

# Graves Middle School

## Campus Rules and Regulations

GMS students are expected to behave and conduct themselves in such a manner as to not disrupt the normal educational process and continue their growth toward maturity and self-responsibility. Each student needs to assume an active role in his/her educational program to make it a meaningful experience. GMS has a “zero tolerance” policy for students who disrupt instruction. Students who are sent to the office for disrupting class will be dealt with according to the school-wide progress discipline plan. This could possibly result in a suspension from school.

Students are not to arrive on campus before 7:30 am, as there is no supervision before that time.

Students are expected to exhibit:

1. Self-Control
2. Appreciation for the rights of others
3. Appropriate social behavior
4. Respect for school property and the property of others
5. Compliance with individual teacher’s classroom standards

The following behaviors are inappropriate in the Graves Middle School environment and will result in a referral and/or disciplinary action:

1. Fighting (Mutual Combat)
2. Harassment or intimidation of any sort, verbal or physical
3. Gambling, cheating, fraudulent activities, falsification of any type
4. Riding bicycles, skates, skate boards, scooters, or any unauthorized vehicle on campus
5. Bringing visitors on campus without office permission
6. Eating outside of designated areas
7. Bringing unsafe or inappropriate devices to school, such as playing or trading cards, laser pointers, taser (shock pens), adult magazine/books, glass containers, radio/ipods/MP3 players, video/audio recording devices, hairspray, or any other devices that interfere with the educational process. Cell phones are permitted at school but not encouraged. They are not to be turned on during the school day. The South Whittier School District is not responsible for lost, stolen, damaged, or misused cell phones. Students who bring cell phones to school do so at their own risk.
8. Displaying physical affection
9. Behaving in disrespectful or disruptive manner anywhere on campus
10. Shooting or throwing objects
11. Leaving campus without permission. GMS is a “closed campus.” Students are to remain on the school grounds at all times. Leaving the instructional area, loitering on campus, in the restrooms or other inappropriate areas on or near campus.
12. Possessing, eating, or chewing gum, seeds, or candy

13. Riding a bicycle without a helmet or skateboards to and from school and on campus is prohibited.
14. Running in the passageways, rooms, or quad area is not permitted.
15. Possessing any “gang-style” writing, drawing, symbols, or pictures.
16. Possessing or using marking pens unless authorized and supervised by teachers.

GMS students are expected to leave campus immediately after the dismissal bell unless the student is directly supervised by school or Think Together personnel. For safety reasons, students must be picked up or leave campus by 2:45 pm daily. Those students who remain may and will be assigned a disciplinary consequence.

GMS students are not allowed on other school campuses without permission from the school’s principal.

Graves Middle School’s Discipline Plan: In an effort to help students conduct themselves in a manner that is beneficial to the educational process, the GMS staff offers the following as methods to promote student success:

- Warnings
- Parent Notifications/Parent Conferences
- Referral to administration/counseling
- Class changes
- Lunch detention
- Loss of privilege/participation in school activities
- After school detention
- Behavior Contracts-Weekly or monthly
- Friday School
- Saturday School
- Suspension- In and out of school
- SART Referral (Student Attendance Review Team)
- SARB Referral (Student Attendance Review Board)
- Independent Home Study
- Alternative school placement
- District recommendation for expulsion
- Local law enforcement involvement, up to a \$400 citation and arrest of the student and/or other law enforcement interventions

### **Friday School & Saturday School**

Saturday School is assigned by administrators. Hours are from 8:00 am to 2:00 pm. Phone calls are made for those students who do not attend. Habitual non-attendance could lead to other types of negative reinforcement that are part of the School Wide Progressive Discipline Plan. Friday school is conducted from 2:30-4:30. Students who receive Friday school are required to sit quietly during this detention and will be allowed to leave at 4:30 pm.

## **On Campus Suspension**

On campus suspension is assigned in some cases as an alternative to home suspension. Students must complete all assignments. Students must follow all rules as stated by in-school suspension personnel. Failure to adhere to school rules and regulations could lead to a further referral on the School Wide Progressive Discipline Plan.

## **Suspension from School**

The student is suspended at home for school rule violation or violation of Ed. Code (48900 a-u). Students are responsible for all missed assignments. Parents may request homework for work assigned during the suspension days. Students may not be near or on campus while on suspension notice.

# **Richard L. Graves Middle School Dress Code Policy**

## **The Purpose**

The purpose of the Graves Middle School dress code is to improve safety for all students on our campus. Our dress code helps us to identify people who do not belong on our campus. It prevents students from openly identifying with specific groups or cliques. It reduces problems associated with harassment and distraction in the classroom. It promotes a sense of school pride and spirit.

## **Dress Code**

- Shirts/Outerwear- Sweatshirts, jackets, and outerwear cannot depict inappropriate pictures and/or graphics. Shirts/blouses must have sleeves. Shirts may not be excessively large, long, or baggy. No undergarments can be showing.
- Pants- Pants must fit at the waist and be worn at the waist. They must not drag on the ground, or have frayed or cut buttons. Leg cuff cannot be rubber banded or otherwise tied at the ankle. Torn or ripped jeans are also not allowed.
- Shorts- Shorts must fit at the waist and be worn at the waist. The length of the shorts must be between the mid-thigh and the knee.
- Skirts- Skirts must be just above the knee or longer.
- Shoes- Shoes must be worn at all times and must cover the whole foot. Flip flops are not allowed.

## **The following items are NOT allowed:**

- Hats or head coverings are not allowed, except for GMS caps.
- Belt buckles with letters, pictures, oversized, or illuminated messages.
- Baggy, oversized, excessively loose or tight-fitting clothes.
- Wallet chains or types of jewelry which may be considered unsafe.
- Sunglasses unless prescribed by a doctor.
- Steel-toed boots.

- Hairstyles or piercings that cause a distraction in the school environment.
- Large and/or dangling earrings for pierced ears or facial areas which present a safety hazard.
- Socks pulled up to the knees while wearing shorts.
- Any other items deemed by the administration to be dangerous or distracting.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Richard L. Graves Middle School Attendance Policy**

Attendance in school each day is critical to student achievement. Excessive absences place students in danger of failing their classes. Regular and punctual attendance is necessary to be a successful student.

### **Absences**

State Law and California Education Code mandates attendance for all children ages 6 through 18 and considers the following reasons valid excuses for missing school.

1. Illness
2. Quarantine directed by a county or city health official
3. Having medical, dental, or optometric services rendered
4. Attending funeral services of a member of the pupil’s immediate family to the extent of not more than one day if the service is held in California or three days if the service is conducted outside the state of California. Members of the immediate family are: mother, father, brother, sister, grandmother or grandfather. (Ed Code C.C.R. Title 5. Sec. 420 and Ed. Code 45194)

It is the responsibility of the student and parent to clear absences by contacting the school. To report a valid absence, please call the attendance office at 562-944-0135 ext. 3184 each day of a student’s absence. Be prepared to leave the student’s name and reason for the absence. When the student returns after being absent, the student is to report to the attendance clerk to pick up a re-admittance slip before going back to class. For auditing purposes, a parent note is required when the student returns to school after an absence.

**HOMEWORK MAY BE REQUESTED FOR A CHILD’S ABSENCE.**

Note: All absences must be cleared within two days of the absence. If an absence is not cleared, the absence will be marked as truant or unexcused and may result in detention or mandated court appearance.

### **Excessive or Chronic Absences/Truancies**

Letters will be issued from the school when a student has reached six days of excused, unexcused, or unverified absences. Students may also receive a letter for six or more tardies of thirty minutes or longer. Excessive absences can and will result in school interventions. Interventions can be detentions during school, after school, or on Fridays or Saturdays. Excessive/Chronic absences will be referred to the SART (Student Attendance Review Team) or SARB (Student Attendance Review Board). SARB is a legally constituted panel of police and probation officers, parents, community members, county agencies, and

school district representatives who decide whether parents and students are in violation of school attendance laws.

## **Tardies**

School begins at 8:15. Students who arrive after 8:15 will be marked tardy. Excessive tardies will be reported to administration where a student can and will be dealt a Progressive Discipline Plan assignment. Assignments for excessive tardies may be detention before or after school, lunch detention, campus beautification, Friday School or Saturday School. Parents will be contacted if such actions are taken for excessive tardies.

# **Richard L. Graves Middle School Policies and Procedures**

## **ABSENCES**

Parents are asked to call the Graves Middle School Attendance Office at 562-944-0135 ext. 3184 each day of a student's absence. Be prepared to leave the student's name and the reason for the absence.  
**HOMEWORK MAYBE REQUESTED FOR YOUR CHILD'S ABSENCE.**