

# W. E. Mitchell Middle School

## An International Baccalaureate World School



### 2024-2025

### *School-wide Syllabus & Student Handbook*

MITCHELL MIDDLE SCHOOL  
Home of the Marauders  
2100 Zinfandel Drive

["http://www.fcusd.org/mitchell"](http://www.fcusd.org/mitchell) [www.fcusd.org/mitchell](http://www.fcusd.org/mitchell)

Main Phone: 916-294-9050

**Attendance/Absence: Press #1**

Main Office: Press #2

Food Service: Press #3

Health Office: Press #4

#### ADMINISTRATION OFFICE HOURS

Mitchell Middle School Office is open from  
7:30 a.m. to 4:00 p.m. Monday through Friday  
During the school year, excluding holidays.

<u>1. Diagnostic Scores</u>	<u>2nd Diagnostic Scores</u>	<u>3rd Diagnostic Scores</u>
English:	English:	English:
Math:	Math:	Math:

## **FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**

1965 Birkmont Drive  
Rancho Cordova, CA 95742-6407  
(916) 294-9000

### **BOARD OF EDUCATION**

Mr. Tim Hooey, President  
Ms. Jennifer Laret, Vice President  
Mr. David Reid, Clerk  
Mr. Chris Clark, Member  
Ms. Kara Lofthouse, Member

### **DISTRICT ADMINISTRATION**

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Don Ogden, Associate Superintendent  
Dr. Jim Huber, Assistant Superintendent  
Lori Emmington, Director TK-12 Curriculum and Instruction  
Angi Carlomagno, Director TK-12 Curriculum and Instruction

### **MITCHELL MIDDLE SCHOOL ADMINISTRATION & SUPPORT STAFF**

Dr. Sandra Garcia, Principal  
Mr. Ian Shepley, Assistant-Principal (Student Alphabet A – L)  
Mrs. Joana Horning, Assistant-Principal (Student Alphabet M – Z)  
Ms. Michelle Zilles, Counselor (Student Alphabet A – L)  
Ms. Lauren Johnson, Counselor (Student Alphabet M – Z)  
Ms. Gail Phinney, School Psychologist  
Michael Haworth, School Nurse  
Ms. Dorota Parker, Mental Health Specialist Associate  
Ms. Sandra Howell, Student Council/Activities  
Ms. Lauren Johnson, Athletic Director  
Ms. Suzanne Titchenal, MYP Coordinator  
Ms. Jen Trevino, Administrative Assistant  
Ms. Dominique Devito, Student Accounts Clerk  
Ms. Christine Scott, Student Records Clerk  
Ms. Aileen Washington, Attendance Clerk  
Ms. Dawn Maxey-Parler, Parent Coordinator  
Ms. Jan Goldenberg, Library Clerk

(Several of the support staff listed also work at other schools.  
Their hours at Mitchell may vary and email is the best contact.)

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator(s) and Equity Compliance Officer Jim Huber, ED.D., [jhuber@fcusd.org](mailto:jhuber@fcusd.org) (grades K-12), 1965 Birkmont Drive, Rancho Cordova, CA 96742, 916-294-9000 ext.104625**

## **IMPORTANT DATES**

### **Semester Grading Periods**

1st qtr: Aug. 8 - Oct. 11 (46 days)  
2nd qtr: Oct. 15 - Dec. 20 (43 days)  
3rd qtr: Jan. 6 - Mar. 14 (44 days)  
4th qtr: Mar. 17 - May 29 (47 days)

Aug. 8	First Day of School
Aug. 22	Back to School Night 6:00pm
Sept. 2	Labor Day, No School
Oct. 9	Teacher grading, student release 1:35pm
Oct. 11	End of Quarter 1, Minimum Day, student release 12:45pm
Nov. 11	Veteran's Day, No School
Nov. 25-29	Thanksgiving Holidays
Dec. 18	Teacher grading, student release 1:35pm
Dec. 20	End of Semester 1, Minimum Day, student release 12:45pm
Dec. 23 - Jan. 3	Winter Break
Jan. 20	Martin Luther King, Jr. Day, No School
Feb. 17-18	President's Day/Lincoln (observed), No School
Feb. 19-21	February Break
Mar. 12	Teacher grading, student release 1:35pm
Mar. 14	End of Quarter 3, Minimum Day, student release 12:45pm
Apr. 8	State Testing, Minimum Day, student release 12:45pm
Apr. 14-21	Spring Break
Apr. 29	State Testing, Minimum Day, student release 12:45pm
May 9	Teacher grading, student release 1:35pm
May 27-29	Minimum Day, student release 12:45pm
May 29	8 <sup>th</sup> grade Promotion Ceremony, 9:00 – 10:00 am



## **A Letter to Our Parents/Guardians & Guardians from the Principal**

Welcome to the 2024/2025 school year! The last few years have taught us a lot about ourselves and how to be successful in school. One thing we have learned is how important self-management is to student success. When we keep track of our tasks and assignments, we are more productive, more centered, and able to take on anything. We highly encourage you to use a planner and/or a planning application to keep track of assignments and deadlines.

This Student Handbook lays out the policies and procedures created by Folsom Cordova Unified, Mitchell administrators, faculty, staff, parents/guardians, and students for each student to reach their fullest potential socially and emotionally by creating a safe and welcoming learning environment.

### **Academics:**

Parents/guardians are encouraged to check-in daily with their student to learn about assignments and deadlines. It is recommended to review PowerSchool and Google Classroom on a regular basis.

### **School Climate:**

This handbook serves as a document to explain in very clear language both positive and negative impacts related to expected student behavior while on campus or during any school event on or off campus. We work throughout the year, using a variety of programs, to promote a culture of diversity, tolerance, empathy, teamwork and sportsmanship; and we celebrate positive behaviors, excellent examples of hard work, random acts of kindness, overcoming obstacles, academic risk taking, and many more.

While Mitchell Middle School employs a variety of negative consequences, our focus is to create a positive climate that inspires a strong academic work ethic and overall positive campus culture and climate. Parent/guardian involvement is critical, and we invite parents/guardians to partner with us throughout their student's middle school career toward achieving those goals. Be **involved** in the academic life and **aware** of the social life of your student. Also, it's helpful to monitor and set reasonable limits on the use of technology and social media. In doing so, we will all be creating an environment that promotes the positive academic and social/emotional growth of your student.

We thank you in advance for your support of your student and Mitchell Middle School!

In Partnership,

Dr. Sandra Garcia, Principal

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*Welcome to a new school year!*

*We Look forward to helping you become a successful student at W.E. Mitchell Middle School. To that end, we want to share with you some information that will help you to excel in our classrooms.*

*The purpose of this handbook is to provide an overview of the expectations and services offered to Mitchell students. The items published in this handbook do not represent an exhaustive list and administration and may be altered at any time. Please feel free to contact our teachers or administration for any clarification.*

*Our expectations for you as a learner are high, but you can also expect certain things from your teachers.*

AS YOUR TEACHERS, YOU CAN EXPECT THE FOLLOWING FROM US:

**INSTRUCTION BASED ON CALIFORNIA COMMON CORE STANDARDS** The state of California has set standards that each pupil must achieve by the end of their career as a student in middle school. The state has set goals in the broad areas of **English Language Arts, History-Social Science, Mathematics, Physical Education, Science, Visual and Performing Arts,** and **World Language**. To help you meet these goals, we will explore our disciplines through class discussions, reading, class work, homework, essays, exams, and various tasks and projects. There are many ways for you to demonstrate you have mastered the concepts taught in class. Not all of your assignments will be graded, but you **WILL** be assessed on every concept presented. Our goal is to help you master all of these standards. **For more information on the California Common Core Standards, please refer to the California Department of Education website <http://www.cde.ca.gov>**

## GRADING POLICY

We expect you to actively participate in your own learning by completing **ALL** of your assignments. Not all of your work is graded. Just like you do not receive medals for going to sports practice, not all of your schoolwork is graded. Some assignments give you an opportunity to practice your skills; others allow you to demonstrate your mastery of the common core standards. Although your final grade is based on summative assessments, your performance on formative assessments will guide instruction in the classroom.

**FORMATIVE ASSESSMENTS** occur after small amounts of instruction while students are making meaning of new concepts. The feedback is nearly immediate and helps students integrate new information with previous knowledge. Formative assessments also help us teachers adjust instruction to best meet the needs of our learners. Formative assessments are powerful tools that can help improve a learner's understanding and performance. Incomplete or missing formative assessments may have a negative impact on a student's citizenship marks as well as a student's eligibility to re-take a summative assessment to improve his or her classroom grade.

**Examples of formative assessments can be:**

Weekly fitness runs, Skills Practice, Class Work, Exit Tickets, Interviews, Homework, Debates, Graphic Organizers, KWL charts, Four Corner Activities, Chain Notes, Sticky Bars, Quick Writes, Quizzes, Socratic Seminars, and Warm-Ups.

**SUMMATIVE ASSESSMENTS** occur at the end of a large chunk of instruction. The results may take a while to be returned to the student. The purpose of summative assessments is to help a teacher evaluate a learner's mastery of learning goals. Summative assessments may occur less frequently than formative assessments. At Mitchell, students **MAY** have the opportunity to retake a summative assessment in order to show an increase in mastery and improve their grade. Teachers

may require students to redo or make up formative work before allowing a student to retake or redo a summative assessment.

**Examples of summative assessments can be:**

Chapter Exams, Embedded Assessments, Essays, Final Exams, Lab reports, Unit Exams, Presentations, and Projects.

**ASSESSMENT CRITERIA BY SUBJECT**

MYP assigns four (4) criteria to each subject being offered. Your teachers must assess each criterion two (2) times per semester. When more than one criterion is assessed in a task, there will be multiple grades (one grade for each criterion).

<p><b>Arts—</b></p> <ul style="list-style-type: none"> <li>• A: Investigating</li> <li>• B: Developing</li> <li>• C: Creating/Performing</li> <li>• D: Evaluating</li> </ul>	<p><b>Language and Literature—</b></p> <ul style="list-style-type: none"> <li>• A: Analyzing</li> <li>• B: Organizing</li> <li>• C: Producing Text</li> <li>• D: Using Language</li> </ul>
<p><b>Design— (integrated into science)</b></p> <ul style="list-style-type: none"> <li>• A: Inquiring and Analyzing</li> <li>• B: Developing Ideas</li> <li>• C: Creating the Solution</li> <li>• D: Evaluating</li> </ul>	<p><b>Mathematics—</b></p> <ul style="list-style-type: none"> <li>• A: Knowing and Understanding</li> <li>• B: Investigating Patterns</li> <li>• C: Communicating</li> <li>• D: Applying Mathematics in Real-life Contexts</li> </ul>
<p><b>Individuals and Societies—</b></p> <ul style="list-style-type: none"> <li>• A: Knowing and Understanding</li> <li>• B: Investigating</li> <li>• C: Communicating</li> <li>• D: Thinking Critically</li> </ul>	<p><b>Physical and Health Education—</b></p> <ul style="list-style-type: none"> <li>• A: Knowing and Understanding</li> <li>• B: Planning for Performance</li> <li>• C: Applying and Performing</li> <li>• D: Reflecting and Improving Performance</li> </ul>
<p><b>Language Acquisition—</b></p> <ul style="list-style-type: none"> <li>• A: Listening</li> <li>• B: Reading</li> <li>• C: Speaking</li> <li>• D: Writing</li> </ul>	<p><b>Sciences—</b></p> <ul style="list-style-type: none"> <li>• A: Knowing and Understanding</li> <li>• B: Inquiring and Designing</li> <li>• C: Processing and Evaluating</li> <li>• D: Reflecting on the Impacts of Science</li> </ul>

## **MYP CRITERIA RUBRICS**

Your work will be assessed using MYP criterion-based rubrics. Each eight-point rubric clearly explains what a learner needs to accomplish on an assignment in order to achieve the highest quality and grade. Each teacher will discuss the rubrics used in his or her discipline before most assignments. Teachers may also add task-specific clarification to rubrics to clarify expectations.

## **RE-EVALUATING ASSESSMENTS**

If you are unsatisfied with your score on an assessment, you may be given an opportunity to be reassessed. You must schedule a time with your teacher to be reassessed. It is **YOUR** responsibility to take the necessary steps to improve your grade; study for the exam, re-edit your essay, etc. Ideally, you should be reevaluated within two (2) weeks of receiving the original grade. Teachers will set final dates for reassessment at the end of each grading period.

## **FINAL GRADES**

Your final grades will be determined using assessments on the four (4) MYP criteria specific to each subject. Your teachers will discuss the assessment criteria above and will help you to understand how you can demonstrate your learning.

## **POWERSCHOOL AND GOOGLE CLASSROOM**

Students, Parents/Guardians, and guardians have multiple ways to keep up on current assignments as well as check on student progress throughout the year.

- **PowerSchool** is the program where assignment scores and final grades for the quarter and semester are posted. It is also a program that tracks student's daily attendance.
- **Google Classrooms** is a supplemental platform used for teachers to share information on units/assignments, post homework, remind students of deadlines, turning in assignments, and give parents/guardians an idea of the instruction taking place in the classroom, etc.

## **IB MYP POLICIES**

As an IB World School for the IB Middle Years Programme, Mitchell Middle School has adopted four (4) policies concerning:

- Academic Honesty
- Assessment
- Language
- Special Needs

Please visit our website to review the policies in their entirety.

### **AS A LEARNER THE FOLLOWING IS EXPECTED FROM YOU:** **MITCHELL MIDDLE SCHOOL TOUCHSTONE**

#### *Our Mission*

At Mitchell, we lead by example.

We are citizens of the world and show respect for others through kind words and actions.

We put forth our best effort and work hard to achieve academic excellence.

We grow by taking risks and by learning from our mistakes.

We believe laughter is an important part of learning.

With courage, this is who we are, especially when no one is looking.



## THE MARAUDER WAY MITCHELL'S THREE B'S

Mitchell students are safe, responsible, and respectful people. Before taking any action, students should consider whether or not their actions are in accordance with the Three B's:

- Be Safe
- Be Responsible
- Be Respectful

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>School-wide</b>	<ul style="list-style-type: none"> <li>• Walk on sidewalks</li> <li>• Walk from one place to another</li> <li>• Use a pass when out of class</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind and appropriate language</li> <li>• Follow adult directions</li> <li>• Listen to morning announcements</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time to school and classes</li> <li>• Move quickly to your next class</li> <li>• Bring necessary materials</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Keep walkways clear</li> <li>• Hands and feet to self</li> <li>• Use a pass to leave the room</li> </ul>	<ul style="list-style-type: none"> <li>• Be on task</li> <li>• Use materials and personal items appropriately</li> <li>• Follow classroom procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restroom at the appropriate time</li> <li>• Complete assignments (formatives and summatives)</li> <li>• Consume food and drinks in approved locations</li> </ul>
<b>School technology devices</b>	<ul style="list-style-type: none"> <li>• Walk while carrying a device</li> <li>• Keep all food and drinks</li> <li>• Hold devices securely</li> </ul>	<ul style="list-style-type: none"> <li>• Log off when done</li> <li>• Put device away correctly</li> <li>• Use earbuds or headphones if sound is needed</li> </ul>	<ul style="list-style-type: none"> <li>• Use teacher approved websites at appropriate times</li> <li>• Keep all components and settings in proper working order</li> </ul>
<b>Cafeteria and Lunchtime</b>	<ul style="list-style-type: none"> <li>• Walk to the lunch lines</li> <li>• Be in the designated areas in the quad</li> </ul>	<ul style="list-style-type: none"> <li>• Put trash in the garbage cans</li> <li>• Wait in line until called forward</li> <li>• Keep volume level low in all areas</li> </ul>	<ul style="list-style-type: none"> <li>• Move quickly to class at the bell</li> <li>• Be ready when it's your turn in The cafeteria</li> </ul>
<b>Blacktop</b>	<ul style="list-style-type: none"> <li>• Only enter when supervised by an adult</li> <li>• Play safely</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Practice positive sportsmanship</li> <li>• Be inclusive</li> <li>• This is a privilege, not a right</li> </ul>	<ul style="list-style-type: none"> <li>• Check in and out equipment from the cart</li> <li>• When the bell rings, stop play and head to class</li> <li>• ID s only are collateral for equipment check out</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Use a pass from your teacher if during class time</li> <li>• Report malfunctioning plumbing</li> </ul>	<ul style="list-style-type: none"> <li>• Use restroom during passing period and lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of business quickly</li> <li>• Wash your hands with soap for at least 20 seconds</li> </ul>
<b>Rallies and Assemblies</b>	<ul style="list-style-type: none"> <li>• Use the stairs to go up and down the bleachers</li> <li>• Leave only when dismissed in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Sit quietly</li> <li>• Listen to presenters</li> <li>• Use appropriate applause</li> <li>• Remove ear buds</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in assigned section of the bleachers and follow the presentations</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently for your turn</li> <li>• Use kind and appropriate language</li> <li>• Keep volume level low</li> </ul>	<ul style="list-style-type: none"> <li>• State your purpose politely</li> </ul>

## **TITLE I COMPACT**

This agreement was developed with input from all the members of our school community including school staff, students, and their families. By signing below, the school staff, students and families promise to accept responsibility for their individual roles in supporting Mitchell Middle School students and promoting their success.

### ***Staff Pledge:***

I pledge to do the following to the best of my ability:

- Teach my class using interesting and challenging lessons to promote student learning and success.
- Engage and motivate my students to learn.
- Have the expectation that every student will make at least 1 year of academic growth.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful daily assignments to reinforce lessons that I have taught and students have mastered.
- Continue to be a learner myself and take part in professional development activities.
- Work to strengthen my partnerships with co-workers, students, families, and community members.
- Respect all members of the school community.

### **Student Pledge:**

I pledge to do the following to the best of my ability:

- Come to school on time, in dress code attire, ready to learn, and work hard every day.
- Bring the materials I need every day including completed assignments and homework.
- Know and follow school and class rules.
- Limit my T.V. watching and time on video games and the computer.
- Spend more time reading and getting exercise.
- Talk to my teacher and my family and let them know if there is something I need to be more successful.
- Be in bed at a reasonable hour every night.
- Respect all members of the school community.

### **Family/Parent Pledge:**

- Provide a quiet time and space for homework and limit my child's time watching T.V. and playing video games and computer games.
- Read to my child or encourage my child to read every day.
- Make sure my child is in bed by a reasonable hour on school nights.
- See that my child attends school in dress code attire and is on time every day and ready to learn.
- My child will be well-rested and well-nourished.
- Communicate with my child's teacher regularly to check my child's progress
- Attend parent-teacher conferences, Back-to-School Night, and school events.
- Participate in at least 1 extra activity this year.
- Communicate the importance of education and learning to my child through my actions and my words.

## **MATERIALS**

In addition to a positive and productive attitude, you will benefit from being prepared with the following materials.

## **GENERAL MATERIALS**

**While the school provides many of these materials, for sanitation reasons, we suggest students bring the following each day:**

- FCUSD issued Chromebook (fully charged) - this will be checked out to you just like a textbook
- Personal headphones
- Blue or Black Pens
- Pencils
- Scientific Calculator (8th Grade)
- Basic Calculator (6th & 7th Grade)
- Blue, Green, Yellow, and Red (Pink) Highlighters
- Lined Paper (8 ½ x 11)
- **Student ID Card**
- **Silent Reading Book**

**You may also find useful:**

- Color Pencils
- Color Markers (not Sharpies)
- Pencil Sharpener (with a cover to catch shavings)
- Glue Stick
- Index Cards
- Highlighters

## **DISCIPLINE SPECIFIC MATERIALS**

### **• Arts:**

- Music: 1 inch 3-Ring Binder with paper, band and orchestra students only: plastic sheet protectors and pencil
- Visual Art: Mixed-Media sketchbook. A pack of wooden pencils (not mechanical), large eraser, ruler
- Media Art: earbuds with a microphone are recommended

• **Individuals and Societies:** Pocket folder, colored pencils, highlighters (4 colors), tissue for classroom use (optional)

• **Language Acquisition:** Spiral notebook and pocket folder

• **Language and Literature:** Will vary depending on teacher

- **Physical and Health Education:** PE Uniform (2 recommended), socks, and athletic shoes. If your student has morning PE, extra socks, and athletic shoes are recommended, as the grass can be wet. Locks/Lockers will be provided to students to borrow for the school year.
- **Sciences:** Folder, and Black and White Composition Notebook
- **Math:** 2 Dry-erase Markers, break resistant ruler, spiral bound or composition notebook for notes (one per semester), ¼ inch graph paper (Course 3, IM1, & Course 2 Honors)

*We recognize that many families wish to provide supplies for their own students or donate materials to the school and are welcome to do so at any time. The supplies listed are suggested materials and are not required of any student or family to fully participate in the school's academic program. All required materials and supplies will be provided by schools to students at no cost.*

## **International Baccalaureate Learner Profile**

*The Mission Statement in Action*

### **As learners we strive to be**

- **INQUIRERS**  
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- **KNOWLEDGEABLE**  
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- **THINKERS**  
We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- **COMMUNICATORS**  
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- **PRINCIPLED**  
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- **OPEN-MINDED**  
  
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- **CARING**  
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- **RISK-TAKERS**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

o **BALANCED**

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

o **REFLECTIVE**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

**GROWTH MINDSET**

One of the most important aspects in regard to success is the right “frame of mind” when working on any task or assignment. We all have struggles and challenges from time to time, but how we view those challenges and struggles and how we REACT to them makes all the difference in the world. Students with a “Fixed Mindset” believe that the talents and intelligence you are born with determine how well you do in school. While students with a “Growth Mindset” understand that it is **hard work** and **perseverance** that determine how successful you will be in school and all aspects of your life.

Students with a growth mindset see mistakes and challenges as part of living and learning. Their motto is, **“Never give up!”**

**Train Your Brain!**

<b>INSTEAD OF...</b>	<b>TRY THINKING....</b>
I am not good at this	What am I missing?
I give up	I will use a different strategy
It’s not good enough	Is this really my best work?
I can’t make this any	I can always improve
This is too hard	This may take some time
I made a mistake	Mistakes help me learn
I just can’t do this	I am going to train my brain
I will never be that smart	I will learn how to do this
Plan A didn’t work	There is always plan B
My friends can do it	I will learn from them

Retrieved from Stanford University Professor Carol Dweck’s research on Fixed and Growth Mindsets. Parents/Guardians and students can learn more about Dr. Dweck’s research here: <http://mindsetonline.com/abouttheauthor/>

**WORDS OF WISDOM FROM STUDENT LEADERS**

- Be kind to others.
- Join clubs or sports teams.
- Respect teachers.
- Keep a clean backpack and stay organized.
- Manners! Don't forget them!
- It is OK to make mistakes.
- Stay away from friends that will get you in trouble.
- Sit with someone new once in a while.
- Do not give into negative peer pressure.
- Seek out help when you need it.

## **COMMUNICATION HOME**

Mitchell Middle School uses a variety of means to communicate with parents/guardians throughout the school year. The school sends home notices with students about upcoming events or important information, usually followed by a community outreach reminder from the principal through phone calls, emails, and text messages. Parents/guardians are also encouraged to **check our website weekly** for a continually updated school calendar as well as important announcements/events that are highlighted down the middle of the page.

Our website address is: <https://mtms.fcusd.org/>

Parents/guardians are also encouraged to read the weekly newsletter "*Week at a Glance*" located in the Mitchell website.

## **ARRIVAL TO SCHOOL**

The school day begins promptly at 8:25 each morning. Students are allowed to be on campus as early as 8:05am and must depart within 15 minutes of dismissal. **Students may not leave campus after their arrival and may be subject to search upon return.**

## **WALKING TO AND FROM SCHOOL**

When walking to or from campus, students will use the sidewalks and crosswalks (jaywalking is not permitted). Students shall not walk across the parking lot at any time; students will meet their parents/guardians at the passenger loading zone. A great deal of traffic passes in front of our campus (particularly when the last bell rings); we appreciate your cooperation in keeping our students safe. Inappropriate behavior while walking to or from school will receive consequences as determined by Administration.

## **BICYCLES, SCOOTERS, SKATEBOARDS, ETC.**

All bicycles, scooters, and skateboards must be stored in the bike rack/skateboard area during school hours. Students should furnish locks for their property. Helmets are required by law. To preserve campus safety students must walk bicycles, scooters, skateboards, etc. on sidewalks and must use the crosswalk when crossing the street. **Bicycles, scooters, skateboards, hoverboards, etc. may never be ridden by students while on school grounds. Students with multiple warnings regarding riding their bike, skateboard, scooter, etc. on campus will have the item confiscated until parent/guardian and student can meet with an administrator.** (Adults such as administrators and campus security may ride bikes on campus as a means of reaching any point on campus, or to a location off site, more quickly). **\* The school is not responsible for lost/stolen items. \***

## **AFTER SCHOOL ACTIVITIES**

Mitchell offers many activities that take place outside of school hours. Each club, sport, or event may have different requirements for participation. All students will abide by the activity requirements and will also follow all school rules and expectations. Participation in after school activities is a privilege and not a right. Students should listen for announcements, refer to the daily bulletin in the

main office or consult the school website for information about clubs, sports, and activities. Students should speak with a club advisor or coach to learn about eligibility requirements. In order to ensure the safety of our students, each student is expected to arrange for transportation home at the conclusion of any activity. **Students must be picked up within 15 minutes after a school event or activity ends or they may lose the ability to participate.**

## **CAFETERIA**

All food will be served out of the North Multi where our kitchen is located. Students are expected to walk to the cafeteria for lunch, stand in an orderly line, and clean up after themselves prior to leaving. **All food MUST be consumed in the approved eating areas and trash disposed of in appropriate containers.**

## **LUNCH**

Mitchell Middle School is a closed campus. Parents/guardians may make lunch for their child, and they may pick up lunch on a special day and deliver it to the office. However, **food delivery services are banned from doing business on campus. ALL food delivered by services like Uber Eats and DoorDash will be refused.** Additionally, a student leaving campus at lunchtime without being signed out in the office by a parent or guardian will receive serious disciplinary action and will be considered truant per California Education Code.

Administrators, yard duty supervisors, teachers and various staff members monitor the lunch area to ensure the safety and well-being of our students. Their instructions are to be followed immediately. Students who do not follow the lunch area rules, or the instructions of an adult responsible for campus safety and supervision, will receive appropriate consequences. Students will keep the lunch area clean and orderly for the sake of all students.

## **LUNCHTIME GUIDELINES**

### **Cafeteria:**

- Students will consume food and drinks only in the designated eating areas; **no food is permitted on the blacktop, classroom quads, or field areas.** No glass containers of any kind are permitted during lunch or any other time during school.
- **Students will clean up after themselves when they are finished eating.**
- Students will comply with all directions given by cafeteria/campus supervisors/teachers/administrators.

### **Lunchtime Activities:**

- Students participating in games or other lunchtime activities will show good sportsmanship and will work cooperatively with other students.
- **Student ID cards are required** to check out equipment.
- Students will exhibit respectful behaviors at all times.
- Students who check out a ball or other equipment should not loan that ball/equipment to other students.
- All lunch area balls/equipment must be returned at the end of the lunch period.
- Students who bring their own basketball, volleyballs, footballs, etc. can only use them on the blacktop before school, after school, and at lunchtime. Repeated misuse of your athletic equipment will result in confiscation.

## **EARLY DISMISSALS**

Early dismissals can be pre-arranged by sending a note to the main office before school or by calling **916-294-9050**. If advance notice is not possible, then a student may be called out of class upon the parent or guardian arrival in the main office. A parent, guardian, or emergency contact **on record with the school office** must sign the student out. **Adults picking up students must be able to show photo identification.**

Upon returning to campus, students are required to check in at the main office for a readmit pass (the parent or guardian need not accompany the student). **Every attempt should be made to schedule appointments outside of school hours.**

## **PASSES**

Students must remain in class until dismissed by a teacher. In the event a student must leave the class, they **MUST** have a pass. Students may not self-refer out of class. Leaving class without permission is considered truancy. Students must schedule appointments before visiting a counselor, teacher, or administrator except in the case of an emergency. ***Classroom breaks are not allowed during the first ten minutes and last ten minutes of class time.***

## **MEDICATION**

*Per FCUSD Board Policy 5141.21*, all medication must be supplied by the student's parent or guardian. The school will not supply over the counter or prescription medication. *This includes all prescription and over the counter medication including but not limited to: non aspirin type pain relievers, cough drops, antacids, creams, and ointments.* **Students are not allowed to have medication in their possession at any time except for students diagnosed with moderate/severe asthma or anaphylaxis. Students may carry their personal inhaler or epi-pen only if there is a written statement from the child's physician indicating that it is necessary for the student to carry medication on his/her person.** If a student is found to have medication without the proper forms, medication will be sent to the office and parents will be notified.

Medication can be given to a student during the school day only if it is necessary to maintain that student in school. Daily, morning medications should be given at home prior to the student coming to school. Health office staff is available daily and can address first aid issues, as well as administer prescription and over-the-counter medication during that time. Only FDA approved medications can be administered during school hours.

The school nurse or other designated school personnel will administer the medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor (physician) and parent for prescription medication. (forms available through the Health Program Dept.)
- A district medication consent form signed by the parent/guardian for over-the-counter medication. (forms available through the Health Program Dept.)
- The medication is sent to school in the original over the counter or pharmacy prescription container. The medication bottle may not be expired.
- Medications shall be brought to the school office by a parent/guardian or designated adult.
- All medications shall be held in the school office, in a secure location, in the original container labeled with the student's name.
- Parents need to be in regular communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the school if your child is taking medication that may affect their behavior.
- Parents are responsible to pick up any remaining medications at the end of the school year, or the left-over medications will be discarded. Students over the age of 12 may pick up over-the-counter medications on the last day of school.

## **CONFIDENTIALITY/ MANDATED REPORTING**

Students have rights to privacy with regards to the confidential nature of a student's health condition (after age 12), sexual reproduction (any age), and sexual health care appointments (any age). Parents may request a student's school health record under



FERPA law; however, if a student wishes to keep information confidential, information can remain private unless the following situations occur:

- There is disclosure or evidence of physical, sexual, or serious emotional abuse or neglect
- Suicide is threatened or attempted
- There is disclosure or evidence of serious self-harm (including drug or alcohol misuse that may be life-threatening)
- A threat or action of harming another person, and if the student gives permission to share information with a trusted adult.

## **SEXUAL HEALTH/ FAMILY LIFE PRESENTATION**

Every year FCUSD schools offer a unit of Family life education (Positive Prevention) to students in 7th grade. Family Life is taught by school district teachers and school nurses in the middle school as part of the California Healthy Youth Act. Under state law, students may be excused from participating in comprehensive sexual health education when the instruction conflicts with religious training and beliefs or personal moral conviction. A request for your child to be excused must be submitted to the school in writing prior to the lesson.

## **School Health Screening Mandates**

*California Department of Education requires the following screenings for all students*

<i>Vision Screenings</i>	<i>Hearing Screenings</i>
<i>Kindergarten</i>	<i>Kindergarten</i>
<i>Grade 2</i>	<i>Grade 2</i>
<i>Grade 5</i>	<i>Grade 5</i>
<i>Grade 8</i>	<i>Grade 8</i>

A parent may opt-out a student from the screening if they provide, in writing, a letter to the school principal in advance of the mass-screening date. The letter must be submitted annually to the principal of each school. It is recommended that students who were prescribed glasses to wear their glasses while in class.

## **SCHOOL SAFETY AND EMERGENCY CODES**

Mitchell takes the safety and welfare of our students seriously. Periodically, we will conduct drills to practice procedures that will help to keep our students safe.

- Evacuate/fire drill —The fire alarm is a loud horn and may be accompanied by flashing strobe lights in each room. Students will follow their teachers out of their rooms and will follow the escape routes posted by each door. If a student is out of doors during a fire drill, then he or she should immediately and safely head for the track at the back of the campus. Students should then seek out and remain with their advisory teacher.
- Lockdown Drill—When teachers hear the word “Lockdown” over the public address system, they will lock their doors and instruct students to stay away from any windows. Students will remain calm and will wait for further instructions. Any students outside during the Lockdown should immediately go to the nearest room and get inside.

## **DRUGS AND FCUSD'S NO TOLERANCE POLICY**

Folsom Cordova Unified School District maintains a *No Tolerance* policy with regards to student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, or the possession of drug paraphernalia on school premises or at any school function (either on campus or away). These are strictly prohibited.

## **SEARCH OF PROPERTY**

**STUDENT SEARCHES** Students have a reasonable expectation of privacy with personal items (backpack, purses, pockets). School officials may conduct searches of pupils and their personal belongings while on school property or at school-sponsored events. Searches of pupils and personal belongings will be conducted when there are reasonable grounds to suspect that the search will provide evidence that the pupil is violating the law and/or school regulations. The scope of the search will be related to the objectives of the search, the age and sex of the pupil, and the nature of the violation. By way of example, and not limitation, "personal belongings" includes backpacks, briefcases, bags, etc. Searches are also conducted of school property under joint control. "School property" under joint control includes lockers, chrome books, and desks. Lockers are school property under the joint control of the school and the pupil.

There is no expectation of privacy. The District may search lockers, or any other school property under joint control, at any time. Searches may be random and without cause of any kind. Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. Canines may be used to search a pupil's personal belongings and vehicles and school property under joint control. Canine searches will be used to search a pupil's person when either (1) there are reasonable grounds to suspect a particular pupil of wrongdoing; or (2) the District determines that the school has a drug crisis or problem. Contraband will be seized (Penal Code 62610) V)

## **TOBACCO**

Tobacco use by students, employees, or visitors is strictly prohibited on any district property and within any district vehicle. (This includes any and all variations of "smokeless or e-cigarettes").

## **VISITORS**

Mitchell's campus hours are from 7:30 AM until 4:00 PM. All visitors must sign in and out at the Main Office and must always wear a visitor's badge before going onto campus. Classroom visits during school hours should be prearranged with the student's teachers at least 24 hours before the visit. Relatives, friends, and non-Mitchell students are not allowed on campus without permission from administration (until after 4:00 PM).

## **ACADEMIC HONESTY**

Academic honesty and personal integrity are fundamental to a rigorous education and to the development of good character. Definitions of academic dishonesty, student/teacher responsibilities, and consequences and procedures are outlined in the MYP Academic Honesty Policy posted online.

## **ADVISORY PERIOD**

Each morning, Mitchell students will attend an advisory period. The advisory period is designed to help meet the individual needs of our students as well as promote an overall positive campus culture. During advisory students may receive (depending on individual needs) additional support in math or English. Through the Advisory period, students will also participate in character building experiences, visit teachers for extra support or enrichment (FLEX), attend school wide or grade level events & assemblies, and more.

## **RENAISSANCE**

*Renaissance Learning* is an online, interactive learning environment designed to assess students and then provide individualized instruction based on each student's unique needs. Students will be taking the diagnostic assessment two to three times a year. Data from these assessments will be used for class placement and to provide additional support to students as needed during the school day. After each diagnostic, students will record their scores. Information on interpreting *Renaissance* scores and access to *Renaissance Instruction* is available from the school and district website.

## **CITIZENSHIP GRADE**

A student's overall citizenship grade is based on two categories:

1. **Completion of formative assessments in class and homework.**
2. **Overall respectful behavior in the classroom.**

As parents/guardians know from their day-to-day work and public lives an aspect of citizenship is the way we behave towards others. Are we respectful of their property, their personal space and the way we are speaking and interacting with them? We also show respect and responsibility by being to our place of business on time. These same requirements are applied to Mitchell students, and all the elements listed below are the "cultural points" evaluated by the teacher to determine the final mark a student will receive for citizenship.

## **HOMEWORK POLICY**

(B.P. #6117) Each teacher may assign homework. Homework is designed to help students learn course objectives. Each teacher distributes a class expectations sheet to all students describing the frequency of homework and its grade value. Students and parents should plan daily quiet time in the home to allow for homework completion. Completion of homework may be a vital component of success in any class, but it should not be given in quantities that overwhelm rather than reinforce.

### **Short Term Absence Homework Assignments**

When a student is ill or suspended for three or more days, and the student or parent calls in to request homework, the attendance clerk will notify teachers to request the assignments. The assignments are to be given within 24 hours to the attendance clerk, who will in turn issue them to the parent.

### **Homework Makeup Policy for Expulsions or Suspensions**

If a student is suspended or recommended for expulsion, teachers must provide makeup work. An administrator will be in contact with any impacted teachers.

## **HOMEWORK (A type of formative assessment)**

We expect you (Mitchell students) to actively participate in your own learning by completing **ALL** of your assignments. Some assignments give you an opportunity to practice your skills; others allow you to demonstrate your mastery of the common core standards. Homework is an important part of the instructional program. The amount of homework will vary from day to day and class to class; Parents/guardians are encouraged to consult Google Classroom every day. Students, parents/guardians should set aside a regular time and suitable environment to complete work.

## **GRADE RECOVERY AND ACADEMIC SUPPORT**

Mitchell offers a variety of intervention support including Sailing, Lunch Tutoring, and targeted after school interventions. If a student feels they need additional support with assignments, they can speak directly to their teacher. Teachers will always try to meet a student's needs, but we require the student's help, and we encourage all students/parents/guardians to communicate directly and openly with their teachers.

Students performing poorly in their classes may be given opportunities to be reassessed. Reassessments may take the form of retaking tests and quizzes, redoing performance. Students should speak to, or email their teachers to request grade recovery and/or academic support. Teachers will determine end of grading period deadlines and time parameters for when they will no longer accept work.

## **MAKE-UP WORK**

A student absent from school for less than three (3) consecutive days **is responsible for collecting make-up work from the teacher**. The student will have two (2) days for each day of absence to complete and submit any make-up work (e.g., a student absent for 2 days will have 4 days to complete make-up work). For non-medical absences lasting longer than three (3) days, the Main Office, **upon request**, will collect make-up work and have it ready in the main office. Please allow at least 24 hours.

## **INDEPENDENT STUDY**

An Independent Study Contract can be established for non-medical absences greater than five (5) days and with at least two (2) weeks' notice. Please notify the Attendance Clerk in the Main Office at **916-294-9050**.

## **PROGRESS, REPORT CARDS & DEFICIENCY NOTICES**

The grading periods are:

**1-quarter** - August 8 to October 11

**2-quarter** - October 15 to December 20

**3-quarter** - January 6 to March 14

**4-quarter** - March 17 to May 29

- Quarters 1 & 2 create the 1<sup>st</sup> Semester.
- Quarters 3 & 4 create the 2<sup>nd</sup> semester.
- Grades posted during quarters 1 & 3 (October and March) are considered "progress grades."
- 1<sup>st</sup> and 2<sup>nd</sup> Semester grades (December and May) are the grades recorded on the student's permanent record.

A student receiving a grade of "D" or lower during 1<sup>st</sup> and 3<sup>rd</sup> quarter should consider the grade a "deficiency notice," warning the student and their parents/guardians that the student is in danger of failing the class by the time the semester grade is recorded on the student's permanent transcript. The student and their parents/guardians are encouraged to meet with the teacher(s) to determine what steps need to be taken to improve the student's grade(s) by the end of the semester.

Report cards are mailed home approximately 5 school days after the end of each grading period.

## **HONOR ROLL**

Students with a 3.0 GPA qualify for the Honor Roll. A 3.5 GPA qualifies a student for High Honor Roll. Students with a 4.0 GPA (at the 3<sup>rd</sup> quarter) qualify for the Principal's Honor Roll.

## **PHYSICAL EDUCATION**

- Students will be issued combination locks at the beginning of the school year. The locks are to be returned to the physical education teachers at the end of the year.
- Students who lose their PE lock will be charged \$8.00 for its replacement. Periodic lock checks are done throughout the year to make sure students have a lock and are able to use their lock correctly.

- Students are recommended to have two PE uniforms. Uniforms may be purchased through the student store in the administrative office. Students are issued a receipt to present to their PE teacher to pick up their uniforms. Per district policy, students are required to wear clothes and shoes that are suitable for the school activities in which they participate (BP 5132).
- Pursuant to state education code, if a student cannot participate in PE, a note NEEDS TO be provided to their teacher. A parent note excuses activity for up to three (3) days. If an illness or injury continues, please provide a doctor's note to the main office including when the student is expected to return to PE participation. The PE Department will provide alternate assignments to be completed while recovering. If injury or illness is severe, students may be placed in an alternative setting for the duration of the medical note. Often students stay with their class, dressed down, and observe to maintain skill development.

## **ATHLETIC PARTICIPATION** (contingent on funding)

Our campus offers various opportunities to represent Mitchell as student athletes. Students may join our cross country, basketball, soccer, track and field, volleyball, and wrestling teams. However, participation in sports is a privilege and not a right. Students must have a GPA of 2.0 on the most recent grade report and maintain a 2.0 while on a team. Any athlete who receives a class suspension will sit out the next competition. Any subsequent class suspensions will result in being removed from the team. Any athlete with 2 or more class cuts or more than 15 tardies during the time of the quarter grade check will **not** be allowed to participate.

*If a student is suspended from school they will be ineligible for participation during the season the infraction(s) occurred.*

## **REWARDS AND INCENTIVES**

Mitchell Middle School offers various rewards and incentives to encourage excellent behavior and to promote a positive learning environment. Here is a partial list of some rewards and incentives offered to Mitchell students:

- **Marauder of the Month** provides teachers an opportunity to recognize students who demonstrate excellent character traits as students and citizens. Each month, recipients are honored with a certificate and each semester they are invited to a special recognition breakfast.
- **Mitchell Awards Night** takes place in May. Every teacher can formally present awards to students who have excelled in their studies. Students may be presented with awards for maintaining excellent grades, attendance, sportsmanship, and the IB Learner Profile. Additionally, we recognize the Athletes of the Year, Mitchell's Top 10, and the W. E. Mitchell Student of the Year.
- **Top 10 and the W.E. Mitchell Student of the Year** The top 10 recognizes ten outstanding scholars for their hard work in their 8<sup>th</sup> grade year. Candidates exemplify excellent studentship, behavior and character as well as assuming leadership roles on and off campus. Candidates undergo an application and interview process preparing a portfolio and an essay detailing their accomplishments. From the pool of candidates, a panel of staff members selects Mitchell's Top 10; these students are highlighted at a promotion ceremony and one of these ten students is the W.E. Mitchell Award winner. The criteria for Top 10 is as follows:
  - o GPA of 3.5 or higher (the first semester of 8<sup>th</sup> grade year).
  - o 95% attendance for the 8<sup>th</sup> grade year.
  - o Superior citizenship for the 8<sup>th</sup> grade year (NO N's or U's).
  - o Must have attended Mitchell for the complete 8<sup>th</sup> grade year.
- **4.0, 3.5 & 3.0 GPA Recognition**—Students maintaining excellent grades are publicly congratulated and may receive additional rewards.
- **End of the Year Field Trips** (e.g. Raging Waters Trip, CSUS Aquatic Center Trip, Capital Trip, etc.) may be used as incentives to promote good behavior, attendance and academic excellence.

- **Front of the Lunch Line** passes may be awarded to students each quarter who maintain high grade point averages or meet other academic benchmarks.
- **Early to Lunch** stickers may be given to students for excellent grades or for meeting other academic benchmarks. The stickers allow students to be excused to lunch five (5) minutes early each Friday.
- **Teachers** may offer various rewards and incentives
- **Various** other incentives to promote positive behavior and/or reward academic excellence/effort are offered as they become available.

## **GRADE LEVEL ACTIVITIES**

Students in good standing will be able to participate in all grade level and year-end activities. **Any students without the following qualifications may forfeit the privilege of these activities.**

**In Order to Participate in Additional Activities Students MUST have:**

- Passing grades in a minimum of 5 classes at the time of the activity.
- 90% average daily attendance.
- No more than 5 classroom suspensions within four weeks of the activity.
- No all-day in-house or off campus suspensions during the quarter the activity is held, or within four weeks of the activity.

## **EIGHTH GRADE PROMOTION CEREMONY AND END OF YEAR CELEBRATIONS**

For your child to participate in the end of the year Celebration - your child must meet all of the following criteria:

- Attendance - 90%
- No major Ed Code violations in the second semester
- All discipline consequences must be served
- Demonstrate minimum proficiency in ELA and Math (Earn passing grades in both math and English with an overall average of "D" or higher.)
  - 10/14 semester grades are passing day over two semesters
  - Passing is defined as all grades above an F

## **STUDENT ID AND LIBRARY CARD**

At the beginning of the year, students will be issued a Student ID card at no cost. **The Student ID MUST be carried at all times.** In addition to allowing staff to identify students, the cards are used to check out books and other materials in the library, to purchase dance tickets, and to attend school functions. Lost Student ID's may be replaced for \$2.00 cash at the student store and are then processed in the library.

## **LIBRARY, TEXTBOOKS, AND CHROMEBOOKS**

All students are welcome to use the library before school, during lunch, and after school. Students may read books and/or magazines; they may also conduct research for class, use the computers, or check out a board game to play in the library on Game Day. Students may check out up to two items with a Student ID card.

Students are responsible for all books issued or checked out to them. Students will be required to pay for any books that are damaged, lost, or stolen. Please contact a library staff member for any concerns about books or textbooks.

## **PERSONAL PROPERTY**

Mitchell is NOT responsible for damaged, lost, or stolen items. Students are solely responsible for personal items brought to school (including all electronics such as iPods, cell phones, water bottles, video games, bicycles/skateboards etc.) We will not stop instruction to search a classroom for a lost or stolen item. Parents/guardians are encouraged to have their students keep personal items of any value at home.

- Students should leave items of great value at home.
- Any item causing a disruption can result in a referral to the office.
- Students should NEVER bring large sums of money to school.
- Students should not leave backpacks, purses, or wallets out of sight or unattended.

***\*The school is not responsible for lost/stolen items.\****

## **LOST AND FOUND**

All personal items found on campus will be kept in the main office in the lost and found area. A student who loses a textbook should speak with the teacher. If the teacher does not have the textbook, then the student should visit the library or the lost and found. A student who misplaces a PE uniform should check in the locker room. *Unclaimed items are periodically donated to a local charity, most commonly at the end of the grading period.*

## **LATE POLICY**

Students arriving late to school for any reason other than a medical appointment are unexcused. Students late will report directly to the main office.

*Students are expected to be seated and working when the bell rings.* Students walking into class as the bell rings or who do not have materials ready are considered late. In PE, students must be in the locker room before the bell rings.

Administration and faculty will conduct regular “late sweeps” where teachers lock their doors when the bell for class rings and students who did not make it into class on time are “swept” to the front office. Students caught in a late sweep will be given a lunch detention to be served that day or the next day in the event the late sweep is held after the student’s lunch period. Excessive lates during the semester could affect a student’s citizenship mark and eligibility for grade level activities, including promotion ceremony.

## **TARDY POLICY**

Any student arriving to class thirty (30) minutes or more after the bell has rung is tardy. The tardy will stand unless the student arrives with a pass or is cleared by a parent, guardian, or school official. Numerous tardies may result in students being referred to the district Attendance and Due Process Office for truancy.

## **APPOINTMENTS**

If at all possible, all appointments should be scheduled outside of school hours. However, in the event that a student must leave campus for an appointment, the student must present a written request signed by a parent/guardian. The note must be presented to the attendance office in the morning. A parent/guardian must then sign out the student (after showing proper

identification) from the attendance office. If your child has an appointment near our lunch times, please send them to the office in the morning with an early dismissal. *When students are at lunch it is very difficult to locate them in a timely manner for you, and you may be late for your appointment!*

## **ABSENCE NOTIFICATION**

Parents/guardians are responsible for notifying the school of a student's absence. Parents/guardians may call the 24 hour Attendance Office Line at **916-294- 9050 (Choose Option #1.)** within ten (10) days of any absence. **Please leave the following information: the student's full name, the date, and the reason for the absence.** If unable to call the Attendance Office, please have the student bring a note to the main office (not to the teacher) before school on the day of his or her return. Students with excessive absences or tardies may be assigned lunchtime detentions, Saturday school or may be referred to the Student Attendance Review Team (SART).

## **EXCUSED ABSENCES**

Parents/guardians may excuse up to ten (10) days of illness without a doctor's note. If illness prohibits a student's regular attendance, then other educational arrangements may be needed. Please see the attendance clerk if the student is to be out for more than five (5) days. Absences due to medical, dental, optometric, chiropractic services, illness, funerals, court dates, and religious observances may be considered excused. Issues like "alarm clock didn't go off," "our car wouldn't start," etc. are not excusable absences per state Education Code.

## **UNEXCUSED ABSENCES**

Students who are absent for reasons other than those listed above are considered **unexcused** and may face a consequence which can include detention or Saturday School.

## **TRUANCY**

In the event that a student is absent, and the school does not receive a phone call or a note from a parent or guardian excusing the absence within 10 days, the student will be considered truant. Truancy may result in the student being assigned lunchtime detentions, Saturday school or the student may receive an on-campus suspension. Continual truancy may result in off-campus suspension and a referral to the Student Attendance Review Team (SART). Students habitually late or tardy may also be referred for truancy.

## **SATURDAY SCHOOL**

Students who are chronically late, truant, or who disrupt the learning environment may be assigned a Saturday School. Students are to report to the Mitchell campus on the assigned date at 8:00 AM and will be released by 12:00 noon. Students who do not attend Saturday School may receive a lunchtime detention, school suspension and/or have other privileges such as participation in extracurricular activities revoked.

## **EMERGENCY CARD**

In the case of an emergency, it is imperative that a student's emergency card remain current at all times. Please help us maintain current information and report all changes of address, phone number, email or emergency contacts to the attendance office as soon as they occur. The school **MAY NOT** give out student information, or release the student, to anyone **NOT** listed on the student's emergency card.



## **CHANGE OF ADDRESS, PHONE NUMBER & EMAIL**

In order to promote good communication between Mitchell and families at home, it is important to maintain accurate contact information for students. Please help us maintain current information and report all changes of address, phone number, and email address to the attendance office as soon as they occur.

## **MESSAGES AND DELIVERIES**

Mitchell's focus is on a rigorous curriculum and rich learning experiences for our students. In order to preserve an effective learning environment, Mitchell will endeavor to minimize any classroom interruptions. Main Office staff **WILL NOT** interrupt instruction to deliver nonessential personal messages or items (e.g. food items and school supplies). Parents/guardians are encouraged to allow students to assume responsibility for remembering lunches, school items, and homework. ***Items such as balloons, flowers, and gifts marking special events are NOT APPROPRIATE on campus and will not be delivered.*** Please mark your celebrations outside of school hours.

## **BUS TRANSPORTATION**

Students riding the bus home must carry a bus pass. A bus pass may be purchased from the Transportation Department at (916) 631-0401. **Bus transportation may be denied to students for continual disorderly conduct or for disrespect of a driver's authority.** Bus referrals are processed by school Administration but are generated and enforced by the Transportation Department.

Administrative Courtesy Ride bus passes are available in the office in case a student has forgotten his or her bus pass. **However, only five (5) courtesy passes will be issued to a student each semester.** Transportation tracks student use. If a student has used all of his or her courtesy passes, then a *One-Way Rider Ticket* may be purchased through transportation.

The bus loop at Mitchell Middle School is reserved for school buses. **Private vehicles are not permitted in the bus loop.**

## **RESTROOM USAGE**

Students are expected to use the restroom before and after school, during passing periods, and during lunch. Students frequently requesting to use the restroom during instructional time may be required to make up the time during lunch or after school with the instructor, unless a doctor's note is provided related to the need for frequent trips to the restroom. ***Bathroom breaks are not allowed during the first ten minutes and last ten minutes of class time.*** *When using the restroom, students are to follow the 3B's, only one person per stall, and no food is allowed inside the restrooms.*

## **CHROMEBOOKS and OTHER SCHOOL TECHNOLOGY**

Mitchell Middle School is fortunate to have a wide range of technology available throughout the day for students. This includes Chromebooks, Computer Labs, Promethean Boards, Video Equipment, etc. Students are expected to treat these resources with the proper respect and to follow all rules and adult directives regarding their use and care.

Students who are careless with Mitchell's technology resources, or who intentionally cause any damage to them may have their access to technology revoked for the semester the infraction occurred. Parents/guardians can also be required to pay for the repair or replacement of any equipment their student damages or destroys through careless behavior, violation of rules related to the care and use of technology, or purposeful misconduct with the technology resource. Please see the FCUSD Student Technology Use Agreement for more information.

## **GUEST TEACHERS**

Occasionally, a teacher will be absent from the classroom. A guest teacher will carry out the wishes of the primary instructor and will ensure the safety of our students. **All students are expected to treat our guest teachers with respect and will follow any instructions given to them.** Any student that chooses to behave inappropriately will be referred to the school administration.

A guest teacher may suspend a student from the class they are covering. Depending on the infraction, the classroom teacher may extend the classroom suspension for one additional classroom period.

## **COUNSELING**

Students, Parents/Guardians, and guardians may see a counselor in the guidance office for a variety of services:

- Parent, teacher, and student conferences
- Class schedule concerns
- Academic guidance
- Peer and personal issues
- Community resources

## **CAMPUS BEAUTIFICATION**

Students receiving detention, Saturday school, on-campus suspension, or any other form of on-campus discipline may be required to help clean the campus as part of their consequence. Gloves will be provided.

## **DANCE AND PARTY EXPECTATIONS**

Mitchell offers several dances and celebrations to highlight student successes and to reward meeting our high expectations. Mitchell's commitment to excellence also extends to these functions:

- **Students must have permission slips signed by a parent or guardian prior to the day of the activity.**
- **Tickets must be purchased before or after school or during lunch time** from the student store. Tickets **WILL NOT** be sold at the door during the dance.
- Students must attend school the day of the activity (with exceptions for medical appointments).
- All school rules apply, including behavior expectations and dress code standards.
- Students that choose to act or dance inappropriately will receive a warning. If such conduct continues, then the student will be instructed to contact a parent or guardian to be picked up.
- Administration reserves the right to refuse student permission to attend any school event.
- Students serving an administrative on or off-campus suspension during the week of the activity **may not attend.**
- Students with excessive lates the week of the dance **may not attend.**
- Students who are absent the day of the dance **may not attend.**
- Students must serve all detentions prior to the activity.
- Students must be picked up within 15 minutes after the dance has concluded. Students who are not picked up within that time frame **may not be allowed to attend** future dances. Mitchell administration and faculty will not permit a student to get into an Uber or Lyft car if the parent or guardian is not present.

## **DRESS CODE – DRESS FOR SUCCESS POLICY**

The Folsom Cordova Unified School District has adopted Board policies 5132 which include the following: “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 education process.”

### **Students Must Wear**

- Clothing that protects and covers private body parts
- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.) that completely covers the buttocks
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or other courses).

### **Students Cannot Wear**

- Clothing that contains
  - Violent language, images, or anything that might denote affiliation with gangs
  - Images or language depicting illegal activity (such as use of drugs, alcohol, and tobacco)
  - Hate speech, profanity, or pornography

## **DRESS CODE VIOLATION CONSEQUENCES**

A style of dress or clothing that violates the Dress for Success policy will result in the following actions by the administration:

### **• First Offense:**

Warning, call home. Students **may be given a loaner shirt and/or sweatpants or shoes**, and the student picks up all inappropriate clothes at the end of the school day and returns loaner clothes.

### **• Second Offense:**

Call home. **Students are given a loaner shirt and/or sweatpants.** Students pick up all inappropriate clothes at the end of the school day and return loaner clothes. One lunchtime detention assigned.

### **• Third (or more) Offense:**

Call home. **Students are given a loaner tee-shirt and/or sweatpants.** Students pick up all inappropriate clothes at the end of the school day and return loaner clothes. Multiple lunchtime detentions assigned.

**Continued dress code violations may result in consequences.**

## **CELL PHONES, TABLETS & OTHER ELECTRONIC DEVICES**

All FCUSD students must follow the Student Technology Use Agreement. Mitchell Middle School has also instituted a “Responsible Use” policy for all electronic devices. (cell phones, tablets, etc.)

***BP 5131.8 states, “students in grades 6-8 may use cell phones, smartphones, smart watches, or other mobile communication devices on campus, before first bell, and after last bell, as long as the device is utilized in accordance with law and in accordance with BP/E 6163.4 Students Use of Technology.***

***This means that students may not use cell phones from 8:25am until dismissal. Students may use the office phone with permission.*** For safety reasons, never have both earphones/earbuds in or covering both ears while on campus. (One ear must always be free)

#### **Cell phone violations are as follows:**

- **1<sup>st</sup> violation**, student will be given a warning.
- **2<sup>nd</sup> violation**, student will be assigned a lunch detention and be required to meet with administration during an assigned Flextime, with a parent contact.
- **3<sup>rd</sup> violation**, student will be assigned two days lunch detention, with parent contact.
- **4<sup>th</sup> violation**, student will be assigned a Thursday after school detention with parent contact.
- **5<sup>th</sup> violation**, student will attend a parent meeting with an administrator and may be required to check-in their phone to the front office daily.

***\* The school is not responsible for lost/broken/stolen items.\****

## **CELL PHONE CAMERAS, CAMERAS and ALL RECORDING DEVICES**

***It is absolutely forbidden for any student to take photos or record another student or adult without the full knowledge and permission of the student or adult (Ed. Code: 51512).***

This includes walking/riding to and from school, during class time, before and after school, passing periods, lunch breaks, etc. The use of electronic devices of any kind in the bathroom or locker room is also strictly prohibited.

## **CELEBRATING DIVERSITY**

Recognizing and valuing diversity creates a school environment that is welcoming and productive. The California Education Code states: "All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution (Ed Code 201)." Harassment based on personal characteristics or status will be viewed as significant and will be addressed with significant disciplinary action.

At Mitchell, we appreciate diversity and make every effort to guarantee the rights, safety, and learning opportunities of all students. In working to accomplish our goal of establishing a bias-free environment, the Mitchell staff and administration will uphold the Education Code as it states: "There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California's public schools. California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity (Ed Code 201)." Any act of racism, bias or discrimination will be viewed as significant and will be addressed with significant disciplinary action.

## **EQUAL OPPORTUNITY POLICY**

The Folsom Cordova Unified School District does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any district policies, procedures, or practices (in compliance of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Discrimination Act of 1975). The nondiscrimination policy covers admissions, treatment, employment, and access to the district's programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to and participation in district programs.

## **CONCERNS AND COMPLAINTS**

We encourage the resolution of concerns and complaints early and informally whenever possible. **If students and/or parents/guardians have concerns or complaints about a particular classroom, parents/guardians MUST address those concerns and complaints directly with the teacher before involving an administrator.**

**If AFTER** speaking to the teacher(s) a problem remains unresolved, then concerns should be directed to the administration office and/or an administrator. If the problem continues to be unresolved, then the parent or guardian should submit a formal, written complaint as early as possible in accordance with the appropriate district procedures. District procedures are readily accessible by contacting the school office or the district office.

## **ERRANT BEHAVIOR & CONSEQUENCES**

While the focus of Mitchell administrators, faculty and staff is to promote positive academic and social growth through affirmative programs and accolades, there are also consequences (per Ed. Code) for any errant behaviors committed by students while on campus or during any school related event. It is also important for parents/guardians and students to understand that negative behaviors that even take place off campus, during the weekend for instance, can result in a school consequence if that negative behavior impacts the school environment in any way.

*Mitchell administration will follow the FCUSD Behavior Matrix when issuing interventions and consequences.*

Because middle school aged students are in their developmental years and behavior is part of the educational process, discipline is “progressive” at Mitchell Middle School. When a student **first** commits an infraction, the consequence usually begins as an intervention – restorative justice (unless the infraction or event is of such a serious nature that stronger consequences automatically apply). This will always include a discussion with an administrator and/or counselor to address the situation and what the student could/should have done differently. After such a conversation a consequence is assigned depending on the severity of the infraction.

It is critical that students and parents/guardians understand that consequences grow, and can become more serious, if student behavior does not improve. As an example, a student brought to the office for the first time for bullying will have a discussion with an administrator and/or counselor. They MAY have a conflict mediation with the other student, and then be assigned a consequence such as lunch time detention, campus clean up, etc. for the actual incident. Mitchell Middle School works very hard to provide students “learning opportunities” to correct errant behavior. However, to protect the well-being, safety and positive atmosphere of the entire campus, these approaches can be exhausted and serious consequences applied more quickly depending on the situation and the student’s past discipline record.

The vast majority of students at Mitchell Middle School never receive a referral to the office for a serious infraction. With your involvement, you can help us ensure your student’s experience at Mitchell Middle School is a positive one.

## **STUDENT RESPONSIBILITY ACCORDING TO Ed Code 48908**

- Every pupil shall comply with all school regulations.
- Every pupil shall pursue the required course of study.
- Every pupil shall obey promptly the authority of the teachers, administrators, and campus supervisors.
- Every pupil shall behave appropriately at school and all school related activities.

- Every pupil shall be respectful to the teachers and others in authority.
- Every pupil shall be kind and courteous to school classmates.
- Every pupil shall refrain from the use of profane and vulgar language.
- Every pupil shall seek peaceful solutions to their problems.
- Every pupil shall refrain from making excuses and will take full responsibility for their own actions.
- Every pupil shall be diligent in study.

## **BULLYING AND HARASSMENT**

As a District, we have a specific definition of bullying based on the California Education Code. Our Board Policy and Administrative Regulation (5131.2) define bullying as:

- Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.
- Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

The staff at Mitchell Middle School is committed to do everything in our power to prevent bullying and harassment and to intercede when it comes to our attention. Since children usually engage in bullying behavior when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle bullying and harassment complaints very quickly, sternly and with the utmost confidentiality in order to protect students.

Harassment in any form is a violation of numerous laws and will not be tolerated by any person (student or employee). Students and/or parents/guardians are encouraged to contact administration if you experience an incident of this nature. (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, or Title IX of the Educational Amendments of 1972 as well as California law.)

Sexual harassment, in any form, may result in suspension or expulsion (removal from the district). All students should understand that sexual harassment takes many forms and can consist of anything from teasing and name calling to gender-related comments. It is especially important for students to help us stop this and other types of misbehavior. Students are asked to practice caring for others by helping to make this a safe, orderly, and friendly school for all students. If a student witnesses any type of harassment, they should let teachers, or the administration know about it immediately.

**Sexually harassing behaviors will not be tolerated and include, but are not limited to:**

- Unwelcome sexual flirtations (Verbal and/or physical in nature).
- Spreading sexual rumors.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Sexual threats, verbal abuse, comments, or sexually degrading descriptions.
- Students may not bring to school or have in their possession any material depicting or describing indecency, obscenity, or sexual behavior.
- Sexual harassment may take place between students of opposite or same gender.
- Physical horseplay such as "de-pantsing," "bra-snap," "cup checks," etc. are a form of physical sexual harassment (or may elevate to sexual assault). Any students engaging in these types of behaviors can face off-site suspensions as a **minimum** consequence.

## **CLASS SUSPENSION**

Positive and productive behavior is expected from students. If a student's choices in the classroom detract from their ability to learn or interfere with the learning of others, teachers will take measures to help students alter their behavior. These measures include (but are not limited to) verbal warnings, communication with parents/guardians, behavior reflection in another classroom, etc.

***As a last resort***, a student may be suspended from the class and sent to administration with a referral. Some behaviors may result in an immediate suspension if they are particularly dangerous or unacceptable. **A teacher may suspend a student from class for any of the acts enumerated in the discipline guidelines (Ed Codes 48900 and 48900.2). The teacher will inform the parent or guardian of the class suspension. Multiple classroom suspensions, from the same or different teachers, may result in additional consequences.**

## **TEACHER DETENTION/BONUS TIME**

Another form of behavior correction teachers use (often trying to avoid suspending a student from the classroom, thus removing him or her from the learning environment) is to assign a classroom detention before or after school or during lunch. Teacher run detention is separate from lunchtime detention run by administration. Individual teachers will provide students, parents/guardians specific information if a teacher assigns a student detention for classroom misbehavior.

Failure to serve teacher assigned detentions results in administrative lunch detentions and/or another disciplinary action.

## **SUSPENSION OR EXPULSION**

If a student is suspended from school, they will lose the right to attend school and all school activities for the entire time of the suspension. During a suspension a student may not be on any FCUSD campus at any time, or attend any activity sponsored by a FCUSD school or organization. (This includes before or after school hours, weekends and holidays). A student may be suspended or expelled for any of the acts listed below if the infraction occurred:

1. While on school grounds.
2. While going to or coming from school.
3. During, going to, or coming from a school-sponsored activity.
4. Falls within one or more of the district's definitions of bullying or harassing behaviors, even if the bullying or harassment took place outside the times listed between numbers 1 – 3 above.

## **GROUNDS FOR SUSPENSION OR EXPULSION** **Ed Code Sec. 48900**

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object. (includes lighters, matches, BB guns, firecrackers, poppers.)
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, and alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or furnished to any person another liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant, or "look alike" drug substances.
- e. Committed robbery or extortion.

- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco.
- i. Committed an obscene or vulgar act or engaged in habitual profanity or vulgarity. This includes “pantsing” self or others, “cup check,” “bra-strap snap,” etc.
- j. Possessed, used, unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- l. Knowingly received stolen school property or private property.
- m. Possession of an imitation firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, or 289, or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code 243.4.
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- q. Engaged in, attempted to engaged in, hazing as defined in EC 32050
- r. Aids or abets the infliction or attempted infliction of physical injury to another person.

**Ed Code Sec. 48900.2:** Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim’s academic performance or to create an intimidating, hostile or offensive educational environment in grades 4-12.

**Ed Code Sec. 48900.3:** Committed hate violence in grades 4-12.

**Ed Code Sec. 48900.4:** Committed harassment, threats, or intimidation in grades 4-12. **Ed Code Sec. 48900.7:** Made terrorist threats against a school official or school property, or both.

***During the suspension period the student may not be on any school campus before, during or after school or at any school related activity in the district for any reason.***

## **EXPULSION**

### **A. Mandatory Suspension, Recommendation for Expulsion and Expulsions**

Education Code Section 48915 requires a principal or superintendent to immediately suspend and recommend expulsion of a pupil that he or she determines has committed any of the five following acts at school or at a school activity off school grounds:

- a. Possessing, selling, or otherwise furnishing a firearm.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053.
- d. Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code Section 48900(n).
- e. Possession of an explosive as defined in 18USC921.

Under Section 48915(d), if the governing board or hearing panel finds that the student did in fact commit one of the five acts listed above, the governing board shall order a pupil expelled. No exceptions.



## **B. Mandatory Recommendation for Expulsion; Permissive Expulsions.**

Education Code Section 48915(a) identifies grounds on which a recommendation for expulsion must be made unless the expulsion is not appropriate because of particular described circumstances. These grounds are:

- a. Causing serious physical injury to another person.
- b. Possessing any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- c. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of...the Health and Safety Code, except for a first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
- d. Robbery or extortion. e. Assault or battery upon a school employee, as defined in Penal Code Sections 240 and 242

## **C Permissive Recommendation for Expulsion and Permissive Expulsions.**

A principal or superintendent may recommend expulsion and a governing board may order a pupil expelled upon a finding that the pupil violated Sections 48900(a) through (o), 48900.2, 48900.3, or 48900.4. However, there may be some overlap with 48915(a) and, which require mandatory recommendations or mandatory expulsions.

## **FIGHTING**

**Fighting will not be permitted on the Mitchell campus or during any school event.**

- Fighting will result in off-campus suspension.
- At ten (10) days of suspension a discipline hearing will be held and a student may be administratively transferred to an alternative setting.
- If there is a serious injury during a fight, even if it is the first time the student has been in a fight, then a student may receive a five day off-campus suspension, pending a disciplinary meeting and the possibility of being expelled or administratively transferred to another school site.
- Students involved in a fight may also be cited by Rancho Cordova PD.

## **DO NOT MAKE THREATS!**

- Students threatening to fight or encouraging others to fight.
- Students threatening to have a friend or family member fight someone.
- Students threatening/ bullying through phone, text, Facebook, Snapchat, TikTok, or other social media.

**Minimum consequence** for threats of any kind is one day of in-school suspension, but consequences can quickly escalate all the way to multiple days of off-site suspension and recommendation for expulsion depending on the seriousness of the situation or the student's previous disciplinary history.

**Spectators BEWARE...Spectators add to the problem and may also get hurt.**

***Students attending, watching, recording, posting, or encouraging a fight will be subject to administrative services.***

***Mitchell Middle School takes a very strict stance against fighting! Any students concerned that they may become involved in a fight should immediately contact an adult (teacher, counselor, administrator, etc.) Let us help you sort the situation out BEFORE it becomes a fight!***

# 6<sup>TH</sup> GRADE MATH STATE TEST REFERENCE SHEET

## Changing Mixed Numbers

Multiply, add, keep denominator

$$2\frac{3}{4} = \frac{11}{4}$$

## Multiplying Fractions

Multiply numerators, multiply denominators, simplify.

Step 1: Multiply the Numerators    Step 2: Multiply the Denominators    Step 3: Simplify

$$\frac{2}{5} \times \frac{3}{4} = \frac{6}{20} \xrightarrow{+2} \xrightarrow{+2} \frac{3}{10}$$

## Dividing Fractions

(Multiply by the reciprocal)

$$2\frac{1}{2} \div \frac{2}{3}$$

KEEP  
CHANGE  
FLIP

$$\frac{5}{2} \div \left(\frac{2}{3}\right)$$

$$\frac{5}{2} \times \frac{3}{2} = \frac{15}{4} = 3\frac{3}{4}$$

## Adding & Subtracting Decimals

$$\begin{array}{r} 2.75 \\ +4.30 \\ \hline 7.05 \end{array} \quad \begin{array}{r} 9.20 \\ -3.45 \\ \hline 5.75 \end{array}$$

LINE UP the decimals!  
(Add zeros if necessary)

## Multiplying Decimals

$$\begin{array}{r} 2.75 \\ \times 4.3 \\ \hline 825 \\ +1100 \\ \hline 11.825 \end{array}$$

Count the decimal places and place it in the product.  
(No need to line up)

## Dividing Decimals

$$0.02 \overline{)3.80} \quad 2 \overline{)195}$$

Can't have decimal in the 2<sup>nd</sup> number (or outside "house") move it → in both numbers!

## GCF

The largest factor 2 or more numbers have in common.

Factors of 15: 1, 3, 5, and 15.

Factors of 20: 1, 2, 4, 5, 10, and 20.

The **GCF** of 15 and 20 is **5**

Uses: grouping, making smaller groups, greatest amount

## LCM

The smallest multiple 2 or more numbers have in common.

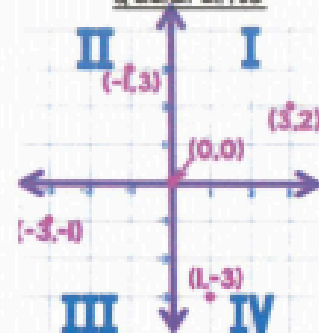
Multiples of 15: 15, 30, 45, 60, 75...

Multiples of 20: 20, 40, 60, 80, 100...

The **LCM** of 15 and 20 is **60**

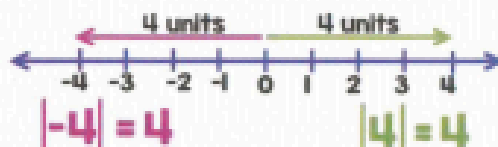
Uses: repeating event, needing to buy multiple, next time, least amount

## Quadrants



## Absolute Value

Absolute Value is the distance a number is from zero.  
Distance is always positive.



FRACTION	DECIMAL	PERCENT
$\frac{1}{4}$	0.25	25%
$\frac{1}{3}$	0. $\bar{3}$	33. $\bar{3}$ %
$\frac{1}{2}$	0.5	50%
$\frac{1}{5}$	0.2	20%
$\frac{3}{4}$	0.75	75%
$\frac{1}{10}$	0.1	10%

Positive Key Words	Negative Key Words	Meaning of Zero
<ul style="list-style-type: none"> <li>Above</li> <li>Gains</li> <li>Increases</li> <li>Deposit</li> <li>Above sea level</li> <li>Profit</li> <li>Ascent</li> </ul>	<ul style="list-style-type: none"> <li>Below</li> <li>Lose</li> <li>Decrease</li> <li>Withdraw</li> <li>Below sea level</li> <li>Debt</li> <li>Descent</li> </ul>	<ul style="list-style-type: none"> <li>Sea level</li> <li>Ground level</li> <li>0 degrees</li> <li>No change</li> </ul>

# Multiplication and Division

x1		x2		x3		x4		x5		x6	
1 x 1 = 1	2 x 1 = 2	3 x 1 = 3	4 x 1 = 4	5 x 1 = 5	6 x 1 = 6	1 x 2 = 2	2 x 2 = 4	3 x 2 = 6	4 x 2 = 8	5 x 2 = 10	6 x 2 = 12
1 x 3 = 3	2 x 3 = 6	3 x 3 = 9	4 x 3 = 12	5 x 3 = 15	6 x 3 = 18	1 x 4 = 4	2 x 4 = 8	3 x 4 = 12	4 x 4 = 16	5 x 4 = 20	6 x 4 = 24
1 x 5 = 5	2 x 5 = 10	3 x 5 = 15	4 x 5 = 20	5 x 5 = 25	6 x 5 = 30	1 x 6 = 6	2 x 6 = 12	3 x 6 = 18	4 x 6 = 24	5 x 6 = 30	6 x 6 = 36
1 x 7 = 7	2 x 7 = 14	3 x 7 = 21	4 x 7 = 28	5 x 7 = 35	6 x 7 = 42	1 x 8 = 8	2 x 8 = 16	3 x 8 = 24	4 x 8 = 32	5 x 8 = 40	6 x 8 = 48
1 x 9 = 9	2 x 9 = 18	3 x 9 = 27	4 x 9 = 36	5 x 9 = 45	6 x 9 = 54	1 x 10 = 10	2 x 10 = 20	3 x 10 = 30	4 x 10 = 40	5 x 10 = 50	6 x 10 = 60
1 x 11 = 11	2 x 11 = 22	3 x 11 = 33	4 x 11 = 44	5 x 11 = 55	6 x 11 = 66	1 x 12 = 12	2 x 12 = 24	3 x 12 = 36	4 x 12 = 48	5 x 12 = 60	6 x 12 = 72

x7		x8		x9		x10		x11		x12	
7 x 1 = 7	8 x 1 = 8	9 x 1 = 9	10 x 1 = 10	11 x 1 = 11	12 x 1 = 12	7 x 2 = 14	8 x 2 = 16	9 x 2 = 18	10 x 2 = 20	11 x 2 = 22	12 x 2 = 24
7 x 3 = 21	8 x 3 = 24	9 x 3 = 27	10 x 3 = 30	11 x 3 = 33	12 x 3 = 36	7 x 4 = 28	8 x 4 = 32	9 x 4 = 36	10 x 4 = 40	11 x 4 = 44	12 x 4 = 48
7 x 5 = 35	8 x 5 = 40	9 x 5 = 45	10 x 5 = 50	11 x 5 = 55	12 x 5 = 60	7 x 6 = 42	8 x 6 = 48	9 x 6 = 54	10 x 6 = 60	11 x 6 = 66	12 x 6 = 72
7 x 7 = 49	8 x 7 = 56	9 x 7 = 63	10 x 7 = 70	11 x 7 = 77	12 x 7 = 84	7 x 8 = 56	8 x 8 = 64	9 x 8 = 72	10 x 8 = 80	11 x 8 = 88	12 x 8 = 96
7 x 9 = 63	8 x 9 = 72	9 x 9 = 81	10 x 9 = 90	11 x 9 = 99	12 x 9 = 108	7 x 10 = 70	8 x 10 = 80	9 x 10 = 90	10 x 10 = 100	11 x 10 = 110	12 x 10 = 120
7 x 11 = 77	8 x 11 = 88	9 x 11 = 99	10 x 11 = 110	11 x 11 = 121	12 x 11 = 132	7 x 12 = 84	8 x 12 = 96	9 x 12 = 108	10 x 12 = 120	11 x 12 = 132	12 x 12 = 144

+1		+2		+3		+4		+5		+6	
1 + 1 = 2	2 + 2 = 4	3 + 3 = 6	4 + 4 = 8	5 + 5 = 10	6 + 6 = 12	1 + 2 = 3	2 + 2 = 4	3 + 3 = 6	4 + 4 = 8	5 + 5 = 10	6 + 6 = 12
3 + 1 = 4	6 + 2 = 8	9 + 3 = 12	12 + 4 = 16	15 + 5 = 20	18 + 6 = 24	4 + 1 = 5	8 + 2 = 10	12 + 3 = 15	16 + 4 = 20	20 + 5 = 25	24 + 6 = 30
5 + 1 = 6	10 + 2 = 12	15 + 3 = 18	20 + 4 = 24	25 + 5 = 30	30 + 6 = 36	6 + 1 = 7	12 + 2 = 14	18 + 3 = 21	24 + 4 = 28	30 + 5 = 35	36 + 6 = 42
7 + 1 = 8	14 + 2 = 16	21 + 3 = 24	28 + 4 = 32	35 + 5 = 40	42 + 6 = 48	8 + 1 = 9	16 + 2 = 18	24 + 3 = 27	32 + 4 = 36	40 + 5 = 45	48 + 6 = 54
9 + 1 = 10	18 + 2 = 20	27 + 3 = 30	36 + 4 = 40	45 + 5 = 50	54 + 6 = 60	10 + 1 = 11	20 + 2 = 22	30 + 3 = 33	40 + 4 = 44	50 + 5 = 55	60 + 6 = 66
11 + 1 = 12	22 + 2 = 24	33 + 3 = 36	44 + 4 = 48	55 + 5 = 60	66 + 6 = 72	12 + 1 = 13	24 + 2 = 26	36 + 3 = 39	48 + 4 = 52	60 + 5 = 65	72 + 6 = 78

+7		+8		+9		+10		+11		+12	
7 + 7 = 14	8 + 8 = 16	9 + 9 = 18	10 + 10 = 20	11 + 11 = 22	12 + 12 = 24	14 + 7 = 21	16 + 8 = 24	18 + 9 = 27	20 + 10 = 30	22 + 11 = 33	24 + 12 = 36
21 + 7 = 28	24 + 8 = 32	27 + 9 = 36	30 + 10 = 40	33 + 11 = 44	36 + 12 = 48	35 + 7 = 42	40 + 8 = 48	45 + 9 = 54	50 + 10 = 60	55 + 11 = 66	60 + 12 = 72
42 + 7 = 49	48 + 8 = 56	54 + 9 = 63	60 + 10 = 70	66 + 11 = 77	72 + 12 = 84	49 + 7 = 56	56 + 8 = 64	63 + 9 = 72	70 + 10 = 80	77 + 11 = 88	84 + 12 = 96
56 + 7 = 63	64 + 8 = 72	72 + 9 = 81	80 + 10 = 90	88 + 11 = 99	96 + 12 = 108	63 + 7 = 70	72 + 8 = 80	81 + 9 = 90	90 + 10 = 100	99 + 11 = 110	108 + 12 = 120
70 + 7 = 77	80 + 8 = 88	90 + 9 = 99	100 + 10 = 110	110 + 11 = 121	120 + 12 = 132	77 + 7 = 84	88 + 8 = 96	99 + 9 = 108	110 + 10 = 120	121 + 11 = 132	132 + 12 = 144
84 + 7 = 91	96 + 8 = 104	108 + 9 = 117	120 + 10 = 130	132 + 11 = 143	144 + 12 = 156						

**NONDISCRIMINATION AND SEXUAL HARASSMENT**  
**Folsom Cordova Unified School District**  
1965 Birkmont Dr. Rancho Cordova, CA (916) 294-9000

**Nondiscrimination**

The Governing Board is committed to providing equal opportunity for all individuals in education. The Folsom Cordova USD prohibits discrimination intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities.

The Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.

Any Student, staff member, or parent who feels that discrimination has occurred should immediately contact the teacher, principal/site administrator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Equity Compliance Officer(s) & Title IX Coordinator(s).

**Sexual Harassment**

The District has adopted strict policies containing rules and procedures for reporting sexual harassment and pursuing remedies. As such, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The District is committed to taking serious, immediate, and appropriate action with respect to violations of our sexual harassment policy. (BP 4119.11)

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Any employee who engages in, permits, or fails to report sexual

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, principal or site administrator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Equity Compliance Officer(s) & Title IX Coordinator(s) below.

**To File a Complaint**

1. **Filing a Formal Complaint:** Obtain a copy of the complaint form from the office of the District Compliance Officer.
2. **Mediation:** Mediation is optional. It involves a third party to help in resolving the dispute.
3. **Investigation:** The District will investigate the complaint and render a decision within the timelines designated in the Uniform Complaint Procedures Policy (BP 1312.3)
4. **Appeals:** If the person making the complaint disagrees with the District's decision, he/she has five (5) working days to appeal the decision in writing by forwarding the complaint to the Board of Education. If the complainant is not satisfied with the Board's decision, he/she may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision.
5. The person filing the complaint may also pursue action in civil court.

If you have a complaint, contact a teacher, principal/site administrator, or:

Donald Ogden, Associate Superintendent – Human Resources, Title IX Coordinator (Employees) & Equity Compliance Officer  
dogden@fcusd.org  
916-294-9000 Ext 104410

Jim Huber Ed. D., Assistant Superintendent – Educational Services, Title IX Coordinator (Students), Section 504 Coordinator & Equity Compliance Officer  
jhuber@fcusd.org  
916-294-9000 Ext 104625

Folsom Cordova Unified School District 1965  
Birkmont Drive  
Rancho Cordova, CA 95742

harassment shall be subject to disciplinary action up to and including dismissal.

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**NO DISCRIMINACION Y ACOSO SEXUAL**  
Distrito Escolar Unificado de Folsom Cordova  
1965 Birkmont Dr. Rancho Cordova, CA (916) 294-9000

**No Discriminación**

La Junta Directiva se ha comprometido a proporcionar igualdad de oportunidades para todas las personas en el área de educación. El Distrito Escolar Unificado de Folsom Cordova prohíbe la discriminación, intimidación, acoso (incluido el acoso sexual) o intimidación basada en la ascendencia, color, discapacidad, raza o etnia, religión, género, identidad de género o expresión de género, estatus migratorio, origen nacional, sexo, orientación sexual o asociación con una persona o grupo con una o más de estas características reales o percibidas. La Junta promoverá programas que aseguren que las prácticas discriminatorias sean eliminadas en todas las actividades del distrito.

La Superintendente o su designado reexaminarán programas del distrito y las actividades para asegurar la eliminación de cualquier barrera que ilegalmente puede impedir que un individuo o grupo en cualquiera de las categorías protegidas mencionadas accedan a programas del distrito y las actividades, incluyendo el uso de las instalaciones. Él/ella adoptará de inmediato medidas, razonables para eliminar cualquier barrera identificada.

Cualquier estudiante, miembro del personal o padre de familia que sienta que ha sufrido discriminación deberá hablar de inmediatamente con el maestro, director/administrador de la escuela. Si la cuestión no se resuelve, se puede iniciar una queja formal en la escuela o comunicándose directamente con el(los) Oficial(es) de Cumplimiento con la Equidad y el(los) Coordinador(es) del Título IX.

**Acoso Sexual**

El distrito ha adoptado normas muy estrictas que contienen reglas y procedimientos para reportar el acoso sexual y la disponibilidad de recursos. Como tal, la Junta Directiva se compromete a mantener un ambiente escolar libre de acoso sexual. La Junta prohíbe y califica como ilegal el acoso sexual de cualquier estudiante por un empleado, u otra persona en la escuela o en cualquier actividad relacionada con la escuela. El distrito se compromete a tomar medidas inmediatas, serias y apropiadas con respecto a las violaciones de la política de acoso sexual. (PA 4119.11)

Cualquier estudiante que participe en el acoso sexual de cualquier persona en la escuela o en una actividad relacionada con la escuela será sujeto a una acción disciplinaria. Cualquier empleado que cometa,

Cualquier estudiante, miembro del personal o padre de familia que sienta que se ha sido sujeto del acoso sexual deberá hablar de inmediatamente con el maestro, director o administrador escolar. Si la cuestión no se resuelve, deberá iniciar un queja formal en la escuela o comunicándose directamente con el(los) Oficial(es) de Cumplimiento con la Equidad y el(los) Coordinador(es) del Título IX.

**Para presentar una queja:**

1. **Presentar una queja formal:** Obtenga una copia del formulario de quejas en la oficina del oficial de cumplimiento del distrito.
2. **Mediación:** La mediación es opcional. Esto involucrara de un tercero para ayudar a resolver el conflicto.
3. **Investigación:** El distrito investigará la queja y hará una decisión dentro de los límites de tiempo establecidos en las Normas de Procedimiento Uniforme de Quejas (BP 1312.3)
4. **Apelaciones:** Si la persona que hace la denuncia no está de acuerdo con la decisión del distrito, tiene (5) cinco días hábiles para apelar la decisión por escrito enviando su desacuerdo a la Junta de Educación. Si el demandante aún no está satisfecho con la decisión de la Junta, él/ella puede apelar por escrito al Departamento de Educación de California dentro de los quince (15) días subsiguientes de haber recibido la decisión de la Junta de Educación.
5. La persona que presenta la queja también puede iniciar una acción en un tribunal civil.

Las quejas se mantendrán confidenciales.

El Distrito prohíbe represalias contra cualquier participante en el proceso de quejas. Cada queja se investigará inmediatamente y de forma que se respete la privacidad de todas las partes involucradas.

permita o falle en reportar el acoso sexual será sujeto a acción disciplinaria incluyendo el despido .

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