

Student and Parent Handbook

2024-2025

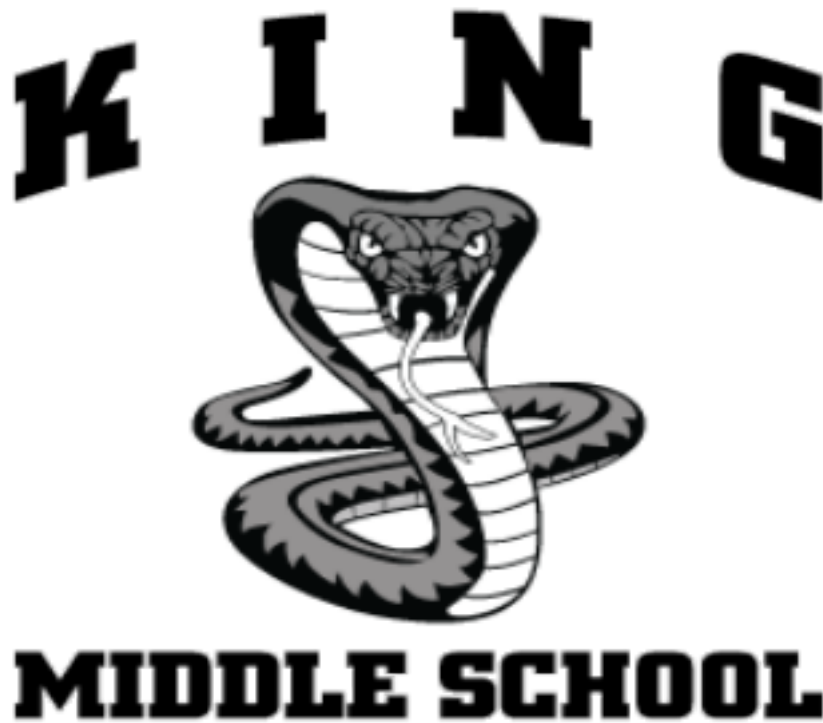


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ABOUT MLK

WELCOME MESSAGE

Welcome to Dr. Martin Luther King, Jr. Middle School! The climate of our school is one of respect and safety. The diversity of our population is a valuable asset to our school. We will promote the acceptance of all people regardless of their actual or perceived race, color, religion, ancestry, national origin, disability, gender or sexual orientation. Our goal is to help guide students and parents through these exciting and challenging years. Middle school is a special time when students learn more about themselves, their relationships with others, and ways to deal with their feelings and emotions.

This Student-Parent Handbook has been prepared to provide you with information regarding our rules, policies, activities, and daily procedures. In doing so, we hope to promote a better understanding between the school and home. Please use this handbook in conjunction with the [Hayward Unified School District \(HUSD\) Handbook](#).

Please take time to read this handbook together with your student. You will be asked to acknowledge that you have reviewed the information in the handbook during student orientation. If you have any questions or concerns, do not hesitate to contact us.

We are looking forward to a great year at Dr. Martin Luther King, Jr. Middle School and we are happy that your student will be with us.

MISSION STATEMENT

Dr. Martin Luther King, Jr. Middle School has a philosophy and program purposefully designed to meet the needs of students in transition into adulthood. We believe that all students should be exposed to a comprehensive academic curriculum, guided by **state and district standards**.

All students participate in a rigorous academic program which maintains, reinforces and expands academic skills so all students can become productive, responsible, and compassionate citizens in our ever-changing community.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

Critical Thinking (C): Students will demonstrate critical thinking skills by analyzing information, evaluating arguments, and making informed decisions.

Open-Mindedness (O): Students will cultivate open-mindedness, embracing diverse perspectives, ideas, and cultures to promote acceptance and understanding in a global society.

Ethical Behavior (B): Students will demonstrate ethical behavior by making principled decisions, respecting the rights of others, and acting with integrity in academic and social contexts.

Resilience (R): Students will develop resilience, demonstrating the ability to bounce back from challenges, setbacks, and adversity, while maintaining a positive attitude and a commitment to learning.

Academic Achievement (A): Students will strive for and achieve academic excellence across diverse subjects, demonstrating mastery of essential concepts and skills.

ACADEMIC ACHIEVEMENT

ACADEMIC HONESTY POLICY

Academic dishonesty, commonly referred to as cheating, is defined as taking the work, words, ideas, and/or efforts of another and presenting it as one's own; or, providing one's own work to be presented by another. Cheating is not tolerated.

The teacher will contact the parents and refer the student or students to the administration. Consequences may include, but are not limited to, detentions, in-school detention (ISD) placement, exclusion from upcoming activities, or community service. A parent conference may be scheduled. Any student involved will **not** receive credit for the assignment or the exam.

GRADING

Grades on the report cards are based on the following scale (with the exception of physical education):

- A: Outstanding (90 - 100%)
- B: Good (80 - 89%)
- C: Satisfactory (70 - 79%)
- D: Below Average (60 - 69%)
- F: Failure (0 - 59%)

REPORT CARDS

Students receive four report cards a year. The report cards are given for a nine-week grading period. Report cards are given out about two weeks after the end of a grading period. The final report of the school year is mailed home in June. Call or come by the office if you do not get your student's report cards.

Your student will receive a report card for each of the four quarters. The first and second quarter grades are averaged to make-up the first semester grades. The third and fourth quarter grades are averaged to make-up the 2nd semester grades. The semester grades are used primarily to determine grade-level promotion and placement.

PROGRESS REPORTS

At the mid-way point of each marking period, progress reports are issued to students who are receiving a below-average grade or have shown a significant decline in performance.

WEEKLY PROGRESS REPORTS

Weekly progress reports may be requested for students who are having academic difficulties or by coaches to monitor the academic performance of their athletes. Academic counselors, administrators, parents, coaches, IEP Teams, or Student Study Teams may request a weekly progress report. These reports are completed **only** on Fridays. Specifics of the report are discussed with the student and the parent at the time of the request.

PROMOTION

HUSD's policy for academic probation, promotion and retention is fully implemented and executable. According to such policy, all students must demonstrate growth in learning and meeting grade level standards.

Students shall progress through the school's system's grade levels by demonstrating growth in learning and meeting grade-level standards of expected student performance. Identification for grade-level social promotion is based on student academic performance and behavior.

Students who perform below the basic grade level standards on multiple measures are considered at risk for not participating in grade-level social promotion. Instructional interventions will be provided. These will include, but are not limited to, after-school tutoring and special support classes.

When students have been identified as performing below the minimum standards for promotion to the next grade level, parents will be notified in writing by the end of the third reporting period.

We would like all of our students to be successful academically and socially here at Dr. Martin Luther King, Jr. Middle School. Upon identification of at-risk for not participating in grade-level social promotion, it is therefore expected that students will:

- Read, sign and make a commitment to follow the intervention contract
- Attend tutoring services given by their teachers
- Improve grades during the second semester

7th and 8th graders who remain on the grade-level social promotion list could lose privileges to participate in end of the year activities including:

- Promotion ceremony
- Dances
- Any end of the year events (ie. Fresh Fridays, Talent Show, etc.)
- 8th grade Field Trip
- 7th grade Field Day & Carnival

HOMEWORK

Homework is an extension of the regular school day. Students sometimes have the opportunity to complete some assignments in class. However, students should schedule time each school evening for homework. Parents may check with teachers via email to determine the frequency of homework assignments. If your student has not received a specific assignment for the evening, reviewing and studying are good habits.

Sometimes assignments are issued several weeks in advance of the due date. Students are reminded that such assignments should be attended to daily, and not be left for the last minute. Middle school students should do homework and/or study on the average of 2 hours per night.

Absent students are responsible for completing missed assignments. They are advised to check with the teachers or fellow students as soon as possible. If a student will be absent for several days, you may also call the school to request homework from the teachers. This request will require advance notice of at least one day.

HONOR ROLL

Students who receive a grade point average of 3.00 or higher in any quarter are recognized in special assemblies. Honor roll certificates are distributed to anyone receiving 3.00 or above. Their names are also posted around the school. Honor roll GPA ranges are as follows:

- 4.00: Principal's Honor Roll
- 3.50 - 3.99: High Honor Roll
- 3.00 - 3.49: Honor Roll

PHYSICAL EDUCATION

All students are required by law to take part in the Physical Education (P.E.) program, which includes exercise and activities designed to help them to be physically active. Instruction is given to students in a wide range of sports, games, physical fitness routines, dance and other athletics.

HUSD requires a physical education uniform. The uniform consists of black shorts, an unmarked plain white/gray T-shirt, gray/black sweatpants, and gray sweatshirt. Uniforms displaying the school logo are on sale at the school, as quantities remain. Prices will be available at the orientation meeting and from the PE teachers thereafter.

All students are only to wear tennis shoes with shoelaces during class. Students may not "sag" PE shorts or wear street clothes underneath. Some activities may require shirts to be tucked in.

Students will not be allowed to participate in PE classes if they do not have their uniform. If students have three or more suit cuts in a grading period, their PE grade may be adversely affected.

SUPPLIES

Students are expected to come to school prepared to learn. To be successful, students must come to school every day with the required supplies. Although each teacher may require specific supplies to support their classroom, students are expected to carry with them the following general supplies.

- Binder with dividers
- Binder paper
- Notebooks
- Pens, pencils, highlighters
- Erasers
- PE clothing
- Fully-charged Chromebook

Any student or parent who is having difficulty acquiring the required materials due to financial hardship should check with the office for assistance.

BOOKS

Textbooks and library books must be kept clean and handled properly. Textbooks issued to students and library books are the direct responsibility of the student to whom they are issued.

Students and their parents/guardians must replace or pay for any lost, stolen or damaged textbook or library books. Failure to clear debts will result in exclusion from all extracurricular activities and events, including the end-of-the-year activities (i.e., promotion, 7th grade carnival, 8th grade field trip).

Textbook and library debts, as well as other outstanding debts, are forwarded to the high schools. These debts must be cleared before promotion to the following grade.

ATTENDANCE POLICIES AND PROCEDURES

CALIFORNIA EDUCATION CODE 48200 STATES: ALL PERSONS BETWEEN 6 AND 18 YEARS OF AGE ARE REQUIRED BY CALIFORNIA LAW TO ATTEND SCHOOL. PARENTS/GUARDIANS HAVE A LEGAL RESPONSIBILITY TO ENSURE THEIR STUDENTS' ATTENDANCE.

CLEARING ABSENCES

Absences must be cleared within 72 hours of the absence. Call the school at 510-723-3120 ext. 42111 or 42105 and ask for the Attendance Office to report absences. The attendance office opens at 8:00 am. If a parent has not called, a student must bring a note to the office upon his/her return to school. The dated note must indicate the length of the absence and the reason for the absence. The parent **must sign** the note and include a phone number for follow-up by the school. If there is no call or note, the absence will be unexcused and considered to be a cut.

Parents, please keep in mind that the State of California does not consider vacations and out-of-town trips as excusable absences. These absences will be reflected in your student's attendance as unexcused.

Per the California Education Code, excessive absences must be reported to Child Welfare and Attendance (CWA) for further review and sent to the Student Attendance Review Board (SARB). You will receive a phone call from our automated dialing system reporting your student as absent or tardy for any class when a call or note is not received. Students may be dropped from school on the 10th consecutive day of being absent without a valid excuse.

ABSENCES – LONG TERM

If a student will be absent for five or more days, up to a maximum of ten days, parents must contact the attendance office before the absence and request a short-term Independent Study Contract. **This contract is subject to approval by the school administration.**

This short-term contract will allow the student to keep up with his/her assignments and give credit for attendance. It is best to give the office at least a **two-week** notice of the situation. The assignments are due upon the student's return to school. Students do not get credit if the assignments are not completed satisfactorily and returned on time.

CLOSED CAMPUS

Dr. Martin Luther King, Jr. Middle School is a closed campus. Once students arrive on campus, they are expected to remain on the school grounds until the end of the school day. Students may not leave the school grounds at any time during the school day without an Off-Grounds pass. Students who leave campus without permission will be considered truant.

For safety reasons, students should not be on campus except during the supervised school hours (normally 8:00 am-2:45 pm). Students reporting to campus before these times must be in a supervised activity with prior arrangements with the school and advisor. Students remaining on campus after 2:45 pm must be in a supervised activity.

MEDICAL APPOINTMENTS

If a student needs to leave for a medical appointment during the school day, the student must bring a note from home stating the time, date and reason to be excused. The student must come to the office before school to receive a pass to leave school grounds. This pass must be shown to the teacher at the beginning of the period from which the student is to be excused. Last minute requests to leave for these appointments can be disruptive and complicated, especially if students are in P.E. at that time. Please plan ahead.

MINIMUM DAYS

Wednesdays are minimum days at Dr. Martin Luther King, Jr. and students are dismissed at 1:20 pm. Staff will be using these days for planning curriculum and broadening instructional strategies. There will be an additional 14 minimum school days for staff development on days other than Wednesday during the 24-25 school year. Please review the school calendar so that you can plan accordingly. Please note that students are not losing instructional time. The regular school day has been lengthened to accommodate for the minutes lost on minimum days.

PASSING PERIODS

In middle school, students must pass from class to class several times during the school day. Students are expected to be on time to each class, seated and ready to work **before** the final passing bell. There is not enough time to play and linger in the halls. If there is not enough time for a student to use the restroom, the student should report to class and speak to his teacher to obtain a restroom escort or hall pass. Any unexcused tardies during passing periods will result in lunch detention.

TARDY PROCEDURES

Tardiness causes a major disruption to a student's educational program. Students who are late to class face serious disciplinary consequences. If a student arrives at school late, a parent/guardian must escort them to the front office (where the student will be given a late pass). Oversleeping and transportation problems will not be accepted as appropriate reasons for tardiness or excuses. Excessive tardiness will lead to disciplinary action, exclusion from activities, and a referral to Child Welfare and Attendance (CWA) at the district. Students who are excessively tardy may face the following possible consequences:

- Three or more tardies to 1st period will result in lunch detention.
- Any tardies assigned during passing periods will result in detention that day or the following day.
- Four to six tardies in a quarter: Wednesday Detention
- Seven to fourteen tardies in a quarter: Community Service (school beautification) and loss of privileges (i.e school events)
- Twenty-one or more tardies in a quarter/school year: Referral to CWA for a SARB Review

(The tardies are in a number range due to reports printed weekly, not daily)

TARDY SWEEPS

MLK administration will be holding random tardy sweeps throughout the school year. Students who are caught in these announced tardy sweeps will face the following consequences:

- 1st & 2nd offense: lunch detention
- 3rd or more offense: after-school Wednesday detention

DISCIPLINE AND BEHAVIOR STANDARDS

CODE OF CONDUCT

The discipline program at Dr. Martin Luther King, Jr. Middle School utilizes a positive approach to discipline and the development of capable, responsible decision-making. It is our intent to foster development of problem-solving and decision-making skills in our students and convey through our disciplinary methods the use of basic human values such as respect, trust, honesty, responsibility and caring for others. In taking a positive approach, “discipline” is placed in the same learning category as all other aspects of the school program.

Successful behavioral management practices inside and outside the classroom at Dr. Martin Luther King, Jr. are built upon the following assumptions:

- Teaching academic content is coupled with a strong commitment to helping young adolescents grow and develop socially and emotionally
- Promoting positive self-worth is conducive to healthy adolescent development
- Learning to accept responsibility for one’s behavior is a significant “life skill” for teachers to teach and students to learn
- Consistency and fairness are essential elements of behavior management
- It is the responsibility of both the students and the adults to follow and enforce rules that provide a safe environment

The teacher, through his/her classroom management plans, retains authority in the classroom. Each teacher will post school-wide and classroom rules and discuss and review such rules and consequences with students in each of their classes to make sure that all students understand what is expected. Additional classroom rules will be communicated to parents and a copy of the rules will be submitted to the administration at the beginning of the school year.

All students are expected to respect and follow instructions of any adult at school.

DID YOU KNOW THAT...?

- Every student is responsible to **all** staff members including substitute teachers, cafeteria staff, custodian, secretaries and yard supervisors.
- Teachers expect students to be in class on time with the necessary supplies for that class.
- Any student coming to the office **must** have a pass from their teacher.
- Loitering around the classrooms is not allowed during lunch.
- Students **are not to be in classrooms at any time when an adult is not present.**
- Profane/vulgar language or gestures are not allowed at school or at school functions.
- The telephones in the office are for school business only.
- Gum is **not** allowed at school.
- No bikes are to be ridden on campus.
- Scooters and skateboards are **not** allowed.
- Balloons are not allowed on campus.

AVOIDING FIGHTS

One of our most important goals, with respect to behavior, is to teach students how to avoid fights by resolving conflicts in other non-violent ways. We encourage students to solve problems with their classmates in the following ways:

- **What should I do if I feel threatened?** Tell an adult (Campus Supervisor, Teacher, Counselor, or other adult employee of the school, and/or your parent). If you are afraid of retaliation, tell the adult in private.
- **What should I do if I feel I will get into a fight?** Tell an adult immediately. If you are afraid of retaliation, tell the adult in private.
- **What should I do if that doesn't work?** If you don't feel that your problem has been solved or dealt with by the adult you told, then tell the Assistant Principal or the Principal.

The school site counselor and/or administration will hold a restorative meeting and mediation to avoid all student conflicts that may involve an altercation.

BICYCLES/SCOOTERS/SKATEBOARDS

For safety reasons, students must keep their bikes, scooters, and skateboards locked in the designated areas during school hours. Students **are to provide their own locks**. Bikes should be walked at all times while on the school grounds and the surrounding sidewalk and other areas of foot traffic. Students are not to bring bikes, scooters, and skateboards in the buildings and are expected to observe all school rules, as well as traffic laws and regulations regarding bike riding. State law requires students to wear bike helmets.

BIRTHDAY BASHINGS AND CAKE SMASHING

Several birthday celebration traditions are inappropriate and/or disruptive to the educational environment. **Please do not send, deliver or bring balloons or bouquets to school.** There is no place for these items in the classrooms or the halls. Throwing eggs, flour and other liquids on a birthday celebrant by friends and peers, and other similar acts are totally unacceptable and student violators will receive extensive consequences. Likewise, punching on a birthday celebrant by friends and peers and in groups is totally unacceptable. These acts are unpleasant, mean-spirited and border on "battery." Violators will receive extensive consequences. Students may never throw food or liquids of any kind, even water, on themselves or others.

CELL PHONES

State laws have limited the restrictions on cell phone possession at school. However, cell phone use at school is regulated by the school district and the school site. **Cell phone use is not allowed once the 8:20 bell rings. Absolutely NO Cell phone may be used from 8:20 am-2:45 pm or on campus at any time.** Furthermore, cell phones must be in off position during school hours, not just on vibrate or silent. Cell phones cannot be on, seen or heard during school hours or on campus. **Do not call your children on their cell phones during school hours or while they are still on campus.** Before 8:20 or after 2:45 pm, cell phones can be used in front of the school. If a student needs to contact a parent, the student is still required to use the school phone with permission from the teacher and the office staff.

Confiscated cell phones will be returned after the school day ends at 2:45 or 1:20 on minimum days. If a student's phone is confiscated three or more times, parents/guardians **MUST** come and pick up the phone. This includes all technology devices but not limited to AirPods, Earbuds, smartwatches, and iPads. Only school issued technology devices (i.e., Chromebooks) are allowed.

CYBERBULLYING

The school adheres to California Assembly Bill 86 which gives schools the authority to suspend or expel students for bullying fellow students over the internet, in text-messaging or by other electronic means. AB 86 specifies that bullying includes acts that constitute intentional harassment, threats, or intimidation and that are committed personally or by means of an electronic communications device or system.

DRESS POLICY

HUSD BOARD POLICY: 5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

It is our intention to maintain a safe, non-disruptive environment so that students may focus on learning. Students who wear inappropriate, distracting, or revealing clothing will be referred to the office to make arrangements to change into other clothing. Disciplinary action for disruption of school activities and/or defiance may also be assigned. If a student does not have appropriate clothing to cover up, i.e. jacket, longer shorts, etc, that student must call home so that someone can bring clothes for that student.

We believe that school attire mandates clothing that is appropriate for the learning environment. Clothing worn by students that is a distraction and inconsistent with the learning environment or could reasonably be determined to threaten the health and safety of the school is prohibited.

California Education Code §35183 allows schools to "include the reasonable dress code policy." For the health and safety of the school environment, Martin Luther King, Jr. Middle School has the following dress code:

- Dress that is not appropriate includes shirts that reveal midriffs/cleavage/shoulders, bottoms that are too revealing (i.e., bottoms that go above fingertips when arms are held at sides).

- All underwear must be covered by outerwear. This includes jeans worn appropriately to prevent sagging below underwear and shorts (buttocks portion exposed).
- Pajama bottoms and bed slippers are prohibited.
- Closed-toe footwear will be worn at all times for health and safety.
- Clothing that is intimidating, harassing, degrading and in conflict with the mission of the school will not be allowed.
- Headwear (hairnets, bonnets, durags, etc.) is not allowed, with the exception of religious head covering.
- While students have permission to wear hats in common areas, hats and hoods are not allowed in the classroom or office (with the exception of religious head covering). Failure to remove hats or head coverings/headgear in those classrooms and offices will be viewed as defiance and treated with the appropriate discipline. Sunglasses are permitted outside only and are not to be worn inside of the building at any time.
- Clothing that displays or implies gang, drug/alcohol or criminal activity, profane or obscene words and phrases or sexually explicit comments are not allowed and will be determined by school authorities on a case by case basis.
- Plain red or navy blue t-shirts are not allowed. No accessories of red or navy blue are allowed. This includes red or navy blue belts, hair accessories, jewelry, shoelaces, and head gear.
- The spraying of perfumes, body sprays, or deodorants are restricted to the personal use of students in the locker rooms after physical education.

DETENTION POLICY

Detentions are issued to students as an appropriate consequence to classroom and/or school-wide violations of rules and expectations. Detentions assigned by classroom teachers are usually arranged between the teacher and the students. Teacher-assigned detention is to be done with the teacher providing the supervision. Administration assigns detentions after reviewing referrals made by teachers, other staff on general supervision duty or by discretion of administration. Administrative assigned detentions are usually arranged with the student, by notification from administrators through the use of in-school detention (ISD) assistant and CSO campus safety officers. Detentions may be scheduled and served during lunch, after school and/or Wednesdays after school, depending on the reason and the arrangements.

IN-SCHOOL & WEDNESDAY DETENTIONS

The administration will communicate with parents/guardians and will assign in-school detention (ISD) for classroom and school-wide infractions. In-school detentions are served with the ISD Assistant. Students may be assigned to serve detention at lunch, after school, and/or on minimum days, depending on the infraction. Students assigned lunch detentions are escorted to lunch and back to the ISD room. Students are expected to be prepared with schoolwork or some school related assignment. While in ISD, student may be assigned any of the following:

- Independent work assigned by teacher or class subject
- Behavior paragraph
- Campus beautification

MAIN OFFICE VISITATION PROCEDURES

Students must check in with the attendance clerks or office manager before proceeding to see a counselor or principal or assistant principal. Students must have a pass or permission from their teacher before coming to the office during class time, and must enter the office through the main office doors. Students must sit quietly while waiting to be seen. The office/health room restroom can only be used in case of permission granted by the office staff or administrators.

HALL PASSES

No student is permitted in the halls during class time or lunchtime without a Hall Pass, an escort from Campus Safety or a staff member. Students are encouraged to use the morning and lunch breaks for personal needs. Office business should be taken care of before the morning bell or after school.

RESTROOM USE

The 10-minute rule applies: No students will be allowed to go to the restroom during the first 10 minutes of class or the last 10 minutes of class. Students have 4 minutes to take care of personal needs between classes. Exceptions such as medical reasons are excused, and parents should notify the office of any exceptions.

COUNSELING PASSES

Students are to be escorted by the counselors from and to the classroom. Counselors must check in with the attendance clerk to clear the student's absence.

PERSONAL PROPERTY

Personal property of no reasonable value in the educational process is not permitted at school. They include, but are not limited to: personal computers, video games, trading cards, water balloons, airpods, lighters, laser pointers, cash, permanent markers, animals, etc.

If any such items are required for school activities, the student must get permission in writing from the teacher PRIOR to bringing such items to school. If an adult staff member confiscates these items, they will be given to the administration and treated like a cell phone. **The school will not be responsible for the loss or damage of such items while at school.**

TEACHER REFERRALS

Students sent to the office on a referral should be escorted directly to the office or, if an admin is not immediately available to address the issue, to the ISD room. When an admin is ready to address the referred student, they will be escorted from the ISD room to the office. Once the student reaches the office, the student should enter in a quiet manner.

SEXUAL HARASSMENT

The Hayward Board of Education prohibits sexual harassment of anyone in the district. Anyone participating in sexual harassment will be subject to disciplinary action up to and including

expulsion. Sexual harassment includes, but not limited to:

- **Written:** Suggestive or obscene letters, notes or invitations.
- **Verbal:** Derogatory comments, slurs, innuendoes, jokes or epithets.
- **Physical:** Assault, touching, impeding, or blocking movement.
- **Visual:** Leering, gestures, display of sexual suggestive objects or pictures, cartoons

Reports of harassment should be made to the Principal or Assistant-principal for investigation. The complaint will be investigated in a way that respects the rights of privacy as much as possible. Threatening behavior against the person who made the complaint is prohibited and punishable by law.

SUSPENSION & EXPULSIONS

Suspension is a consequence for students who seriously violate school rules, pursuant to Ed Code 48900. These violations include, but are not limited to: **threatening or provoking a fight, destruction of school or personal property and possession or use of drugs, vape pens, alcohol or tobacco**. Students on suspension are the responsibility of their parents or guardian for the designated number of school days.

During the suspension period, students may **not** take part in any school program, nor be on any school campus, or be within close proximity of school grounds. **All homework and daily assignments must be made up either during or after the suspension period.**

Students who violate Ed Code 48915 may be recommended for expulsion. When a student is recommended for expulsion, a discipline hearing is held at the district so that school personnel, the student and their parents can present the situation to a committee. The committee then makes its determination. If the committee concurs with the recommendation to expel, the decision is forwarded to the Board of Education. The Board of Education will then decide whether to expel the student.

PROHIBITED BEHAVIORS

The following are **examples** of prohibited behaviors while on school grounds, going to or from school, during the lunch period, and to/from/during a school-sponsored activity. These behaviors are in addition to behaviors described elsewhere in this handbook and other forms of behavior that are unacceptable based on contemporary standards:

1. Threats. Students shall not--through verbal, written, technological or any other means--make statements that imply that physical or emotional harm may come to another person or to an institution.
2. All forms of harassment. Students shall not make remarks or take actions of a sexual, racial, ethnic or religious nature which are deemed offensive.
3. Possession of dangerous weapons and instruments, **both real or replicas**, including firearms, knives and any objects with blades; all types of explosives, and any other device/instrument that may be defined as dangerous depending on its use or intended use
4. Possession of toy guns or other weapon replicas
5. Use of obscene language, materials, clothing, and gestures

6. Causing damage or attempting to deface or damage school or personal property. Students must pay for any damages to equipment, materials, desks, walls, or facilities and may also be subject to additional disciplinary action.
7. Defiance and disrespect. No student shall fail to comply with any lawful instructions or requests of school staff during any period of time when he/she is under the authority of school personnel.
8. Use, possession, sale, or purchase of alcohol, drugs, e-cigarettes, vapor pens, hookah pipes, tobacco in any form, matches, lighters, narcotics, or drug paraphernalia
9. Cheating/plagiarism
10. Inappropriate display of affection, including kissing, hand holding, and long hugs
11. Hazing (initiations) and birthday bashing
12. Fighting, provoking a fight, assault, and any other attempt to physically harm another person.
13. Trespassing, **which includes being on any other school campus**, without an adult present, before, during or after school.
14. Possession/use of prank items, balloons and water balloons, eggs, shaving cream, fart spray etc.
15. Possession/use of firecrackers, fireworks, stink bombs, poppers, and explosives of any type.
16. Possession/use of any laser devices, e.g., pointers.
17. Possession of or distribution of an unassigned lunch/student id number
18. Sharing or using an unassigned locker.
19. Theft or the possession of stolen goods.
20. Possession of dog or wallet chains, spiked jewelry.

Please see [HUSD's Uniform Disciplinary Guidelines in HUSD's Student and Parent Handbook \(pg. 14-20\)](#). It lists the suggested consequences for violation of school/district rules. They are guidelines only. The Administration reserves the right to determine punishment based on the seriousness of a particular infraction and/or previous discipline record of the student who commits the offense. **In addition to any school action, suspected criminal activity may be reported to the police for appropriate legal consequences. Ed. Code 35291 & BP 5131**

EMERGENCY AND MEDICAL PROCEDURES

EARTHQUAKE DRILLS

All students should drop to the floor in a curled-up position next to or under the tables or desks. Their heads should be placed downward on their knees and away from the windows and any other glass. Students are to cover their heads with their arms and hands to protect their eyes and backs of their heads. If the students are outside, they are to move away from the buildings and any overhead wiring and poles, drop to the ground and cover their face and eyes with their arms. Students should remain as quiet and orderly as possible so that in the case of an emergency, they will be able to hear further instructions.

FIRE DRILLS

The signal for a fire drill is sounded at repeated intervals. All students are to leave their classrooms in orderly lines and quickly go to their designated area. Students are to be quiet and

well-behaved.

LOCKDOWNS/ACTIVE SHOOTER

These are practices in case of a stranger inside of the building that challenges the safety of our students and staff. Teachers follow special routines and students remain in their classrooms. Doors to the school are locked to prevent strangers from entering.

MEDICATION DURING SCHOOL DAY

If a student is required to take medication during the school day, the student must report to the office to have the medicine administered at the appropriate times. First, **the parent must submit a medical form**, which has been signed by the doctor. The doctor must indicate the reason for the medication and directions for administering the medication. Administrative Regulations (AR 5141.2) prohibits public school personnel from giving students internal medicine, even Tylenol or Ibuprofen, unless there is medical documentation on file. If you want your student to carry and self-administer medications, please speak to administrators or the office manager for proper procedures.

STUDENT INVOLVEMENT

CLUBS & ACTIVITIES

There are a variety of clubs and activities both during Lunch and after school hours. These are usually announced in classes during the week. Students are encouraged to participate in school activities. If you participate in these programs, be sure to tell your parents ahead of time, if you plan to stay after school. If you need to call from school to tell your parents you are staying, you will need to use the office phone. A full list of Lunch and after-school Clubs can be found on the MLK Middle School website. If you would like to see a club activity added, please speak to a staff member to sponsor this activity.

DANCES

Dr. Martin Luther King, Jr. Middle School has dances several times during the school year. All our students who have met the eligibility criteria before the dance are welcome to attend (see [event criteria](#)). **Only Dr. Martin Luther King, Jr. Middle school students may attend dances; not even close friends or family members may attend.**

Students must present tickets, signed by the parent/guardian, at the door on the day of the event for entrance. Tickets go on sale approximately one week before any dance. It is the responsibility of the students to make sure they are eligible to attend. The deadline for clearances is always the week before the dance. **NO EXCEPTIONS FOR CLEARANCE WILL BE MADE. PLEASE DON'T ASK.** All Code of Conduct rules apply during a dance. If a student is sent out of a dance for any infraction of the rules, a parent/guardian will be called to pick up their student, and the student will not be allowed to attend the following dance or possibly be suspended.

SPORTS

Intermural sports programs are available after school throughout the school year. King Middle School is proud to offer Co-ed Flag Football (Fall), Co-ed Volleyball (Fall), Boys' and Girls' Basketball (Winter), Boys' and Girls' Soccer (Spring), and Co-ed Softball (Spring).

Students must be in good standing in grades (>2.0 GPA), attendance, and behavior in the quarter(s) they are participating in sports. This includes the quarter in which they signed up for the sport. Intermural participation is a privilege. It is an honor to represent MLK Middle School at competitions. However, our primary commitment is to the academic success of each student. Therefore, a standard has been set which is consistent with that goal.

POSITIVE REFERRALS

Positive Referrals are part of Dr. Martin Luther King, Jr. Middle School's school-wide incentive program. Teachers give Positive Referrals to students for exemplary behavior, academics or deeds, which exceed what is normally expected of them. Students redeem Positive Referrals for snacks, King Gear, and lots of fun activities which are announced during the year. Remember to write your full name on your Positive Referral or they are not redeemable! Lost Positive Referrals cannot be replaced.

END OF THE YEAR PARTICIPATION REQUIREMENTS

There are a number of exciting end-of-year events and celebrations planned for the end of the school year:

- End of Year Social
- Open House
- Fresh Friday
- 7th Grade Carnival
- 8th Grade Award Ceremony
- 8th Grade Field Trip
- 8th Grade Promotion Ceremony

In order to participate in these events, students must maintain high standards for both behavior and academics during the Second Semester. At the discretion of the Martin Luther King's Administration, students may lose the privilege to participate in one or more end-of year events, including promotion, for the following reasons:

- Suspensions
- Excessive unexcused absences and/or tardies
- In School Suspensions
- Detentions (Lunch/ After School)
- Excessive Referrals
- Failure to meaningfully engage in an intervention plan if GPA falls below 1.5

FACILITIES AND SERVICES

YOUTH ENRICHMENT PROGRAM

The Youth Enrichment Program (YEP) is an HUSD after-school program, which is funded by a federal grant from the 21st Century Community Learning Centers Project. YEP provides a variety of after-school activities with a focus on supporting and promoting academic achievement. Parent input and support is welcomed.

CAFETERIA / FOOD SERVICES

The breakfast program begins at 8:00 A.M. All students are eligible for free lunch and are also entitled to receive a free breakfast.

Students are served lunch daily during the scheduled lunch period. The lunch menu varies and a copy of the monthly menu is available upon request. All students are assigned a Personal Identification Number, or PIN, which is used for all food service, whether paid, reduced, or free. Students must not share their PIN with anyone. Only one lunch will be issued per PIN, per day.

Students are to enter the cafeteria from the front doors. Students are expected to be polite and courteous to the food service workers. In addition to the entrees, students are allowed a fruit, vegetable, and milk as options, but they are required to take either a fruit or vegetable. Students are expected to clean their eating area, discard all trash, and recycle items in the proper receptacles. Anyone found throwing garbage on the ground or leaving it behind will be assigned consequences.

Lunch may also be brought from home. Students may have food dropped off at the front office by a parent or adult on the emergency contact list. Food must be dropped off before lunch, and picked up by the student from the office when the lunch bell rings. **DoorDash, Grubhub, Uber Eats, Postmates, and other food delivery services are not permitted.**

COUNSELING SERVICES

Counseling services are available at Dr. Martin Luther King, Jr. Middle School. We have two full-time academic counselors who are responsible for scheduling students into the appropriate classes at the time of enrollment. Services are available, on a limited basis, for students needing to address academic, personal, or emotional concerns. Students, parents, teachers and staff who feel the need to speak with the counselor should schedule an appointment via email.

Martin Luther King, Jr. Middle School has also partnered with outside agencies, such as EBAC (which is a Medi-Cal program with supportive family services) and YFSB (in partnership with the Hayward Police Department), who provide limited services to our students. Usually these services are in the form of small group or individual counseling once per week. Some common group themes are anger management, peer relations, conflict mediation, adolescent issues and self-esteem. Students may refer themselves, parents may refer students and staff may refer

students. Referrals are managed by our C.O.S.T Specialist who works directly with the counseling department to ensure that students are provided appropriate counseling resources. Before a student participates in group counseling, the parent must sign a letter of consent. No student is allowed to participate without parent's notification and permission.

Communications with a counselor are privileged contacts, which are governed by local and state laws regarding confidentiality. In addition, the school can provide a list of other community agencies that provide counseling and family support services.

LOCKERS: PE

The only lockers that will be available will be PE lockers. The lockers are still the property of Dr. Martin Luther King Jr. Middle School and student use is a privilege that will be revoked if excessive problems occur. PE lockers are assigned to students for their daily use. It is the students' responsibility to keep their lockers neat and orderly. Students are to keep their locker combinations confidential in order to avoid problems with theft or prohibited items in the locker. Similarly, lockers are **not** to be shared. Lockers must be opened when requested by any adult staff member. Under no circumstances are lockers to be kicked or punched open, or slammed shut. The school is not responsible for lost or stolen items. The locker is used at the students' risk.

LOST AND FOUND

Personal items, materials and clothing that are found on the school grounds must be brought to the office. These items will be kept in our "lost and found boxes" located next to the lunch tables near the MPR and in the office. Parents and students are reminded to label all personal belongings with the student's first and last name using permanent ink. Items not claimed by the end of each quarter are given to a non-profit welfare agency. We continue to remind you that valuable items of any type should not be brought to school for we are not responsible for their replacement.

MEDIA COVERAGE

On occasion, the school has activities that we want or that the media wants to cover. This may mean that your student is photographed and/or video recorded and their picture could potentially be on TV, in the newspaper, or on the Internet. A media consent form is provided in orientation packets, which includes the ability to opt out.

MONEY

It is recommended that students do not bring large sums of money to school. If, for some specific reason, a student needs to have money at school, it should be left in the school office for that day. However, this should be a very rare occurrence. Ask office personnel for assistance, if needed. **The school will not be responsible for large sums of money being carried around the campus for any reason.**

OFFICE TELEPHONE USE

The office telephone may be used with the permission of adult office personnel or an administrator. In addition, parents are asked to refrain from calling the office to leave messages for their student **except** in the event of an emergency. Routine messages and issues should be discussed and arranged before the school day. Teachers are asked to restrict phone use by students in the classroom. If they determine that the call is an emergency, they will refer the student to the office. The school has only a limited number of lines and they must be accessible for office use and for use in the case of an emergency.

PARENT/GUARDIAN ENGAGEMENT

SCHOOL COMMUNICATION

Parents/guardians are encouraged to contact the school whenever the need arises. Please schedule appointments in advance as teachers are instructing students during the school day, and site administration availability may be limited. Appointments can be made to meet with teachers before, after-school or during their prep times (if available). Appointments can also be made with site administration according to their availability. **Please keep the school informed of new addresses, phone numbers, email addresses, and emergency contacts by updating your *PARENT PORTAL* every year during the Annual Online Update event** to enable the school to contact you, or your designee, if the need were to arise. Teachers or site administration will contact parents within 72 hours whenever such a need arises pertaining to a particular student.

PARENT/GUARDIAN CAMPUS VISITS

Parents/guardians are welcome to come in, and to observe classroom instruction. Observation days must be scheduled in advance with the Principal, and the students' instructor(s) must be notified no less than 48 hours prior to the classroom visit. Visitors who enter campus must report to the front office during school hours (8:00 am – 4:00pm) to sign in and obtain a visitor's pass before being allowed access to school grounds. **Student visitors are not permitted at school.**

Parents/guardians who obtain verified Hayward Unified School District Volunteer status may have opportunities to chaperone, or to respond to requests for volunteers for special events if they have an up-to-date, unexpired volunteer badge for Dr. Martin Luther King, Jr. Middle School. Applications to become a verified volunteer are available in the front office, and on the district website at <https://www.husd.us/departments/hr/volunteers>. Applications are available in both English and Spanish. **Unauthorized visitors are subject to State Law under the Penal Code.**

INFINITE CAMPUS PARENT PORTAL AND ONLINE ANNUAL UPDATE

HUSD's Infinite Campus Parent Portal, more commonly known as "The Parent Portal", is an electronic program available online or through a smartphone that gives parents/guardians

access to student schedules, attendance records, grades, assignments, calendar, state assessment test results, and more. In order to display the most accurate information about all aspects of your student's education, the Infinite Campus Parent Portal for your student must be updated **every year** during the Online Annual Update period. **NOTE:** Prior to the Covid-19 Pandemic, this process was completed each year on paper forms, but **it is now exclusively an electronic process that must be completed each year.**

The Online Annual Update period opens every year, usually beginning July 1st **every year** for parents/guardians to review and/or update their student's information: changes to address; phone numbers; email addresses; medical information; emergency contacts; etc. *For example, if your student attends an HUSD school from Kindergarten through 12th Grade, for a total of 13 years, then a total of 13 Online Annual Updates need to be completed and submitted for your student.* Even if there are no changes, the Online Annual Update **must be completed every year.** The preferred completion and submission of Online Annual Updates for the Infinite Campus Parent Portal is by August 1st, but no later than one week prior to the students' first day of school in the fall.

IMPORTANT: There are school-related documents that students of Dr. Martin Luther King, Jr. Middle School **must complete each school year.** These documents are located in the "DOCUMENTS" section of the Infinite Campus Parent Portal menu, and include, but are not limited to the following: Free and Reduced Lunch Program Application; Proof of Vaccination; Library Textbook Policy Form; Student Handbook Receipt and Acknowledgement Form; and, Free AC Transit Clipper Card Application.

It is imperative that you complete the Free and Reduced Lunch Program Application even though all students are provided breakfast and lunch everyday. It's important that we document how many of our families would qualify for free or reduced lunch if we were to return to income qualifications. **The amount of funds that MLK receives from state and federal resources is linked to the number of students who would qualify for free or reduced lunch. If this number decreases simply because our parents are not completing the application, then our funding decreases.** Please complete all the forms in the parent portal, but especially the Free and Reduced Lunch Program Application.

BACK TO SCHOOL NIGHT

Back to School Night is an excellent opportunity for parents/guardians to experience their student's daily schedule. You will meet your student's teachers, and learn classroom expectations and how to engage with your student's teachers directly. This event is held in the fall. Please check the MLK Middle School website and/or school calendar for the exact date.

OPEN HOUSE

Every Spring, MLK Middle School holds an evening Open House event. During Open House, adult family members are invited to tour their student's classrooms, and observe their student's progress and accomplishments. Please check the school website for the exact date.

ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

The English Learners Advisory Committee (ELAC) is an advising body primarily consisting of parents/guardians of multilingual Learners and elected representatives. Representative members are chosen by vote, usually held in the fall of each school year. ELAC provides feedback to the School Site Council regarding supplementary funds provided by the School Plan for Student Achievement (SPSA), so that the expenditure of these funds considers the needs of students who are learning English as a second language. ELAC meets several times per year to learn about and discuss the needs of the multilingual learners of our school. ELAC meetings are open to all, and the participation, and input, of all our parents/guardians about school issues is welcome and encouraged. Please note, by state law, only duly elected ELAC representatives may vote on issues related to the programs for English Learners. ELAC meetings are conducted in English and Spanish.

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) is an elected decision-making group of parents, staff, and students at secondary schools, who meet monthly to advise the principal regarding the implementation, monitoring, and revision of the School Plan for Student Achievement (SPSA) and the use of supplemental state funds - Title 1 and LCFF. SSC determines the best use of school funds in order to improve student achievement for all students but especially specific groups (English Learners, foster youth, low income and under performing students). This is done by reviewing and analyzing school academic data, consulting with advisory groups such as ELAC, and evaluating programs and activities. School Site Council meetings are open to all, and parental/guardian participation and input is welcome and encouraged. Although, by state law, only duly elected SSC members may vote. For more information, please contact the Principal.

SITE-BASED DECISION-MAKING (SBDM)

Site-Based Decision-Making (SBDM) is an elected body composed of an administrator, a HEA union representative, teachers, certificated support staff, classified support staff, parents/guardians, and students (when appropriate). SBDM meetings take place 9 times per year. The major goal of SBDM is a joint planning and problem solving process that seeks to improve the quality of working conditions for staff and the educational experience for students. Each year, SBDM works on a school site project agreement that includes goals and objectives, and may have a plan for including parents/guardians in school activities and staff development. SBDM operates by making decisions about school issues, which include but are not limited to: budget and safety, working on tailoring curriculum and instruction across grade levels and between and within departments at the school site level, establishing and revising site pupil discipline plans and procedures, designing and conducting site staff development programs and policies, solving school wide problems and developing programs to address them, developing procedures and communications to encourage teacher involvement in decision-making, developing grant proposals and other proposals for additional compensation for additional responsibilities, and making recommendations relating to facilities, staffing, and day-to-day operations of the school.

AFRICAN AMERICAN STUDENT ACHIEVEMENT INITIATIVE (AASAI)

The African American Student Achievement Initiative, established in 2013, is a manifestation of HUSD's Board of Trustees policy. AASAI's mission is to bring about equitable, systemic, and transformative change in teaching and learning in order to more effectively address the academic, social, and emotional needs of HUSD's African American students, their families, and the communities that nurture and support them. AASAI is focused on developing systems and strategies, providing experiential learning opportunities, and leveraging community resources to execute its four pillars of success: closing the achievement gap; fostering cultural and linguistic responsive pedagogy; improving school climate; and, promoting family engagement.

ASIAN PACIFIC ISLANDER COMMUNITY INITIATIVE (APICI)

The HUSD's Asian & Pacific Islander Community Initiative (APICI) celebrates and honors the identity, values, and cultural contributions of Hayward's diverse Asian and Pacific Islander (API) communities. Through this initiative, HUSD seeks to foster pride in cultural heritage, promote cross-cultural awareness, and help preserve unique API cultural traditions for future generations. The APICI also aims to strengthen API family and community engagement and unity, and create a safe, supportive school environment that understands, respects, and advocates for the academic and social-emotional needs of all API students and families.

MARTIN LUTHER KING, JR. MIDDLE SCHOOL HOME-SCHOOL COMPACT

At Dr. Martin Luther King, Jr. Middle School, we are committed to meeting the needs of students in transition from middle to high school. We believe all students should be taught a comprehensive academic curriculum, guided by state and district standards, that emphasizes a common core of knowledge possessed by all educated citizens. We focus on supporting our underperforming groups of students and developing strategies to encourage achievement. Our school philosophy is that families, students, and school staff should work in partnership to help each student reach their potential. As partners, we agree to the following:

The School will:

- Provide experiences that build literacy, self-esteem, and pride in multicultural and linguistic diversity;
- Hold Back-to-School Night and Open House yearly and parent-teacher conferences as needed;
- Provide timely reports on student progress;
- Encourage & support families to become active partners in their students' education;
- Provide extra support for students with social, emotional and academic needs.

The Parent or Caregiver will:

- Send students to school appropriately dressed and ready to learn;
- Instill in students an attitude that school is important;

- Assure prompt and regular attendance at school;
- Be available to school staff during the day by informing the school of current phone numbers for home, work or emergency;
- Cooperate with school staff in helping students with academic, discipline, or attendance problems;
- Schedule student's health appointments, vacations, and other personal needs outside of the regular school hours when possible; and
- Schedule and attend conferences when appropriate.

The Student will:

- Be on time and prepared to work;
- Bring required materials and assignments on time;
- Know and obey class and school rules;
- Treat staff, fellow students, and guests with respect;
- Respect public and private property;
- Follow directions of school staff; and
- Behave in a way that does not disrupt the learning of others.