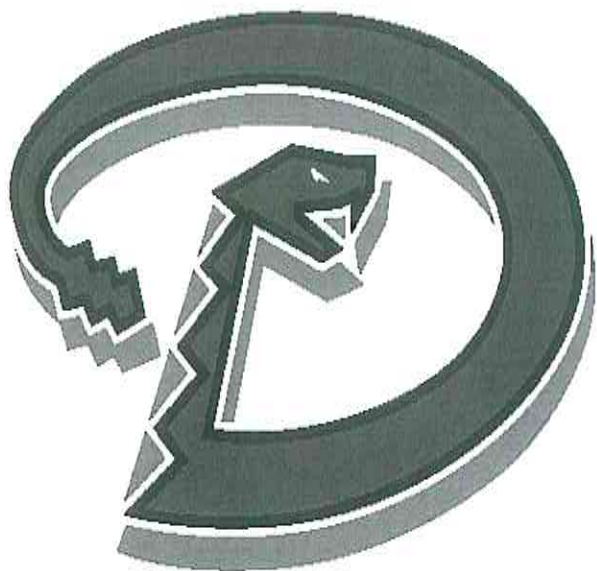




2024-2025 Parent & Student Handbook

Home of the Diamondbacks

Marvin A. Dutcher Middle School

**1441 Colorado Ave.
Turlock CA 95380-2709**

<http://dms.turlock.k12.ca.us/>

209-667-8817

TURLOCK UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES

Anthony Silva, President
Lori Carlson, Clerk
Mary Jackson, Member
Jose Sanchez, Member
Daniel Benedict, Member
Paola Maldonado, Member
Joe A. Souza, Member

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Marjorie Bettencourt, Assistant Superintendent/Finance and Accountability
Barney Gordon, Assistant Superintendent/Business Services
Fernando Ureno, Assistant Superintendent/Human Resources
Alice Solis, Interim Assistant Superintendent/Educational Services

Gil Ogden, Director of Student Services
Shellie Santos, Director of Curriculum and Instruction
Vacant 24/25, Director of English Learners, Assessment and Special Programs
Ericka Tschantz, Director of Special Education
John Acha, Director of Secondary Education
Marie Russell, Director of Communications, Family Engagement, and Outreach
Joseph Silveira, Director of Human Resources

Scott Richardson, Director of Maintenance-Operations
Judy Huerta, Director of Early Childhood Education
Dolores Flores, Director of Transportation
Robert Brogdon, Director of Technology Operations
Jennifer Lew-Vang, Director of Child Nutrition
Leslie Swisher, Director of Facilities, Planning & Safety

DUTCHER MIDDLE SCHOOL ADMINISTRATION

Robert Ruiz, Principal
Stephen Valgos, Assistant Principal
Laura Torres-Rogers, Dean of Students

TURLOCK UNIFIED SCHOOL DISTRICT

MISSION

The mission of the **Turlock Unified School District**, a premier progressive educational system, is to ensure all students graduate as self-motivated, responsible citizens equipped to compete successfully in an ever-changing global society by delivering effective instruction that engages all students to reach their individual potential and highest achievements within a safe and caring student-centered environment in partnership with our families and diverse community.

BELIEFS

We believe that...

- Every person is unique and has equal worth.
- Every person can be a successful learner.
- People are responsible for their actions.
- The family experience has a profound impact on the development of the individual.
- Honesty and integrity build trust in all relationships.
- Motivation, hard work, and persistence are necessary to achieve full potential.
- High expectations yield greater levels of performance.
- A quality education enriches lives by creating and expanding opportunities.
- The positive actions of role models inspire people to excel.
- Service to others is vital in building a thriving community.

DUTCHER MIDDLE SCHOOL

2024-2025 PARENT / STUDENT HANDBOOK

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Marvin Dutcher Middle School

1441 Colorado Avenue
Turlock CA 95380-2709
(209) 667-8817 FAX: (209) 667-1332
<http://turlock.k12.ca.us/dutcher>

Robert Ruiz, Principal
Stephen Valgos, Assistant Principal
Laura Torres-Rogers, Dean of Students

August 2024

Welcome to Dutcher Middle School! We are looking forward to working with your middle school student! 2024-2025 will be an adventurous year.

The Dutcher Middle School staff is dedicated to providing your student with a high quality education. We believe that school should be a positive, safe and stimulating place where students are challenged to do their best. School should also help students develop positive attitudes towards themselves, others and learning.

Working together we can make a difference! We encourage parents to participate in all aspects of school. We want to have you: in our classrooms; involved in the decision making process through our School Site Council (SSC); English Learner Advisory Committee (ELAC); and assisting with extracurricular activities, Career Day, dance committees, etc. Being involved in your student's education is vital to his/her success.

This handbook has been designed so that teachers, parents and students will read and discuss the important rules we need to follow at Dutcher. Each student has rights and responsibilities. Every student has the right to learn in a safe, positive environment. Therefore, all students' responsibilities are to follow basic courtesy rules, treating people and property with respect. School pride and self respect are the emphasis of our behavior code.

Please read and discuss this handbook with your student. Please note important dates on your calendar and save it for future reference. We are truly looking forward to working with you and your student. If you have any questions or concerns, please phone us at 667-8817.

Sincerely,

Robert Ruiz,
Principal

CHARACTER TRAITS

TURLOCK UNIFIED SCHOOL DISTRICT

ACHIEVER

Work hard and possess a great deal of stamina. Take immense satisfaction in being busy and productive.

RESILIENCY

Recover from or adjust easily to adversity or change.

EMPATHY

Sense other people's feelings by imagining themselves in others' lives or situations.

FOCUS

Take a direction, follow through and make the corrections necessary to stay on track. Prioritize, then act.

FUTURISTIC

Inspired by the future and what could be. Energize others with visions of the future.

INCLUDER

Accept others and show an awareness of those who feel left out and make an effort to include them.

KINDNESS

Display a friendly, generous, or considerate nature.

POSITIVITY

Demonstrate contagious enthusiasm and can get others excited about what they are going to do.

RESPONSIBILITY

Take ownership of what you say you will do. Committed to stable values such as honesty and loyalty.

SELF-ASSURANCE

Confident in ability to take risks and manage own lives. Have an inner compass that gives certainty in decisions.

Character is Our Strength



Turlock Unified School District

2024-2025 DUTCHER MIDDLE SCHOOL STAFF EMAIL ADDRESSES

6th Grade Two Way Immersion	
Jessica Castaneda	jcastaneda@turlock.k12.ca.us
Sibeli Enciso	senciso@turlock.k12.ca.us

6th Grade Two Way Immersion	
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7th Grade English Language Arts/History	
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8th Grade English Language Arts/History	
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7th Grade Math/Science	
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Bill Marson	bmarson@turlock.k12.ca.us
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Zachary Stillman, Choir	zstillman@turlock.k12.ca.us

Resource/LH	
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Derek Alvarado, Counselor	dalvarado@turlock.k12.ca.us

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Marisela Ornelas (TWI)	mornelas@turlock.k12.ca.us

Moderate/Severe	
Tara Robinson (Mod/Severe)	trobinson@turlock.k12.ca.us



HOME OF THE DIAMONDBACKS

DUTCH MIDDLE SCHOOL 2024-2025 CALENDAR

DMS SPECIAL EVENTS	
Round Up	Tuesday, August 6, 2024
MINIMUM DAY First Day of School	Monday, August 13, 2024
ID Cards/Yearbooks Photos	Monday, August 20, 2024
Back to School Night 5:30 pm (Gym)	Wednesday, August 28, 2024
Labor Day Holiday	Monday, September 2, 2024
Photo Relaxes	Tuesday, September 24, 2024
End of 1st Quarter	Friday, October 11, 2024
7th & 8th Gr Parent - Teacher Conferences	9/23/24, 9/24/24, 11/14/24
MINIMUM DAY (7th/8th) 12:15 (5 days)	
End of 1st Trimester (6th gr)	Thursday, November 8, 2024
Veterans' Day Holiday	Monday, November 11, 2024
6th Gr Parent - Teacher Conferences	Monday - Friday
MINIMUM DAY (gr 6) 12:15 (5 days)	November 18-22, 2024
Thanksgiving Holiday	Monday thru Friday
November 25-29, 2024	
MINIMUM DAY - WINTER BREAK	Friday, December 20, 2024
End of 2nd Quarter	
Winter Break	December 23, 2024 - January 3, 2025
RETURN TO SCHOOL	Monday, January 6, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day Holiday	Thurs - Monday, February 13-17, 2025
End of 2nd Trimester (6th gr)	Friday, February 28, 2025
End of 3rd Quarter	Friday, March 14, 2025
Spring Recess	April 18 - April 25, 2025
Promotion Ceremony 4:00 pm	Wednesday, May 28, 2025
EARLY DISMISSAL (12:15 PM)	Thursday, May 29, 2025
EARLY DISMISSAL (12:15 PM) Last Day of School	Friday, May 30, 2025
End of 4th Quarter/End of 3rd Trimester	

SCHOOL IN SESSION	MINIMUM DAY 12:15	EARLY DISMISSAL - 12:15 / 2:00	HOLIDAY - NO SCHOOL
July 2024	August 2024	September 2024	October 2024
November 2024	December 2024	January 2025	February 2025
March 2025	April 2025	May 2025	June 2025

Please save this calendar for information over the next year.

Dutcher Middle School

2024-2025 Bell Schedules

REGULAR SCHEDULE

GRADE 6

Instruction	8:15 – 2:50
LUNCH	10:55-11:35
Dismissal	2:50

GRADES 7 & 8

Period 0	7:24 – 8:11	47 min
Period 1	8:15 – 9:06	51 min*
Period 2	9:10 – 9:57	47 min
Period 3	10:01 – 10:48	47 min
Period 4	10:52 – 11:39	47 min
LUNCH	11:39-12:17	38 min
Period 5	12:21 – 1:08	47 min
Period 6	1:12– 1:59	47 min
Period 7	2:03 - 2:50	47 min

COLLABORATION SCHEDULE (Wednesday's)

GRADE 6

Instruction	8:15 – 12:15
LUNCH	11:08-11:48
Dismissal	12:15

GRADES 7 & 8

Period 0	7:31 – 8:11	40 min
Period 1	8:15 – 8:58	43 min*
Period 2	9:02 – 9:42	40 min
Period 3	9:46 – 10:26	40 min
Period 4	10:30 – 11:10	40 min
LUNCH	11:10 – 11:48	38 min
Period 5	11:52 – 12:32	40 min
Period 6	12:36 – 1:16	40 min
Period 7	1:20 – 2:00	40 min

MINIMUM DAY SCHEDULE

GRADE 6

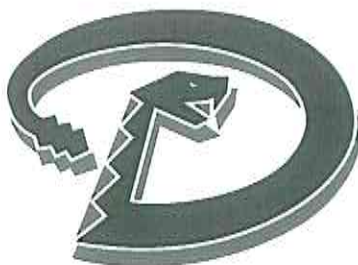
Instruction	8:15 – 12:15
LUNCH	Grab n Go
Dismissal	12:15

GRADES 7 & 8

Period 0	7:41 – 8:11	30 min
Period 1	8:15 – 8:51	36 min*
Period 2	8:55 – 9:25	30 min
Period 3	9:29 – 9:59	30 min
Period 4	10:03 – 10:33	30 min
Period 5	10:37 – 11:07	30 min
Period 6	11:11– 11:41	30 min
Period 7	11:45 – 12:15	30 min
LUNCH	Grab n Go	

*Announcements will be done during 1st period

* Los anuncios se presentaran durante el primer periodo



MARVIN A. DUTCHER MIDDLE SCHOOL

MISSION STATEMENT

The mission of Dutcher Middle School is to provide opportunities for all students to develop their intellectual, creative, and physical potential to contribute positively to society.

VISION STATEMENT

Empowering students with knowledge and logic to become lifelong learners and productive citizens.

BELIEFS

We believe

- All decisions should be made with students first in mind.
- It's crucial to nurture and support all students in their academic and social development.
- In the value of academic learning to produce lifelong higher-level thinkers and problem solvers.
- In strengthening character traits that promote productive and responsible citizens, mutual trust and respect, and common courtesy toward one another.
- In a growth mindset and positive attitude.
- In building and maintaining positive relationships with all stake holders (staff, students, parents, and community members).

RESPONSIBILITIES AND EXPECTATIONS

Students at Dutcher Middle School are expected to display mature and responsible behavior while at school or participating in school activities. A careful review of the following pages will make the school regulations and expectations understandable.

STUDENT RESPONSIBILITIES

- Be courteous, respectful and modest
- Be on time with proper materials and be prepared to work
- Cooperate in the learning process
- Respect personal and school property
- Respect the rights of others
- **Attend school regularly**

PARENT RESPONSIBILITIES

- Support your child's desire to learn
- Expect acceptable behavior that includes self-control and accountability
- Know, understand and support the rules your child is expected to follow

- Communicate with school personnel regularly
- **Expect regular, on-time attendance**

STAFF RESPONSIBILITIES

- Facilitate student learning with a rigorous standards based curriculum
- Communicate with students and parents on a regular basis
- Assist in the development, communication and enforcement of the rules
- Establish a system of mutual support in the development of student self-discipline
- Provide for individual differences in the learning process
- **Notify parents when attendance, behavior or progress becomes a concern**

STUDENT ATTENDANCE POLICY

Class Hours: 8:15 am to 2:50 pm

Supervised Activity Hours: 7:30 am to 4:00 pm

Students should not arrive at school before 7:45 a.m. with the exception of “0” period History Immersion and “0” period PE students. All students not directly involved in sponsored, supervised school activities are required to be off campus no later than 20-minutes after dismissal. No supervision will be provided before or after the posted hours except for school-sponsored activities.

School begins at 8:15. Late students must report to the office for a tardy slip. Please call the school office at **209-667-8817** to inform us if your child will be absent or tardy. When calling or sending a note, **please verify the reason for your child’s absence**. If you do not call the day your child is absent, you will receive an automated call informing you that your child was absent for one or more periods. Please call or send a note with your child when he/she returns to school.

Students who are more than fifteen (15) minutes late without a parent note will be given after-school detention.

AFTER THREE DAYS (72 HOURS), ALL UNCONFIRMED ABSENCES WILL BE RECORDED AS CUTS.

The **ONLY EXCUSED ABSENCES OR TARDIES** as defined by the *California Education Code §48200* are:

- Illness or injury of the student
- Student’s medical or dental appointments
- Death in the immediate family (1 day in-state, 3 days out-of-state)
- Quarantine directed by a city or county health officer
- Observance of religious holiday or religious instruction (must be approved in advance)

Absence or tardy notes should include the following: student’s first and last name, date(s) of absence or tardy, reason for absence or tardy, signature of parent or guardian.

Students will be allowed to make up all assignments and tests missed during an **excused** absence or tardy for full credit. Teachers will determine what assignments the student needs to make up. All other reasons for absence are unexcused or a “cut” and students may or may not be allowed to make up assignments or tests.

Letters will be sent home to the parents of students who are absent more than 10-days, for any reason, to inform them of their child’s excessive absences. A poor attendance pattern may have an adverse effect on

the grades a student receives. If the poor attendance pattern continues, the student may be referred to the Stanislaus County Sheriff's Office's School Attendance Review Board (SARB).

DISMISSAL

Students are not allowed to loiter around campus. Students should leave campus immediately after school unless they are involved in a school-sponsored activity.

REQUESTS FOR HOMEWORK

If your child is absent, you may call the office to request homework. **Please allow at least 24 hours for teacher to get the assignments to the office.** Parents may also email teachers for information regarding student work.

Turlock Unified School District

TARDY POLICY

Positive Behavior Interventions/Supports Provided at Each Step

Classroom Procedures

Tardy

Student Arrives After Bell, Teacher Records Tardy (Aeries)

Administrators use this as a guide intended to standardize attendance procedures throughout the District. The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student’s behavior record, statutory restraints, and other means of correction.

DMS and TJHS (Reset Quarter)

Step 1

3rd Tardy

Verbal Warning (Campus Supervisor)

Step 2

6th Tardy

Detention (Campus Supervisor) and/or SART

Step 3

9th Tardy

2 Detentions (Dean) and/or OMC

Step 4

12th Tardy

Loss of Privileges (Parent Conference)

Step 5

15th Tardy

1 Hour Work Detail or 3 Detentions (Dean) and/or OMC

Step 6

18th Tardy

2 Hours Work Detail or 6 Detentions (Dean) and/or OMC

Step 7

21st Tardy

SART (Parent Conference) and/or OMC

Step 8

24th Tardy

SART (Parent Conference) and/or OMC

PHS and THS (Reset Semester)

Step 1

3rd Tardy

Verbal Warning (Campus Supervisor)

Step 2

6th Tardy

Detention (Campus Supervisor) and/or OMC

Step 3

9th Tardy

2 Detentions (Dean) and/or OMC

Step 4

12th Tardy

1 Hour Work Detail (Dean) and/or OMC

Step 5

15th Tardy

2 Hours Work Details (Dean) and/or OMC

Step 6

18th Tardy

4 Hours Work Detail (Parent Conference) and/or OMC

Step 7

21st Tardy

8 Hours Work Detail (Parent Conference) and/or OMC

Step 8

24th Tardy

SART (Parent Conference) and/or OMC

POLICY DEFINITIONS

What is considered "TARDY"?

- A student is considered tardy to class when he/she is not inside the classroom before the bell rings.
- A tardy in excess of 10 minutes will result in a cut.

CUTS

If a student is more than ten (10) minutes late to class, it will be **considered** a cut. The consequence for a cut is one (1) hour of school detention for each hour cut. Subsequent cuts may be subject to progressive discipline with consequences assigned at the discretion of school administration.

STAY CONNECTED WITH FAMILY LINK

TUSD Family Link parent portal provides parents with access to their student academic information including grades and assignments as well as simple steps to update student data and approve annual authorizations online. Creating an account is as easy as providing your email address to your school office which will be followed by an email with the Family Link logon information.

STUDENT ID CARDS

In an effort to increase campus safety and security, all TUSD 7-12 grade students are required to carry a student ID card in their pocket, purse or backpack. All students shall carry their ID daily while on or about the school campus during school hours or at school activities. For safety purposes, all 7-12 grade TUSD students shall present their student ID card upon request by school staff. *If the card is lost, the student will be required to purchase a replacement card.*

Student ID cards are required to receive school lunches, to enter all school dances, to check out library books and for other Dutcher events. If the card is lost, the student will receive **one** free replacement. Any additional replacements will be \$3.00. Students take their receipts to the campus supervisor for a new photo ID.

PARENT ACCESS AND SCHOOL SAFETY

ALL GUESTS MUST FIRST CHECK IN TO THE MAIN OFFICE DURING SCHOOL POSTED HOURS. PARENTS DO NOT HAVE UNLIMITED ACCESS TO SCHOOL SITES to visit with their children. The safety of all students is of paramount concern. Access to any area of a school site, including cafeterias, multipurpose rooms, gymnasiums, and theaters must be supervised and controlled by site administration. **PARENTS, OR ANY OTHER PERSON, WISHING TO VISIT A SCHOOL SITE MUST REGISTER WITH, AND BE CLEARED BY THE SCHOOL OFFICE.** Visitation rules are clearly posted and consistently enforced.

ILLNESS OR INJURY AT SCHOOL / EARLY DISMISSAL

Students, who become ill or injured at school **WILL NOTIFY THE TEACHER OR SCHOOL STAFF**, and with permission, will report to the school office for evaluation and/or first aid. **School staff will determine if a student needs to leave school** due to illness or injury. Parents will be notified as soon as possible in case of actual illness or an injury requiring more than minor first aid.

ANY STUDENT LEAVING SCHOOL BEFORE THE END OF THE DAY MUST BE SIGNED OUT IN THE OFFICE by a parent or designated emergency contact. *Emergency contacts include only those persons identified by the parent on the student enrollment card and must show identification* when signing the student out. If you must send another person to pick up your child, please send a signed note with your child or call the office to give us permission to release your child to this person and remind them to bring ID. **We will not release a student** to a sibling, grandparent or any other person without parent permission and appropriate identification.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Please notify the school office **IMMEDIATELY** of any change in your home phone, home address or work phone so that we can contact you in the event of an emergency. Please call 667-8817 or come by the school office.

INDEPENDENT STUDY

If students will be absent for **3 OR MORE DAYS**, parents should apply for an **Independent Study Contract**. This allows the absence to be counted as excused *after all assignments are completed*.

Parents must fill out an independent study contract **PRIOR** to taking students out of school for religious holidays or other personal business. This form may be obtained in the school office. Please allow **AT LEAST 5 DAYS NOTICE** for the teacher to gather the materials.

Students **must complete** all independent study assignments **within three days** of their return to school or the absence is counted as unexcused and the student loses the right to make up the work.

HOME AND HOSPITAL INSTRUCTION

Home and Hospital Instruction is provided to students who are unable to attend regular classes due to a temporary but extended medical disability. Physician verification is required for all non-special education students. Instruction is also provided to students hospitalized in a facility within the district. If a student is confined to a medical facility outside of the district, the local school district in that area is responsible to provide a home teacher. For more information call the Office of Student Services at 667-0887.

COMMUNICATION POLICY

Effective communication is a two-way activity. We want all of our community members to be fully informed – students, parents, staff and the Turlock community. Please help us communicate with you by using these methods:

STUDENTS:

- Parent/Student Handbook
- Homeroom for daily announcements (active listening)
- Diamondback Daily Dispatch
- Backpack Mail (Flyers) distributed in Homeroom – **you are responsible** to get this information to your parents
- Intercom Announcements
- Instructions from school staff
- Teacher Web Pages
- Posters on campus
- Parent Square

PARENTS:

- Parent/Student Handbook (please keep for future reference)
- Parent Square Automated Phone System (attendance information and important announcements).
- Digital Marquee at the front of the school
- Backpack Mail – please check with your child
- US Mail – Progress Reports and Report Cards, and other important information
- TUSD Home Page:
<http://turlockusd-ca.schoolloop.com/>
- DMS Home Page:
<http://dutcher-turlockusd-ca.schoolloop.com/>
- DMS Facebook Page:
<https://www.facebook.com/DutcherMS>
- DMS Twitter Page:
https://twitter.com/Dutcher_TUSD
- DMS Instagram Page:
https://www.instagram.com/dutcher_diamondbacks
- TUSD Family Link – available through the TUSD Home Page (grades, assignments, attendance, etc. for participating teachers)
- Email – teacher addresses listed in the front of the Parent/Student Handbook
- Parent/Teacher Conferences

STAFF:

- Progress Reports & Report Cards
- Email to parents
- Phone calls to parents
- Forms, letters & flyers in Backpack Mail
- DMS Web Page
- Parent/Teacher Conferences
- US Mail
- TUSD Family Link

- Parent Meetings & Committees
- Phone calls /Notes to excuse absences and tardies (*students who arrive more than 15 min. late without a note or phone call will be assigned to afterschool detention.*)
- Parent Square

COMMUNITY:

- Digital Marquee
- TUSD & DMS Web Pages
- Turlock Journal & Modesto Bee
- Social Media (Facebook, Twitter, and Instagram)
- School Board Presentations

Parents who have concerns about their child's assignments, grades, discipline, etc., should first contact the teacher involved. This is the most efficient method of communication about these issues. It is strongly recommended that all parents set-up an Aeries Family Link account to monitor their children's grades.

HOMEWORK GUIDELINES

Homework may be defined as any learning experience assigned as a direct extension of classroom instruction beyond the regular school day.

Philosophy and Purpose:

- Homework serves as a valuable educational tool.
- It supplements and strengthens school learning, reinforcing and enriching the curriculum.
- It involves parents in their child's learning.
- It promotes the development of lifelong independent learning habits.
- It is thoughtfully planned, a purposeful extension of classroom learning and not assigned for a punitive or disciplinary reason.

Responsibilities of Parents: Parents can enhance the value of homework by:

- Encouraging students to take responsibility for doing assigned work.
- Providing adequate time for study and a quiet place where their child can work.
- Supporting the school's goals by praising their child's accomplishments.
- Work with the teacher if their child consistently requires more than the suggested time to complete homework assignments.

Responsibilities of Staff: Teachers will make homework meaningful and useful by:

- Clearly explaining assignments and providing written materials of high quality.
- Providing ample instruction during class time to complete assignments independently.
- Providing for systematic correction and feedback to students.
- Requiring make-up of homework missed by absent student when applicable.

- Homework assignments should not extend through weekends and holidays unless special circumstances exist.
- Homework assignments will be approximately **6-10 hours per week** for all classes combined.

OFFICE VISITS / TELEPHONE USE

Students visiting the office or using the telephone during instructional time must have written permission from their teacher. Office phones are for emergency use only. Students should use a classroom phone for forgotten homework and gym clothes. These are not emergencies.

PARENT VOLUNTEERS/CHAPERONES

- Submit the volunteer application to DMS office.
- Office staff checks info (license, TB, etc) and Megan's Law website.
- Assistant Principal reviews and approves all volunteer applications.
- Paperwork is returned to office staff who then submits it to the district office for final approval.
- District staff notifies DMS office staff of CLEARANCE and final approval of application.
- All Chaperones need to be CLEARED by the DUTCHER OFFICE a **minimum** of two weeks prior to scheduled departure date.

PHONE MESSAGES FROM PARENTS

Phone messages for students from a parent/guardian will be emailed to the appropriate teacher so that there is as little distraction in the classroom as possible. Any messages to your child should be called into the office no later than 2:30 pm. We cannot guarantee delivery after this time.

RECOMMENDED SUPPLIES

- Backpack and 3 ring binder with dividers,
- Blue or black ink pens,
- Pencils and/or colored pencils
- Highlighter
- A planner is highly recommended to help organize your child's assignments.

P.E. CLOTHING

All students **MUST** wear a complete change of clothing during P.E. classes:

- ☐ **SHIRT** – A gray PE shirt with a screened Dutcher logo will be sold during Round Up or may be purchased at any other time throughout the year in the front office. Your student's first initial and last name should be written in **permanent ink** in the rectangular area provided on the shirt and the shorts under the Dutcher logo. No need to purchase additional iron on letters.
- ☐ **SHORTS** – Gray shorts for boys and purple shorts for girls will be sold at Round Up or from the PE Teachers. The student's first initial and last name will be **permanently marked** in the designated location on the logo screening.
- ☐ **SWEAT PANTS** are ADVISABLE in cold weather and can be purchased during Round Up or from the PE Teachers.
- ☐ **SHOES** – Tennis/Athletic shoes must be worn. For safety reasons, sandals or shoes with heels will NOT be allowed.

PE clothes will be available for purchase in the Dutcher gym during Round Up from the PE teachers.

All students are expected to have their P.E. clothes with names marked by the fourth day of school. If you cannot afford all or part of these required items, please contact your P.E. teacher for assistance.

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

Extra-curricular activities are school-sponsored activities offered to students beyond the classroom program. All students are encouraged to participate. All 7th and 8th grade students **MUST** have a **2.0 Grade Point Average (GPA)** or above and **no more than one (1) F** to participate in any organized extra-curricular activities held outside the regular class period and/or school day. All 6th graders **MUST** earn NO MORE than one **overall 1** in any grading area on most recent Trimester report cards.

Students must be in attendance at school for four (4) or more periods on the day of the extra-curricular activity in order to participate. Students who have been suspended may not participate in any school activities during the suspension.

Eligibility will be determined by the prior quarter/trimester grades. For the beginning of the school year, 8th grade eligibility will be determined by the previous year's **4th quarter grades**. Incoming 6th and 7th graders will be considered eligible to participate until 1st quarter/trimester grades are posted.

Student shall not have more than five (5) office referrals per quarter.

Any student who has been suspended a total of three (3) days during the first and second quarters may not attend or participate in any second quarter extra-curricular activities. Any student who has been suspended more than five (5) total days may not attend or participate in any extra-curricular activities.

Student shall not have more than one (1) Unsatisfactory "U" citizenship mark on their quarterly report card.

Student shall not have more than twelve (12) tardies per quarter.

All students and their parents/guardians must read and sign the "**Extracurricular Participation Contract**." Forms should be returned to the student's coach or advisor.

Examples of extra-curricular activities: Afterschool Sports and Recreation; Clubs; Student Government; Dances; Field trips (non-academic) including competitions, demonstrations and presentation; assemblies; Talent Show, Rewards Day; etc.

With the exception of school-wide activities, all practices, meetings, and rehearsals are closed to non-members.

Extracurricular Participation Contract

Necessary qualifiers for participation:

- ✓ 7th and 8th Graders must earn a 2.0+ grade point average and no more than one 'F' from the previous grading period. 6th graders must earn no more than one overall 1 in any grading area.
- ✓ No more than 3 days of suspension per semester or 5 days per year
- ✓ Must attend 4 or more class periods on the day of tryouts or performances to participate.
- ✓ Must fulfill all outstanding disciplinary action, i.e., detention, work detail, etc., in order to participate in school activities.
- ✓ General classroom behavior may affect participation in tryouts or performances.
- ✓ Meet all other participation requirements established by the teacher/coach/advisor.
- ✓ Student shall not have more than five (5) office referrals per quarter.
- ✓ Student shall not have more than one (1) Unsatisfactory "U" citizenship mark on their quarterly report card.
- ✓ Student shall not have more than twelve (12) tardies per quarter.

Student participants should be on time to all practices, in appropriate dress, including shoes, for all tryouts and performances. Students who are in attendance at school are expected to be at practice unless prior arrangements are made with the teacher/coach/advisor.

All student participants are expected to attend all practices unless prior arrangements are made with the teacher/coach/advisor. Exceptions are illness or injury that prevents the student from attending school. The following procedures are in effect:

- Two unexcused absences from practice may result in removal from the program.
- Two unexcused tardies to practice will equal one unexcused absence from program.

Parents must be prompt in picking up their children from practice. The teacher/coach/advisor must wait at school until the last student participant is picked up from practice. Repeated late pickups may result in student being removed from the activity.

As a part of the group, it is the student participants' responsibility to be positive, encouraging, and supportive of others at tryouts, practices, and performances. Student participants are representatives of Dutcher Middle School and the Turlock Unified School District, and it is expected that their behavior, at all times, reflects positively on the school and the district. School administration reserves the right to remove a student from an extra-curricular activity due to behavior and/or concerns with conduct.

SCHOOL DANCES

Dutcher Middle School Student Clubs will sponsor dances during the year. Participation for these dances will be **limited to Dutcher Middle School students only.**

- Students must have DMS student ID cards.
- Students are not allowed to invite or bring guests.
- Students who exhibit inappropriate conduct at the dance will be asked to leave. *They will also not be allowed to attend the next dance.*
- Students not picked up within 30 minutes after the end of the dance *may not be allowed to attend the next dance.*
- Students must follow dress code guidelines.

STUDENT GOVERNMENT / CLUBS

Student government representatives plan and organize activities at Dutcher Middle School and address concerns of the student body. There are numerous elected offices and all students are encouraged to become involved in the decision-making process. Classmates and teachers select students for leadership positions.

To be eligible for student body office/student government, students must meet all eligibility requirements established for student activities. Students must maintain a 2.0 GPA and exhibit excellent behavior.

There are a number of other clubs available to students during lunch and after school. Current club information will be provided during Homeroom.

COMPETITIVE SPORTS

An after-school athletics program is offered to all eligible students. This program provides students with an opportunity to participate in, and compete against, 6th, 7th and 8th grade students *from other schools.* Tryouts and practices are held after school and are closed to visitors (e.g. parents, relatives, friends, etc.). Competitions are held after school, and sometimes on Saturday for tournaments. Physicals are required and are provided, for a fee, off campus in the fall. A physician must complete

the **Dutcher Middle School Sports Physical Form**, and students must be covered by medical insurance in order to practice and/or compete. Students who are not insured may obtain insurance information at the Dutcher Middle School office.

WHAT TO DO IF YOU CAN'T ATTEND TRYOUTS

It is essential for all players to attend tryouts, as this is the only way to ensure players are appropriately selected, teams are most effectively formed, and the team is fully prepared for the competitive season. **If, however, a student is unable to attend tryouts for whatever reason, the student or parent must personally notify the coach, and/or athletic director PRIOR to the first day of tryouts, or he or she will forfeit their opportunity to tryout.** It is solely within the athletic director/administrator's discretion to allow an opportunity for a separate tryout. For more information, please contact the athletic director or administration.

SCHEDULE OF AFTER SCHOOL SPORTS

FALL	Girls' Volleyball, Co-ed Soccer
WINTER	Boys' Basketball, Girls' Basketball, Co-ed Wrestling
SPRING	Co-ed Track and Field, Girls' Softball

GUIDELINES FOR DISTRICT STAFF AND PARENTS REGARDING STUDENT FEES, DONATIONS AND FUNDRAISING

Recently the issue of fees, charges, deposits, donations and fundraising related to courses and activities has been at the forefront of public attention locally and nationally. There is a guide for District staff and parents, with the twin goals of school-community cooperation to support programs and legal compliance while providing that support on our District website (<http://turlockusd-ca.schoolloop.com/>). Taken as a whole, the intent of the guide is to emphasize that the question is not *whether* schools and their communities can raise money to support programs – they can – but *how* funds can be raised through lawful means.

GRADING POLICY

Each individual teacher determines grades for his/her classes. Teachers will explain the criteria for grading at the beginning of the course. Only the teacher may change a grade. Letter grades for all students will reflect the following:

- **A** Excellent
- **B** Above Average
- **C** Satisfactory
- **D** Passing, but not Satisfactory
- **INC** Incomplete, to be replaced by final grade at a date mutually agreed to by the student and teacher
- **P** Pass
- **F** Failure, no credit awarded

Students and parents are entitled to be notified whenever it becomes evident to the teacher that the student may fail. Normally, the student and parents will be notified by the mid-point of a grading period, except in those situations where there is a sudden decline in a student's performance later than that mid-point.

REPORT CARDS/PROGRESS REPORTS

Student report cards will be mailed home four (4) times a year (October, January, March and June). The June report card will be mailed after the close of school. Progress reports are sent home at each mid-quarter and any other time the teacher determines is appropriate. Progress reports provide students and parents with information on student progress. If you have a question about your student's progress, call the office or email individual teachers to arrange a meeting with your child's teacher(s) or counselor.

AWARDS AND RECOGNITION

Dutcher Middle School is committed to recognizing the outstanding performance of its students on an academic, as well as a behavioral level. We believe it is essential to celebrate outstanding performance by our students with a variety of awards and celebrations.

- **Dutcher Middle School Renaissance Recognition Program:** In an effort to recognize the accomplishments of our students who demonstrate academic excellence during the quarter/trimester, they will be rewarded based upon the following levels of accomplishment:
 - Students who earn a GPA of 4.0 or all 4's will qualify for the **GOLD** card.
 - Students who earn a GPA of 3.5 to 3.9 or 4's and 3's will qualify for the **PURPLE** card.
 - Students who earn a GPA of 3.0 to 3.49 or all 3's will qualify for the **TEAL LEVEL** card.
- **California Junior Scholastic Federation (CJSF):** Students who meet the CJSF requirements will be awarded a CJSF certificate and granted membership in CJSF for that particular academic year.

REQUIREMENTS FOR PROMOTION TO HIGH SCHOOL

Students can earn thirty-five units of credit each quarter or 120 units of credit per year by earning five (5) credits per quarter for each class that they pass. Students will accumulate credits during both their 7th and 8th grade year.

It is important for students to keep track of the credits they have earned. Credits earned are reported on each quarter's report card. Students can earn a total of **240** credits during the 8 quarters they attend Dutcher Middle School. Students must earn **at least 215 credits** to be considered for Promotion to high school. The counselor will notify parents of those students who are deficient in credits and unable to participate in the promotion ceremony.

Students who fail to meet the promotion requirements for credits or have been suspended for five (5) or more days, will be not be able to participate in the Promotion Ceremony and Activities.

When an 8th grade student has failed to accumulate 215 credits, the retention committee will meet to discuss the possibility of retention.

<u>7th Grade</u>		<u>8th Grade</u>	
<u>Quarter 1</u>		<u>Quarter 1</u>	
Credits possible =	30	Credits possible =	30
Credits earned =	_____	Credits earned =	_____
<u>Quarter 2</u>		<u>Quarter 2</u>	
Credits possible =	30	Credits possible =	30
Credits earned =	_____	Credits earned =	_____

Quarter 3

Credits possible = 30
 Credits earned = _____

Quarter 3

Credits possible = 30
 Credits earned = _____

Quarter 4

Credits possible = 30
 Credits earned = _____

Quarter 4

Credits possible = 30
 Credits earned = _____

7TH GRADE TOTAL = _____

8TH GRADE TOTAL = _____

Credits Possible = 120

Credits Possible = 120

Minimum Credits required for Promotion Ceremony and Certificate = 215

7th AND 8TH GRADE END-OF-YEAR ACTIVITIES

Promotion Ceremony

- Students who fail to meet the promotion requirements for credits will not be able to participate in the Promotion Ceremony.
- Students who have been suspended five (5) or more days for the current school year will not be able to participate in the Promotion Ceremony and/or Activities.
- Students must be in attendance a minimum of four (4) class periods in order to participate in the Promotion Ceremony.
- Students must currently be eligible (2.0 GPA) to participate in the Promotion Ceremony.
- Student cannot be on Step 4 of the TUSD Tardy Policy
- Students must have twenty (20) or less unexcused absences during the school year. The following reasons will NOT count against a student's' attendance record for the purpose of end of year activities:
 - Funerals and the death of a close relative/ family friend
 - Each day of absence which has been approved by a doctor.

8th Grade Dance

- Student must meet the promotion requirements for credits and cannot have five (5) or more days of suspension for the current school year in order to attend the 8th Grade Dance.
- Students must be in attendance a minimum of four (4) class periods in order to participate in the 8th Grade Dance.
- Students must currently be eligible (2.0 GPA) to attend the 8th Grade Dance.
- Student cannot be on Step 4 of the TUSD Tardy Policy.

Achievement Awards Ceremony

- Students who have achieved a cumulative 3.0 - 4.0 grade point average in all classes based on grade level curriculum standards, including P.E. and electives, during both the seventh (7th) and eighth (8th) grade years will be recognized by the awarding of the following medallions. These medallions will be worn during the Promotion Ceremony.
 - *Gold Medallion* - 4.0 cumulative GPA
 - *Silver Medallion* – 3.5 – 3.9 cumulative GPA
 - *Bronze Medallion* – 3.0 – 3.49 cumulative GPA

- Student cannot be on Step 4 of the TUSD Tardy Policy.

7th and 8th Grade End of Year Field Trips

- Eligibility Guidelines for students participating in the end of year field trips:
 - **Grades** - for Quarter 3 grading period, students must have a 2.0 GPA.
 - **Behavior** - students cannot have five (5) or more days of suspension for the current school year.
 - **Attendance** - students must have twenty (20) or less unexcused absences during the school year. The following reasons will NOT count against a student's' attendance record for the purpose of end of year activities:
 - Funerals and the death of a close relative/ family friend
 - Each day of absence which has been approved by a doctor.
 - Student cannot be on Step 4 of the TUSD Tardy Policy.
 - Students must have all books and uniforms turned in and all school fines must be paid.
 - Tickets and bus seat are **non-refundable**. No postdated checks will be accepted. No exceptions.
 - Students cannot use individual park passes.

Participation in any and all 8th grade activities is subject to the discretion of the Dutcher Middle School Administration.

UNPAID BILLS AND FINES

California State Education Code Section 48904 gives permission for "Any School district...whose real or personal property has been willfully cut, defaced or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district who is authorized to make the demand, may after affording the pupil his or her due process rights, withhold such items as the **yearbook, grades, diploma and transcripts** of the pupil responsible for the damage until the pupil or this pupil's parent or guardian has paid for the damages thereto"...not to exceed seven thousand five hundred dollars (\$7,500.00).

TEXTBOOK POLICY

The proper use and care of textbooks and library books are important student responsibilities. Depending on the subject and level, most students use classroom sets of textbooks and check out copies through the library clerk to be used and kept at home until recalled at the end of the year.

Personal copies of textbooks sent home are issued using a computerized bar code system. From the time the personal copies are issued to a student until they are safely scanned back into the computer system, each student is responsible for the proper care of the textbooks and the bar codes attached to them. Students who do not return textbooks or damage them or the bar code while the book is in their possession are required to pay fines for the cost of replacing the textbook or repairing the damage.

LOST OR DAMAGED TEXTBOOKS

Repairs (rebinding, bar code, minor repairs)
Water damage
Non-repairable or lost

\$ 20.00
Full purchase price
Full purchase price

LOST OR DAMAGED LIBRARY BOOKS

Repairs (torn pages, writing)
Non-repairable or lost

\$ 10.00
Full cost of book

Bar code damage
Binding repair

\$ 5.00
Actual cost of rebinding

TRANSFER TO ANOTHER SCHOOL

Students planning to leave Dutcher Middle School need to:

- Report their intent to change schools to the Records Secretary in the office **at least two (2) days prior to checkout or as soon as they find out they are changing schools.** The Records Secretary will provide the student with copies of records needed to enroll at the next school.
- **Return all textbooks and/or library books to the library clerk**
- Pay all fines
- Obtain a checkout sheet from the Records Secretary and have all teachers enter the final grade for each class and obtain the signature of the library clerk on the last day of attendance.

BICYCLES / SKATEBOARDS / ROLLER BLADES / SCOOTERS

- All bicycles must be registered with the Turlock Police Department
 - All riders must wear an approved bike helmet
 - Upon arriving at school, riders will walk bikes to the bike racks
 - Riders will lock bikes securely
 - The school is not responsible for lost or stolen bicycles, skateboards, scooters and other similar items not allowed on campus.
 - Students cannot store bicycles/skateboards/rollerblades/scooters in teacher's classrooms or other offices on campus.
1. Stay away from bicycles during the school day. Students loitering near the bike racks may be accused when things are missing.
 2. **Bicycles, roller blades, scooters, skates, skateboards, and other similar items may not be ridden at school at any time, even after school and on weekends.** (Turlock City Ordinance 4-14.204 et sec.)

INTERNET USAGE

- Student and parent/guardian must sign a Technology Acceptable Use Agreement
- On-site computer lab use is for school work only
- Email and chat room usage, as well as inappropriate websites, are not permitted

Take-Home Chromebook Policies & Procedures

The ongoing goal of our 1:WEB Chromebook initiative is to provide quality instruction and resources that meet the academic needs of our students while preparing them with the 21st Century skills necessary to be successful in tomorrow's world. The collaborative learning environment created by this initiative will enable and support students and teachers to implement transformative uses of technology while promoting the development of self-directed and lifelong learners. We will continue to support students towards a transition from being consumers of information to creative producers and owners of knowledge.

To better familiarize yourself with District Chromebook policies, please review the TUSD “Handbook for Take-Home Chromebooks” that was distributed over the summer and is available online on the TUSD and Dutcher websites.

Receiving Your Device

Devices will be distributed at the start of the school year, during the first weeks of school. Students must complete the following as part of the Chromebook check-out process:

- Have a signed Parent/Student Acceptable Use Policy (part of the beginning of the year packet)
- Have completed the digital citizenship requirement (<https://bit.ly/TUSDSummerDigCitProgram>)
- Have a signed Chromebook agreement (distributed with the “Handbook for Take-Home Chromebooks”)

Care of Property

The policy for care of district technology, which includes District-issued Chromebooks, can be found on pages 30-32 of the Annual Notification of Parent and Student Rights. If a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student may also be subject to discipline according to the Student Discipline Code.

Replacement of Lost or Damaged Property

Students/families will be held responsible for the cost of replacement of any materials or property which are lost or damaged through their negligence or intentionally destructive behavior. Please discuss with your child the importance of taking good care of textbooks, library books, and all school equipment and property. Information about the best care for Chromebooks can be found later in this document, and at <https://bit.ly/tusd1to1parentinfo>.

Lost Device and Accessories

Students and parents are responsible for a device or any of its accessories that are lost (whereabouts unknown). The parent and student are responsible for the replacement cost of the lost device or accessory.

The approximate value of the devices and its components is \$400 (Dell 3100) / \$300 (Dell 3180)

Keyboard- \$25.00	Screen- \$150.00
Bottom/Top Cover- \$20.00/\$25.00	Power adapter- \$48.00

Optional Device Insurance

Parents may purchase insurance online at www.schooldevicecoverage.com or print out the form on the TUSD 1:1 Parent Info Site, <http://bit.ly/tusd1to1parentinfo>, fill it out, and mail it in with a check. If a family elects not to purchase insurance, they will be required to pay out of pocket if damage occurs to the device. Some renter and homeowner policies may cover device loss/damage. We encourage families to explore this option.

Personalizing the Device

Devices must remain free of any decorative writing, stickers, labels, etc., unless they are placed by District personnel.

Devices in need of Repair

Students are responsible for the general care of the Chromebook they are issued by the school, including loaners. Chromebooks that are broken or fail to work properly must be immediately reported to the school librarian (room 18). School owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

- **Loaner Chromebooks** may be issued to students when they leave their school issued Chromebook for repair with the School Librarian (room 18).
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.
- Chromebooks on loan to students that are having their device repaired may be taken home.
- A school staff member will contact students when their devices are repaired and available to be picked up.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Students forgetting their Chromebook at home

- Students that forget their assigned Chromebook at home should report to the Library, before school, and check out a loaner for the day.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the issued device.
- The Librarian will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school. The discipline office monitors the number of times each student leaves their Chromebook at home. Failure to bring an issued Chromebook to school may result in disciplinary action (i.e. detention, lunch detail, etc.)
- The students that obtain a loaner will be responsible for returning the borrowed device to the Library **before 3:15 p.m.** If a loaner is not turned in by 3:15 p.m., the Librarian will submit a report to the discipline office and the Main Office will work on retrieving the loaner.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a District issued Chromebook or school-related digital accounts, regardless of whether that use is for School/District related or personal purposes, other than as specifically provided by law. The School/District may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring and/or recording of their use.

During school-hours, teachers, school administrators, and/or the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Return of Chromebook:

Student Chromebooks and chargers will be collected at the end of each school year for maintenance over summer vacation. Each will be inspected upon return for damage, and if any is found, the student and his/her guardians may be required to pay for repair.

Any student who transfers out Dutcher Middle School will be required to return their Chromebook and charger. If they are not returned, the parent/guardian will be held responsible for payment in full and the device will be disabled.

CELL PHONE USAGE

Students are required to have their cell phones turned off and put away upon entering their first classrooms in the morning. Cell phones shall remain off and put away during the instructional day or at a school-related activity, except when medically necessary.

- **Board Policy 5131** -- Cell phones, smart watches and other communication devices – Pursuant to TUSD Board policy, students are permitted in junior high/middle school and high school to use cellular phones, smart watches and other mobile communication devices during their respective lunch period.
- No student shall use an electronic device with a video or voice recording function or camera in a manner which infringes on the privacy rights of other students or individuals.
- Students may be allowed to use their cell phones at the discretion of the classroom teacher for instructional purposes. Subsequent to the usage, it is the student's responsibility to turn off their phone and put the phone away.
- If the teacher allows cell phone usage for instruction, then the following procedures shall apply: (1) teacher shall direct students when to take out and turn on the phones, (2) teacher shall monitor usage, and (3) teachers shall direct students to shut off and put away the cell phones prior to the end of the class period or before leaving the classroom.
- The purpose is to teach students respectful and responsible usage of smartphones in a safe and caring learning environment.
- It is the student's responsibility to turn off their cell phones during school hours. The School shall not be responsible for the loss, theft, or destruction of any device brought on to school property.
- Students are allowed to use their cell phones before school, during lunch, and after school. Students should not be calling, texting, posting or accessing social media at any other times during the school day. Students are required to have their cell phones turned off and put away upon entering their first classroom in the morning, except when medically necessary. Students should ask their classroom teacher or Student Services secretary to use the phone if there is a need to contact their parents during class or passing period.

Cell Phone Guidelines (Reset Annually)	
Step 1	Confiscate Phone/Student Pick-Up
Step 2	Confiscate Phone/Parent Pick-Up and/or OMC
Step 3	Confiscate Phone/Parent Pick-Up/(Parent Conference)/1 Hour Detention
Step 4	Confiscate Phone/Parent Pick-Up/2 Hours Detention and/or OMC
Step 5	Confiscate Phone/Parent Pick-Up/2 Hours Work Detail and/or OMC

DETENTION/WORK DETAIL FOR VIOLATION OF CELL PHONE USAGE

- 1ST referral: Parent/guardian pick-up and warning.
- 2nd referral: Parent/guardian pick-up, 4 sessions of work detail assigned.
- 3rd referral: Parent/guardian pick-up, 8 sessions after school detention assigned.
- 4th referral: Parent/guardian pick-up, 1 day suspension assigned or alternative consequence.

DETENTION/WORK DETAIL

- Lunch Detentions (School Accountability Program – **SAP**) are served during the first fifteen minutes of the lunch period.
- After school Detentions are served from 3:05 – 3:45 p.m. in the Student Services Office.
- After school Detention will not be held on minimum days.
- Work detail may also be assigned in lieu of detention.
- Students must provide the detention supervisor with a note for an excused absence.

RETURN FROM SUSPENSION

When a suspended student returns to school, a parent or guardian **must** meet with a school administrator. Students will be given a reasonable opportunity to ***and are expected to*** make up and receive full credit for any assignments, tasks or other work missed while on suspension. The Education Code section regarding homework and students who are suspended states the following:

(E.C. 48913) Completion of Assignments: The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. It is the responsibility of the student to request the homework from their teachers.

EMERGENCY DRILLS

State law requires schools to conduct evacuation drills, disaster drills, bus-evacuation drills and other safety trainings. Students are expected to obey the instructions of all teachers, supervisors or bus drivers during these drills. Students are expected to clear buildings as quickly as possible in a quiet, orderly fashion. **DO NOT RUN.** Each teacher will direct his/her class to the assigned area on the school grounds. Students will wait for the all-clear signal before returning to the classroom.

DRESS AND GROOMING

In partnership with students and parents, the Turlock Unified School District administration, and staff requests review of students' attire to ensure it meets the following dress code guidelines before arriving to school:

Students MUST Wear:

- Top with straps
- Bottom: pants, skirts, shorts, etc. covering buttocks (no micro minis or short shorts with entire thigh exposed)
- Shoes (no backless footwear for elementary students)
- **Secured** clothing that protects and covers personal body parts

Students MAY Choose to Wear:

- Hats, including religious headwear
- Hooded shirts/jackets (over the head is allowed)
- Teachers/staff may direct students to remove/adjust the position of hats/hoods over the head on campus in situations that include, but are not limited to, classroom activities, headphone/earbud use issues, or visual identification of a student's face. This does NOT apply to any headwear worn for religious reasons.

Students CANNOT Wear:

- Clothing that depicts violent language or images
- Clothing that includes, but is not limited to hats, shoes, headgear, belts, shirts, pants, piercings, key chain holders that are deemed a potential threat to student and/or staff safety
- Clothing accessories that can create a danger to other students on campus or at school events (spiked neck or wrist bands, pointed rings, large medallions, heavy or long chains, and other hazardous objects).
- Clothing that illustrates images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Clothing that displays hate speech, profanity, pornography
- Clothing that includes images or language that create a hostile or intimidating environment based on any protected class
- Clothing that is sheer or see-through, (clothing must be opaque)
- Visible underwear, bralettes, bandeau tops, sports bras, or backless shirts including “tube tops”
- Unsecured clothing that allows personal body parts to be visible with movement or contact
- Helmets, hoods, or other headgear that obscures a student's identity (except as a religious observance)
- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require removal of a hood and/or hat

Examples of clothing deemed a potential threat to student and/or staff safety:

- Pants oversized at the waist such as folded in at the waist or belt line (e.g. student with a 32” waist should wear pants no larger than 32” waist)
- Wearing pants below the waistline (sagging)
- Steel-toe combat style boots
- Jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire worn or carried on campus, or at school activities, that may be intimidating to students/staff
- Solid red or blue items including, but not limited to, scrunchies, belts, shoelaces, and beanies
- Predominately red or blue shirts or sweatshirts (two or more articles of clothing)
- Red or blue items hanging over the shoulder or out of pockets
- Red or blue apparel exposed under any shirt or collar
- Non-team color or intimidating hats, knit caps, baseball-type caps, or head gear
- Bandanas, red or blue belts, red or blue shoelaces, or red or blue rags

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.

2. Appropriate shoes must be worn at all times.

3. Clothing shall be sufficient to conceal undergarments. See through tops are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principle or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066).

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Students shall be allowed to wear sun-protective clothing, including but not limited to school-authorized hats, for outdoor use during the school day. (Education Code 35183.5

Solid red or blue clothing items and/or shoelaces are not allowed. Students should not wear more than one article of red or blue.

Students not following the DMS Dress Code will be required to change into their Dutcher PE Clothes and/or asked to remove their hats/beanies or lanyards.

CONSEQUENCES

1. First through third infraction – warning and loaner clothes may be given. The student's parents may be called to bring appropriate clothing and detention may be issued.
2. Fourth and subsequent infraction – the student may be given detentions, work detail, or suspended for defiance.

DISCIPLINE PHILOSOPHY

The most powerful aspect of the Dutcher Middle School discipline philosophy is to identify students who choose to follow and obey the rules. As a result, Dutcher Middle School has established a high standard of student expectations to help maintain a safe and orderly campus that is conducive to learning.

SCHOOL AUTHORITY

Students are under the authority of school officials and are responsible for obeying the school rules while at school, while at a school activity and **while going to and from school or a school activity.**

DEFIANCE

Defiance is the refusal to obey lawful authority. Students at Dutcher Middle School who choose to defy any member of the school staff will be disciplined in accordance with the Turlock Unified School District's 6th, 7th, and 8th Grade Discipline Guidelines/Recommendations. The teachers

and other members of the staff are required by district policy and state law to provide proper supervision.

ABUSE OF SCHOOL PERSONNEL

Students cannot harass school personnel or their families, or cause damage to their property. It makes no difference if the actions are on or off campus or at what time of the day. Any deliberate act intended to cause injury, insult (this includes using profanity towards a staff person), or property loss will result in disciplinary action at school as well as possible criminal prosecution.

DRUGS AND ALCOHOL

The possession, use, sales or being under the influence of unlawful drugs or alcohol is forbidden while at school or any school activity. Students who violate this rule may be suspended and/or cited by the Turlock Police Department.

A repeated offense of drug/alcohol violation or a first offense for drug/alcohol sales may result in a suspension pending expulsion and police contact.

State law also forbids offering a substance for sale as a drug even though, in fact, the substance is not actually an unlawful drug. Violation of this rule will result in referral to the Turlock Police Department and suspension pending a possible expulsion.

SMOKE – FREE CAMPUS

In the best interest of students, employees and the general public, the Governing Board prohibits the use of tobacco products AT ALL TIMES on District property and in District vehicles. **This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event.** It also applies to any meeting on any property owned, leased or rented by or from the District. Please contact the Office of Student Services, 667-0887, for information about programs to assist you or your child about smoking cessation.

Students cannot use or have tobacco of any kind on campus or at any school activity. This includes **students traveling to and from school.** Violation of this rule will result in suspension and referral to an awareness session on the use of drugs and tobacco.

VIOLENCE

VIOLENCE WILL NOT BE TOLERATED AT DUTCHER MIDDLE SCHOOL.

All students who are involved in fights (unless it is clearly a case of self-defense against an unprovoked assault) may be suspended. Serious threats of violence may also result in suspension. Repeated incidents of fighting, incidents of threats of violence or any fight that results in serious injury may result in suspension pending a review for possible expulsion. In all cases of unprovoked assaults, the offending student will be suspended pending possible expulsion, and criminal charges may be filed with the Turlock Police Department.

WEAPONS OR EXPLOSIVES

State law forbids anyone, except a peace officer, to bring any type of weapon or explosive onto a public school campus without the permission of the principal. Included under this prohibition are fireworks and knives. Students who violate this rule will be referred to the administration for disciplinary action. Incidents involving possession of firearms or other lethal weapons will result in arrest by the Turlock Police Department and suspension pending possible expulsion. The principal or the Superintendent of Schools may recommend a pupil's expulsion for possession of any knife, explosive or other dangerous object ***at school or at a school activity off school grounds***, Education Code 48915(A).

GANG-RELATED CONDUCT AND ACTIVITIES

Gang-related conduct/activities at Dutcher Middle School and during all school-sponsored activities are a threat to the safety of others and are strictly prohibited. Dutcher Middle School intends to maintain a campus that is safe, secure and peaceful in accordance with California statutes.

Gang-related conduct/activities may include, but are not necessarily limited to, drawings, graffiti, **apparel, colors**, hazing, initiations, hand signals, **clothing arrangements, trademarks, accessory items** or any other symbols or actions which *may* denote membership in such a group as identified by the administration or by law enforcement.

Students who are involved in suspected gang-related activities on the Dutcher Middle School campus or at any school-related activity may be suspended from school and possibly be recommended for expulsion.

FOLLOWING DIRECTIONS OF TEACHERS

Students are expected to follow the directions of all teachers while at school. The teachers are expected to provide adequate instruction, but they cannot do this without the cooperation of their students. If you have a complaint or concern about how a class is being conducted, you should meet with the teacher **in private outside of class time to discuss it**. When in class, students are expected to obey the instructions of the teacher. Persistent or flagrant misbehavior may result in removal from the class.

DISPLAYS OF AFFECTION

A school campus is not the place for obvious displays of physical affection between students. This includes hugging, kissing, holding hands, embracing, and other forms of physical affection. Students at Dutcher Middle School are expected to show restraint. If inappropriate behavior is observed, parent contact will be made. Repeated displays of affection may result in suspension.

ABUSE OF STUDENTS

Any form of harassment or hazing of students is prohibited by Education Code 48900 (q), 48900.2, 48900.3, and 48900.4

VANDALISM

It is against the law to cut, deface or destroy any real or personal property belonging to the school district, teachers or students, or engage in malicious mischief (false alarms, firecrackers, setting fires in trash cans, etc.)

Education Code 48904. Students can be arrested and suspended from school for these violations. Parents are responsible for paying damages.

GROUND FORS SUSPENSION/EXPULSION (EDUCATION CODE 48900)

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of the subdivision (a) to (q) inclusive. Suspensions will be issued in compliance with California State Education codes 48900, 48910, 48911. Grounds for suspension are:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee, which is concurred in by the principal or the principal's designee.
- 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, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.

- e. Committed or attempted to commit 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 or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary action.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- s. A pupil may not be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following: (1) While on school grounds; (2) While going to or coming from school; (3) During the lunch period whether on or off the campus; or (4) During, or while going to or coming from, a school sponsored activity.
- t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provision of this section.
- u. As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- v. A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and anger management program, for a pupil subject to discipline under this section.
- w. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from school activities.

ADDITIONAL GROUNDS FOR SUSPENSION/EXPULSION

- 48900.2 – Sexual harassment as defined in Section 212.5.
- 48900.3 – Students in grades 4 – 12 who have caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 233.
- 48900.4 – Students in grades 4 – 12 who have intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- 48900.7 – A student has made terrorist threats against school officials or school property, or both.

POSITIVE BEHAVIOR SUPPORTS

See the TUSD Positive Behavior Supports Matrix on page 33.

SEXUAL HARASSMENT

BP 5145.7(a)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Title IX Coordinator
Director of Student Services
1574 E. Canal Drive, Turlock, CA 95380
(209) 667-0632 (ext 3)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, course-related adjustments, modifications of class schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Emergency Removal from School

A student shall not be disciplined for alleged sexual harassment under Title IX until the investigation has been completed. However, on an emergency basis, the district may remove a student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

TUSD FOOD AND WELLNESS POLICY

The Turlock Unified School District (TUSD) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating. TUSD has adopted a "Wellness Policy" that supports healthy choices for all students. Foods served to students apart from their lunch must be made and labeled by a certified retailer. **Sharing of foods is prohibited during lunchtimes.**

All fundraisers during school hours must meet the nutritional guidelines in the Wellness Policy. TUSD encourages healthy choices for celebrations and class parties.

LUNCH PURCHASES

LUNCH IS SERVED FROM 11:39 AM - 12:17 PM / 11:10 AM – 11:48 AM on Wednesday's

Students use their student ID to pay for their lunch or they may memorize their Permanent ID Number (PIN). The cost of lunch will automatically be deducted from the student's account. Inquiries about the status of a student's account or other information should be directed to **Dutcher's cafeteria manager or call Child Nutrition at 667-9048.**

CAFETERIA SERVICE

Meals will be offered to all students at no cost for 2023-2024. Lunch applications are no longer required to participate in the meal program. However, TUSD will request that parents complete the Household Family Survey which provides important information to our district in planning student services and programs. Students who wish to purchase extra items such as milk or bottled water (where applicable) will need to create an online payment account with MySchoolBucks. Parents can make payments to their child's meal account 24/7, 365 days a year, view cafeteria purchases, track meal account balances, set up low-balance email reminders, and schedule recurring payments all online! Visit www.myschoolbucks.com to create an account today! (Convenience fee of \$2.75 per transaction will apply) **All students who wish to purchase milk are encouraged to take a reimbursable meal, which includes milk, entrée, and/or fruit/vegetable, at no cost.**

LUNCH OPTIONS

Students have the option of purchasing lunch in the cafeteria, at the snack bar and at the student store. Students may also bring a lunch from home. Students who forget their lunch or lose their money should notify the campus supervisor or the office staff and arrangements will be made for a free courtesy lunch through the cafeteria.

LUNCH DELIVERIES

For safety purposes, parents are required to deliver lunches to the front office. Curbside pick-up is prohibited. The office staff will notify students that their lunch is in the office if it is delivered **before** the start of lunch. **Pizza or other restaurant deliveries for a group are not allowed.**

CURBSIDE DROP-OFFS

All parents or guardians should check in to the front office before making contact with their student and before they drop off items such as lunch, birthday treats, gifts, etc. Curbside drop-offs are NOT allowed.

GAMING SYSTEMS

Gaming systems of any kind are not allowed on campus. Students should not bring them to school. If a gaming system is confiscated, parents/guardians will be asked to pick them up from the Student Services Office after school.

NON-SCHOOL SPONSORED/PERSONAL FUNDRAISING

Non-school related or personal fundraising is not allowed on campus, including the sales of candy, gum or other items not related to a (DMS) school club or school related event.

REPORT TO PARENTS

All rules and regulations have been approved by Turlock Unified School District and reflect the Education Code of California and the policies of the Turlock Unified School District.

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h)) Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
9. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
10. Knowingly received stolen school property or private property (Education Code 48900(l))
11. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

12. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
13. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

14. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

15. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

16. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burnpage or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

17. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

18. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8) In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
 - a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
 - b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
 - c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

TUSD Positive Behavior Supports Matrix

Positive Behavior Supports is a school-wide approach to support and teach expected student & teacher/staff behavior. All TUSD teachers/staff & students will use the matrix on a daily basis to learn and practice social behaviors that are conducive to a positive school climate.

Definitions	Be Respectful (Treat yourself & others with kind words & actions)	Be Responsible (Take care of self & others at school)	Be Safe (Keep self & others out of danger)
Classroom	Use kind words and actions - Wait quietly - Raise your hand to speak - Follow directions - Say please and thank you - Participate actively in your own learning - Produce and turn in own work- Listen to others - Wait your turn	Follow directions first time given - Give your best effort - Be prepared for class - Be on time - Finish your work on time - Dedicate yourself to become a lifelong learner - Desire to learn	Be substance free - Keep hands, feet & objects to yourself - Use peaceful solutions - Maintain appropriate physical boundaries - Keep all legs of chair on ground - Alert adult to any problems
Restroom	Clean up after yourself - Respect others' privacy - Use "indoor voices"	Flush the toilet - Put all paper towels in the basket - Report graffiti, damage, or disturbances to a staff member	Be substance free - Wash hands with soap - Get in & out quickly
Hallway	Use appropriate language - Walk quietly - Walk down right hand side of the hallway - Allow room for travel - Clean up after yourself - Be honest & considerate	Get to where you need to go on time - Pick up litter when you see it - Be efficient in use of time - Be aware of your impact on others	Be substance free - Walk using correct hallway procedure - Keep hands, feet & objects to yourself - Maintain a path for travel - Report dangerous & hazardous situations - Follow teacher requests
Arrival/Dismissal (Parking Lots)	Use kind words & actions - Follow staff directions - Honor traffic laws - Park in designated spaces - Clean up after yourself - Use appropriate language	Be on time - Enter & exit quietly - Follow breakfast procedures	Be substance free - Walk instead of running - Keep hands, feet & objects to yourself - Follow directional lane when entering or leaving - Use crosswalks - Use designated drop off area
School Yard	Follow staff directions - Use kind words and actions - Use positive language - Intervene and/or report bullying - Show tolerance towards others - Honor diversity	Look out for you classmates - Put equipment, toys & games away after use - Stay campus in assigned areas - Report disturbances, accidents, & injuries to staff	Be substance free - Take turns - Use equipment, toys & games properly - Immediately report to staff if you are being bullied - Keep hands, feet & objects to yourself
Cafeteria	Use "indoor" voice - Follow directions the first time they are given - Use good manners - Use appropriate language - Clean up after yourself	Keep food/drink at table area - Clean up your own table/floor area- Encourage others to keep area clean - Eat quietly and politely	Follow line procedure - Remain seated until dismissed - Keep hands, feet & objects to yourself - Keep legs under table when sitting - Eat & sit in designated area
Bus	Say please and thank you - Use "indoor" voices - follow directions given by bus driver	Keep the bus clean - Keep all personal items with you at all times - Clean up after yourself - Take care of school property & other peoples' property - Take care of personal property	Be substance free - Remain seated until the bus comes to a complete stop - Remain quiet at RR crossing - Keep hands, feet & objects to yourself
Library	Follow directions - Say please & thank you - Use your whisper voices	Place books in the return bins - Report book damage immediately - take care of the book you have borrowed	Walk through the library - Open the door slowly when leaving - sit correctly in chairs
Computer Lab	Follow directions - Use "indoor" voices - Click gently and type softly	Stay on your own computer - Keep all food & drink away from the computer lab - Report all problems to your teacher	Use computer equipment properly
Activities/Events	Use appropriate language - Honor performers & athletes - Display good sportsmanship - Demonstrate positive school spirit	Model positive behavior - Display positive image of TUSD	Be substance free - Avoid conflict - Engage in the event in a positive manner