



Student/Parent Handbook

2024- 2025

**ALMS 2024/2025
Calendar of Events**

Semester 1 (Fall)	Semester 2 (Spring)
<p>First Day of School..... Tuesday, August 13</p> <p>Back to School Night..... Monday, August 19</p> <p>Parent Club Mtg.....Wednesday, August 21</p> <p>Welcome Back Dance..... Thursday, August 29</p> <p>*Mark 1 Progress Report..... Friday, August 30</p> <p>Labor Day (no school)..... Monday, September 2</p> <p>Parent Club Mtg.....Wednesday, September 11</p> <p>*Mark 2 Progress Report..... Friday, September 20</p> <p>Parent/ Teacher Conf. Week..... September 23-27</p> <p>School Site Council/ ELAC..... Thursday, October 3</p> <p>Parent Club mtg..... Wednesday, October 9</p> <p>*Mark 3 Progress Report..... Friday, Oct. 11</p> <p>7th Student of Character Luncheon..... Friday, Oct. 18</p> <p>8th Student of Character Luncheon..... Friday, Oct. 25</p> <p>*Mark 4 Progress Report..... Friday, November 1</p> <p>No School (staff development)..... Tuesday, Nov. 5</p> <p>Parent Club mtg..... Wednesday, November 6</p> <p>Veteran’s Day (no school)..... Monday, November 11</p> <p>Dance #2.....Thursday, November 14</p> <p>School Site Council/ ELAC..... Thursday, November 21</p> <p>*Mark 5 Progress Report..... Friday, November 22</p> <p>THANKSGIVING BREAK (no school)..... Nov. 25-29</p> <p>Parent Club mtg..... Wednesday, December 11</p> <p>*Semester 1 Grades..... Friday, December 20</p> <p>WINTER BREAK (no school).....December 23- Jan. 10</p>	<p>First Day of Semester 2..... Monday, January 13</p> <p>MLK Day (no school)..... Monday, January 20</p> <p>Parent Club Mtg.....Wednesday, January 22</p> <p>Fall Academic Awards Assembly.....Thursday, Jan. 30</p> <p>School Site Council/ ELAC.....Thursday, February 6</p> <p>*Mark 7 Progress Report..... Friday, February 7</p> <p>Lincoln’s Birthday (no school)..... Mon., Feb. 10</p> <p>Washington’s Birthday (no school).....Mon., Feb. 17</p> <p>*Mark 8 Progress Report..... Friday, February 28</p> <p>No School (staff development)..... Tuesday, March 4</p> <p>7th Student of Character Luncheon..... Friday, March 7</p> <p>Open House..... Thursday, March 13</p> <p>*Mark 9 Progress Report..... Friday, March 21</p> <p>Parent Club Mtg..... Wednesday, March 26</p> <p>8th Student of Character Luncheon..... Friday, March 28</p> <p>Dance #3.....Thursday, April 3</p> <p>*Mark 10 Progress Report..... Friday, April 11</p> <p>SPRING BREAK (no school)..... April 14-21</p> <p>Parent Club Mtg..... Wednesday, April 23</p> <p>School Site Council/ ELAC..... Thursday, April 24</p> <p>Parent Club mtg..... Wednesday, May 7</p> <p>*Mark 11 Progress Report..... Wednesday, May 7 <i>(8th Gr. Dance Eligibility)</i></p> <p>8th Grade Dance..... Friday, May 16</p> <p>*Mark 12 Progress Report..... Tuesday, May 20 <i>(8th Gr. Trip and Promotion Eligibility)</i></p> <p>Memorial Day.....Monday, May 26</p> <p>RFEP Celebration.....Thursday, May 29</p> <p>Spring Academic Award Assembly.....Friday, May 30</p> <p>7th Grade Activity..... Monday, June 2</p> <p>Promotion Ceremony..... Wednesday, June 4</p> <p>8th Grade Trip..... Thursday, June 5</p> <p>*Final Semester Grades..... Friday, June 6</p> <p>LAST DAY OF SCHOOL.....Friday, June 6</p>

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Dear Families,

As we prepare for the upcoming school year, I wanted to take a moment to welcome you all back to Abraham Lincoln Middle School. Whether you are returning students or joining our school community for the first time, we are thrilled to have each of you as part of our ALMS family. I am very excited to be entering into my second year as principal of our school.

The past year has brought its challenges, but it has also shown us the incredible resilience and strength of our students, families, and staff. The beginning of any school year is always filled with anticipation and excitement. It's a time for new opportunities, friendships, and growth. As we embark on this journey together, I want to emphasize my commitment to providing a safe, nurturing, and enriching environment where every student can thrive. Myself and my staff are dedicated to fostering a love of learning, promoting critical thinking skills, and preparing our students to become responsible citizens and leaders of tomorrow. Our dedicated team of educators and staff have been diligently preparing to ensure that this school year is both academically rigorous and personally fulfilling for your child.

Throughout the year, we will continue to prioritize communication and collaboration with families. Your involvement and support are crucial to the success of our students, and we encourage you to stay engaged with your child's education journey. Whether through volunteering, attending school events, or participating in parent-teacher conferences, your partnership strengthens our school community and enhances the educational experience for all.

Please take some time to review the important information included in this packet, including key dates, policies, and procedures for the upcoming school year. Should you have any questions or concerns, please do not hesitate to reach out to our dedicated administrative team. We are here to support you and ensure a smooth transition into the new academic year.

Thank you for entrusting us with the education and well-being of your child. Together, we will make this school year a rewarding and successful experience for every student at Abraham Lincoln Middle School. I look forward to seeing all of our returning families and meeting those who are new to our community. Here's to a fantastic year ahead!

Sincerely,

Katie Carmany

Ms. Katie Carmany, Ed.D.
Principal
Abraham Lincoln Middle School

Abraham Lincoln Middle School Staff

Teachers		Administration	
Acosta, Adriana	Kaiser, Alison	Katie Carmany	Principal
Alamri, Sally	Lerma, Pablo	Cynthia Cervantes	Assistant Principal
Benavides, Rose	Lopez, One	Carey Salazar	Assistant Principal
Bernal, Robert	Lucero, Julia	Enedina Reed	Program Manager
Berry, Karla	Macias, Holly	Megan Borboa	At Risk Counselor
Binning, Aman	Miller-McColm, Jennifer		
Bojorquez, Josh	Mitsuoka, Kevin		Support Staff
Braun, Randy	Newlove, Renee	Jeanette Tellez	School Psych
Bravo, Selina	Obert, Dianne	Adriana Vasquez	School Social Worker
Breedlove, Ed	Osmer, Bailey	Alex Gonzales	Clinician
Canchola, Sandra	Ramirez, Aileen	Officer Lewis	SRO
Carnes, Deana	Ramos, Cheyenne	Jordan Allen	CSO
Carrasco, Nestor	Romig, Michelle	TBD	CSO
Coates, Traci	Romig, Paul	TBD	CSO
Cooper, Michael	Salama, Mokhles	TBD	CSO
Crouch, Kimberly	Salinas, Josh	Tatiana Ong	PBI Aide
Darakjian, Jodi	Souza, Chris	Marcello Rosales	PBI Aide
Dominguez, Claudia	Tabutol, Nicolas		
Eskender, Donald	Tamayo, Melissa		Office Staff
Flores, Jorge	Tapia, Chris	Lorna Field	Office Manager
Gann, Timothy	Tarango, Deeann	Sylvia Workentine	Registrar
Garza, Ashley	Tovar, Efrain	Monica Vasquez	Attendance Tech.
Garza, Eric	Tovar, Heather	Harjit Mand	ASB Clerk
HISTORY 8	Ventura, Eva	April Byrum	Nurse
Jimenez, Regina	Vieira, Ariel	TBD	Health Care Asst
		Monica Lopez	Health Care Asst
Jennifer MillerMcColm	Activities Director	Barbara James	Library Tech II
Onesimo Lopez	Athletic Director	Dena Rodriguez	Library Tech II

Guidelines for School Success

To Be Successful at ALMS

1. Come to class on time every day.
2. Be prepared for class business.
 - a. Do your best
 - b. Turn in assignments on time
 - c. Study for tests
 - d. Show respect to your teachers and peers
3. Get involved in school activities, clubs and sports.

Materials Required Daily

1. Charged Chromebook*
2. Backpack with 2 pencils, 1 pen, 1 highlighter
3. School provided notebooks
4. ALMS Photo I.D.* Students are required to carry their school issued ID at all times, for school meals and bus transportation.

* These items will be provided by the school. If lost or damaged, students will be required to purchase their own. Replacement costs: ID card \$5.00, Chromebook is \$50.

Eagle Traits

S.....Self-Control
O.....Optimism
A.....Ambition
R.....Responsibility

Students can be nominated for the Student of Character award and attend a luncheon with their family and be recognized at the event for being a positive role model.

Eagles Bucks

- Eagle Bucks are an integral part of our ALMS Multi-Tiered System of Support (MTSS).
- Eagle Bucks are given as individual rewards by classroom teachers, administrators and other ALMS staff members.
- Eagle Bucks can be earned by following school and classroom rules, setting positive examples to others, showing empathy or compassion by helping others and by going above and beyond what is being asked of or expected on a daily basis.
- Eagle Bucks can be redeemed for:
 1. Early release incentives
 2. Eagle Store items
 3. Special raffles throughout the year
 4. Other incentive activities

Chromebooks

Students are issued chromebooks which are taken home nightly. The goals of our 1:1 technology program are to: enhance and accelerate learning, leverage technology for individualizing instruction, promote collaboration, increase student engagement, and strengthen the 21st Century skills necessary for future success. Access to the technology in Selma Unified School District has been established for educational purposes. The use of the Selma Unified School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. **This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.** The device is the property of Selma Unified School District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the device. Consequences will be issued for inappropriate use of the device and use of unauthorized apps.

It is the student's responsibility to charge the device at home and ensure it is ready for use in school each day. Fully charged device batteries will typically last 8 - 9 hours of use. Students are also encouraged to bring the provided wall chargers to school to ensure that their device is ready for use. Failure to do so may result in the student's inability to participate in classroom learning activities.

Each device is assigned to an individual and the responsibility for the care of the device solely rests with that individual. **If the device is lost, it must be reported to the library as soon as possible.** It may be the responsibility of the student and family to recover or replace the lost device. If necessary, the District and the police will assist in recovery.

Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the library as soon as possible. Device repair/replacement options will be determined by the school site. If the device is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

General Information and Procedures/ Policies

Important Information for Good Citizenship Student Code of Conduct

A prime factor in a successful school is mutual respect. Each student is considered an important individual with rights and responsibilities. Students should be respected and should respect others and take responsibility for their own actions. It is necessary that students learn to develop self-discipline in order to be successful in life.

These rules of conduct are enforced on the way to and from school, on the school grounds, as well as in school buildings.

1. Students are to show proper respect to others at all times.
2. Students are to show respect to school and private property at all times.
3. Students are to show concern for the safety of others at all times.

Failure to adhere to the expectations listed above can be cause for disciplinary actions. ALMS offers parenting classes to assist families with enforcing conduct at home as well as at school. Home is where students first learn responsibility and respect for others.

The Principal or designee has the authority to ensure the safety of all students by whatever means necessary.

Important Numbers and Information

Abraham Lincoln Middle School
1239 Nelson Blvd
Selma, CA 93662

Phone:898-6600 Attendance Line:898-6651 Extended Learning Program: 898-6611
Fax: 896-0733 Fog Line: 898-6530

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

The School accountability Report Card (SARC) is updated annually for each school in the district. Copies of the SARC may be obtained from the school site principal, the Pupil services Department, or the Assistant Superintendent of Educational Services. SARC reports can be accessed on-line at www.selmausd.org.

Nondiscrimination in District Programs and Activities

The Selma Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, intimidation, harassment, and bullying including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Designated Compliance Office:




Selma Unified School District
3036 Thompson Avenue
Selma, CA 93662
559-898-6500

Sexual Harassment Notice

The Selma Unified School District is committed to maintaining a safe school environment that is free from harassment and discrimination. The District prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The District also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

Designated Compliance Office:

Selma Unified School District
3036 Thompson Avenue
Selma, CA 93662
559-898-6500

GET CONNECTED & STAY CURRENT!		
	Instagram: Follow @abrahamlincolneagles	For engaging pictures telling the story of the great things happening at Abraham Lincoln Middle School.
	Facebook: Like facebook.com/abrahamlincolnmiddleschool	
	ALMS: www.selmausd.org/alms District Website: www.selmausd.org	

Academic Requirements

Advisory

Advisory class is a class that focuses on social emotional learning and building community. Its purpose is to support students in non academic subjects by establishing meaningful connections with a small group of peers and their teacher/advisor. Through daily meetings with their teacher/advisor, students experience a more personalized learning environment with a structure and set of practices to monitor and develop social emotional health and academic success.

Honor Roll Requirements

To be eligible for the honor roll a student must obtain a B average or better for one semester. All grades will be averaged. Grades will have the following equivalents: A=4; B=3; C=2; D=1. Grade point equivalents are added, and then the total points are divided by the number of classes to determine the average. A grade of D, NG, INC or F disqualifies a student from receiving Honor Roll for the semester.

- Principal’s Honor Roll 4.00 G.P.A.
- A Honor Roll 3.50 – 3.99 G.P.A.
- B Honor Roll 3.00 – 3.49 G.P.A.

Principals Medallion

The highest academic award given to 8th grade students is the Principals Medallion. To qualify, students must earn a 4.0 for all 4 semesters during their 7th and 8th grade years.

Participation in the 8th Grade Activities

The District Superintendent and ALMS Principal have the authority to make decisions based on individual student circumstances.

Promotion Ceremony/Trip/Dance

In order to participate in the formal promotion ceremony and all other end of year 8th grade activities, a student must meet the following requirements:

1. A student must pass the Constitution Assessment **OR** Comprehensive Portfolio Assignment with a 60% or higher.
2. A student must earn a minimum cumulative 2.0 GPA during their 7th and 8th grade years combined.
3. During 8th grade year, a student may not have more than 1 Truancy absence.
4. A student may receive no more than three disciplinary referrals during the 8th grade
5. A student may not be involved in more than one fight during the 8th grade year.
6. A student may not receive more than two referrals for violation of the district Honesty Policy.
7. A student may not receive more than two suspensions.
8. A student may not participate in any of the following illegal activities during their 8th grade year:
 - a. Use or possession of tobacco
 - b. Stealing as delineated in Education Code 48900 (value of \$50 or more)
 - c. Possession or consumption of alcohol at school or a school activity or traveling to and from school or a school activity.
 - d. Possession, or under the influence, of illegal drugs at school or a school activity or traveling to and from school or a school activity.
 - e. Vandalism that meets or exceeds \$100 worth of school or personal property.
 - f. Any activity that would necessitate a mandatory recommendation for expulsion including possession of a firearm, brandishing a knife, selling a controlled substance, committing or attempting to commit sexual assault or battery, and/or possession of an explosive.
 - g. Possession of any illegal weapons, including facsimile weapons, or dangerous objects of no reasonable use to the student.
 - h. Any activity determined by the district to be so grievous in nature as to warrant removal from promotion ceremony.

Parent Involvement/ Student Information

School Site Council

Abraham Lincoln Middle School receives federal and state funding for implementing a

School Based Coordinated Program. ALMS site is required to form a School Site Council. The SSC is composed of parents and school personnel. The SSC is responsible for evaluating and approving the School-Wide Plan programs. The specific uses of the funds are described in our Consolidated School Plan and Local Control Accountability Plan (LCAP). The plan indicates how the money will be used as well as the program objectives and evaluation procedures. Members serve for two years and are elected by their peers. Elections for new members are held annually at the start of the school year.

English Language Advisory Committee (ELAC)

All schools enrolling 21 or more Limited English Proficient students are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff, and SSC regarding services for ELL students. The ELAC is formed annually at the beginning of the school year.

Extended Learning Program

The ALMS Extended Learning Program is open each day until 6pm. Students receive assistance with their work and then participate in fun activities. The program offers activities that run several weeks and allow students to learn a new skill or hobby. Activities may include dance, guitar, sports, computers and many others.

Tutorials

Before and after-school tutorials are offered at ALMS. By the first week of September, tutorials will be held daily, after school. Schedules will be available in the ALMS office.

Make Up Work (due to absences)

Students who miss school work because of an excused absence shall be given the same amount of time they missed to make up the assignments and will receive full credit. (Ed Code 48205)

Progress Reports

Grades will be submitted by teachers approximately every 3 weeks. Six week and Twelfth week Progress Reports and Semester Report Cards will be mailed home. Parents should contact the school if they have not received a mailed Progress Report Card.

Parent Portal

To ensure the progress of your child, parents can log into the online gradebook to see current grades and attendance information for their child. In order to access the parent portal, please be sure that the school has a valid email address for each parent/guardian who wishes to have access. Once submitted, an email will be generated with instructions to login to the Aeries Parent Portal where you can access grades, attendance, and student information:

<https://sdoaeries.selmausd.org/parent>

Student Portal

Students are encouraged to check their grades on the Student Portal regularly.

MINGA-Hall Pass

Minga is a digital hall pass that increases safety and accountability for all students when they need to meet with administration, nurses, or use the restroom. All students have access to Minga and use their Chromebooks to create a pass with staff approval.

Food/Items Brought and/or Sold on Campus

Selling of food items, candy or electronics on campus is prohibited during school hours, even if it is a school-sponsored fundraiser. Administration reserves the right to confiscate all sales of food items. Confiscated items will be stored in the office and will be returned to the student's parent/guardian.

Food items brought to school are for the exclusive use of your child only and must be consumed in the office. Students are not to order food to be delivered to campus nor are they to bring food from home to share with others. This is to ensure the safety of all students.

Financial Responsibility/Debt

1. Library

- Textbooks are provided free of charge to all students at the beginning of the year. They are to be returned in good condition at the end of the year.
- Students are required to pay for lost, damaged or stolen Library books or textbooks beyond normal wear and tear.

2. Other Debts

- Students/Parents/Guardians are responsible for any/all debts incurred while at ALMS. These include but are not limited to: replacement ID's, chromebooks, PE locks, sports gear or PE clothes.

3. Vandalism/Damages

- Parents are responsible for the full extent of any damages caused by their child to the school. This includes the cost of labor as well as material or repairs. In an event of vandalism, the school will appraise damage and cost of repair, bill the parents, and coordinate follow-up with parents of the student. If debts are not paid, students will be prohibited from attending any extra-curricular activity (dance, Promotion Ceremony, 8th grade trip, etc.).

Students with debt will not be allowed to attend extra-curricular activities (i.e. dances, 8th grade activities, Promotion Ceremony, etc.) unless/until debts are cleared.

Minor/ Major Accident Reports

All accidents must be reported to a staff member immediately. Proper forms must be completed by the supervising staff member.

1. **Minor Accident:** An accident is considered minor if minor first aid is administered by a staff member (cuts, bruises, etc.). The student is able to walk to the office on his/her own ability.
2. **Major Accident:** An accident is considered major if the student is not able to walk to the office on his/her own ability. A determination will be made by a staff member to classify the accident as being MAJOR. An Accident Report Form will be completed and notification to parents will be made.

Bicycles and Skateboards

California law requires children to wear an approved bicycle helmet. Bicycle/skateboard riders are to enter and leave the campus from Nelson Boulevard and lock their bikes in bike racks in front of the office. Students with skateboards are responsible for finding adequate storage for their skateboard during the school day. Selma Unified School District is not responsible for lost bikes, skateboards, or helmets. Students are to walk their bicycles and skateboards on campus and across all crosswalks.

Property Security

1. **School Property:** Each student will be held responsible for books, sports equipment, band equipment or any other school property that has been issued or checked out to him/her. The student and parent/guardian will be responsible for paying a replacement fee if any school property in their possession is lost, damaged or stolen.
2. **Personal Property:** It is the responsibility of the student and his/her parents to have all personal property clearly marked so that it can be identified. *The school is not responsible for any lost or stolen personal property, including books, sports equipment, cell phones, electronic devices or other personal property and will not investigate the theft or loss.*

Closed Campus

1. Students will not be allowed to leave campus after arriving at school unless checked out by a parent/guardian in the office.
2. Except for bus riders, students are to be off campus by 3:30 pm everyday.
3. **Leaving campus without permission is considered truancy.**

Off Campus Pass

The office must receive a phone call from a parent or guardian before an off-campus pass can be issued. *Notes are acceptable.* Students must check out in the office when they leave campus. The office will issue the pass at the time the student checks out. Off campus passes should be used for emergencies only.

Nurse's Office

The health office is designed to render first-aid only for illnesses and injuries occurring at school. State laws prevent us from providing further treatment or medications (not even aspirin). If a student is injured at school, please report to the office to receive first-aid. Parents will be informed, if necessary. If it is necessary to take medication at school, bring it to the office. Medication must be in the original container. We will need to have a signed note from the doctor and parents giving the school permission to administer the medication. This law applies to all medication. **NO EXCEPTIONS** can be made. This requirement includes all prescriptions and over the counter drugs such as antibiotics, bee sting kits, asthma inhalers, aspirin, Tylenol, other pain relievers, cough drops, cough syrups, ointments, lotions, cold tablets, eye drops, antacids, etc. Medication forms are available in the school office or from local clinics and doctors' offices.

Library

The Abraham Lincoln Middle School Library is available to all students and staff members who wish to do research, work on assignments, check out books, read or use other media materials. All school and classroom regulations apply to the library. In addition, the following specific rules will be enforced:

1. Food is not allowed in the library.
2. Students must have their ID cards to check out materials.
3. Library hours are from 7:30-4:30.

The Snack Bar is open for student use during the break/lunch period. The Cafeteria serves breakfast, lunch and supper after school. Students using these facilities are expected to:

1. Wait their turn in line and not crowd.
2. Enter their ID number into the kiosk in order to receive food.
3. Dispose of all trays and eating utensils to the proper location.

4. Not share food/drinks that are brought from home/school.
5. Soda and other caffeinated energy drinks are not allowed on campus.

Beverage containers on campus must be disposed of properly. Glass containers are not allowed on campus at any time. **Food brought from outside sources (fast food, cake, cupcakes, etc.), will be issued and consumed by the individual in the school office. Only the student's parent/guardian can drop off food for the student.**

Safety

1. Student drop off- pick up

- Students are to be dropped off and picked up ON ORANGE AVENUE only. Please do not drive onto the campus fire access road or Nelson Blvd. for drop off or pick-up. Parking on campus is for staff and after-school events only.
- While on campus, students are to stay within the blue lines before school, during lunch and during all passing times.

2. Bus Pull Through Lot

- Cars and students should keep the bus pull-through on Orange Avenue clear for loading and unloading.

3. Parking Lots

- The parking lots are off limits for students as a walking or biking area.
- Parking lots are reserved for district employees and may only be used by parents during special events.

4. Crosswalks

- Students are to use the crosswalks or intersections at all times coming to or from school.

Visitors On Campus

To ensure school safety, visitors are to immediately check into the office to present a drivers' license/ID to receive a visitor's pass. Visitors may be escorted from campus if they have not checked into the office. Items that are disruptive to the learning environment (balloons, flowers, stuffed animals, etc.) will be prohibited from being delivered to the classrooms. Any disruptive items delivered to the office are not the responsibility of ALMS, if lost or stolen.

Attendance

One major factor in a student's success in school is regular attendance. Parents must make every effort to get their student(s) to school so they can learn. At ALMS, attendance is taken each class period. Each time a student is absent from school, he/she misses instructional experiences that cannot be duplicated. Attendance can affect a student's ability to attend the promotion ceremony. It is highly recommended that students contact their teachers for clarification of any missed assignments due to absences.

Clearing Absences

If a student is absent all or part of a day, the **parent/guardian** must notify the ALMS office staff as to why the student was not at school.

1. Clear absence by phone: 1) Attendance Line 898-6651 2) ALMS Office 898-6600
2. Clear absence with a note.
3. Clear absence with a doctor's note: Bring note from the doctor's office to the ALMS office. Make sure it contains the student's name and the date of the office visit.
4. All calls or notes should contain: 1) Student's name 2) Date(s) of absence 3) Reason for absence 4) Absence Note – Parent's/Guardian's signature and date 5) Phone Call - Who is calling (must be parent/guardian).
5. Absences that are not cleared by a parent/guardian will be entered as a truancy, meaning that the student "cut" class. Excessive truanancies or unverified absences could lead to disciplinary actions as well as a home visit from District Personnel.

Class Truancy

Parents are responsible for ensuring their student(s) arrive at school everyday on time. Students who are truant from class (unaccounted for 15 minutes or longer) will receive a warning and lunch detention. A 2nd truancy (ditching class) will result in a major referral. In addition, with excessive truanancies, parents could also face consequences.

Perfect Attendance

Students who miss 1 or more periods of class will be ineligible to receive perfect attendance, excluding school approved activities.

Tardies/ Arriving Late to School

All students arriving late to school (after the 8:05 tardy bell) should report to the ALMS office.

1. Tardies before 8:25 am: Students will sign in and then be sent to class.
2. Tardies after 8:25 am: Students will check in with office personnel then sent to class with a pass.
3. Parents/Guardians, if you know your child will be late, call the school to inform us of the reason for the tardy. Oversleeping, missing the bus, having car trouble, etc., will not excuse the tardy.
4. Missing an entire class period or more due to oversleeping constitutes a truancy.

Tardy Policy and Procedures

Office staff will run weekly queries to identify overall tardies.

- Tardy (Reset at Semester)
 - First through Third: Documented/Reminded of Expectations
 - Fourth: Parent Contact
 - Fifth: PBI Aide Intervention and 1 Lunch Detention
 - Sixth through Eighth: 1 Lunch Detention
 - Ninth: 2 Lunch Detentions
 - Tenth: Saturday School

Progressive Discipline Procedures and Policies

Assertive Discipline Consequences: Classroom

- **1st Infraction:** Conference with teacher
- **2nd Infraction:** Parent contact by teacher
- **3rd Infraction:** Student will be assigned RC for that class, parent contact by referring teacher
- **4th Infraction:** Lunch detention
- **5th Infraction:** Major referral, parent contact by teacher

Students who violate the California Education Code or whose actions are an excessive disruption to the learning process will be issued a referral and sent immediately to an administrator for disciplinary action.

The Principal or designee has the authority to enforce or bypass any code of conduct to ensure the safety of all students.

R.C. (Responsibility Counseling Program)

If a student receives an R.C. from a teacher- it is viewed as a suspension from that classroom for that day. The purpose of the Responsibility Counseling program is to encourage students to make the best possible use of the educational opportunities available and to accept responsibility for their actions by reducing disruptive behavior in the classroom. This program also assists in providing students with an alternative educational environment.

Lunch Detention

Lunch Detention will be held daily and students will be provided lunch within the classroom. Students are assigned Lunch Detention by site admin as part of consequences to Discipline, Tardy, Cell Phone, and/or Dress code policies. Failure to attend Lunch Detention will result in further consequences.

On-Campus Suspension (OCS)

Students may be placed on OCS as part of the progressive discipline process. Students placed on on-campus suspension will have to report to the office at 8:00 a.m. to be escorted to the Responsibility Center room and stay until 3:30 p.m. The student will be given class work from his/her teachers to be completed during this suspension.

Off-Campus Suspension

The most severe cases of student discipline can result in a student being suspended off-campus [home suspension]. Suspendable offenses are outlined in the district portion of this handbook. Students who violate Education Codes listed under the 48900 and 48915 sections are subject to suspension.

Students athletes who are suspended are also placed on non-privilege for a period of ten days during their sport season. The non-privilege status begins the day the student returns to school and ends after 10 days. Monday through Friday are counted as non-privilege

days. Students who are suspended may not be on campus or attend any district sponsored events during this time.

Harassment/ Cyberbullying/ Bullying

Any form of harassment/bullying will not be tolerated. Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion as outlined by Selma Unified Board Policy 5131.2. Any student who feels that he/she is being harassed should immediately contact the teacher, the principal or designee for appropriate action.

Sexual Harassment

Any form of sexual harassment will not be tolerated. Students and/or adults should report any incident(s) of sexual harassment to the teacher, the principal or assistant principal for appropriate action.

Non-Privilege

Students who are placed on non-privilege lose privileges to school sponsored events. This includes practices, athletic competitions, dances, rallies and assemblies. School administrators reserve the right to place a student on non-privilege.

- **Students will be placed on non-privilege for:**
 1. Off Campus Suspension
 2. GPA below 2.0
 3. Non- compliance issues (major referrals)
 4. Excessive classroom tardies
 5. Financial Obligations

Student Reporting Options

1. ALMS Online Reporting System - An online reporting system is available for all ALMS students by sending an email to almstips@selmausd.org.
2. Sprigeo - www.sprigeo.com - Students may use our anonymous online reporting system to inform school officials of any harassment, bullying or safety concerns.

Physical and Verbal Altercations

Our goal is to ensure that we provide a safe learning environment for all of our students, staff and visitors. In order to set the foundation for this goal, ALMS staff will maintain active supervision and the use of a sophisticated video surveillance camera system across campus. Students who are involved in verbal/physical altercations will receive consequences in addition to support services.

Restorative Practices/ Student Mediations

Restorative strategies may be utilized to provide students opportunities to be accountable for those they have harmed and enable them to repair relationships. Mediations will also be provided as a support to students to help manage conflict.

Drugs and Alcohol

Students who are found to be in possession or under the influence of drugs or alcohol will receive consequences in addition to support services.

NOTE: Any student who is **selling** or assisting in the sale of a controlled substance will be recommended for expulsion from the school district.

Search and Seizure

As necessary to protect the health and welfare of students and staff, school officials may search students, their property and/or district property under their control and may seize illegal, unsafe and or otherwise prohibited items. (BP – 5145.12a)

Cell Phones and Electronic Devices

- 1. Cell phones must be turned off and not visible after the 1st bell (8:00 a.m.) until the last bell of the school day.**
2. Students may NOT possess or use personal electronic signaling devices including but not limited to cellular phones, iPads, air pods, gaming devices, and any other electronic devices **during school hours.**
3. Instances of disruption to the learning environment by a cell phone or the use of a cell phone may result in a referral and parent contact (Board Policy 5131).
4. Students taking digital images (video/pictures) in restrooms and locker rooms will be in violation of the Ed Code and could be subject to arrest and disciplinary actions.
 - a. If a student takes photos or video of another student in a compromising position, the student will be required to check their cell phone into the office for the remainder of the school year.
- 5. The school is NOT responsible for any lost or stolen property and will not investigate the theft or loss.**

Cell Phone Violation Policy

- **First:** Phone confiscated for day (Staff will bring device to the office, student can retrieve at the end of the day)
- **Second:** Phone confiscated for day (Parent must retrieve)
- **Third:** Phone confiscated for day plus 2 days of lunch detention (Parent must retrieve)
- **Fourth:** Phone confiscated for day plus Major Referral (Parent must retrieve)

Dress Code

(IS AT THE DISCRETION OF THE SITE ADMINISTRATION)

Some uniform regulations are necessary in order to maintain order, spirit, scholarship, pride and discipline in the operation of a school system. School regulations prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school
2. Materially interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage to school property
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement

A student in violation of this policy is termed as willful defiance of the valid authority of the school principal.

Clothing (Enforced at all school sponsored events)

All clothing shall be neat, clean and acceptable in repair and appearance, sufficient to be worn within the bounds of decency, modesty and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

1. Revealing, or distracting tops and dresses cannot be worn. Shoulder straps less than 2" wide are not appropriate or acceptable (no spaghetti straps or off the shoulder tops). Clothing must cover undergarments. Any "cropped" tops that expose the midriff (waist) or back or sides, tube tops, halter tops, racer back etc. including when worn under overalls. Remember, any skin shown around the midriff will be considered a dress code violation.

2. Shorts, dresses, skirts are acceptable provided they are no shorter than 6 inches above the kneecap, are not to be excessively frayed, and are not revealing. Spandex biker shorts are **NOT** allowed. Students will be sent into the office. No holes/tears above mid thigh with skin or undergarments are exposed. Athletic shorts are allowed as long as they meet the length requirement.

3. Activewear leggings and/ or jeggings are permitted but cannot be sheer or have mesh above the knee and must be dark in color. Thin leggings or thin tights may be worn beneath dresses, skirts, shorts ONLY.

4. All students must wear shoes at all times. No hard-toed or steel-toed shoes/boots will be allowed. Shoes must be laced and tied or strapped at all times. In grades 7-12 flip-flops and all sandals are acceptable.

5. Crude or vulgar printing, slander, slogans, weapons, symbols, designs, jewelry or pictures depicting tobacco, drugs, alcoholic beverages, illegal activities, deeming to others, or sexual suggestions are specifically prohibited. Any clothing or accessories reflecting gang affiliation is prohibited.

6. Military, paramilitary, or military style clothing will not be permitted.

7. Baseball caps, visors, beanies or full-brim caps may be worn as sun protective clothing while outdoors. Baseball caps will have **no logos**. Hats with ALMS and SHS logos are acceptable. All baseball caps and visors must be worn facing completely forward. Hats, visors, and hoods must be removed anytime a pupil is indoors.

8. In grades K-8 city team jerseys that meet the dress code may be worn on Fridays during the season of that sport.

9. University apparel may be worn on campus, however, apparel with "BULLDOG" insignia or writing is not acceptable.

10. Jackets and other apparel depicting professional sports teams shall not be worn.

11. Excessively baggy or loose-fitting clothing is not acceptable. Pants/ shorts are to be worn at the waistline, sagging is not permitted.

12. Pajamas are not acceptable, except for spirit days designated by site administrators.

13. Sunglasses are not to be worn indoors.

14. Studded and sharp weapon-like accessories are not permitted. Small stud earrings may be worn as long as they do not create a safety issue to the wearer or others.

15. It is expected that personal cleanliness will be observed and that hairstyles, beards, and mustaches will be neatly maintained. Moderation in make-up and hairstyles is

required. Hair features that cause undue attention or are gang-related are not acceptable. This includes, but is not limited to unusual designs, symbols, razor cuts in hair and eyebrows, messages, and Mohawks. Grooming aids, such as brushes, combs, and make-up are not to be used in the classroom. Wearing excessive amounts of cologne, perfume, or other fragrances is not allowed.

Grooming

1. Haircuts or hairstyles which feature unusual designs or shavings, to the extent they are disruptive to the educational process, are not acceptable (hair covering the eyes is a disruption to the learning environment).
2. Tattoos and hickey marks are not acceptable and must be covered at all times while the student is on the school grounds.

Appearance of Gang Affiliation

The wearing or displaying of "colors", tattoos, symbols, or a dress style that may relate to gang affiliation or the appearance of such is prohibited and subject to disciplinary action.

• **Just a reminder** •

There may be special designated activities and events throughout the year during which certain variations of the dress code may be in effect. Students will be notified in advance if the dress code is going to be altered for any of these events

Dress Code Violation Procedures

Any dress code violation will require students to change clothes.

- **First**: Warning
 - **Second**: Parent Contact by PBIA/PBIA Intervention mtg
 - **Third**: Parent Contact by Admin plus 2 days of lunch detention
 - **Fourth**: Major Referral
1. Loaner clothes are due back to the office two days after they are given to a student. Clothing must be washed.
 2. A late fee of \$0.25 will be charged for each day loaner clothes are not returned starting with the third day after they were given to a student.

Athletics

The following after school sports are available to students (**subject to change**):

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Football	Soccer	Softball
Girls Tennis	Wrestling	Track
Volleyball		Boys Tennis
		Swimming

**Students participating in these programs must have a signed extracurricular activities form on file as well as a health physical.

Extra- Curricular Eligibility Requirements

Athletic, extra-curricular and academic involvement is encouraged as part of a student's education at Abraham Lincoln Middle School. While these are an essential part of a student's educational experience, a heavier emphasis is placed on academics. There are certain requirements in order for a student to participate in athletics and other extracurricular activities (dances, trips, etc.).

1. A student must have a 2.0 GPA (C average with no more than 1 F grade) to participate in extracurricular programs. Any student falling below a 2.0 GPA or with more than 1 F will be placed on academic probation for one grading period. Please note: Grading periods are progress report grades or semester grades (every six weeks). Any student placed on the academic probation list for two consecutive grading periods will be **ineligible** to participate in any extra-curricular program until the following grading period is completed. At this time, the student may become eligible if a 2.0 GPA with no more than 1 F grade is re-established.
2. A student who is ineligible may not participate in any athletic competition during the period of ineligibility.
3. Students must attend school for at least four (4) academic periods in order to practice, perform or attend extra-curricular activities that day. (excluding lunch period).
4. If any extra-curricular activity is conducted on a Saturday or a holiday, the student must attend school for at least four (4) academic periods the day before the performance, athletic event or activity.
5. All students receiving a suspension will be put on a **10 day non-privilege list.**
6. Disciplinary action will take precedence over all school functions & activities.
7. Students who attend or participate in school events (school days and Saturdays) are subject to school rules. School rules and dress code are to be followed for all school activities on campus or off campus.
8. Students must have cleared all debts in order to attend the dances or to participate in the end of the year 8th grade activities (8th grade dance, trip and promotion ceremony).

Student Activities

Participation in Activities

ALMS provides opportunities for students to participate in extracurricular activities including but not limited to: assemblies/rallies, incentive activities, clubs, etc. For students to participate in any ALMS Activities students must be in school for at least half of the school day. If the event is on the weekend, then students must be in attendance at school for at least half of the school day prior to the event.

Assemblies and Rallies

Assemblies and rallies are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Student conduct is of the greatest importance in our assemblies and rallies. Students should remain seated until their row is dismissed and leave in an orderly manner.

Participation in the 8th Grade Activities (*Promotion Ceremony/Trip/Dance*)

In order to participate in the formal promotion ceremony and all other end of year 8th grade activities, a student must meet the following requirements:

1. A student must pass the Constitution Assessment OR Comprehensive Portfolio Assignment with a 60% or higher.
2. A student must earn a minimum cumulative 2.0 GPA during their 7th and 8th grade years combined.
3. During 8th grade year, a student may not have more than 1 Truancy absence.
4. A student may receive no more than three disciplinary referrals during the 8th grade
5. A student may not be involved in more than one fight during the 8th grade year.
6. A student may not receive more than two referrals for violation of the district Honesty Policy.
7. A student may not receive more than two suspensions.
8. A student may not participate in any of the following illegal activities during their 8th grade year:
 - a. Use or possession of tobacco
 - b. Stealing as delineated in Education Code 48900 (value of \$50 or more)
 - c. Possession or consumption of alcohol at school or a school activity or traveling to and from school or a school activity.
 - d. Possession, or under the influence, of illegal drugs at school or a school activity or traveling to and from school or a school activity.

- e. Vandalism that meets or exceeds \$100 worth of school or personal property.
- f. Any activity that would necessitate a mandatory recommendation for expulsion including possession of a firearm, brandishing a knife, selling a controlled substance, committing or attempting to commit sexual assault or battery, and/or possession of an explosive.
- g. Possession of any illegal weapons, including facsimile weapons, or dangerous objects of no reasonable use to the student.
- h. Any activity determined by the district to be so grievous in nature as to warrant removal from promotion ceremony.

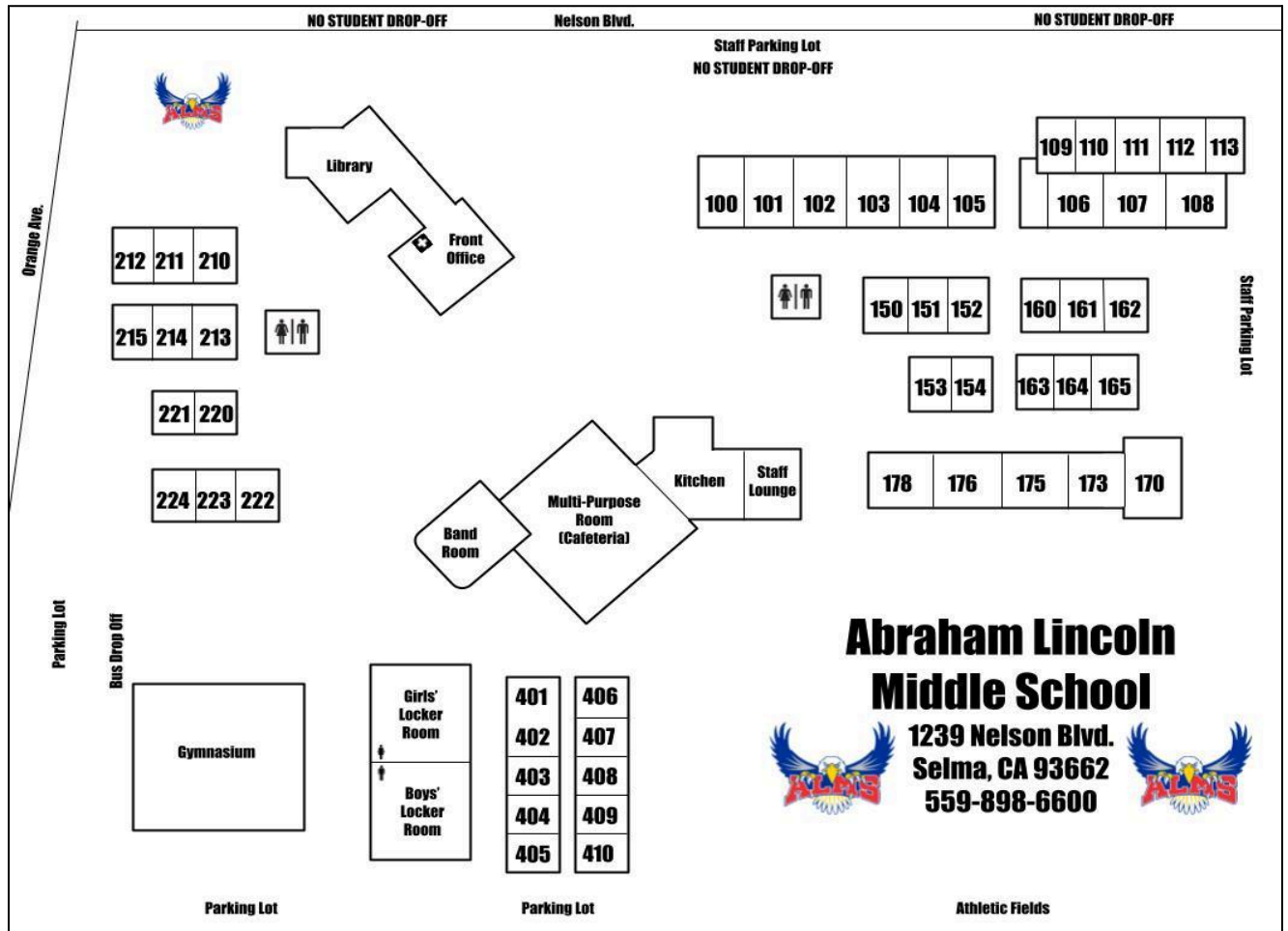
7th Grade End of Year Activity

1. Cumulative 3.0 GPA.
2. A student may not receive more than three major referrals.
3. A student may not be involved in more than one physical altercation.
4. A student may not receive more than one referral for violation of the Honesty Policy.
5. A student may not receive more than two suspensions.
6. A student may not be in violation of any illegal activities.

Student Government

All students share in the regulation and planning of student affairs and activities through the student council. Activities are intended to support and enhance the regular academic program and may include assemblies, dances, contests, community service, sales and drives, etc. Each Advisory class will select a student council representative. These representatives take minutes at the meetings and report back to their 4th period class. All students meeting academic and behavior qualifications may run for student government office. Students are encouraged to contribute to their school by taking an active part in student government.

Campus Map



Abraham Lincoln Middle School

1239 Nelson Blvd.
Selma, CA 93662
559-898-6600