

2024-2025

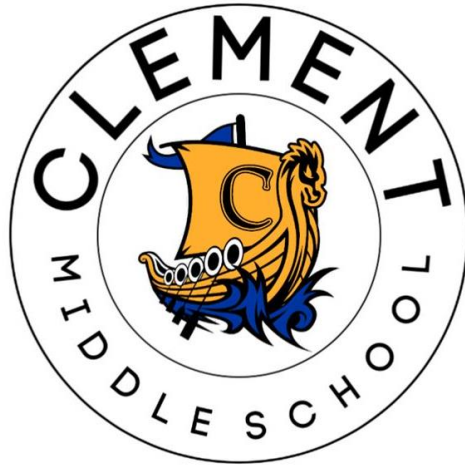
BELL SCHEDULE

Regular Day <u>Tuesday - Friday</u>	
Warning Bell	8:40
First Hour	8:45 - 9:44
Second Hour	9:51 - 10:45
Third Hour 7 th & 8 th	10:50 - 11:44
FIRST LUNCH 6th	10:50 - 11:21
Third Hour 6 th	11:26 - 12:20
SECOND LUNCH 7th	11:49 - 12:20
Fourth Hour 8 th	11:49 - 12:43
Fourth Hour 6 th & 7 th	12:25 - 1:19
THIRD LUNCH 8th	12:48 - 1:19
Fifth Hour	1:24 - 2:18
Sixth Hour	2:23 - 3:17

Minimum Day <u>Monday</u>	
Warning Bell	8:40
First Hour	8:45 - 9:25
Second Hour	9:32 - 10:09
FIRST LUNCH 6th	10:14 - 10:44
Third Hour 7 th & 8 th	10:14 - 10:51
Third Hour 6 th	10:49 - 11:26
SECOND LUNCH 7th	10:56 - 11:26
Fourth Hour 8 th	10:56 - 11:33
Fourth Hour 6 th & 7 th	11:31 - 12:08
THIRD LUNCH 8th	11:38 - 12:08
Fifth Hour	12:13 - 12:50
Sixth Hour	12:55 - 1:32

MY CLASS SCHEDULE

Period	Course	Teacher	Room	Teacher Email
1				
2				
3				
4				
5				
6				



The Viking Way!

You will find that we do things a little different here at Clement. We treat everyone with respect and focus our leadership skills on doing the right thing in all situations. We call this “The Viking Way”. Your journey through the school year will be easier if you use this agenda to keep track of your classroom assignments and extracurricular activities. Even as adults, time management is a key to finding success. Here are some other tips to help you have a great school year:

- **BE RESPECTFUL** – To other students and staff members on campus and in the community
- **BE RESPONSIBLE** – Be on time, follow school rules, and take care of your business
- **BE YOUR BEST AT ALL TIMES** – Practice kindness, be a good friend, and speak up for what is right

As a staff, we believe in recognizing students for their accomplishments both inside and outside of the classroom. We do this through quarterly awards assemblies to recognize perfect attendance, high GPA's, intramural sports champions, Team Awards, and more. Since the Viking is our mascot, we also look for fun ways to celebrate using Viking mythology. Staff will be looking for positive behaviors and handing out ODIN cards. You can learn more about the legend of ODIN on the next page.

Go Vikings! And remember...Odin is watching!

[illegible]

Viking Virtues

Academics

Listening

1. Look at the person who is talking and remain quiet.
2. Write down questions that you may have.
3. Wait until the teacher/person is through talking before you raise your hand to ask your question.



Following Instructions

1. Look at the teacher.
2. Listen attentively to what the teacher says.
3. Write down items so you don't forget what was asked of you.
4. Do what you have been asked right away without argument.
5. Ask for clarification if you are not sure about what was asked.
6. Check back.



Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete it.
3. Focus all your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

Self-Awareness

Voice Levels

- | | |
|---|---|
| 0 | Silence is Golden
Absolute silence.
No one is talking. |
| 1 | Spy Talk
Whispering.
Only 1 person can hear you. |
| 2 | Low Flow
Small group work.
Only the group can hear |
| 3 | Formal Normal
Normal conversation voice. |
| 4 | Loud Crowd
Presenting voice.
Everyone can hear you. |
| 5 | Out of Control
Playground voice.
Never used inside. |

Appropriate Voice Tone

1. Listen to the level of voices around you.
2. Change your voice to match.
3. Watch and listen for visual and verbal cues and adjust your voice level.

Accepting Criticism or a Consequence

1. Look at the person.
2. Say "Okay."
3. Stay calm.

Appropriate Language

1. Choose words carefully.
2. Use terms that are not offensive to those around you.
3. Know the meaning of the words you choose.
4. The words you use make a difference.

Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay."
3. Stay calm.
4. If you disagree, ask later.

Peers/Others

Asking Permission

1. Look at the person.
2. Use a calm pleasant voice.
3. Say "May I ..."
4. Accept the answer calmly.

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the person.



Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello."

It's the Viking Way

Getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand quietly and stay calm.
3. Wait until the teacher says your name.
4. Make your on-topic statement/question.

Working with Others

1. Identify the task to be completed.
2. Assign tasks to each person.
3. Discuss ideas in a calm quiet voice and let everyone share their ideas.
4. Work on tasks to be completed.



Asking for Help

1. Look at the teacher/person.
2. Ask the teacher/person if they have time to help you.
3. Clearly explain the kind of help you need.
4. Thank the teacher/person for helping.



Asking Questions

1. Raise your hand and quietly wait to be recognized by the teacher/speaker.
2. Double check to make sure your question is appropriate for the subject being discussed.
3. When called upon, use an appropriate voice level and tone to ask your on-topic question.
4. Politely wait for an answer. Write down the answer to help you remember what it was.

MYOB: Mind Your Own Business

1. When people are having a conversation but does not include you, mind your own business.
2. Do not involve yourself in arguments between others.
3. Walk away.

Having a Conversation

1. Look at the person.
2. Use a pleasant voice.
3. Listen to what the other person says.
4. When there is a break in the conversation, ask a question or share your thoughts.

Managing Emotions

1. Learn what situations cause you to lose control or make you angry
2. Monitor the feelings you have in stressful situations.
3. Instruct yourself to breathe deeply and relax when stressful feelings begin to arise.
4. Re-word angry feelings so they can be expressed appropriately and calmly to others.
5. Praise yourself for managing emotional outbursts.

I'm sorry...

Making an Apology

1. Look at the person.
2. Use a pleasant voice.
3. Say "I'm sorry for ..." or "I want to apologize for ..."
4. Explain how you plan to do better in the future.
5. Say "Thank you for listening."

Responding to Teasing

1. Remain calm, but serious.
2. Assertively ask the person to stop teasing.
3. If the teasing doesn't stop, ignore the person or remove yourself.
4. If the teasing stops, thank the other person for stopping and explain how teasing makes you feel.
5. Report continued teasing to an adult.

Resisting Peer Pressure

1. Look at the person.
2. Use a calm voice.
3. Say it clearly you do not want to participate.
4. Suggest something else to do.
5. If necessary, continue to say no.
6. Leave the situation.



Making Restitution

1. Begin by making an appropriate apology.
2. Offer to compensate for any offenses you may have committed.
3. Follow through on restitution promises.
4. Thank the person for allowing you to make compensation.

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CLEMENT MIDDLE SCHOOL

STUDENT – PARENT – TEACHER PLEDGE

Our educational goal at Clement Middle School is to help children mature academically, socially, emotionally, and physically. For this to happen, we need the cooperative efforts between the home and school. If each member of the team – parent, child, and teacher – work toward this goal, students will surely be successful. Therefore, we request all students, parents, and teachers read this pledge and sign it.

As the student I pledge to ...

- A. Learn and use the appropriate social skills in all situations (pp. V3/V4):
 - 1. BE RESPECTFUL
 - 2. BE RESPONSIBLE
 - 3. BE YOUR BEST AT ALL TIMES
- B. Learn and follow Clement Expectations: ***“THE VIKING WAY”***
 - 1. BE IN SCHOOL EVERY DAY – unless truly ill
 - 2. BE ON TIME – in my seat and writing in the agenda when the bell rings
 - 3. WRITE IN MY AGENDA DAILY – homework/classwork as posted by the teacher
 - 4. STAY IN MY SEAT – unless the teacher gives permission to move
 - 5. BE PREPARED – paper, pencils, assignments, binder, agenda, books
 - 6. USE A 3-RING BINDER – 2-inch size, a separate section for each subject
 - 7. BE ON TASK – respect the rights of adults to teach and students learn

Student _____ Student _____
Print Name Signature

As the parent I pledge to ...

- A. Reinforce Clement Expectations: ***“THE VIKING WAY”***
- B. Help my student understand and practice the appropriate social skills
- C. Review my child's AGENDA and look at my child's work to be sure it is complete
- D. Log into Parent Portal to check on my student's progress
- E. Provide a quiet time and place for homework
- F. See that my child is in school daily unless truly ill

Parent signature

As the teacher I pledge to ...

- A. Reinforce Clement Expectations: ***“THE VIKING WAY”***
- B. Teach and encourage the use of proper social skills in all situations
- C. Respond to parent concerns promptly
- D. Have class work and homework posted daily, and available through Parent Portal
- E. Request help for students from counselors as needed

Teachers:

CLEMENT MIDDLE SCHOOL MISSION STATEMENT

We believe that Clement Middle School should be a place where students welcome and respect diversity. Students will develop their potential through a variety of learning experiences. Our school should be a place where students want to come, and everyone, including parents and the community, is involved in the education of children.

We believe that it is our responsibility to provide a safe and positive learning environment with a variety of opportunities to achieve success. It is our responsibility to motivate students, promote wise choices, and develop character. We believe that we must be role models who exemplify the excellence we encourage in students.

We believe that students want to feel like they belong and are accepted, that they want to be respected and treated fairly, and that they want to be recognized for their successes. We believe that students need rules, boundaries, structure, and consistency. We believe that students need to develop from dependent 6th graders in a nurturing, environment, to independent 7th graders who are aware of their value as individuals, to responsible 8th graders who set long-term goals, assume leadership roles, and leave middle school prepared for high school.



Viking Code of Conduct: “The Viking Way”

Be Respectful

Be Responsible

Be My Best at all Times

Clement Middle School is a community of students gathered for the purpose of formal and informal learning. Self-respect and mutual respect are what we value. ***All students are expected to:***

1. **Practice appropriate social skills and safety** to and from school.
2. **Move in an orderly and quiet manner** throughout the campus.
3. **Be on time** for school and to all classes.
4. **Come on campus at 8:00 a.m.** All students at or arriving to school are asked to come inside the gates at 8:00 a.m. Breakfast is available, and students may remain in the lunch area. At 8:20 the rest of the campus is open for students.
5. **Use appropriate language;** talk to adults and other students with respect.
6. **Follow the directions of all staff members** on a daily basis including the seating at lunch, assemblies and other group activities as well as all emergency drills or emergency events.
7. **Respect all personal and school property.** Including; textbooks, instructional materials, desks, as well as the interior and exterior of the school. This includes the property of neighbors.
8. **Comply with school dress standards** while on campus or off campus school-sponsored events (field trips).
9. **Exit the campus 15 minutes** after school is dismissed unless involved in a school activity or waiting for the bus. Loitering on campus, restrooms, or restricted areas will not be allowed.
10. **Maintain a clean campus** by depositing trash in an appropriate container during lunch and while around campus.
11. **Eat lunch** in designated areas, food, drinks (including Jamba Juice) are not allowed on the field. Water bottles may be used on the field. Students must have a pass or team pass to enter the quad area/classrooms during lunch.
12. **Exhibit orderly behavior during lunch.** Throwing food and horseplay are not allowed.
13. **Bring only necessary items to school.** **Weapons, real or simulated (including camping type knives), lighters, laser pointers, cameras, audio players/portable speakers, iPods, electronic items, toys (spinners), animals, liquid white out, super glue, slime, glitter, gum, personal sports equipment (basketballs, footballs, soccer balls), or any other item(s) that may disrupt the educational process are not appropriate at school. Earbuds/headphones should not be seen at any time – they should be put away before coming on campus.
14. **Possess a campus/team pass** when out of class during class time.
***T.A.s should wear a T.A. badge when on campus during class time.**
15. **Keep displays of affection to holding of hands.** Passionate hugging and kissing are not appropriate at school or school sponsored events.
16. **Field Activities.** Participate in field activities in a safe and observant manner. **“Tackle” football is never allowed.**

****If a student finds that they have something with them that should not be at school the student should see a teacher, administrator, or safety officer immediately. If the item is given up the consequence may be waived.**

ATTENDANCE

School Attendance Line: (909) 307-5410

Student Center Office Hours: 7:30 am to 4:30 pm

1. If a student is absent, a parent or guardian should call the school (307- 5410) each day your child is out. If a parent does not call, you are asked to bring a written excuse stating the day and reason for your absence on the morning you return. After 2 days, unexcused absences will be recorded as trancies.
2. A student should always check in and out of school at the Student Center if it is necessary to leave school before the end of the day, OR if a student arrives after school has begun. **A picture ID of a name listed on the emergency card is required to pick up a student from school.**
3. If a student is to be taken out of school for more than **five days** for a trip or for personal reasons, parents should contact the attendance office to place the student on short-term Redlands Independent Study (RISE).
4. Students must attend school the entire school day on the day of a school-sponsored game, contest, dance, or event in order to participate in the activity.

CLOSED CAMPUS

Clement Middle School has a CLOSED CAMPUS policy. Once students arrive on campus in the morning, they may not leave without permission. This applies to before school, during lunch and passing periods, as well as during class time. Bus riders are included.

TARDY POLICY

All students are expected to be at school and in class on time. Students who are tardy can be a disruption to the educational process. Occasionally, a student may be tardy, however it should not be a habit. We are committed to helping students be in class on time. If a student continues to be tardy, they can expect:

- Six times in a semester, (and every 3 tardies afterward) a student will be assigned a lunch detention

If a student continues to be tardy, a SART (School Attendance Review Team) meeting may be scheduled. Should this behavior persist, a referral to the district SARB (School Attendance Review Board) may be made.

TRUANCY

Truancy is defined as any intentional unauthorized or illegal absence from compulsory education. It is absences caused by students of their own free will, and does not refer to legitimate "excused" absences, such as ones related to medical condition. Students who don't come to school without a legitimate excuse or leave campus without written parent permission will be considered truant. Initial truancy violations will result in afterschool detention and a parent phone call/conference. Additional truancy violations will result in a SART meeting and continued truancy will result in a referral to the district SARB committee.

****Truancy violations may also result in a citation issued through the Redlands Police department.**

BUS RIDERS

The bus driver's first concern is safety. **Respectful behavior on the bus is essential.** Bus riders must maintain orderly and safe behavior while waiting at bus loading areas on and off campus. All school rules apply to bus riders waiting for the bus and while on the bus.

The opportunity to ride the bus **may be revoked for misbehavior.** Students who receive bus referrals will be given the following consequences:

1st Referral – Warning and lunch detention

2nd Referral – 3-day suspension from the bus

3rd Referral – 5 Day Suspension from the bus.

4th Referral – Suspension from bus for rest of school year

Severe misbehavior may result in immediate suspension of bus privileges.

Students who ride the bus in the afternoon should be at the bus pick-up area not later than 5 minutes after school ends.

BICYCLES / SKATEBOARDS / SCOOTERS / ROLLERBLADES

Students who ride bikes, skateboards or scooters to school **must know and follow the guidelines below.** If the rules are not followed, students will not be allowed to ride to school.

Riding bicycles, skateboards, scooters, or roller blades is not allowed on campus. These items should be parked and secured in the Clement School bike lock-up area as soon as students arrive on campus. Students should not expect to leave them in offices or classrooms. If a student is riding on campus - the bike, skateboard, scooter or rollerblades **will be confiscated and returned to the parent/guardian.**

Every effort is made to safeguard bikes, skateboards, scooters, etc. while parked in the bike lock-up. However, as with other personal property, the school cannot assume responsibility for theft or damage

Students riding bikes, skateboards, scooters, or rollerblades **must wear a helmet.** This state **law will be enforced.** If a student does not have a helmet, he/she will not be allowed to ride home. A helmet will need to be brought to school or the item will need to be picked up. **This is a state law – see Section 21212 of the CA Vehicle Code.**

ACADEMICS



ACADEMIC HONESTY POLICY

To ensure the integrity of Clement School's educational program, a strict policy of academic honesty is enforced school wide. Students will be expected to:

1. Do their own academic work unless authorized to work in groups.
2. Avoid plagiarism (copying another author's writing and claiming it as yours).
3. Adhere to classroom academic standards when testing. Failure to adhere to the above standards may result in the loss of credit for an assignment and/or the lowering of an academic grade.

REPORT CARDS

Formal grade reports are sent home 8 times per school year. Grade reports are released to the Aeries Parent Portal. The semester grades are the only grades that are posted on the student's permanent record. The send-home dates for the grade reports may be found on the "Rotation Schedule" calendar in the front of the Student Handbook/Agenda.

GRADE POINT AVERAGE

A = 4.0	B+= 3.3	C+= 2.3	D+= 1.3	F = 0.0
A-= 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

To figure out your grade point average, add all your grades giving each the appropriate point value (listed above) and divide by the number of courses (academic = 4 courses; overall = 6 courses).

Example:

English – A-	A- = 4.0	} 13.3 / 4 = 3.3 academic GPA
Math – B	B = 3.0	
Science – C+	C+ = 2.3	
Social Studies – A	A = 4.0	
Exploratory – A	A = 4.0	
P.E. – A	A = 4.0	
	<u>21.3 Total</u>	

$$21.3 / 6 = 3.55 \text{ overall GPA}$$

CITIZENSHIP / WORK HABITS

Students are expected to be good citizens (follow all Clement Expectations and the Viking Way). Students are expected to be prepared for class and give their best effort each day. Teachers will evaluate each student's citizenship and mark it on progress reports and report cards.

Citizenship (Cit.) marks are:

O – Outstanding; CONSISTENTLY above average

S – Satisfactory; average

N – Needs improvement; below average

U – Unsatisfactory; CONSISTENTLY inappropriate

Students are also expected to practice good work habits (focused in class on assignments, turning in work on due dates, top-quality effort). Teachers will evaluate each student's work habits and mark it on progress reports and report cards.

Work Habits (WH) marks are:

O – Outstanding; CONSISTENTLY above average

S – Satisfactory; average

N – Needs improvement; below average

U – Unsatisfactory; CONSISTENTLY poor

**Comments may be added to further clarify the citizenship and the work habits marks.

STUDENT TEACHER ASSISTANTS (TAs)

Students wishing to be a TA for the office, library, or teacher must meet with a counselor to make the initial request. TA's must maintain a 2.0 GPA, have no Fs in any core classes, and maintain satisfactory attendance and behavior, as determined by site administration.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Any student who wishes to participate in any extra-curricular activity must have achieved a 2.0 grade point average on the previous quarter's grade report and not have been suspended 9 weeks prior to the event.

HOMEWORK

Middle School Board Policy AR 6154

Students should be expected to spend an average of one and one-half hours on homework, four or five afternoons or evenings per week. This time may vary according to the individual needs and abilities of students.

Teachers of academic subjects should provide regular homework activities which promote the development of skills and provide students with the opportunity for personal academic growth.

Homework Philosophy

Homework is an opportunity for students to show their real capabilities and to further educational growth. Teachers can provide assignments; parents can provide encouragement and good study conditions; but it is the student who must complete the work.

To do a good job on homework, students should take responsibility to:

- Listen carefully to all homework directions and ask questions if they are unclear.
- Keep Agenda up-to-date including due dates and specific requirements.
- Begin assignments promptly and turn them in when they are due, in acceptable form.
- Strive to put all homework assignments in your own words and avoid copying other students' work.

MAKE-UP WORK

Students who have an excused absence will be allowed to make up all work assigned during their absence. Students will be allowed one day more than the number of days of absences to complete and turn in the assigned work, up to a maximum of ten (10) days. All make-up assignments must be completed by the last regular student-day of any semester.

Students who are absent for 1 or 2 consecutive days of school should contact the teacher directly either by email or phone for makeup work. If a student is absent 3 or more consecutive days of school the Student Center should be contacted. The Student Center will contact the teachers for homework. It takes 24 hours for this homework to be gathered from the teachers.

TUTORING

Clement offers a number of opportunities for students to receive extra help, or to get ahead. Below are programs or locations for academic tutoring:

Tutoring through Clever - tutoring is offered through the student's Clever portal. Multiple languages are offered for assistance.

ASES Program - on campus after school daily until 6:15pm (must apply to reserve space)

Viking After School Tutoring - on campus after school from 3:15- 4:30pm, Tuesday, Wednesday, and Thursday. Rooms may vary. Questions regarding the program may be directed to Nicole_Miller@redlands.k12.ca.us

INTERNET/MOBILE DEVICES USE AGREEMENT

We are pleased to offer students of Clement Middle School access to the Internet through classroom, library, and lab computers. To gain access students must have the **RUSD Acceptable Use Policy form** signed by a parent or guardian and the student. Students must abide by the terms outlined in the agreement or lose privileges to use the Internet. If it is not signed and turned in, the student is not allowed to use the Internet anywhere on the campus as per District policy. ***This is a separate form and is kept on file by the teacher for the entire year.***

RUSD Student Acceptable Use Policy Summary

	Relevant	Respectful	Responsible
1. Access to the Internet is provided for educational purposes only. It is not to be used for entertainment, social networking, or other non-educational purposes.			
2. Students are prohibited from using the Internet to access inappropriate or illegal content, including but not limited to pornography, hate speech, and threats.			
3. Students are prohibited from using the Internet to engage in cyberbullying or other forms of harassment.			
4. Students are prohibited from using the Internet to access or distribute copyrighted material without proper authorization.			
5. Students are prohibited from using the Internet to access or distribute malware or other malicious software.			
6. Students are prohibited from using the Internet to access or distribute false or misleading information.			
7. Students are prohibited from using the Internet to access or distribute confidential information.			
8. Students are prohibited from using the Internet to access or distribute information that is defamatory or libelous.			
9. Students are prohibited from using the Internet to access or distribute information that is obscene or lewd.			
10. Students are prohibited from using the Internet to access or distribute information that is in violation of any applicable laws or regulations.			

Mobile Devices (Personal or District)

By signing this form, I agree that I will follow the RUSD Acceptable Use Policy. I understand that I am responsible for my own actions and that I will be held accountable for any violations of the policy.

Student Name: _____ Student Signature: _____ Date: _____

Parent Name: _____ Parent Signature: _____ Date: _____



CLEMENT LIBRARY MEDIA CENTER
Open every day before school, during lunch, and after school.
(On minimum days, the library is only open before school.)

Our Mission:

Clement Middle School Library strives to provide a variety of resources (both print and digital) to support students' intellectual needs and promote life-long learning through:

- 1) integrating library resources into the curriculum as an integral part of instruction.
- 2) ensuring all students have access to information through various types of media.
- 3) teaching information literacy to promote learning, creativity, and responsible digital citizenship.
- 4) creating an inviting environment for students, where both formal and informal learning can take place.

Resources:

Library Website: <http://clement.redlandsusd.net> (Under the Library Media Center Tab)

- *Destiny Discover (Look for Books)* - our online catalog:
 - Search/locate books in our library
 - Checkout an ebook
- Databases and MLA Citation assistance to help with your research

Printing: You may print school related assignments/projects.

Chromebooks: Chromebooks are available for your academic needs.

Textbooks: Extra textbooks are available for you to use while in the library.

Library Policies:

Student ID's are needed in order to check out materials.

Most items in our library are circulated for 2 weeks.

You may have a maximum of 3 items checked out at one time.

Please get your library books back on time to avoid possible exclusion from school activities.

Fines will be given if materials are damaged or not returned.

Please refer to posted signs for library closures and/or special activities.

We are here to help:

Wendy Zinner - Teacher Librarian (wendy_zinner@redlands.k12.ca.us)

909-307-5400 X41902

Susan Bolton-Johnson - Library Paraprofessional (susan_bolton-johnson@redlands.k12.ca.us)

909-307-5400 X41901

AWARDS

We are proud of Clement students. We offer awards for attendance, scholarship, and service achievement. Students who meet the requirements for specific awards will receive certificates.

Principals Honor Roll – students must have a GPA of 4.0.

Honor Roll – students must have an overall GPA between 3.5 and 3.9.

To be eligible for a perfect attendance award, ***students must be at school every day for every period and have no tardies.***

To be eligible for 8th grade merit/attendance awards students must have attended Clement Middle School for all 3 years.

Students with U's in citizenship and/or Work Habits on their report card, may be ineligible for academic awards.

Students in 7th or 8th grade may qualify for the California Junior Scholarship Federation (CJSF) by securing three A's and one B or better in the four core subjects, not counting exploratory classes or physical education.

FIELD TRIPS & SPECIAL ACTIVITIES

Throughout the year students may have the opportunity to attend field trips and special activities. It is a privilege to attend. Students who have been suspended or have demonstrated problem behavior will be excluded. Students who attend school on a day that they are excluded from a field trip or special activity will be provided alternative instruction.

Teachers may ask students for a donation to help pay the cost of some field trips. Field trips are subject to cancellation if sufficient donations are not received. Some field trips are not educationally related and scheduled as a social function. Students will have to pay the cost for these field trips.

If a parent would like to chaperone an event, he/she should contact the teacher first. Under recently updated state guidelines, chaperones are required to be board approved as volunteers, complete the Megan's law form, have a current TB test, read and sign the RUSD District Expectations of Appropriate Professional Conduct form, Volunteer-related injury form. It may take 3 weeks or longer to fulfill these requirements. Volunteers for overnight trips will have additional district mandated requirements.



PHYSICAL EDUCATION INFORMATION

Physical education is an important part of the total educational experience. All students are provided opportunities through planned physical activities to acquire the knowledge, skills, attitudes, and confidence needed to adopt and maintain a physically active and healthy lifestyle.

Physical Education Goals

1. Physical activity
2. Physical fitness and wellness
3. Movement skill and movement knowledge
4. Social development and interaction
5. Self-esteem
6. Individual excellence

Physical Education Requirements and Expectations

Physical education is required by California state law.

A student may be excused for a period of up to three days when illness or injury makes this advisable and parent submits a written request. This note must be submitted to the Student Center prior to 8:45 a.m. (or upon arrival to school) of the first day of requested PE excuse. No student may be excused from this requirement for more than three days unless a doctor's note is on file with the school indicating a physical disability. Make-up days are available to insure a passing grade. Make up work will be assigned upon request from the student or parent.

All Students are required to change into their PE uniforms every day. Students with a PE excuse note will be given an alternate activity. However, students are still required to dress in PE uniform.

The Clement PE uniform consists of a gray t-shirt and royal blue athletic shorts. PE t-shirts and shorts can be purchased at school and *must be labeled with student's first and last name.*

It is not required that a student purchase the PE uniform that is sold at school. However, the uniform worn must be within guidelines and fit in a similar manner to the Clement PE uniform. Any questions should be directed to school administrator.

Royal blue or gray sweats without buttons, zippers, pockets or hoods are the only acceptable cold weather attire. Gym/athletic type shoes must be worn. Open toe or shoes with no back are not allowed.

Loaners Should a student forget their PE clothes they will be required to wear loaner clothes. A Student ID card is required to check out LOANER clothes.

Lockers Students are provided with a locker in which to secure his/her belongings. It is the student's responsibility to be sure that the locker is **closed** and **locked** before leaving the locker area.

Health The district approved health unit will be taught during the first 5 weeks of school.

Temperature and Air Quality The School District standards dealing with temperature and air quality are as follows: [condensed]

- When temperatures are between 85° and 95°, the principal will evaluate weather conditions related to temperature such as shade structure, breeze factor, humidity, and pollutants. A decision will be made concerning a reduction in directed physical activities.
- When temperatures are 95° and above, the principal should consider a reduction in physical activities/education classes such as running, jumping, prolonged exposure to the sun. Activities should be adjusted to reduce strenuous exercises.
- When temperatures reach 100 degrees or over, outside physical activities/education should be discontinued.
- Unhealthy air episodes are defined as those identified and called by the South Coast Air Quality Management District when the ozone level ranges on an hourly average between 138 and 500 on the Pollutant Standards Index.

REDLANDS STUDENT CONNECTIONS LEAGUE

The following boys and girls team sports are offered district wide to ALL middle school students: **1st Quarter: Volleyball, 2nd Quarter: Softball, 3rd Quarter: Soccer, 4th Quarter: Basketball.** Students wishing to participate must obtain the **Athletics Clearance Packet** from the student center and return the completed packet prior to trying out for the team. Student athletes must maintain a 2.0 GPA and have satisfactory behavior and attendance, as determined by site administration.

SAFETY

SAFETY OFFICERS

Safety officers are on campus to look out for the safety of everyone on campus – students and adults. They work along with the counselors to solve difficulties and investigate issues as they arise. Feel free to go to a safety officer with your concerns. Get to know our safety officers. *They are here for you!*

SUPERVISION

There is no supervision before 8:00 a.m. Students should not be dropped off or arrive at school before that time.

IDENTIFICATION CARD

Students are required to carry their Clement Middle School student identification card at all times. The ID card is needed to purchase dance tickets as well as other school-related activities. There is a \$4.00 charge for a replacement card.

VISITORS

All visitors must check in to the Student Center and wear a RAPTOR visitor's pass the entire time on campus.

Parents and guardians of students attending our school are welcome to visit the school. They must first report to the office to sign in with our RAPTOR system and obtain a visitor pass. Parents who wish to confer with teachers may do so before or after school, or during their planning period. Please telephone ahead to arrange a conference time.

Parents picking up students early from school must bring a photo ID to sign the student out.

DISTRICT "We Care" TIP LINE

Redlands Unified School District maintains an anonymous tip line where students are encouraged to report vandalism, graffiti, or other crimes. **The phone number is: 1-800-78- CRIME or www.wetip.org**

BULLYING / HARASSMENT / INTIMIDATION / RELATIONAL AGGRESSION

Bullying can be defined as the use of intimidation, aggression, and/or cruelty with the result of hurting another person. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as "kids being kids," "just teasing" or any other rationalization.

Specific types of bullying may include, but is not limited to: physical, verbal, mental/emotional, racist/intolerant, and sexual. It may also include the use of social networks and cell phones.

If a student believes that he/she is being bullied or harassed that student should report it to the counselor or safety officer. Students will be encouraged to fill out the yellow Redlands Unified School District Bullying/Harassment form. Each report will be investigated, and students will be referred to their counselor for support/resolution. The Redlands Unified School District Board of Education has established the following:

"No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel."

Those who choose to bully will be disciplined according to district policy and the California Education Code. (48900)

SEXUAL HARASSMENT POLICY

The Governing Board [Redlands Unified Schools] is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of any student by anyone at school or at a school-sponsored or school-related activity. The Board 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.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation. (RUSD Board Policy - BP 5145.7, abbreviated)





3 LEVELS OF STUDENT SAFETY IN A CRISIS

Safe & Secure Mode is a security procedure used to reduce student and staff movement outside school buildings. This may be due to medical emergency, area disturbance, etc. It is designed to allow for school to carry forward but have the ability to move to Lockdown quickly if needed. During the Safe & Secure mode, there is heightened vigilance on campus by all school staff. Generally, recesses and outdoor activities are reduced. Parents/guardians can have access to their student(s) and may check them out of school if they see fit to do so.

- Teachers should continue teaching as normal
- Allow students restroom use with clear administrator/ teacher direction
- Increased available staff presence during passing periods and student dismissal
- Lunch/activities in more secure area, unless site admin decides otherwise
- Standard inclement weather schedule/routine in place, unless site administrator/designee decides otherwise
- Perimeter gates, where applicable, will be locked and monitored by available staff, allowing for central access points
- PE classes will be moved off all fields into more secure locations (e.g., gym, class, & MPR)

Lock Down is called when a law enforcement event is happening in the vicinity of a school. The law enforcement agency generally, but not always, contacts the school/district to encourage the school site to Lock Down as a precautionary measure. All Administrators are expected to place their school in Lock Down in this scenario.

- Take a look outside your classroom and gather up any stray students in the hallways
- Ensure that your door is locked
- If windows are open, close them
- Project a calm demeanor to help students remain calm. Reassure students that they are safe
- Do not allow anyone to leave the classroom
- Frequently check your emails for possible updates from your site administrators
- If students are out on the playground or athletic fields, quickly move them to a secure classroom, locker room, or multi-purpose room

Critical Alert is called when a significant, threatening event is happening on campus or adjacent to campus that creates a potential danger to students and staff. While this may be communicated to the school by law enforcement, it may also be determined by school officials on the scene. Critical Alert assumes that everyone is prepared for a potential significant threat/event on campus.

- Implement all items from Lock Down list above
- Turn off or reduce lighting, so it will appear that the room is vacant
- Keep all students sitting on the floor, away from the door or windows
- Do not look out the windows
- Cover window on the door (if one exists)
- Advise the students that there is a serious situation, but you don't know what it is. Project a calm demeanor to help students remain calm. Reassure students that they are safe
- Ensure that everyone in the room turns the ringer off on their cell phones
- Do not allow students to talk on their cell phones (keep room as quiet as possible)
- Do not call the office. They are in the midst of a problem and will not be able to answer all the calls which may tie up the phone system
- Quietly take roll and make a list of missing students and any extra students that are in your room. Email this list to your administrators and school site secretaries
- Do not evacuate students until you are told to, even if the fire bells go off. If, in fact, there is a need for a fire evacuation, you will be notified via the PA system, email, or phone call
- Do not open the door, even if someone knocks and claims to be a staff member (Administrator/custodian will have a master key)
- If students are out on the PE field, do not return them to the locker room. Move them to a safe place (the farthest part of the campus)

Keeping Safe in CyberSpace

Protecting Your Privacy Online

- ✓ Choose a Username that DOES NOT give away information about you such as SOCCERCHICK, or BBALLFAN.
- ✓ Choose a Password that is 6-8 characters in length with a combination of letters, numbers, and capitals.
- ✓ DO NOT share your usernames and passwords with your friends.
- ✓ DO NOT post pictures or comments that someone can use to embarrass you.
- ✓ DO NOT allow someone to take inappropriate photos or video of you.

Stranger Danger

- ❖ Keep your Profile settings to Private and Friends only.
- ❖ Only allow Friends on your Profile or play games with people that you know in person.
- ❖ DO NOT give out any personal information such as your name, school, age, gender, address, or phone number.
- ❖ DO NOT meet someone in person that you first met on-line.

The Reality: With Cell Phone and Internet

- Nothing sent over the Internet or cell phone is anonymous or private.
- Anyone with access to your accounts may steal your identity.
- Anyone on your Friend list can copy, paste and send out a photo, video, or comment your post.

Cyber Bullying

- Cyber Bullying is bullying that takes place on the Internet or over a cell phone.
- Cyber Bullying, like other types of bullying is serious and not taken lightly at school.
- Cyber Bullying should be reported to your parents or to another trusted adult.
- Sending or receiving pictures of people with no clothes or in a provocative pose is called Sexting. It is against the law.

What to do if you or someone you know is Cyber Bullied

- Do not respond.
- Save the evidence.
- Tell a parent or another trusted adult such as your teacher or counselor.

If someone is mean, too aggressive, or shows inappropriate pictures in an on-line game, quit playing and report the behavior to an adult.

If you feel the incident is serious enough, call the local police or notify the Cyber Tip Line at 1-800-843-5678.

Keep Parents Informed

- DO share your usernames and passwords with your parents.
- DO report anything that happens to you on the Internet that makes you uncomfortable.
- Take the time to show your parents your favorite web sites and on-line activities.
- Report any bullying that takes place at school to your parent, teacher or counselor.

Google Suite Gaggle Filter



Gaggle is an online safety management system that is used to monitor all student computer activity in the Redlands Unified School District. When students are registered within our school district, they are assigned a **redlandsschools.net** Google account and log-in information. All activity and assignments that students complete whether logged in at school or at home are run through an online filter that screens for any and all types of inappropriate images or writing including comments of self-harm, threats, or inappropriate images, etc. Clement Middle School, as well as District Administration are notified immediately when inappropriate comments, words or images are typed or downloaded into any Google assignment, and students will be held accountable for their actions. Students, please keep this in mind throughout the school year and use your Redlands Google account appropriately.



GENERAL INFORMATION



School Phone Number (909) 307-5400 School Attendance Line (909) 307-5410
School begins at **8:45 a.m.** and ends at **3:17 p.m.** School Office hours are **7:30 a.m.** to **4:30 p.m.**

Clement Middle School Website www.clement.redlandsusd.net

COUNSELORS

Each student is assigned a school counselor. Counselors are available to discuss issues that arise with students as it relates to academic or social issues. Students should familiarize themselves with their counselor. Parents are also encouraged to seek out their child's counselor for matters related to their student. For the 2024-25 school year the counselors are: Ms. Marshay Johnson Ramirez (6th grade), Mr. Omar Aguirre (7th grade), and Ms. Amanda Ramirez (8th grade).

STUDENT HANDBOOK/AGENDA

Each student is given an Agenda/Student Handbook to write down assignments as well as calendar activities and commitments. The Student Handbook also contains information such as schedules and other important information for students and parents. Students are expected to be familiar with and follow the guidelines contained in the Student Handbook. Every student is provided with a Student Handbook at the start of the school year. The cost to replace a Student Handbook/Agenda is \$4.00.

WEEKLY BULLETIN

Weekly announcements are made in the Student Bulletin, which is read or broadcast to all students. The bulletin includes information of importance to students; such as meetings, club information, lunchtime activities, upcoming events, and much more. It is the student's responsibility to consult the Weekly Bulletin. The Weekly Bulletin is posted in several places around campus.

PERSONAL PROPERTY

Write an identifying name on your personal belongings. Do not bring large sums of money or expensive items to school. The Viking Code of Conduct section (#13) lists items that should not be brought to school. If a loss of personal property occurs students are encouraged to fill out a lost item report. However, we may not investigate the loss of an item which should not have been brought to school. **STUDENTS ARE NOT ALLOWED TO BUY OR SELL PERSONAL ITEMS ON CAMPUS.**

LOST AND FOUND

Articles which have been found on campus are turned in at the Safety Office located in room P-6. Inquire there if you have lost items. Unclaimed items are donated to charity on the day after the last day of school.

SMART PHONES/SMART WATCHES

We recognize that many parents rely on cell phones to communicate with their children. Smart watches allow students to access social media and are a distraction during class. It is important that each student understand and follow the guidelines regarding cell phones and smart watches on campus. Violations will result in confiscation as noted below. The following guidelines are in place to address cell phone/smart watch usage:

1. In the morning cells phones should be put away **before** coming on campus; **if we see it being used it will be confiscated.** This includes looking at the time, checking messages—including messages from your parents, etc.
 2. If you have a cell phone/smart watch at school it should be in a backpack. "If we don't **see it** or **hear it** we don't know you have it". The phone/smart watch may **NOT** be used during school hours for any reason. If you feel you need an exception to this rule, see a school administrator for **permission**. **You must ask for and receive permission from an administrator to use a cell phone on campus.** In an emergency you may ask to use the phone in the Student Center.
 3. At the **end of the day**, once the bell rings and you **leave the classroom**, you may use your phone to contact your parents. **Note:** Cell phones are always a target for theft. It is **your responsibility** to secure your cell phone/smart watch at all times as the school cannot take responsibility, nor are we required to conduct an investigation if it is missing/stolen. Violations of these guidelines will result in confiscation of the cell phone/smart watch. **SEE CONFISCATED ITEMS**
- There may be times at school when you are given permission to use a phone (classroom, special activity). Guidelines must be followed exactly as stated. Good judgment must be used keeping in mind privacy laws. Using your phone to video other students/adults can be an invasion of privacy. If you violate "bullying" or harassment/intimidation laws you are subject to consequences specified by the CA. Education code and/or other criminal violations.

DROP-OFF OF ITEMS

Family members may drop off lunch, homework, PE clothes, or other items for their child, but it will be the child's responsibility to come to the Student Center during passing period or lunch for such items. Families should make arrangements for pick-up ahead of time if possible. **Classrooms will not be interrupted for students to retrieve an item in the office.**

Deliveries of outside food (including by outside vendors such as Uber Eats, GrubHub, or pizza delivery services), flowers/balloons, or other distracting items are not permitted.

CONFISCATED ITEMS

Any personal item confiscated from a student by a staff member **will be returned to the parent/guardian**. Items may be picked up at the Student Center during office hours. Items not retrieved by the end of the school year are donated to charity the day after the last day of school.

TELEPHONES

The school telephones are for school business. **PARENTS SHOULD CALL TO LEAVE MESSAGES FOR THEIR CHILDREN ONLY IN CASE OF EMERGENCY.** If a student needs to make an emergency phone call, the phones at school may be used for emergency purposes. **Students are not permitted to use personal cell phones to text or make "emergency" phone calls on school grounds unless given permission by an administrator.** (See Cell Phones)

LUNCH PERIOD

Food is available for students to get from the cafeteria. Students are asked to remain within the red lined areas and are expected to keep their area clean!

CLEAN CAMPUS

Clement Vikings take pride in the appearance of our campus. We expect each student to accept personal responsibility for maintaining a clean campus, **especially during the lunch period!** Campus monitors expect full cooperation.

REDLANDS UNIFIED SCHOOL DISTRICT DRESS CODE AR 5132

The Governing Board feels that there is nothing inherently wrong with dress or color of dress, but when student's dress serves to intimidate or impede the rights of other students it will be determined that dress is in violation of this policy. A student may not remain at school dressed in a manner which (1) creates a safety hazard for said student or for other students at school, and/or (2) when the dress constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

When the site administrator/designee determines that a student's attire is in violation of this policy, the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary, the student may be taken or sent home with parental permission to modify unacceptable dress and return to school. Refusal to take steps as described in this policy shall be cause for disciplinary action against the student. Any such disciplinary action shall be handled pursuant to existing student disciplinary policy.

Parents/guardians have primary responsibility to see that students are properly attired for school. School district personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning. Hence, the following guidelines will be implemented in all district schools.

1. Shoes will be worn at all times. A substantial sole is required and enclosed toe and heel footwear are highly encouraged.
2. Extremely brief garments that are distracting to the educational environment are not appropriate. Clothing shall be sufficient to conceal undergarments at all times.
3. Clothing or accessories shall be free of writing, pictures, or any other insignia which are crude, violent, obscene or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of tobacco, drugs, or alcohol.
4. Earrings, jewelry, or accessories which present a safety hazard to the wearer or others are not suitable for school wear.
5. Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.
6. Identified gang attire such as bandannas, haircuts or hair rollers, or any gang paraphernalia are prohibited.

Students are allowed to wear sun-protective clothing, including hats, while outdoors during the school day. Each school site will develop a policy indicating the type of sun-protective hats that are permitted.

All students are expected to follow the Dress Standards. Failure to comply may result in:

- 1st Offense – Warning, change of clothing**
- 2nd Offense – Confiscate item of clothing, parent contact**
- 3rd Offense – Confiscate item of clothing, parent contact, lunch detention **
- 4th Offense – Confiscate item of clothing, parent contact, after-school detention**

DANCE GUIDELINES

Rules/guidelines for dances are as follows:

1. All school rules including dress code, apply at a school dance.
2. Students must be respectful of others including the dance DJ.
3. Dancing must be appropriate - "grinding" of any type is not allowed.
4. A current ID card is required to purchase a ticket and obtain admittance. A school schedule or "face sheet" **may not** be used as a substitute for the Clement Student ID card.
5. Clement dances are for current Clement students only. No guests are allowed.

After School Dances

A student must attend the entire school day on the day of the dance. All students should have arranged transportation home prior to any after-school dance. Students should be picked up at the stated ending time.

Appropriate behavior is expected. No student will be allowed to loiter outside the multipurpose room or any other place on campus. Depending on the infraction a student may or may not be given a warning about inappropriate behavior. If a student is asked to leave the dance the price of the dance ticket will not be refunded.

A student that has been suspended will not be able to attend dances or other school-sponsored events for 9 weeks from the date of suspension. The student may submit an **Activity Exclusion Waiver Form** if the situation warrants.

AFTER SCHOOL PROGRAMS

Students who attend after-school programs, such as ASES, should not leave campus after school. Students are to report to the program no later than 10 minutes after the end of school. Students who leave campus will not be allowed to participate in the program for the day.

INSURANCE

A reliable insurance company (not connected in any way with the school district) offers an accident policy that gives very good coverage. If you are not already protected by accident insurance, we strongly recommend that this program be given serious consideration.

DISCIPLINE

At Clement Middle School:

We believe that all students have worth.

We believe students can be responsible and exhibit respect for others and their property.

We believe that conflicts should be resolved in a nonviolent manner using good communication skills.

We believe proper behavior on the part of every student is absolutely essential in order for teachers to teach effectively and for students to learn to their maximum potential. Our mission is to develop each child to the fullest extent of his/her capabilities in a positive school environment.

We believe both good and unacceptable behavior should have consequences and we believe that student discipline should instruct the student in appropriate solutions to problems in and outside of the classroom.

DISCIPLINE POLICY

Clement students are expected to follow school rules listed in the **Viking Code of Conduct** section and other sections of the agenda that apply. Additionally, students are expected to exercise **good judgment** regarding their behavior at all times. If a student chooses to break the rules or interferes with the learning process of other students, then he/she chooses to accept the consequences for his/her actions.

The following corrective measures may be utilized by administrators, teachers, counselors, or safety officer(s):

1. The student will be warned regarding inappropriate behavior, counseled regarding appropriate behavior, and may receive disciplinary measures such as campus service, lunch detention, Principal's After School Detention, in-school suspension(s) or an out-of-school suspension(s).
2. Serious violations will result in immediate suspension. ***Students may also receive a citation for serious violations.*** A citation is processed through the Redlands Police Department and requires that the student and parent attend a court session. (violations of Ed. Code. 48900 (a)-1 and (a)-2 causing physical injury, and/or fighting **will most often** result in a citation)

Campus Service

Campus service may include such activities as lunch table pick up, trash pick-up, pulling weeds, sweeping or other campus beautification type activities. Students will be provided gloves a long arm pick up tool, broom or other tools as appropriate.

Lunch Detention

Detention may be assigned by teachers to be served in his/her classroom. Administrative lunch detention is assigned by principals, counselors or the safety officer(s). Administrative detention is served in Student Center. Students assigned to lunch detention are still given opportunity to eat lunch and use the restroom as needed.

After School Detention

After School Detention may be assigned by principals, counselors or the safety officer. After School Detention takes place on Tuesdays and Thursdays in the Library. Students must be in the library by 3:20pm if detention has been assigned. It is the **student's responsibility to report to detention on the date assigned.** If detention is missed it is the **student's responsibility** to see the assistant principal. If a detention is missed because of a school absence, the student will be re-assigned another detention. Students who forget or choose not to attend After School Detention will be assigned on-campus suspension the following day after the missed detention.

On-Campus Suspension

Students assigned to an on-campus suspension are to report to the appropriate administrator. Students should expect to be busy the entire time during on-campus suspension. Bathroom breaks and a time for lunch will be provided. **Students who are placed on-campus suspension are subject to the 9-week extracurricular exclusion policy.**

Suspension

Education codes 48900 and 48915 identify the behaviors which can lead to student suspension and/or expulsion. **Some** of the reasons a student may be suspended are: (**Note: list below is not complete**)

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possessing, selling, using, or otherwise furnishing or being under the influence of any controlled substance - alcoholic beverage, or intoxicant of any kind; Including drug paraphernalia.
3. Possession of any firearm, (including imitation) knife, explosive or other dangerous object.
4. Committing robbery or extortion.
5. Committing an obscene act or engaging in profanity or vulgarity.
6. Knowingly receiving stolen school or private property.
7. Intimidation, harassment (bullying), sexual harassment.
8. Disruption of school activities or otherwise willfully defying the valid authority of supervisors, teachers, or administrators.

Students who are suspended may not be on or near campus at any time for any reason during the time of suspension.

A student may be suspended or expelled for the above offenses if the offense occurs at any time including but not limited to:

1. **While coming to or going home from school (school jurisdiction).**
2. **While on school grounds.**
3. **During the lunch period, whether on or off campus.**
4. **During or while going to or coming from any school-sponsored activity either on campus or off campus.**

Suspensions and Activities

Students suspended for any reason will be excluded from extracurricular activities for nine weeks. Extracurricular activities include dances, field trips, (including end of the year activities) or other school sponsored events.

Prior to a special activity the student may request to participate. An **Activity Exclusion Waiver form** should be turned in to the secretary of the assistant principal, at least **five days** before the requested event. Students are encouraged to apply for the waiver if they feel **special consideration is warranted**. However, the student must understand the request is a waiver from school policies, and will be granted on a limited basis.

The decision to participate will be made by the principal, assistant principal, and appropriate grade level counselor. Classroom teachers will also be consulted. Several factors will be considered including but not limited to behavior before suspension, reason for suspension, length of time since suspension, discipline issues since suspension, attendance, academic progress and overall behavior pattern.

The **Activity Exclusion Waiver** form may be obtained from the assistant principal's office.

GRAFFITI

According to the School Board policy, the principal (or designee) may issue a citation, suspend and/or recommend for expulsion any student who defaces any school property. Students may not bring felt-tip pens, markers, or White Out to school. These items will be confiscated and returned only at parent's request. Further defiance will result in disciplinary action. Full restitution by student or parent for repairing property may be imposed. The district may withhold the grades, diploma and transcripts of the student until the student or parent has paid for the damage.



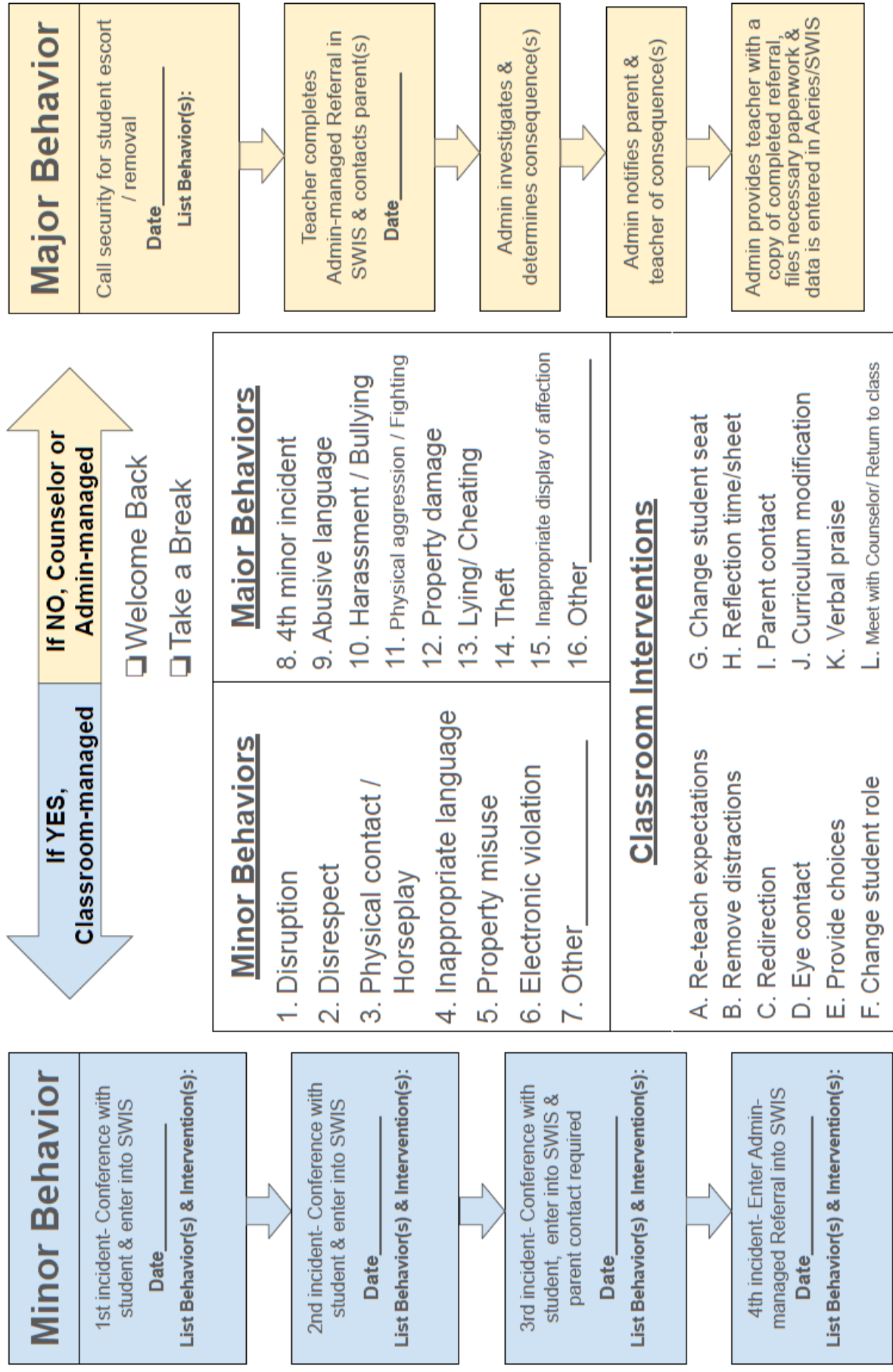


Student Name: _____

Teacher: _____

Minor / Major Flowchart













Observe problem behavior: Can I still teach? Can the students still learn?



Student Agenda

Goal Setting: The Viking Way Be Responsible

Goal setting helps with achieving the desired results, whether you set goals for athletics, for an artistic endeavor, in academics, or in your personal life. On this page you will be setting academic goals. Keep asking this of yourself:
What do I want to achieve?

No.	Goal	Completed	In Progress	Not Attempted
				
				
				
				

You have to expect things of yourself before you can do them.

Michael Jordan

Winners never quit, and quitters never win.

Vince Lombardi

Great things come from hard work and perseverance. No excuses.

Kobe Bryant

A decorative border made of several yellow pencils with pink erasers and sharpened leads, arranged in a frame around the text.

RACE **the Question**

Restate **the question as a statement**

- give context
- name the text and author
- make sure it is a statement

Answer **the question**

- all parts of the question
- use complete sentences
- with academic language

Cite **evidence to support your answer**

- refer back to the text
- without personal opinion
- additional reasoning

Expand **your answer**

- elaborate to go deeper
- make bigger connections
- further explanation



FOCUSED Note-Taking Process


Taking Notes



- ✓ Essential Question
- ✓ Neat and Organized

Processing Notes



- ✓ Circle Key Terms
- ✓  Important Ideas

Connect Thinking



- ✓ Question
- ✓ Comment
- ✓ Connect

Summarizing and Reflecting on Learning



- ✓ Answer Essential Question
- ✓ Apply to Your Learning

Applying Learning



- ✓ Study

Clement Middle School Thinking Maps

**Questions from Texts,
Teachers and Tests**

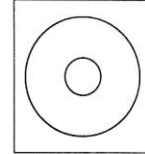
Thinking Processes

**Thinking Maps
as Tools**

How are you defining
this thing or idea? What is
the context? What is your
frame of reference?

**DEFINING IN
CONTEXT**

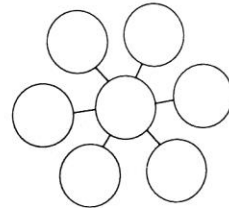
Circle
Map



How are you describing
this thing?
Which adjectives
would best describe
this thing?

**DESCRIBING
QUALITIES**

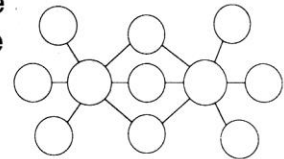
Bubble
Map



What are the similar
and different qualities
of these things?
Which qualities do you
value most? Why?

**COMPARING and
CONTRASTING**

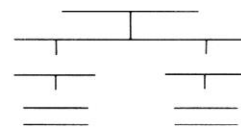
Double
Bubble
Map



What are the main
ideas, supporting
ideas, and details in
this information?

CLASSIFYING

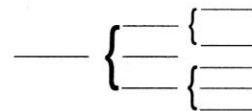
Tree
Map



What are the
component parts and
subparts of this whole
physical object?

PART-WHOLE

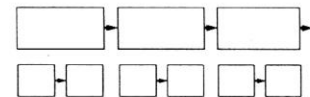
Brace
Map



What happened?
What is the sequence
of events? What are
the substages?

SEQUENCING

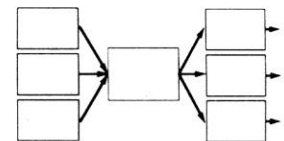
Flow
Map



What are the
causes and effects
of this event?
What might
happen next?

CAUSE and EFFECT

Multi-
Flow
Map



What is the analogy
being used?
What is the guiding
metaphor?

**SEEING
ANALOGIES**

Bridge
Map



Clement Middle School



	ALL SETTINGS	PASSING PERIOD BEFORE & AFTER SCHOOL
BE RESPECTFUL	<ul style="list-style-type: none"> -Follow directions -Keep displays of affection to hand holding -Respect personal and school property -Communicate using appropriate language & voice level 	<ul style="list-style-type: none"> -Use appropriate voice level -Use common courtesy and respect -Follow your teacher's tardy policy
BE RESPONSIBLE	<ul style="list-style-type: none"> -Hands & feet to self -Keep campus clean -Be on time -Follow the Viking Code of Conduct -Tell staff if there is a dangerous situation -Use grade level bathrooms 	<ul style="list-style-type: none"> -Walk everywhere -Remain on campus -Leave campus 15 minutes after school is dismissed unless participating in school event -Follow school rules regarding bikes & skateboards
BE YOUR BEST AT ALL TIMES	<ul style="list-style-type: none"> -Own your behavior & apologize if you make a mistake -Set academic and personal goals -Be kind & friendly -Speak up for what is right 	<ul style="list-style-type: none"> -Influence your peers in a positive way -Greet visitors positively

Clement Middle School is an academic community of responsible learners. We are respectful and kind to others. We demonstrate integrity through our words and actions.

School Wide Expectations



LUNCH	ADMIN / STUDENT CENTER/ LIBRARY	ASSEMBLIES
<ul style="list-style-type: none">-Say please & thank you to cafeteria workers-Follow directions & expectations of campus monitors	<ul style="list-style-type: none">-Use appropriate voice level-Follow staff directions-Wait patiently for help-Ask permission to use phone	<ul style="list-style-type: none">-Give speaker full attention-Use appropriate voice level-Respond / clap / cheer appropriately
<ul style="list-style-type: none">-Throw trash away-Stay within lunch boundaries-Eat in specified areas	<ul style="list-style-type: none">-Return any borrowed materials-Respect all library property-Report issues to staff	<ul style="list-style-type: none">-Enter quietly and follow dismissal directions
<ul style="list-style-type: none">-Invite other students to join your group	<ul style="list-style-type: none">-Offer help to others	<ul style="list-style-type: none">-Honor and celebrate your classmate's achievements

THIS IS THE VIKING WAY



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.