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## **Navelencia's Vision**

As a collaborative culture, Navelencia Middle School will commit to high expectations in order to promote academic achievement and the development of responsible citizens through rigorous educational opportunities and experiences.

## **Navelencia's Mission Statement**

Navelencia staff will provide rigorous, meaningful, comprehensive educational services, integrating technology throughout the curriculum, providing intervention as needed and challenging students to achieve at high levels. Our students will participate, by being fully engaged and working to or beyond their potential, in areas of academics, citizenship and co-curricular activities. In partnership with parents and community, Navelencia Middle School will provide various extra-curricular activities, foster value in education, and promote individual achievement thus creating well rounded individuals.

## **Navelencia's Expectations of Parents**

The parent is the first teacher of their child and should develop in them good behavior habits and proper attitudes toward school. A parent should:

1. Assure that the pupil is appropriately prepared for school (following dress code, good nutrition, and adequate sleep).
2. Be sure your student has a quiet place to study at home and that homework completion is monitored. Frequently check the Academic Agenda/Planner to insure your student is appropriately using it.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Teach your student respect for law, authority, the rights of others, and for private and public property.
5. Work with the school in carrying out recommendations made in the best interest of the student, including discipline.
6. Talk with your student about school activities, and show an active interest in his/her report card and educational progress.
7. Contact your student's teachers as soon as you sense a lack of progress or feel any need to communicate.

## **ATTENDANCE PROCEDURES**

The state laws of California require school attendance of every person under the age of 18. As per California Education Code Section § 48920, all parents are legally responsible for the student's regular attendance in school and are subject to the SARB (School Attendance Review Board) for intervention, support, and sanctions should poor attendance or failure to support the school's efforts to address patterns in poor attendance become evident. For the purposes of mandated regulations and in the eyes of the State of California, the following absences are considered excused:

- Student sickness (only excused with note from doctor)
- Quarantine (note from doctor)
- Medical appointments (note from doctor or dentist upon return)
- Funeral attendance for an immediate family member (one day for a service in California and three days if the service is outside of California)
- Court appearance (as required by subpoena)
- Observance of a holiday or ceremony of his/her religion, attendance at religious retreats (excused only if your child attends school at least the minimum day for his/her grade)

### **SCHOOL PHONE NUMBER: 305-7350**

1. When a student is absent from school, **a telephone call from the parent or guardian to the school by 11:00 a.m. that day is required**, giving the following information:
  - a. Parent or guardian's name
  - b. Student's name
  - c. Reason for the absence (Student will be marked as **ILL** without a note from doctor.)
  - d. Date of the absence and estimated date of return
  - e. Whether or not homework assignments are needed

**\*\*ILL is not an excused absence and will affect the SARB process.**

2. If a student has been absent and no call has been made, then the student must **bring a written note** (date, reason, days of absence, and parent signature) to the office on the student's first day back to school. Students should bring their notes to the office before the start of the first class period attended.
3. Students who arrive to school after the 8:00 a.m. bell should report to the office for a tardy admit slip.
4. All absences must be cleared within three school days of the student's return to school.
5. Students may post no more than a total of fifteen (15) days of absences per year to be eligible for promotion to the next grade.

### **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

If at any time a student's attendance problem prevents him/her from succeeding in school, the student may be referred to a KCUSD SARB by a school administrator. These hearings involve the student, parents, and school in a legal action designed to compel the attendance of a student. A pre-SARB conference will be scheduled on the second letter sent to parent/ guardian and after the third letter a SARB hearing will take place.

The SARB process never starts over, it continues until the student turns 18 years of age.

Total Days	Reason for Absence	Letter #
3	TRU, UNX, ILL, ANC, UNV	1
6	TRU, UNX, ILL, ANC, UNV	2
9	TRU, UNX, ILL, ANC, UNV	3

\*Truant-TRU, Unexcused-UNX, Illness-ILL, Absence not cleared-ANC, Unverified Absence-UNV

### TRUANCIES

If a teacher or the secretary suspects a student's nonattendance to be a truancy, the student involved will be referred to the Learning Director. Full day truancies or single period cuts will result in a parent contact and break and/or lunch detention and/or Saturday School. If truancy becomes habitual, suspension, and/or alternative education placement may be recommended. It is important that parents realize they may be subject to the SARB process (and in violation of the intent of California Education Code 48920) when they fail to make reasonable efforts to address matters of poor attendance.

### MEDICAL APPOINTMENTS

When it is necessary that a student attend a medical or dental appointment, it is requested that the parent/guardian send a note or call the school on the day prior to the appointment. The note/contact should include the time of the appointment, the name of the doctor and the time the student is to leave school. All students must be picked up by only a parent or guardian who is officially listed on the emergency card in the front office. By California law, we cannot and will not release a minor student to anyone other than the parent/guardian, without written parental consent. A note from the doctor must also be submitted to excuse the absence.

### CLASSWORK MAKE UP PROCEDURE

Students have the right to make up assignments following an absence. The general rule is as follows: students are given the same number of days they were absent to make up days of work. However, for anticipated absences, homework requests should precede the day of absence and are due upon the student's return to school, dependent upon the nature of the assignment and the instructional time missed. **Students are expected to be responsible to ask teachers for any assignments or work missed. Teachers are expected to be responsible to establish reasonable procedures and timelines for all work missed.**

### INDEPENDENT STUDY

When a student anticipates an absence which would normally be unexcused, and the parent formally requests an independent study arrangement during the absence, a student may be temporarily placed on Short Term Independent Study. Short Term Independent Study allows students to obtain all assignments prior to the anticipated absence, and not be penalized for unexcused absences. Parents must contact the Office to initiate the process. Short Term Independent Study contracts must be for a minimum of five days and a maximum of 20 days of absence. Students with absences for longer than 20 days will need to apply to Mountain View School for Long Term Independent Study. **Parents are required to advise the school no less than one week prior** to any absence to request Short Term Independent Study to be arranged. This is in order to provide staff with ample time to request homework from all teachers.

### CLOSED CAMPUS

Once any student arrives at school, he/she is to remain on the school grounds. If a student has an appointment, he/she should bring a note from his/her parents to the office before school or have them call the Office. Any student leaving the grounds without permission of school personnel will be subject to loss of privileges, detention, or suspension.

### TARDY PROCEDURE

Students are expected to arrive on time to school every day and arrive to classes on time throughout the

day. Three or more tardies to school will result in a parent call or conference with an administrator, and/or a possible behavior contract. Continued tardiness to school will result in out-of-school suspension, and consideration for placement in alternative education. Reasonable time is allowed for students to move from class to class. Each student is expected to arrive in class on time. Excused **tardies** must be verified by the Office prior to a student reporting to class. All other tardies, including students reporting to class late without any written verification, will be considered UNEXCUSED. Being held late by a previous teacher is no excuse for being tardy, unless the student carries a written, timed, and signed pass with him/her to the next class. **Three unexcused tardies will turn into a Truancy and will affect the SARB process.**

### **ARRIVING AND LEAVING SCHOOL GROUNDS**

Students are not permitted on the Navelencia school grounds prior to 7:30 a.m. without prior teacher approval or due to bus transportation schedules. Once in class, the student may not leave without permission from the teacher. Students are to leave the campus following the dismissal bell, unless they are involved in a sports program or another planned activity, and under the direct supervision of a teacher or staff member. Students should never climb the fences or remain on the campus when the gates are locked.

## **ENROLLMENT POLICIES**

### **IMMUNIZATION REQUIREMENTS**

The California Health and Safety Code require that the parent or guardian present immunization records at the time of enrollment. If these records are incomplete, or the student is not currently up-to-date on immunizations, the student will not be registered.

Effective July 1, 1999, all students entering 7<sup>th</sup> grade are required to complete the Hepatitis B series and a second MMR booster. The regulation also recommends a Td (Tetanus) booster for students who have not had one in the past five (5) years. The Hepatitis B series contains 3 doses and takes approximately six (6) months to complete. Students must have completed 2 shots to register for 7<sup>th</sup> grade.

Effective July 1, 2001, the California Child Care and School Immunization law added varicella (Chicken Pox) to the vaccines required for school enrollment. The requirement covers all children entering a California school at kindergarten level and any older children, under the age of 18 years, from out of state or out of the country, who enter a California school on or after July 1, 2001.

### **EMERGENCY CARD**

Please keep your child's emergency card updated with **current** home, work, and cell phone numbers. Provide the names and phone numbers of relatives, friends, neighbors who should be contacted in the event a parent is unable to be contacted. With busy schedules, it is often difficult to reach a parent or responsible adult when students become ill or have an injury. A parent/guardian **MUST SIGN** authorization for emergency treatment on the emergency card. Please complete **BOTH SIDES** of the emergency card.

### **REQUIRED REGISTRATION DOCUMENTS**

In order to be considered for registration, parents are required to submit a number of documents and complete typical registration forms, including:

- Birth Certificate
- Immunization records
- Social Security Card

- 2 Proofs of Address – Such as a power/water bill or rental agreement
- Previous school withdrawal verification
- Special education IEP documentation

### **CHANGE OF ADDRESS OR PHONE NUMBER**

If a student changes his/her address or phone number, he/she is required to notify the office immediately.

### **TRANSFER TO ANOTHER SCHOOL**

If a student expects to transfer to another school, he/she must bring a written verification (note) from parents or guardian, stating the new address or town to which he/she is planning to move. Report this information to the office no less than one day prior to the last day of attendance. After circulating a withdrawal slip to all teachers and checking in all school property, report to the office for final checkout.

## **GENERAL POLICIES AND PROCEDURES**

### **COMMUNICATION TO STUDENTS AND PARENTS**

**DAILY BULLETIN:** Every morning the bulletin is read over the public address system at the beginning of period one. Students need to pay special attention to the reading of the bulletin which contains important school announcements and information. Students are held responsible for the information mentioned during the bulletin. This may include meeting announcements, sports information and daily schedule changes.

**MARQUEE MESSAGE BOARD:** Special events and game days are noted on our marquee near the front of our school.

**REEDLEY EXPONENT:** Periodically, an article is published in the local newspaper, the Reedley Exponent, about Navelencia students, activities, sports team results, and other information.

**PARENT MEETINGS:** The Parent Teacher Club, School Site Council, and the English Language Advisory Council offer an opportunity for parents to communicate with the school. Meetings and workshops are held during the course of the school year. The meetings are conducted in both English and Spanish. It is very important that parents make an effort to attend these meetings.

**PHONE CALLS:** Phone calls will be made using the automated School Messenger system. It is important that the school has your current phone number to ensure that you will receive the phone calls.

### **SCHOOL WEBSITE**

Our school web page is [www.kcusd.com/schools/navelencia](http://www.kcusd.com/schools/navelencia) . We welcome your frequent visits to stay informed, view the many pictures, and contact your student's teachers or other staff via their e-mail address. Students, staff, and parents are encouraged to submit information and photos for publication consideration to our web-site manager.

### **PATRIOTIC OBSERVANCE**

The Pledge of Allegiance to the United States flag will be observed school-wide every morning as part of the morning announcements. Students, while not required to participate, must demonstrate respect and refrain from disrupting or detracting from this observance.

### **I.D. CARD**

All students receive a free I.D. card when they take pictures during the first weeks of school. Replacement card costs \$3.00. Students need their I.D. card to check out library materials, attend dances and other school activities.



## **HALL PASSES**

Students may not be released from classrooms without the issuance of a classroom pass. Students on campus while class is in session must carry with them their assigned teacher's classroom pass or a restroom pass in their agenda. Students are not to be released during instructional time to use the phone, unless in the case of an emergency.

## **FOOD SERVICES**

Students may either obtain a hot lunch or bring their lunch from home. The Kings Canyon Unified School District takes part in the National School Lunch and Breakfast Program. Lunch and breakfast are available to each child every school day.

## **STUDENT INSURANCE**

The school district does not provide insurance to cover personal injury, accidents or property loss while on the school premises. Parents who wish to purchase insurance may pick up an insurance application at the school or district office. Students who participate in the after school sports program are required to have insurance.

## **PHYSICAL EDUCATION (PE)**

All students are expected to participate in physical education. Seventh and eighth grade students are required to dress out in their PE uniform (shorts and t-shirt) and wear appropriate tennis shoes.. Students are to conduct themselves appropriately at all times during PE class and behave in safe, supportive, and respectful manner. Students are expected to always lock their locks and securely lock their personal belongings. Students will be checked out a lock for use throughout the year. Students that lose their lock will be required to pay \$7 for a replacement. **NMS is not liable for the loss of personal belongings due to the failure to securely lock the belongings in the assigned locker.**

## **MEDICAL POLICY FOR PE**

**Short Term:** All one-day excuses from parents can be given directly to the Physical Education instructor. Students who are excused from participation are still required to dress out. All short-term excuses from a doctor should be given to the nurse/ health clerk before the students report to his/her P.E. class.

**Long Term:** Doctor's notes must be taken to the nurse's office for clearance and will be kept on file in that office.

## **PRESCRIPTION MEDICATION**

Any pupil who is required to take medication prescribed by a doctor during the school day may be assisted by the school nurse or the school secretary. The school must receive the following in order to assist in this process: (1) a written statement from the doctor detailing the method, amount, and time schedules by which such medication is to be taken; (2) a written statement from the parent or guardian indicating their desire for the school to assist the pupil.

## **BUILDINGS AND GROUNDS**

Students are expected to respect and help take care of our school facilities. The school represents a financial investment on the part of parents and our greater community. Since it belongs to all of us, it makes good sense to give it the best possible care. With this in mind, students are expected to:

1. Pick-up trash whenever noticed, as others watch you and appreciate such maturity.
2. Always walk, not run, in the halls or on walkways.
3. Stay on walkways, stay out of planters. Help keep the grass and shrubs beautiful.
4. Keep to the right when passing along walks and corridors.
5. Keep off muddy ground in wet weather.

6. Keep your feet on the ground and off of the walls.
7. Keep corridors clean from papers and other trash. Put trash in the trash cans.
8. Not sit on tables and take care of, benches, and other facilities.
9. Report damage or vandalism to the custodian, staff, teachers or the Principal.

NOTE: Any deliberate damage to school property will be repaired at the expense of the person causing the damage.

### **TEXTBOOKS**

Students are responsible for their textbooks. Students are **REQUIRED** to cover any textbooks issued to them. Textbooks are available for all classes taught at Navelencia. In most classes, a textbook is issued to the student for the year. Textbooks are typically valued at between \$60 and \$90 each, so students are strongly encouraged to maintain care and responsibility of any texts they are issued. Textbooks that are not returned at the end of the year and/or books that show excessive wear and/or damage are charged to the pupil and parent. Any textbook damaged, defaced, or lost will be the sole responsibility of the student and parent. Financial obligations for lost textbooks (or other school property) must be cleared prior to registration, grade promotion, receipt of certificate of promotion (diploma), and release of cumulative records to the high school.

### **LOST AND FOUND**

The Lost and Found is located in the cafeteria. Found articles should be turned in to any staff member or at the office. Articles may be claimed daily at break or after school. Any items left in the Lost and Found, unclaimed, will be sent to a social service organization. Announcements are made during morning bulletin a week before the items are sent to the social service organizations.

### **LIBRARY MEDIA CENTER (LMC) GUIDELINES**

The Navelencia Library Media Center (LMC) is open regularly Monday through Friday, 8:30 a.m. to 3:00 p.m. Students are encouraged to use the library to check out books for reference and pleasure reading. Library books may be borrowed for a two-week period, and may be renewed. Students will be charged for any lost or damaged books, at current replacement value. Please check the due date and return books on time.

### **ELIGIBILITY FOR ATHLETICS**

Students who participate in Navelencia athletics must have a 2.0+ GPA and be in good behavioral standing according to the school discipline policies.

**2.0 GPA:** Progress reports and End of Trimester grades determine eligibility. A student receiving a grade point average below 2.0 will be considered on academic probation for one grading period, and may participate until the next grading period (progress report or trimester period). If the student is above 2.0 at the next grading period, that student is removed from probation and is in good standing for participation. Any student with 2 consecutive reports/grades below 2.0 is determined to be academically ineligible and will be removed from the team. Students promoted to the next grade (6<sup>th</sup> to 7<sup>th</sup>, 7<sup>th</sup> to 8<sup>th</sup>) but have below a 2.0 at the end of the year are placed on probation unless it has been two consecutive periods below 2.0 and that student is declared ineligible until a report above 2.0.

Students that are ineligible are not allowed to participate in anyway with the team. Each advisor/coach is responsible for submitting a team roster to the Learning Director for verification of student eligibility.

**Good Behavioral Standing:** Students must be in good behavioral standing to participate in practices and games. Students that have been sent to the office for classroom/school grounds misbehavior, defiance or disruption will be removed from the athletic activity (practice and/or games) for the day. Students that have been suspended for an offense, as defined in the Navelencia Parent Student Handbook, are ineligible during their time of suspension. Players on the athletic teams must agree to wear the complete Navelencia School Uniform in order to participate. Students who are ineligible may not attend any practices or games until student becomes eligible.

### **ELIGIBILITY FOR EXTRA CURRICULAR EVENTS/ACTIVITIES/DANCES**

Students must have a current GPA of 2.0 or higher in order to participate in an extra curricular activity or dance. Students must be in good behavioral standing on the day of the activity. Students that have been suspended are ineligible for participation in extra curricular activities during their time of suspension and an equal number of days upon their return to school. If student was sent in to the office with a behavior referral, step or cutting class, administration will determine whether the student can attend the event.

### **TELEPHONE CALLS**

The office phones are used for school business and are not to be used by students. If an emergency arises, the office phone may be used with assistance of the school secretary. Parent calls to students should be for emergencies only. Please make all afterschool arrangements with your child before they leave for school. The school secretary may ask for information regarding the inquiry and will leave a message for the teacher to return parent calls.

### **VISITORS**

Parents are always welcome to visit in the classroom after checking in to the office.

### **SPECIAL DELIVERIES, PRESENTS AND BALLOONS**

Delivery of balloons, presents, flowers and other special items is distracting to school activities and a safety hazard on a school bus, therefore they are not allowed.

### **CONDUCT TO AND FROM SCHOOL**

1. Please keep off other people's property on the way to and from school.
2. Pupils are to conduct themselves quietly and in good order on the bus. They are under the care of the bus driver. Creating a disturbance or disobeying the safety rules jeopardizes the safety of all passengers. This misconduct will warrant a referral and/or loss of bus riding privilege.
3. Students are responsible to the school from the time you leave home until the time you return. Remember to walk facing traffic as you go to and from school.

### **RETURNING HOME FROM SCHOOL**

At the end of each school day, students are to go directly home. Under no circumstances should students accept rides from strangers. If rides are offered, report such incidents to the office IMMEDIATELY. Remember to be a good citizen on the bus and on the street going to and returning from school, for neighbors and the townspeople judge a school by the actions of its students. Students are subject to school policies until they have arrived home after. Students do not have permission to be on campus after school has been dismissed, if they are not participating in the after school program or any other school related activity.

### **LEGAL RESPONSIBILITY**

The parent/guardian of any minor whose willful misconduct results in injury or death of any student, employee or volunteer, or who willfully cuts, defaces, or injures in any way any property, real or personal, belonging to a school, district or personal property belonging to a school employee shall be liable for the damage. Liability shall not exceed \$10,000.

### **FOOD**

Food, snacks and drinks are not allowed in the classrooms or in the library except during special activities. Gum and seeds are not permitted on the school grounds. Items will be confiscated and kept in the office for one week. Parents may pick up the items. If they are not picked up in a weeks time, they will be discarded. Selling candy or other items for personal profit is not allowed.

## **BICYCLES/ROLLERBLADES/SKATEBOARDS**

Although dangerous due to our school's location, bicycles can be ridden to and from school only. They are never to be ridden in the halls or on the school grounds (including the athletic fields and sidewalks). All bicycles must be secured with a chain and lock. Skateboards may be brought, but must be kept in the office until the end of the day. If items present a disruption on the bus, the bus driver may confiscate the item and require a parent to pick it up at the district transportation office. As of January 1, 1994, persons under the age of 18 years must wear an approved helmet when riding on any public street, highway, bikeway, etc. Students riding bikes without a safety helmet may have their bicycle stored until parent is notified and can pick it up or bring a helmet.

## **CELL PHONES**

As permitted by California law, students are allowed to possess cell phones on their person during the school day, so long as they remain off, out of clear view, and non-disruptive to the educational process. Students must have a signed cell phone agreement on file in the Learning Director's office. Use of cell phones during the school day, from the time students step on the school bus until they step off the bus at the end of the day, is NOT allowed. Cell phones will be confiscated by staff should their use be considered in violation of the cell phone agreement or when disruptive to the educational process. Students are to ask staff for permission to use cell phones should school phone become unavailable.

## **ELECTRONIC DEVICES**

Electronic devices (iPODs, iPads, PSP, MP3 players, Nintendo DS, etc.) are not be allowed at school or buses. Electronic items will be confiscated by a staff member and held in the office until a parent picks up the item. Pickup time for any confiscated device will be from 3:00pm to 4:30 pm. Navelencia is not responsible for lost, broken or stolen electronic items that are brought to school. Laser Pointers are absolutely not allowed on campus because of the potential danger of eye damage.

## **EMERGENCY DRILLS: FIRE, FACILITY ALERT, LOCK-DOWN, EVACUATION**

During any emergency preparedness drill, such as a fire drill, facility alert, lock-down, or campus evacuation, students and staff are to follow specific instructions. A clearly audible alarm will sound to initiate any fire drill or lock-down procedure. Regularly scheduled, as well as unannounced emergency drill practices will occur. During any facility alert, unless directed by staff, students are to report to and remain in classrooms until directed to evacuate classrooms. During a fire emergency or campus evacuation procedure, students are to leave classrooms quietly, quickly, and in an orderly fashion. Students are to move out in single file and move to safety and under the staff member's direction. Students may only return to classrooms after the "all-clear" (verbal announcement or bell alarm) indication occurs. Upon any facility alert or lock-down emergency procedure that requires students to remain indoors, a clearly audible bell or signal will be heard, and students are to remain quiet, focused, and in a safe orientation inside classrooms. Upon direction from adult staff or an "all-clear" announcement, students are to remain indoors and attentive to the nature of the situation taking place.

Upon the need to evacuate the campus, an appropriate alarm or announcement will be made. Students are to follow the directions of staff and remain orderly, quiet, and cooperative as the situation requires maturity and focus. Bus transportation will be coordinated dependent upon the dynamics of any situation.

Upon any situation requiring fire-drill, lock-down or campus evacuation procedures, parents will be directed to report to a specific location where they may pick-up their student(s) from school. In the interest of safety for all students being our priority, specific procedures for signing out students will be provided and necessary for parents/guardians.

Teachers and students will be notified of a Civil Defense alert by a continuous ringing of the bell.

Students will immediately leave the classroom and go directly home. Parents are to designate alternate location in case of parent absence. Bus students will line up in front of the school.

### **UNLAWFUL DISCRIMINATION COMPLAINT PROCEDURES**

The Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration.

Any individual who believes that the District has violated federal or state laws or regulations regarding discrimination may file a complaint with Mr. John Campbell, Assistant Superintendent for Personnel at the District Office. The complaint will be investigated and mediated. Within 60 days of receiving the complaint, a written report of the district's investigation and decision will be issued. If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision.

### **Information on Sex Offenders Living in KCUSD** (AB 488, Penal Code 290.46, Board Policy 3515.5)

Californians seeking names, photos and addresses of sex offenders living in their neighborhoods can now access that information. The state's long awaited Megan's Law Web site went up on the internet in December of 2004. The site, <http://meganslaw.ca.gov>, provides information on more than 63,000 persons required to register in California as sex offenders. Specific home addresses are displayed on more than 33,500 offenders in the California communities. The site displays the last registered address reported by the offender. An additional 30,500 offenders are included on the site with listing by ZIP Code, city, and county. This internet web site also has many valuable links providing information on [How to Protect Yourself and Your Family](#), [Facts about Sex Offenders](#), [Frequently Asked Questions](#), and [Sex Offender Registration Requirements in California](#).

Safety is the top priority at any school site. This database provides important information in the ongoing effort to keep our children and students safe. Parents/guardians are strongly encouraged to access this web site and review with their children the information provided on the links referred to above.

## **ACADEMIC POLICIES**

### **INSTRUCTIONAL MATERIALS AND SUPPLIES**

The following supplies are expected for all students: Agenda planner, binder, three or more sharpened pencils, two or more pens, two highlighter pens, binder paper, ¼ graph paper, 3 glue sticks, an eraser, and a 6" ruler. The agenda planner is provided by the school.

### **HIV/AIDS PREVENTION EDUCATION**

Kings Canyon Unified School District provides students with a comprehensive sexual health education program. In addition, California state law requires that HIV/AIDS prevention education is taught in middle school and in high school. While the district strongly encourages students to communicate with parents/guardians about issues of human sexuality, the district's family life and sexual health education programs can assist parents/guardians in educating students about these important issues. HIV/AIDS prevention education will be preceded by a letter to parents notifying them that such instruction will be underway shortly, and inviting them to review the information ahead of time.

## **PROGRESS REPORTS**

At the mid-point of each trimester, a Progress Report will be distributed to every student. This communication will alert parents to their student's status at the midpoint of each grading period, and allow adequate time for improvement in cases of low achievement. Parents may request a progress report be furnished to their student by contacting any teacher via phone call, email, or via verbal request by their student to a teacher.

## **REPORT CARDS**

Report cards are issued to students three times a year. Report cards are mailed home approximately a week after the end of each trimester.

## **POWERSCHOOL**

Kings Canyon Unified School District offers parents and students the opportunity for regular monitoring of a student's grades and attendance, as well as accessing daily class and homework assignments, through the Powerschool on-line program. Each student and parent/guardian have access through a password provided by the district. Navelencia Middle School has set aside one computer in the Library Media Center for specific Powerschool access for students and parents. Contact the school for information regarding your child's password for accessing the web site. PowerSchool passwords for your child do not change from year to year.

### **Directions on how to log into PowerSchool**

1. You must have internet access.
2. Enter the following website address <http://powerschool.kcusd.com/public/home.html> or link through the Navelencia Web Page (Quick Links- PowerSchool – PowerSchool for Parents and Students)
3. Enter your Parent username and password. Then, click submit.

## **STUDENT-PARENT-TEACHER CONFERENCES**

These conferences will be held two times (see calendar) during the school year. Parents are encouraged to advise their employers of the importance (and legal requirement) to allow time off from work to meet with their student's teachers. All Navelencia staff are expected to attend conferences. Conferences are expected to last approximately fifteen minutes. Parents are strongly encouraged to schedule additional conferences, at any time during the school year, with teachers by either e-mailing teachers or by calling the office at 305-7350. We encourage all parents to take advantage of these conferences and other communication opportunities to discuss your student's progress and to communicate your concerns. Every effort will be made to have Spanish interpreters available during all conference sessions.

## **STUDENT STUDY TEAM (SST)**

The Student Study Team is a process developed to assist students who may not otherwise qualify for special education services. It was designed as an academic intervention process for regular education students. The Student Study Teams at Navelencia are made up of staff members, the student, and the Administration Staff. Other staff members may be included as well, if necessary, such as the nurse, school psychologist or special education director. The process includes an in-depth analysis of the student's academic and social educational history and a team discussion of current observations, limitations and potential. A plan is designed by the Study Team for the student in which goals are set and support systems are identified. Students who have difficulty in school can be referred to the SST. The appropriate referral forms are available from the Student Office. Parents may request a referral form.

## **HOMEWORK POLICIES**

Each student will leave Navelencia Middle School with a firm foundation for pursuing knowledge and developing skills on an independent basis. Homework is an essential component in reaching this goal. Homework serves to develop individual study skills and responsibility, while reinforcing skills and concepts.

Simply put, homework is specific tasks assigned by teachers to be completed during non-school hours. The purpose of homework may be to practice, to prepare and/or to extend instructional objectives aligned to curriculum. Homework assigned will be at a level that students can complete independently. Homework has positive effects on achievement and character development, and can serve as a vital link between the school and family.

#### Homework Policy

1. Homework is due the next day after it has been assigned, unless otherwise specified.
2. Teachers will monitor the quality of all assignments and incomplete work or work that lacks acceptable neatness will be reassigned.
3. Teachers will oversee the daily completion of the agenda planner, ensuring that homework notations have been made. Five points credit is given each week if the agenda planner meets the teachers' expectations and requirements.
4. Teachers will support students' daily completion of agenda (homework entries) by doing daily agenda checks. Credit will be given 5 point per week if agenda meets requirements.
5. Homework is meant to reflect learning. Therefore, it is possible that late assignments maybe made up for earned credit.
6. Missing homework assignments must be completed before the final exam (also known as the summative assessment) is given and which the missing assignments are a part of.
7. It is the student's responsibility to make up the missing assignment. Students will be given the same amount of time to complete the assignment as the rest of the class had when the assignment was made.
8. After one missed homework assignment a teacher has the discretion to enroll a student in academic academy. At the academy the student will have lunch and complete the missing homework. Once the student finishes his or her work they may leave.
9. The teacher will make a parent contact after three missed homework assignments.
- 10.

For extended absences of two to four days, parents must request homework in advance in accordance with district/school policies for extended absences.

#### **ASSESSMENT PROGRAM**

Assessment of the academic achievement and progress of all Navelencia students is a priority. It is the philosophy of the professional education community to frequently check on the progress of students in order to best diagnose gaps in learning and best prescribe appropriate interventions. Parents and students are strongly encouraged to discuss with each other and with teachers the status of achievement, and request documentation whenever necessary.

School level assessment, taking the form of homework, is the first level of assessment. Tests, quizzes, and benchmark tests, including district writing prompt assessments represent another level of assessment. The State of California and the United States Government also present additional levels of assessment which are described below.

Smarter Balanced Assessment Consortium

### **GRADE LEVEL PROMOTION REQUIREMENTS**

The Governing Board expects students to progress through each grade within one school year. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board Policy, Administrative Regulation and the following criteria: Students shall be identified on the basis of academic achievement. The indicators of academic achievement include grades, rubric scores, standardized testing, and proficiency level on grade level content standards.

When a student is recommended for retention or is identified as being at risk for retention, students will be provided additional opportunities for demonstrating academic progress which may include but are not limited to tutorial programs, after-school programs, summer school programs and/or the establishment of a student study team. The decision to promote or retain a student may be appealed consistent with Governing Board policy, administrative regulation and law. The burden shall be on the appealing party to show why the decision should be overruled. (Education Code 48070.5)

## **EIGHTH GRADE PROMOTION INFORMATION**

Kings Canyon SD  
Board Policy 5127  
Students

### Middle School Promotion Ceremonies and Activities

The board desires that each elementary and middle school provide age-appropriate promotion exercises to recognize students who have completed the school's course of study.

Middle School promotion ceremonies shall be held to recognize those students who have successfully completed the requirements of the middle school course of study, satisfying district standards and passing any required assessments. The Governing Board believes that these students deserve a public celebration that recognizes that they are now prepared to enter high school to continue their educational career.

(cf. 3260 –Fees and Charges)  
(cf. 6011 –Academic Standards)  
(cf. 6143 –Courses of Study)

The school or district shall not direct invocations, prayers or benedictions at promotion ceremonies.

(cf. 1330 –Use of School Facilities)  
(cf. 5145.2 –Freedom of Speech/Expression: Publications Code)

In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in promotion ceremonies and/or activities in accordance with school rules. School rules shall ensure that prior to the denial of the privilege(s) the students, and his/her parent/guardian, is made aware of the grounds for such denial and that the



student is given an opportunity to respond to the proposed denial. If privilege(s) are to be denied, the student and parent/guardian shall receive written notice of the denied privilege(s) and the means whereby he/she may appeal the decision.

(cf. 5133 –Discipline)

(cf. 6161.2 –Damaged or Lost Instructional Materials)

**Kings Canyon SD  
Administrative Regulation  
AR 5127 (a) Students**

**Middle School Promotion Ceremonies and Activities**

Students must complete all district adopted promotion requirements prior to participation in promotion ceremonies and activities; plans to complete said requirements at a later date are not sufficient.

The Superintendent or designee shall identify other school-sponsored awards which may be given out during promotion ceremonies. A separate awards program may be held to recognize students receiving other school and non-school awards.

Students may not participate in promotion ceremonies if there are outstanding debts at the date and time of said ceremonies.

Students may not participate in a school's promotion ceremony unless enrolled at that school at the date and time established for determining the promotion roster.

Students are not eligible to participate in a school's promotion ceremonies if they have been subject to suspension or expulsion proceedings on the date of the activities.

**Eighth Grade Promotion Ceremony Eligibility**

Eighth Grade Promotion Ceremony Requirements:

1. GPA of 2.0 in 8th grade year.
2. Suspensions Allowed: 10 days or less in 8th grade and 3 days or less during the 3<sup>rd</sup> trimester.
3. Excused or Unexcused Absences: 15 days or less for 8th grade. The school site Promotion Committee will meet with parents/guardians to decide whether extenuating medical circumstances caused the absences. If absences exceed the allowable number, the student may petition the school site Promotion Committee to request an approved plan.
4. All financial obligations must be cleared prior to participation in the ceremony.

Students must meet these requirements in order to participate in any promotion ceremony or 8th grade end-of-year activities.

Any student who does not complete one of the aforementioned competencies may request a hearing before the Promotion Ceremony Review Panel. This panel will consist of the student, parent(s), teacher(s) and an administrator. This panel will review the advisability of differential standards based on assessed need. Students identified as RSP or Special Day Class will meet standards as established through their Individual Learning Plan (IEP). English Learners must demonstrate adequate yearly progress through multiple assessment measures, i.e. CELDT, textbook assessments, and writing samples.

Regulation approved: KINGS CANYON UNIFIED SCHOOL DISTRICT  
April 20, 1998 Reedley, California

revised: September 21, 1998

revised: April, 2000

revised: August 16, 2005

revised: June 5, 2007

revised: July 28, 2009

**FAILURE TO MEET ANY OF THE AFORE MENTIONED REQUIREMENTS WILL RESULT IN A STUDENT NOT BEING ALLOWED TO PARTICIPATE IN THE 8<sup>TH</sup> GRADE PROMOTION CEREMONY, AS WELL AS OTHER END-OF-YEAR ACTIVITIES. FURTHERMORE, STUDENTS WHO DO NOT FULFILL THESE REQUIREMENTS WILL NOT BE ISSUED A CERTIFICATE OF PROMOTION, BUT WILL RECEIVE A CERTIFICATE OF COMPLETION.**

## **STUDENT RECOGNITION**

### **HONOR ROLL**

The Honor Roll is a means of recognizing outstanding student achievement at Navelencia Middle School. The requirements reflect the student's academic achievement. All students are eligible for placement on the Honor Roll subject to the following criteria:

Principal's Honor Roll	4.00 G.P.A.
High Honor Roll	3.75 - 3.99 G.P.A.
Honor Roll	3.50 - 3.74 G.P.A.

### **RECOGNITION and AWARD CEREMONIES**

Periodically, various recognition ceremonies will take place in order to publically recognize, praise, and celebrate academic achievement, Student of Character, and various program participants and introduction of co-curricular sports teams, student leadership, etc.

### **PERFECT ATTENDANCE**

Perfect attendance is recognized at the end of each trimester .

### **THE PATRIOT AWARD**

The Patriot Award is awarded to 8<sup>th</sup> grade students who demonstrate exemplary academic, social, community, and character achievement. The student must have a cumulative GPA in all subjects of 3.33 or higher for sixth through eighth grade. The student must participate in Co-curricular activities, give communityservice time, and have exemplary behavior (no behavior referrals). Each student will earn points for each category and must earn points in at least one category to qualify. The higher the GPA and more involvement the higher amount of points earned. A panel of judges reviews applications submitted by each student who wishes to earn this prestigious award, followed by a review of the application, review of the written essay by each candidate and interviews each candidate face-to-face. The Patriot Award is presented to recipients at the end of the year awards assembly and the recipients are invited to an awards dinner/celebration.

## **STUDENT ACTIVITIES**

### **INTER-SCHOLASTIC SPORTS**

The teams from Navelencia Middle School engage in interschool competition. Our girls and boys compete in cross country, volleyball, soccer, wrestling, basketball, softball, baseball, and track against other schools. Students must meet eligibility requirements as defined in the general policies and

procedures section of this handbook.

<b>Sport</b>
Cross Country, Volleyball, Water Polo
Soccer
Wrestling
Basketball
Baseball/Softball, Track/Field, Swimming

### **CLUBS AND ACTIVITIES**

Involvement at school is a primary reason why students succeed. Navelencia expects that 100% of the student body is engaged in some form of co-curricular activity. Many opportunities are available for students to be engaged in activities at school, such as Science Club, Oral Interpretation, Dance Preparation, Student Council, etc. Parents are encouraged to volunteer to be involved, sponsor a club, and/or support the co-curricular program in any number of ways. Students must meet eligibility requirements as defined in the general policies and procedures of this handbook.

### **DANCES**

Dances are scheduled throughout the school year. Attendees must present their school ID card. Dances may be attended by all students. Dances provide an opportunity for our students to practice socially appropriate behavior. Adult staff members supervise each dance along with parent chaperones. Inappropriate dancing will lead to getting picked up, and forfeit the opportunity to attend subsequent dance(s). Students must meet eligibility requirements as defined in the general policies and procedures of this handbook.

### **STUDENT COUNCIL**

Student Council Officers are elected at the end of each year for the proceed school year. Student Council members must maintain a 3.0+ GPA, no office referrals or steps, and have no in-school or out of school suspensions while serving as an officer. In order to encourage the high standards of student conduct and behavior, the principal may remove a student from his/her office or be denied the opportunity to run for office based on referrals to the office, bus conduct, and behavior at off campus school sponsored activities. A student from each homeroom class will be selected as a classroom representative who will attend the student council meetings. The officers and the classroom representative will compose the Student Council which meets with a faculty advisor to discuss and plan student activities and help shape our school's culture.

### **SCHOOL YEARBOOK**

A yearbook is produced each year to document the year's activities and special events. It contains all individual school photographs and depicts the many activities that take place throughout the year. The yearbook may be purchased for a discounted price during the beginning of the year and throughout the spring at an increased price.

### **SPIRIT DAY – PROUD TO BE A PATRIOT!**

School spirit helps build enthusiasm, teamwork, and respect for the school. Every Friday is Spirit Day. Students are encouraged to show their patriot pride by wearing a Navelencia Middle School Spirit shirt or other Patriot wear. **Spirit shirts may be purchased throughout the year in the office.**

### **FIELD TRIPS**

Periodically, students in good standing are permitted to attend special academic or reward field trips. Students may have an opportunity to attend reward/incentive trips following each trimester, if the budget

allows. PTC in the past has been able to sponsor trips when the “fund-raising” is successful.

## SCICON

Scicon is a week long field trip for sixth graders. In order to insure the safety and security of all students, continuous behavior issues will result in a student not being allowed to attend.

## AFTER SCHOOL PROGRAM

We are pleased to offer a comprehensive after school program for all Navelencia students. Students receive a snack, work on homework for approximately 30 minutes, and participate in various activities. Activities include athletic teams, tutoring, clubs, arts and crafts, cooking class, gardening, and once-a-month special activities. Bussing is provided, departing Navelencia at 4:45 p.m. Adult supervision is provided every day until 6 p.m. If students stay for the program, they will need an After School Program application on file. We encourage all Navelencia students to participate in the After School Program.

## FINANCIAL OBLIGATIONS

From time to time, students incur debt at school through lunch charges or library fines, etc. These debts must be paid in a timely manner. In order to participate in extra-curricular and/or after-school activities, receive the end of the year report card and to register for the following school year, students must have no financial debt at Navelencia Middle School.

# KCUSD STANDARD DRESS CODE POLICY

Kings Canyon Unified School District is an exemplary district. The primary function of the KCUSD standard dress attire policy is to establish a safe and secure learning environment that reflects positive student choice. The district standard dress attire policy will be enforced consistently and fairly on school campuses and at school sponsored functions.

AR

6132 (a)

*Schools are responsible for notifying students and parents/guardians in a timely manner of established site standards.*

Educationally Appropriate Dress and Grooming

**Any apparel, hair style, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibited unless addressed elsewhere in this regulation.**

**1. Headwear:** District approved headwear must be worn outside only. Any student entering a room or building must remove the headwear prior to entering. Only district-approved hats will be allowed at school, unless a doctor's note is provided.

a. Hats must be khaki or white cloth type, with a 2" brim that encircles the entire hat. The hat must be free of any insignias or markings except for the individual's name written inside in one-inch block letters.

b. A parent/guardian may elect to purchase a hat from a source other than the school/district. However, the hat must be pre-approved by the site administrator prior to the wearing of the hat by the student.

c. During after school activities open to the public, only headwear that is not gang related may be worn.

d. Knit caps are allowed outside ONLY during cold and/or inclement weather. (November 01– April 01)

**2. Sunglasses:** Sunglasses are not to be worn unless prescribed by a physician or authorized by the principal for special events.

**3. Shoes:** Shoes must be worn on campus and at school functions by all students. For safety reasons, students are not allowed to wear flip-flops, shoes, or sandals without heel straps.

**4. Undergarments:** Top garments shall be sufficient to conceal undergarments at all times.

**5. Pants: Excessively baggy or saggy are not allowed.** Pants may not extend beyond 5 inches (5") when measured at the kneecap of the straightened leg. Pants must fit and be worn no lower than 2 inches (2") below the natural waist. No frayed clothing is acceptable (manufactured or otherwise).

**6. Shirts/Blouses:** Shirts and blouses must have finished edges and be **no longer than the top of the inseam.** Tank tops, tube tops, halter tops, spaghetti straps, off the shoulder blouses, bare midriffs, see through, or **oversized shirts** that present a safety concern or draw undue attention are not acceptable. Bereavement shirts are not allowed. **Female tops must have at least a 3" shoulder strap. Any apparel determined by administration to be too revealing is not acceptable.**

**7. Hem Lines:** All dresses, skirts, shorts, and pants must have a finished hem. Shorts must have at least a 4-inch (4") inseam. Skirts and dresses may be no shorter than 4 inches (4") above the knee.

**8. Dangerous Attire:** Attire which may be used as a weapon may not be worn, including but not limited to steel toed boots, chains, items with spikes or studs, and other items deemed inappropriate by the principal and/or school site council.

**9. Fashions:** Fashions that draw undue attention to the wearer and/or detract from the educational environment are not acceptable. This includes exotic clothing, extreme make-up, tattoos, body piercing, military or camouflage attire, etc.

**10. Facial and/or Body Piercing:** Facial and/or Body Piercing are not acceptable with the exception of ears.

**11. Hair Styles:** Hair styles that draw undue attention and/or detract from the educational environment are not acceptable; i.e. unusual designs, unnatural colors, Mohawks, tails, unusual razor cuts (including eyebrows), or extensive sculpting.

12. Gang Related Apparel: Gang related apparel is not acceptable. The district/school will collaborate with Law Enforcement Agencies to update changes in gang-related apparel as necessary. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. No combination of RED and BLACK or BLUE on BLUE. This is a safety issue.

13. **Jackets:** Jackets and other apparel depicting professional sports teams shall not be worn.

14. **Gloves:** Gloves can be worn during cold months, only when the students are outside. If a student wears gloves they must wear them on both hands.

**Exceptions to Regulations** - Generally, these neutral dress and grooming rules will be applied to all students. Religious beliefs and/or medical requirements may be grounds for an exception to a specific portion of the KCUSD Dress Code with specific advance approval from the [District]. A petition for an exemption from enforcement of a specified portion of KCUSD Dress Code should be submitted to the Principal.

**Under no circumstances will the Principal allow an exception for dress or grooming that displays gang symbols, uses profanity or displays products or slogans that promote tobacco, alcohol, drugs or sex.**

**Clothing with Writing, Symbols, Pictures and Insignia**

**Articles of clothing, jewelry or personal effects (back packs, fanny packs, binders, gym bags, buffons, water bottles, etc.) are not allowed if those items contain writing, symbols, pictures, or insignia that:**

1. Display gang-related symbols
2. Use profanity
3. Display products or slogans, which promote tobacco, alcohol, drugs or sex
4. Disrupt the educational process
5. Are obscene, libelous, or slanderous
6. Create a clear and present danger of the commission of unlawful acts, violation of school regulations, or injury to students, staff, or community
7. Violate state hate-crime laws
8. Display Pro team logos

**Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.**

The school administration reserves the right to make revisions to the handbook as it applies to school safety and maintaining a conducive learning environment.

The school administration will also determine the nature of gang dress and paraphernalia in continual consultation with local authorities. The administration at Navelencia Middle School has determined that the following items are gang related and therefore **PROHIBITED**.

- ✓ Clothing which have any pictures of dogs, i.e. bulldogs or **South Pole** or **Nor Cal** logos
- ✓ Some clothing with religious pictures or phrases
- ✓ Solid RED or BLUE shirts, shoe laces, belts, headwear or wristbands
- ✓ BLACK and RED combination determined by administration
- ✓ BLUE on BLUE
- ✓ NO RED or BLUE handkerchiefs
- ✓ Pants must be hemmed and not drag on the ground. Pants may not be held at the ankle with a rubber band or elastic.

*Students who fail to follow the provisions of this policy will be held accountable in accordance with established district/site discipline policy.*

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

- 1<sup>st</sup> Offense: Student is warned and parent contacted. Student is returned to class after change of clothing, removal of item, or change of hairstyle brings student into compliance with the dress code.
- 2<sup>nd</sup> Offense: Student is warned and parent contacted. Student is returned to class after change of clothing, removal of item, or change of hairstyle brings student into compliance with the dress code.
- 3<sup>rd</sup> Offense: Parent contacted, 1 day in-school suspension.  
Repeated violations will result in the student receiving an out-of-school suspension and/or being referred for placement in an alternative education program.

The 2<sup>nd</sup> and 3<sup>rd</sup> offenses do not have to be for the same dress code violation, any dress code violation or combination of different dress code violations applies.

**If a parent is not available to bring a change of clothes, students will be given “loaner” clothes that will bring the student into compliance with the dress code. Students are to change into dress code clothes provided by the school and return to class immediately. Students can come to the office during break to check if parents have brought clothes from home. Students that have a hairstyle that is out of compliance because of color or cut will be sent home until the hairstyle is**

**in compliance.**

**Students participating in school sponsored activities, i.e. dances, band concerts, competitive sports or academics, etc., must follow the dress code. Students out of dress code will not be allowed to participate in the activity.**

## **DISCIPLINE**

### **GENERAL INFORMATION**

All students have a right to learn and all teachers have a right to teach. It is the goal of the staff of Navelencia Middle School to provide each student with an orderly, safe and supportive learning environment conducive to achievement and success. The learning of self-discipline, or responsibility for one's actions, is one of the most important goals of education. All students will be held accountable for their behavior and appropriate conduct is expected at all times. Any misconduct that interferes with the educational and instructional process will not be tolerated. Students are expected to cooperate and be respectful of each other and of all members of school staff, which includes administrators, teachers, support staff, secretaries, food service staff, custodians, groundsman, instructional aides, and campus visitors. Every effort will be made to afford the student, parent and staff member "due process" at all times.

Students will:

1. Attend school, arrive on time to class prepared to learn.
2. Respect the learning environment.
3. Have acceptable behavior patterns at all times, obeying all school and classroom rules.
4. Follow directions of all staff.
5. Remain in designated areas.
6. Respect the rights and property of others.
7. Observe the KCUSD standard code of dress policy.
8. Report on time to class, be prepared to to learn.

Consequences for disregarding these rules will be a referral for disciplinary action, including but not limited to detention, Saturday School, removal, suspension, assignment to on-site independent study or modified day placement, or placement in an alternative educational program, or expulsion from the Kings Canyon Unified School District.

Each teacher will develop a set of classroom rules based upon the above statements. Any violation of the classroom rules will result in the following consequences:

- |          |  |
|----------|--|
| Step 1   | <u>Warning</u> : Infraction will be documented on the referral sheet, as an initial infraction, conference with student and parent contact.  |
| Step 2/3 | <u>Consequence/ Parent Conference</u> : Infractions will be documented, modifications and interventions and parent contact or parent meeting.  |
| Step 4   | <u>Learning Director Referral</u> :<br>Infraction will be documented, consequence assigned by Learning Director, parent meeting and student placed on a behavior contract with possible counseling referral. |
| Step 5   | <u>Learning Director Referral</u> :<br>Infraction will be documented , consequence assigned by Learning Director, parent   |

meeting on violation of behavior contract with parent coming in to sit with student in class.

Step 6 Alternative Placement: Infraction will be documented , parent meeting to discuss all behavior interventions and resources exhausted, and recommendation of alternative placement.

**Any major offenses will be dealt with by the administrator and the consequences of the offense will be enforced as set forth in the Major Offenses Guidelines listed previously.**

### **IN-SCHOOL SUSPENSIONS**

All in-school suspensions are held under the supervision of the school administration. The administration will coordinate daily work with teachers to ensure that the student is held responsible for all assignments and does not fall behind. All students assigned to the in-school suspensions will not be allowed outside when the rest of the students are outside. Students will eat breakfast and/or lunch supervised by the administration.

### **OUT-OF-SCHOOL SUSPENSION PROCEDURES**

When an infraction of the rules occurs and the Principal or designee (Learning Director) determines that a suspension is warranted, the following procedure will apply:

- A) Investigation of the allegation
- B) An informal conference will be held between the student and administration.
- C) The student will be suspended for a specified number of days. A personal conference with the parent will be required at the time of suspension or by phone if the parent is unable to come to school.

During the time when a student serves a suspension, the following will apply:

- A) Missed schoolwork will be made up.
- B) The student is not to be on or around any school campus in the Kings Canyon Unified School District and is not to attend any school function on or off campus.
- C) The student must be under adult supervision at all times.

## **DISCIPLINARY GUIDELINES - MINOR OFFENSES**

### **A. Cheating in or out of class:**

1st Offense: Zero grade on test or assignment

2nd Offense:

- a. Referral to School Social Worker or Learning Director.
- b. One day in-school suspension.
- c. Parent notified.

3rd Offense:

- a. Referral to School Social Worker or Learning Director.
- b. 1 day out-of-school suspension.
- c. Parent notified.

NOTE: Plagiarism, considered the violation of standard copyright laws, will not be tolerated. Students must appropriately cite the use of information, descriptions, data, direct quotes, electronic resources, print and or other media, and/or other material not their own. Should students plagiarize material or engage in other actions considered as cheating, they are subject to appropriate disciplinary action, including but not

limited to: a) loss of assignment credit, b) reassignment of work for no credit, c) alternative assignments, d) assignment to Saturday School depending on the severity of the violation, and e) other consequences dependent on the circumstances.

**B. Lover's Rule:** (Excessive display of affection). Navelencia Middle School is a public school and each student must learn to control his/her affection for another student. Excessive display of affection is not allowed.

1st Offense: Referral to the learning director and/or parent notified.

2nd Offense: Referral to the L.D., parent notified, and 1 day in-school suspension.

3rd Offense: Referral to L.D. and a 1 day suspension.

**C. Electronic devices:** Headphones, radios, cassettes, beepers, laser pointers or any device used for the purpose of listening or recording music is not allowed on the campus. (Refer to the cell phone usage agreement for cell phone regulations)

1<sup>st</sup> Offense: Item confiscated, parent contact and returned to student at the end of the day

2<sup>nd</sup> Offense: Item confiscated, parent contact and item returned to parent

3<sup>rd</sup> Offense: Item confiscated, assign break/lunch detention, returned to parent after conferencing with Learning Director. (repeat offenders will be viewed as intentional defiance)

**D. Bikes/Skateboards/Roller blades:** Students may ride to school on bikes, skateboards or roller blades, but may not ride them on campus. The student is responsible for its security during the school day. Students who ride these objects on campus will have it confiscated. **Any person under the age of 18 is required by state law to wear proper headgear when riding a bicycle. Students may be cited by the police for not wearing an approved helmet.**

**E. Outside Behavior:** Students are expected to respect and help take care of our school facilities and all of the wonderful living things found on our campus. Outside referrals will be issued when students: loiter in areas considered off-limits, run in hallways, damage foliage or destroy plants or trees, cause harm to insects or small animals, move tables without permission, tamper with umbrellas on the plaza, mis-use the soda machines, fail to clean-up after themselves, litter, sit on tables, put feet on walls, engage in rough play, or make fun of others.

1st /2nd offense: Student will be given lunch detention, Parent contact

3rd offense: 1 day in-school suspension, Parent contact

Additional offenses : Out-of-school suspension, Parent contact, Behavior contract

**F. Bus Conduct:** Disciplinary action may result from improper conduct while using school transportation.

The following rules are to be observed at all times while riding the bus.

1. Passengers are to obey the driver at all times.

2. Passengers must sit facing forward and not leave their seats while the bus is in motion.

3. Passengers shall use quiet voices in the bus. No loud, obscene or profane language will be allowed.

4. Animals, insects, glass, spray cans, and large parcels are prohibited on the bus.

5. Passengers must not bother the driver or other passengers on the bus or at the bus stop.

6. Passengers shall not leave trash on the bus.

7. It is against the law for passengers to throw any object in or out of the windows.

8. A passenger may be denied transportation for continued



misbehavior.

9. Passengers may be held financially responsible for destruction of property.

1st Offense/Citation: Student is given a citation to be signed by parent and returned to the driver. Student is denied transportation until citation is signed and returned. Fighting or serious offenses may result in immediate removal from bus & transportation services.

2nd Offense/Citation: Same as 1<sup>st</sup> Offense/Citation

3rd Offense/Citation: Removal from bus services for 3-5 days

Subsequent Citations: Long term suspensions, bus behavior contracts, permanent removal from bus/transportation services.

**Riding the bus is a privilege, not a right!**

## **DISCIPLINARY GUIDELINES - MAJOR OFFENSES**

The principal/designee is responsible for implementing the penalties suggested below according to California State law and the California Education Code. Depending on the seriousness of the offense, conditions under which it occurred and the student's past record are factors that will be considered in each case. The school site administration, in accordance with legal and district policy, reserves the right to decide what course of action will be taken. In some cases, law enforcement agencies will be involved.

### **MANDATORY RECOMMENDATION FOR EXPULSION - California Education Code 48915**

The Principal shall recommend consideration for expulsion for any of the following violations:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person
3. Selling a controlled substance
4. Committing or attempting to commit sexual assault
5. Possession of any explosive device

## **INFRACTIONS OF CALIFORNIA EDUCATION CODE 48900**

A student can be suspended from school or recommended for expulsion by the superintendent or the principal/designee of the school in which the student is enrolled if he/she determines that the student has:

**A (A.1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (A.2) willfully used force or violence upon the person of another, except in self-defense.**

1. Fighting

1st Offense:

- a. Immediate detainment by the school administrator.
- b. Parent conference.
- c. 3-5 day out-of-school suspension (OSS).
- d. Report made to law enforcement agency.
- e. Possible expulsion if serious.

2nd Offense:

- a. Procedure outlined above and possible referral for placement in an alternative education program or expulsion.
- b. Possible loss of graduation and extracurricular activities.

2. Verbal Confrontation

1st Offense:

- a. 1 day in-school suspension (ISS) or out of school suspension (OSS).
- b. Parent conference.
- c. Referral to School Social Worker.

2nd and Subsequent Offense(s):

- a. 1-3 days out of school suspension.
- b. Parent conference.
- c. Referral to School Social Worker, anger management intervention required.

3. Instigator

1st Offense:

- a. 1 day in-school suspension or out-of-school suspension (depending upon the circumstances).
- b. Parent Conference.

2nd and Subsequent Offense(s):

- a. 1-5 days out-of-school suspension.
- b. Parent conference.
- c. Referral for possible placement in an alternative education program or expulsion.

4. Physical Assault of Teachers or other school personnel:

5 days out-of-school suspension and recommendation for expulsion.

**B. Weapons - Possessed, sold, or otherwise furnished any firearms, knife, explosive, or other dangerous object.**

1. Possession or use of illegal weapon: (firearms loaded or unloaded or "imitation", knives, chains, explosives or other dangerous weapons either concealed or in possession of):

- a. Confiscation of weapon.
- b. 5 days out-of-school suspension.
- c. Parent conference.
- d. Report made to law enforcement agency and charges will be filed, seriousness of the case may result in arrest.
- e. Recommendation for expulsion from the Kings Canyon Unified School District.

**C. Controlled Substance - unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.**

1. Drugs/Alcohol: Possession, under the influence, and/or consumption on campus or at any school function, or when under jurisdiction of the school:

- a. 5 days out-of-school suspension.
- b. Parent conference.
- c. Refer student for counseling services.
- d. Possible referral for placement in an alternative program or expulsion.
- e. Law enforcement agency notified and charges will be filed.

**D. Controlled Substance (Sales) - Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11053 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.**

- a. 5 days out-of-school suspension.
- b. Parent conference.
- c. Report to law enforcement agency and charges will be filed.
- d. Possible referral for expulsion.

**E. Robbery or Extortion: (Force, Fear or Threats)**

- a. 5 days out-of-school suspension.
- b. Parent conference.
- c. Report to law enforcement agency and charges will be filed.
- d. Possible referral for expulsion.

**F. Vandalism/Defacing/Graffiti - Caused or attempted to cause damage to school property or private property.**

1. Possession of marker or any device which can be used for the purpose of defacing property.  
1st Offense: 1 day in-school suspension.  
2nd Offense: 2 days out-of-school suspension.  
3rd Offense: 5 days out-of-school suspension.
2. Vandalism/Defacing/Graffiti
  - a. Parent conference.
  - b. 2-5 days out-of-school suspension.
  - c. Possible referral to law enforcement agency and charges will be filed.
  - d. Parents will be billed for damages and/or community service.
  - e. Referral for possible placement in an alternative program or expulsion.

**G. Stealing or attempting to steal - school property or private property.**

1. Stealing/Theft
  - 1st Offense:
    - a. 2-5 day out-of-school suspension (Seriousness of case may be handled as listed in second offense).
    - b. Parent conference.
  - 2nd Offense:
    - a. 5 day out-of-school suspension.
    - b. Parent conference.
    - c. Consider expulsion if serious or possible placement in an alternative education program.
    - d. May result in a report to law enforcement agency and charges filed.

**H. Tobacco - (Possession or use of)**

- 1st Offense: 1 day out-of-school suspension.
- 2nd Offense: 3 days out-of-school suspension.
- 3rd Offense: 5 days out-of-school suspension.

**I. Profanity - Committed or engaged in habitual profanity or vulgarity. This includes any profanity or vulgarity on the internet.**

- 1st Offense: 1 day in-school suspension.
- 2nd Offense: 2 days out-of-school suspension.
- 3rd Offense: 3 days out-of-school suspension.

If serious, five day suspension and/or referral for an alternative education program on first offense.

**J. Drug Paraphernalia - Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.**

- a. 3-5 days out-of-school suspension.
- b. Parent conference.
- c. Report to law enforcement agency and charges will be filed.
- d. Referral for possible placement in an alternative program or expulsion.
- e. Referral for counseling services.

**K. Defiance/Disruption - 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.**

1. Defiance of school authorities - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel (coaches) engaged in the performance of their duties during the course of the school day:
  - 1st Offense: 1-5 days suspension (in-school or out-of-school depending upon severity).
  - 2nd Offense: 3-5 days out-of-school suspension.
  - 3rd Offense: 5 days out-of-school suspension and/or referral for possible placement in an alternative education program.
2. Verbal abuse of a supervisor, teacher, administrator, or other school personnel:
  - 1st Offense: 1-5 days in-school or out-of-school suspension.
  - 2nd Offense: 3-5 days out-of-school suspension.
  - 3rd Offense: 5 days out-of-school suspension and/or referral for possible placement in an alternative education program.
3. Hazing/Intimidation/Harassment or malicious defamation of other pupils or of district/school personnel, including sexual harassment (48900.2):
  - 1st Offense:
    - a. 1-3 days suspension (in-school or out-of-school depending upon severity).
    - b. Referral to law enforcement agency if serious and charges may be filed.
  - 2nd Offense:
    - a. 3-5 days out-of-school suspension.
    - b. Referral to law enforcement agency and charges filed.
    - c. Referral for possible placement in an alternative program.
4. Immoral Behavior, possession/possession for sale of pornographic materials, engaging in obscene acts, including any such acts on the internet (KG5.5):
  - 1st Offense:
    - a. 1-5 days suspension (in-school or out-of-school depending upon severity).
    - b. Charges will be filed if selling pornographic materials.
  - 2nd Offense:
    - a. 3-5 days out-of-school suspension.

- b. Referral for possible placement in an alternative education program, if serious.
- 5. Arson - (includes trash can fires)
  - 1st Offense:
    - a. 3-5 days out-of-school suspension. (Seriousness of the case will be considered; expulsion and report to law enforcement agency may result on first offense).
  - 2nd Offense:
    - a. 5 days out-of-school suspension.
    - b. Referral for possible placement in an alternative education program.
- 6. Forgery
  - 1st Offense: 1 day in-school suspension.
  - 2nd Offense: 2 days out-of-school suspension.
  - 3rd Offense: 3-5 days out-of-school suspension.
- 7. Gambling
  - 1st Offense:
    - a. 1 day in-school suspension. (Seriousness of the case will be considered; expulsion and report to law enforcement agency may result on first offense).
  - 2nd Offense:
    - a. 3-5 days out-of-school suspension
    - b. Referral for possible placement in an alternative education program, if serious.
- 8. Closed campus violation - Leaving campus without permission
  - 1st Offense: 1 day in-school suspension.
  - 2nd Offense: 1 day out-of-school suspension.
  - 3rd Offense: 2-3 days out-of-school suspension.
  - 4th Offense: 3-5 days out-of-school suspension and possible referral for placement in an alternative education program.
- L. Received stolen property - Knowingly received stolen school property or private property.**
  - 1st Offense: 3-5 days out-of-school suspension. (Seriousness of case will be considered; first offense may result in a report to law enforcement agency).
  - 2nd Offense:
    - a. 5 days out-of-school suspension.
    - b. Possible referral for placement in an alternative program.
    - c. Consider expulsion if serious.
    - d. Report to law enforcement agency and charges filed.
- M. Possession on an imitation firearm.**
- N. Committed or attempted to commit a sexual assault** as defined in Section 261, 266c, 286, 288, 288a, 289 of the Penal Code or committed a sexual battery as defined in Section 243.3 of the Penal Code.
- O. Harassed, Threatened, or Intimidated a pupil who is a witness.**

**48900.2 Sexual Harrassment** Any student who engages in the sexual harrassment of anyone at school at a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-12, the disciplinary action may include suspension and/or expulsion. Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual

favours, and other verbal, visual or physical conduct of a sexual nature (Education Code 212.5) (**see further definition at end of this section**).

### **48900.3 Hate Violence.**

**48900.4 Harassment, Threats, Intimidation** A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile education environment.

**48900.7 Terroristic threats:** (a) A student may be suspended from school or recommended for expulsion if the superintendent, principal, or designee determines that the pupil has made terroristic threats against school officials, school property, or both; 48900.7 (b) Terroristic threats made (including any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1000), with the specific intent that the statement is to be taken as a threat, even if there is no intent to actually carry out the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety.

## **SEXUAL HARASSMENT**

We believe that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. Sexual Harassment is defined as unwelcome sexual or sexist behavior that creates a hostile, intimidating, or offensive situation or educational environment.

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

- A)** Unwelcome sexual flirtations or propositions.
- B)** Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- C)** Graphic verbal comments about an individual's body, or overly personal conversation.
- D)** Telling sexually offensive jokes, possessing and/or distributing notes, stories, drawings, pictures, and displaying any lewd gestures.
- E)** Spreading sexually offensive rumors.
- F)** Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- G)** Touching an individual's body or clothes in a sexual way.
- H)** Purposefully cornering or blocking normal movements.
- I)** Limiting a student's access to educational tools.
- J)** Displaying sexually suggestive objects.

PBIS (Positive Behavior Interventions & Supports) is a common approach to discipline that promotes positive behaviors in students.

— It is a systems approach that includes different intensities of supports for those students who need it.

— The goal is to create an environment for students to be both socially and academically successful.

— Refers to a systems change process for the entire school. The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject.

Navelencia Middle School is in its fourth year being a PBIS school. It is the mission of the Navelencia PBIS Team to facilitate the effective teaching and learning of positive behavioral expectations and helping each child reach their greatest potential. Through positive behavioral supports, we aspire to teach life skills that enable children to deal confidently with the complex and rapidly changing world by establishing behavioral supports and a social culture needed for all students in school to achieve social, emotional, and academic success.

Navelencia Middle School was recognized by the Fresno County Office of Education as a "Model School" and were the winners of the:

2015 Gold Level Award (this was the highest level of recognition the school was eligible for in 2015)

2014 Silver Level Award (this was the highest level of recognition the school was eligible for in 2014)

### **REPORTING PROCEDURES**

Any student who feels that he or she has been the victim of sexual harassment is encouraged to report the incident to the Learning Director as soon as possible following the event. Any staff member to whom a complaint of sexual harassment (California Education Code Violation 48900.2) is made or who otherwise is made aware of incidents which might constitute sexual harassment should report the incident to the Learning Director.

The Learning Director shall investigate the complaint within 24 hours. The primary goal of the investigation is to resolve the conflict and to assure that the harassment will stop. Resolution may include an agreement in which one or more of the parties involved agrees to accept discipline in the form of a warning, detention, or suspension as may be warranted by the circumstances of the case. Law enforcement authorities may be included in the investigation. The Learning Director will document the complaint and resolution and forward a copy to the District Title IX Coordinator, Mr. John Campbell, Deputy Superintendent.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential.

## NAVELENCIA MIDDLE SCHOOL STAFF 2015-2016

<b>Staff Member</b>	<b>Assignment</b>	<b>E-mail Address</b>	<b>Room</b>
Josh Darnell	Principal	darnell-j@kcusd.com	Office
Robert Areyano	Learning Director	areyano-r@kcusd.com	Office
Kristen McEowen	6 <sup>th</sup> - ELA/ Social Science	mceowen-k@ kcusd.com	2
Robert Hill	6 <sup>th</sup> - ELA/ Social Science	hill-r@ kcusd.com	3
Taylor Siebert	6 <sup>th</sup> - Math/ Science	siebert-t@ kcusd.com	1
Alan Smith	6 <sup>th</sup> -Math/ Science	smith-aj@ kcusd.com	4
Bruce Phengsiri	7 <sup>th</sup> -ELA/ Social Science	phengsiri-b@ kcusd.com	11
Matt Wilkinson	7 <sup>th</sup> -ELA/ Social Science	wilkinson-m@ kcusd.com	7
Tony Gates	7 <sup>th</sup> -Math/ Science	gates-t@ kcusd.com	14
John George	7 <sup>th</sup> -Math/ Science	george-j@ kcusd.com	13
Rosa Serrano	8 <sup>th</sup> -ELA	serrano-r@ kcusd.com	15
Gaylen Langel	8 <sup>th</sup> -Math	langel-g@kcusd.com	12
Jorge Delpont	8 <sup>th</sup> -Science	delpont-t@ kcusd.com	18
Kevin Warkentine	8 <sup>th</sup> -US History	warkentine-k@ kcusd.com	10
	6 <sup>th</sup> -8 <sup>th</sup> -Band		19
Varlene Kimura	7 <sup>th</sup> -8 <sup>th</sup> -Physical Education	kimura-v@ kcusd.com	Locker Room
Kristin Ledington	Resource Specialist	ledington-k@kcusd.com	6
Lyndo Mar Santiago	School Psychologist		5
AJ Poindexter	Custodian	poindexter-a@kcusd.com	Office
Isabel Diaz	Bilingual Instructional Aide	diaz-ib@kcusd.com	Office
Jasmin Gamez	Instructional Aide		Office
Amber Paredes	Special Ed. Technician	herrera-a@kcusd.com	6
Laurel Deibert	Library Media Tech	deibert-l@kcusd.com	LMC
Connie Adolph	School Secretary	adolph-c@kcusd.com	Office
Elizabeth Broers	School Nurse	broers-e@kcusd.com	Office
Dolores Navarro	Health/Office Aide	navarro-d@kcusd.com	Office
Stephanie Lara	Food Services	lara-s@kcusd.com	Kitchen
Bryan Harman	Head Custodian	harmon-b@ kcusd.com	Office
Amy DeMoss	Instructional Coach	demoss-a@kcusd.com	5





## Bell Schedule 2015-2016

<b>6<sup>th</sup> &amp; 7<sup>th</sup> Grades</b>		
	<b>Mon, Tues, Thurs, &amp; Fri</b>	<b>Wednesday (Early Dismissal)</b>
Period 1	8:02 – 8:58	8:02 – 8:43
Period 2	9:00 – 9:40	8:45 – 9:15
<b>Break</b>	<b>9:40 – 9:50</b>	<b>9:15 – 9:25</b>
Period 3	9:52-10:46	9:27 – 10:08
Period 4	10:48 – 11:42	10:10 – 10:51
<b>Lunch</b>	<b>11:42-12:12</b>	<b>10:51 – 11:21</b>
Period 5	12:14-1:08	11:23 – 12:04
Period 6	1:10-2:04	12:06 – 12:47
Period 7	2:06-3:00	12:49 – 1:30
<b>8<sup>th</sup> Grade</b>		
	<b>Mon, Tues, Thurs, &amp; Fri</b>	<b>Wednesday (Early Dismissal)</b>
Period 1	8:02 – 8:58	8:02 – 8:43
Period 2	9:00 – 9:40	8:45 – 9:15
<b>Break</b>	<b>9:40 – 9:50</b>	<b>9:15 – 9:25</b>
Period 3	9:52-10:46	9:27 – 10:08
Period 4	10:48 – 11:42	10:10 – 10:51
Period 5	11:44-12:38	10:53 – 11:34
<b>Lunch</b>	<b>12:38-1:08</b>	<b>11:34 – 12:04</b>
Period 6	1:10-2:04	12:06 – 12:47
Period 7	2:06-3:00	12:49 – 1:30



**PROUD PATRIOTS**  
**Stay on Target!**



**Stay updated on homework assignments and grades**

Website: <http://powerschool.kcusd.com/public/home.html>

# PowerSchool

## Parent Sign In

Username

Password

Having trouble signing in?

Sign In



**IMPORTANT:**  
**Please Return**

**IMPORTANTE: Por Favor Regrese**

Please read the information contained in this booklet and discuss it with your child. If you have any questions about any of the information, please telephone our school office at 305-7350.

*Por favor, lea la información contenida en este folleto y discutirlo con su estudiante. Si usted tiene alguna pregunta acerca de alguna de la información, por favor llame a nuestra oficina en 305-7350.*

**Sign and return this page to your HOMEROOM teacher by August 31, 2015.**

*Firmar y regresa esta página a tu profesor/a de la clase de HOMEROOM antes del viernes, 31 de agosto 2015.*

We have received, reviewed, and discussed the Parent-Student Handbook for the 2015-2016 school year.  
*Hemos recibido, revisado, y discutido el Manual del Padre- Estudiante para el año escolar 2015-2016.*

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Parent-Guardian Signature/ *Firma del padre-tutor*

Date/ *Fecha*

---

Student's Signature/ *Firma del estudiante*

Date/ *Fecha*

Student Name:

---

(Last)

(First)

(Middle Initial)

Grade: \_\_\_\_\_

*After signing, tear out this page and return it to your homeroom teacher.*