should be at school no later than five minutes prior to the beginning of the first period of the school day. This allows students time to walk to their first class.

Students who arrive after the beginning of the first period of the day are considered TARDY and must sign in at the attendance office before going to class. A parent/caregiver note or phone call is required if a student is going to be late in either case.

Consequences for unexcused tardies (per quarter):

- 1-5 tardies: Attendance office/teacher will document and attempt to resolve a student's tardy problem by discussing the situation and reinforcing the importance of being on time.
- 6-10 tardies: Attendance office/teacher will document the tardies, an attendance contract will be issued by an Administrator and the parent/caregiver will be notified.
- 10+ tardies: If tardies continue and the contract is not adhered to, consequences may include additional after school detention, (a student who is considered truant as defined under Education Code section #48260 may be required to attend make-up classes conducted on one day of a weekend #E.C. #37223, you may contact the school to review Education Code reference above) and school suspension for willful defiance, being dropped from the class, or referral to the school district's School Attendance Review Board (SARB). **Students will also be ineligible for school activities such as dances, other school activities, and school sports.**

CUTTING CLASS

Students who are absent from their assigned class or area without permission will be deemed to be cutting class. Cutting class is considered to be a violation of school rules and will be referred to administration.

STUDENT ACTIVITIES

At Gale Ranch, we attempt to offer a wide range of co- and extracurricular activities, which are open to all our students. Participation in these activities helps students achieve a sense of connection with their school. These activities provide students the opportunity to make friends, socialize with a variety of people, and develop a sense of pride which comes from personal accomplishments in school related activities. Student experiences with co- and extracurricular activities serve as a balance to the goal of full intellectual, social, emotional, and physical development.

Students must have a 2.0 GPA to participate. Students must be present at school on the day of any after school activity in order to participate.

ATHLETICS

Before/After school sports teams may include: (depending upon availability of qualified coaches)

| 1st Semester | | 2nd Semester | |
|---------------|------------|---------------|-------|
| Flag Football | Volleyball | Badminton | Track |
| Cross Country | Dodgeball | Indoor Soccer | |

CLUBS

We also offer a series of special events, enrichment activities and clubs (dependent upon interest and available teacher coordinators).

Up to date information on Clubs and Athletics can be found on the GRMS website on the Student Activities page.

STUDENT GOVERNMENT

Students are encouraged to become involved in government. We have elected student body officers, leadership class(es), and elected representatives from representative classes. The leadership class(es) plan class competitions and various activities throughout the school year. **Student government is a great way to GET INVOLVED!**

DANCES

There may be one dance per quarter. Dances are held in the multipurpose room. Dances are for current Gale Ranch students only. Visitors or guests are not allowed. **Once in the dance, students may not leave until the dance is over or their parent/caregiver picks them up.** Signed permission slips and Student ID cards are required to purchase tickets at school prior to the dance. **Students must be at school the day of the dance if they wish to attend.** Students may lose dance privileges due to disciplinary or attendance problems in the weeks leading up to the dance. Students who are suspended or have multiple discipline referrals in a given quarter will be unable to attend dances for that quarter. Parents/caregivers are to pick up students promptly at the end of the dance.

FIELD TRIPS

Certain groups of students may be offered field trip opportunities, based on class/grade level enrollment, participation in a co-curricular activity, or other factors. To be eligible to attend a field trip, students must:

- Have a signed permission slip for the trip on file with the trip coordinator
- Maintain academic, disciplinary, and attendance eligibility requirements for the trip
- Document medical concerns via the Emergency Information Form and include appropriate medication prior to the trip with the trip coordinator

Students are expected to adhere to all school behavioral guidelines for the entire trip as they are a representative of our school and district. Failure to do so may lead to a loss of extra-curricular activity privileges.

STUDENT SERVICES

COUNSELING SERVICES

Gale Ranch Middle School is staffed with two full-time school counselors and one part-time intervention counselor. Students should make arrangements in the counseling office if they want to meet with the counselor. The counseling office provides many vital services to our students and parents/caregivers.

- a. Students are assisted in solving personal problems.
- b. The counselor will act to facilitate communication between students and their parents/caregivers, teachers, administrators, and peers.
- c. Referrals to professional community services are made when appropriate.
- d. Registration and course selection information is provided to students as well as orientation to the school and instructional programs.
- e. The counseling office maintains the cumulative record for each student.
- f. Parents/caregivers, through the counseling office, can initiate monitoring of attendance, behavior, and academic progress.
- g. The counseling office coordinates Student Success Team (SST) referrals.

SCHOOL NURSE

The school district provides the part-time services of a school nurse.

MEDICATION AT SCHOOL

In order to assist a student taking prescribed medication at school, a "Medication at School" form must be on file from the physician and parent/caregiver detailing the method, amount, and time schedule by which medication is to be taken. Forms for this purpose are available in the school office. The medication must also be sent to school in a container properly labeled with the student's name by the dispensing pharmacist. **NOTE: No medication of any kind may be administered to a child unless the above conditions are met. Students may not carry any type of drug, prescription or non-prescription, without the aforementioned medication form.**

ILLNESS AT SCHOOL

A student is not to be sent to school with a fever. If a fever develops at school, we will call a parent/caregiver for pick-up. Students must not leave school without being signed out. Students will be released **only** to parents/caregivers or an adult that is designated on an emergency card or with verbal or written permission from the parent/caregiver.

IMMUNIZATIONS

Verification of required immunizations (a physician's report or a prior school record) must be presented at the time of registration. Students will not be allowed to register without evidence of having completed these immunizations.

PHYSICAL EXAMINATIONS

Students participating in after school sports or any activity of a strenuous nature are urged to have an examination on file prior to the start of practice.

EMERGENCY CONTACT INFORMATION

Contact information is accessible to parents/caregivers through the Parent Portal. It is the parent/caregiver's responsibility to keep up-to-date and accurate information throughout the school year. Incomplete or inaccurate data could endanger a student's life if an emergency occurred.

COURSE SELECTION

Gale Ranch students have a seven-period instructional day. Please note: Students also have the option of taking a six-period instructional day, in which they would drop an elective.

6th grade students take the following courses:

- 3 - Periods of Language Arts/Social Studies/Reading (Core)
- 1 - Period of Math
- 1 - Period of Science
- 1 - Period of Physical Education
- 1 - Period of Elective

7th/8th grade students take the following courses:

- 2 - Periods of English/History (Core for 7th & 8th grade)
- 1 - Period of Math
- 1 - Period of Science
- 1 - Period of Physical Education
- 2 - Periods of Electives

ADDING OR DROPPING A COURSE

(BP/AR 5121)

Students who enroll in a course must request permission to add/drop a course before the completion of their third week at the beginning of each semester. Students dropping a course during this time will receive an "N" grade indicating "not enrolled". Beyond the third week at the beginning of each semester, the teacher may give an "N" grade or an "F" grade, depending on the quality of the student's work to date and provided that proper notice concerning the possibility of failure has been given to the parents/caregivers of students who are to receive an "F" grade. Teachers who desire to give an "F" grade for a drop must formally notify the parents/caregivers via a written notification at the time of the drop.

HOMEWORK

In keeping with the most current district policy (BP/AR 6154), Gale Ranch believes that homework is an integral part of the school's curriculum. It is a school-initiated learning experience, which is extended into our home and community for the purpose of:

- Establishing desirable study habits.
- Allowing for additional study so that students may achieve the academic standards expected by the school and district.
- Providing unique curriculum-related learning experiences which can best be completed at home.

In most classrooms at Gale Ranch, homework will be assigned as a regular part of the instructional program. We understand that there are many variables involved in trying to provide a uniform method of homework quality and quantity control; therefore, decisions in these areas will be left to the professional judgment of the educators at Gale Ranch.

As a general guideline, at Gale Ranch, homework for middle school students should average about one hour and forty-five minutes per school night. Teachers will not routinely assign weekend or vacation homework.

TUTORIAL

At GRMS we embrace the learning process by placing value on recognizing when individuals have made mistakes and learning from those mistakes. We consistently encourage our students to persevere through "soft failures" to gain better understanding of the concepts and the learning process. To this end, the Tutorial period is a vital part of our instructional day. Tutorial sessions can be used to re-teach essential skills, offer support, provide homework assistance, make-up assignments, confer with students, and/or offer enrichment or other extra-curricular activities. Participation in the Tutorial program is not optional.

Any student can be required to attend a specific tutorial if a teacher feels they need additional support.

This will be determined by common assessments given by departments. Teachers can also refer a student who needs to make up an assignment, quiz, or test. Students can (and should) become proactive participants in their learning and can self-refer by conferring with their teacher. Students who are required to attend a teacher-specific, or skill-specific tutorial will automatically be assigned by their teacher.

Students not required to attend a tutorial will be expected to choose an "OPEN" tutorial that supports their learning. Our web-based program should be accessed to sign-up for open tutorials. Students will be instructed how to use the program by their teachers.

ACADEMIC GRADE REPORTS

Semester grades are the official grades posted to student transcripts. Additional Progress and Quarter grades are also given. All grades are available after the close of each term on Infinite Campus Parent Portal for parents/caregivers to view and print while students are enrolled at Gale Ranch Middle School.

TEXTBOOKS

Each student may have access to two (2) sets of textbooks; one for use at home and one set in the classroom. At an average of over \$100 per book, it is essential that each student take the responsibility to properly care for all school books. All books should be covered. The parent/caregiver is financially responsible for lost, stolen, or damaged classroom and library books.

Textbooks must be returned to the issuing teacher before the end of the school year. If books are not returned and/or compensation is not made, the student's yearbook will be held until the end of the day on the last day of school. If the charges are not taken care of and are still outstanding by the end of a student's senior year, the student's diploma will be withheld and their final transcript will not be sent to his/her college until compensation has been made.

LIBRARY

The library provides numerous resources in the form of books, records, periodicals, newspapers and Internet. The Teacher Librarian is available to help students find appropriate resources and select literature. Nearly all library materials may be checked out to take home. Students are expected to respect the rights of their fellow students by returning materials on time and in good condition. The library is to be maintained as a quiet, clean area for those needing to use the library resources. Additional library rules are as follows:

- Students are required to have a pass for entrance to the library during class time.
- No food or drinks are allowed at ANY time.
- The library is NOT to be used as a place for social gatherings.
- The cost of replacement is charged for lost or damaged books.
- The librarian or assistant may deny library privileges to any student if the student fails to live up to their responsibilities in the library.

EIGHTH GRADE PROMOTION

In order to receive a promotion certificate and participate in the customary promotional activities (such as the class trip), students may not have any un-remediated F's in core academic subjects (English, Math, History, Science, Physical Education).

ACADEMIC HONESTY

Honest behavior is an expectation at GRMS. The purpose of the policy is to create and maintain an ethical academic atmosphere in which strong behavioral consequences will be enforced. Teachers also address cheating and plagiarism in their course policies. The administration will be notified of any incident and disciplinary action may be taken.

The following constitute non-adherence to the Academic Honesty Policy:

- Copying from another student.
- Unauthorized collaboration on an assignment.
- Using unauthorized materials/resources (Cliff notes, cell phones, calculators, etc.).
- Submitting an essay written in whole or in part by someone else as one's own.
- Preparing an essay or assignment for submission by another student.
- Copying an assignment or essay or allowing one's assignment or essay to be copied by someone else.

- Using direct quotations, large sections, or paraphrased material without acknowledgement.
- Buying or selling essays or assignments.
- Submitting whole or part of computer-generated documents or materials with or without minor modifications as one's own.

DIGITAL CITIZENSHIP

As the use of digital technology becomes more prevalent throughout our schools, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This serves as a reminder to parents/caregivers and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

POSSESSION OF CELL PHONES AT SCHOOL

Possession of cell phones, or other electronic devices by a student, at school, is a **privilege**, which may be forfeited by any student who fails to abide by the pertinent district or school rules that pertain to the possession/use of such devices. **Cell phones or other electronic devices are not to be used, heard or seen during the school day, without prior approval from a staff member.** The district/school shall not be responsible for the loss of or damage to a cellular phone or any other electronic devices brought onto campus. If students do not comply with school and district guidelines, the device may be confiscated. Violations may result in further disciplinary consequences. **Students do not have permission to take photos or record videos on campus.**

Headphones, earbuds, and all similar devices must be disconnected from all electronic devices and stowed away while walking around campus. They may not be worn as jewelry or fashion accessories, and may not be used outside of a teacher or other staff member's direction.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments.
- Creating websites or social media accounts that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of another person's picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property, or disrupting the orderly operation of the school, will not be tolerated.

INAPPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or creates an unsafe school environment that may prevent learning. Any use of technological media that interferes with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication. **Examples of this behavior include but are not limited to sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.**

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. Administration may also report cyber bullying or harassment to the police.

CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Sexually explicit material that is transmitted electronically may result in parents/caregivers or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.

***Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

***Education Code 48900 (i) "Committed an obscene act or engaged in habitual profanity or vulgarity"

***Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- Clearly tell the bully to stop.
- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Ignore the bully by leaving the online environment and/or blocking communications.
- Contact the police.

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| <p style="text-align: center;">POLICY OF SEXUAL HARASSMENT (Board Policy 5145.7)</p> |
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It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or process.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating hostile, or offensive work or educational environment.
- d. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Verbal or written conduct: making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.
- Physical conduct: inappropriate touching or impeding one's movement.

Every student, employee, or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. In-service regarding this policy and administrative procedures will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

CONSEQUENCES FOR STUDENT MISCONDUCT

School behavior infractions yield consequences that strive to be consistent, reasonable, fair, and matched to the severity of the student's misbehavior. A progressive discipline plan is used to guide consequences. Each consequence pairs with meaningful interventions, instructions, and guidance. Students are afforded an opportunity to connect their misconduct with new learning. Any use of consequences are carefully implemented with defined outcomes in order to provide the greatest benefit. The consequences listed below are not an exhaustive or representative list of typical consequences. Please visit the GRMS website to see a complete outline of the behavior matrix and flowchart.

DETENTION

Detention shall be limited to one hour on school days and four hours on non-school days. A parent/caregiver of the student to be detained must be notified at least twenty four hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/caregiver. (E.C. 37223)

SUSPENSION

Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/caregiver shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/caregiver, the parent/caregiver is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) At the discretion of the school administration, a student may receive "in- house" suspension, serving the term of suspension on campus under the supervision of school staff. (E.C. 48911.1)

EXPULSION

Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents/caregivers of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1) (Revised 4/9/08)

GROUNDS FOR SUSPENSION AND EXPULSION

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

To view California Education code, visit www.leginfo.ca.gov/calaw.html.

PROHIBITED MATERIALS ON SCHOOL PREMISES

Please note that "school premises" encompasses the entire campus, including parking areas and all areas normally supervised by school personnel.

1. The use, distribution, sale, or possession of any drugs, look-alike drugs, or illegal substances by students on or about the school grounds is in violation of State Law and is cause for suspension or expulsion from school. The San Ramon Police will be notified and students will be cited. (This includes over the counter, herbal, and energy boost substances.)
2. Use, being under the influence of, or possession of alcoholic beverages of any kind is also in violation of State Law and is cause for suspension or expulsion. The San Ramon Police will be notified and students will be cited.
3. Smoking, vaping, or having tobacco, nicotine, or other vape products, in any form, on or about school premises is cause for disciplinary action.
4. Matches, lighters, or any kind of noise making devices including poppers are not permitted on campus. Any type of explosive is illegal, and possession is grounds for expulsion.
5. Possession of any object having the potential to inflict injury or damage upon another person or their property is not permitted. The objects will be confiscated and consequences for possession of a dangerous object will be imposed.

| OFFENSE (Ed Code 48900) | |
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| A | (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) *Willfully used force or violence upon the person of another, except in self-defense. |
| *B | Possessed, sold, or otherwise furnished any 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. |
| *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 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. |
| E | Committed or attempted to commit robbery or extortion. |

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| 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 products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. |
| I | Committed an obscene act or engaged in habitual profanity or vulgarity. |
| J | Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any 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. |
| M | 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. |
| N | Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. |
| O | Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. |
| P | Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. |
| Q | Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events. |
| R | Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. |
| T | A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a). |
| Additional Grounds: * Sexual harassment. (Ed Code 48900.2) * Committed an act of hate violence. (Ed Code 48900.3) * Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4) * Terrorist threat against school official or school property. (Ed Code 48900.7) * Hazing (Ed Code 32050-51) | |
| Any of the above may be referred to a law enforcement agency. | |
| *The principal or designee must notify law enforcement personnel of these offenses. | |

ONE LAST THOUGHT

Many times problems seem overwhelming, but with help, they usually can be worked out. Please ask for help from any staff member before small problems become big ones. Make good choices. **STOP and THINK before you ACT.** Ask yourself, "Would I still do this if my parents/caregivers or teachers were here with me?"