

Rivera Middle School

Parent and Student Handbook 2025-2026



Home of the Shining Knights

Achievement Respect Motivation Organization Responsibility



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General Information 2025-2026

School Office (209) 385-6680 School Fax (209) 385-6702

The school office is open each school day from 8:00 A.M. to 4:00 P.M. **Student gates will open at 8:40 A.M.**

Principal: Ms. Mystee Schindler Assistant Principal: Mrs. Josy Pulido Learning Director: Mr. Joshua Shaw	Office Manager: Ms. Toni Murrieta Office Clerk: Mrs. Julie Haycraft Health Assist: Mrs. Denise Burks Spanish Liaison: Mrs. Evalinda Casteneda
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In order to best serve you, **please schedule appointments with administrators through the office staff.** We cannot guarantee availability for walk-in appointments due to supervision needs of our students before school, at break, at lunch, and after school.

BELL SCHEDULES

Regular Day (Monday, Tuesday, Thursday, Friday)		Wednesdays (Early Dismissal)		Parent/Teacher Conferences Minimum Days	
Warning Bell	9:05 am	Warning Bell	9:05 am	Warning Bell	9:05 am
Period 1	9:10 - 9:41 am	Period 1	9:10 - 9:40 am	Period 1	9:10 - 9:41 am
Period 2	9:44 - 10:30 am	Period 2	9:43 - 10:21 am	Period 2	9:44 - 10:09 am
Period 3	10:33 - 11:19 am	Period 3	10:24 - 11:02 am	Period 3	10:12 - 10:37 am
Break	11:19 - 11:29 am	Break	11:02 - 11:12 am	Break	10:37 - 10:47 am
Period 4	11:32 - 12:18 pm	Period 4	11:15 - 11:52 am	Period 4	10:50 - 11:15 am
Period 5	12:21 - 1:07 pm	Period 5	11:55 - 12:33 pm	Period 5	11:18 - 11:43 am
Lunch	1:07 - 1:57 pm	Lunch	12:33 - 1:23 pm	Period 6	11:43 - 12:11 pm
Period 6	2:00 - 2:46 pm	Period 6	1:26 - 2:04 pm	Period 7	12:14 - 12:40 pm
Period 7	2:49 - 3:35 pm	Period 7	2:07 - 2:45 pm	Lunch	12:40 - 1:30 pm

2025-2026 CALENDAR OF EVENTS (subject to change)

Special Dates		Holidays and Recesses	
August 13	First Day of School	September 1	Labor Day
September 18	Back to School Night	November 10-11	Veterans Day Recess
October 17	End of 1 st Quarter	November 24-28	Thanksgiving Break
October 20-28	Parent Conferences. (1:30 dismissal)	December 18-January 2	Winter Break
January 9	End of 2 nd Quarter	January 19	MLK Jr Birthday
March 5-6	Staff Development (Minimum Day)	February 16-20	Presidents Week
March 26	Open House	April 3-10	Spring Break
March 27	End of 3 rd Quarter	May 25	Memorial Day
June 2	8 th Grade Graduation Trip		
June 3	Graduation		
June 5	End of 4 th Quarter Last Day (1:40 dismissal)		



ACHIEVEMENT



RESPECT



MOTIVATION



ORGANIZATION



RESPONSIBILITY



Positive Behavior Interventions and Support

Rivera strives to provide a safe, more culturally responsive environment, where students learn social and emotional skills and receive additional supports to increase their engagement in learning. In order to provide this environment, the Rivera Middle School's PBIS and KORT Leadership Teams collaborate to plan and implement procedures that foster a positive and safe learning environment. We strive to teach students the behavior expectations for all areas of the school and maintain transparent and consistent behavior expectations. This is achieved through several weeks of lessons on the behavior expectations given to students at the beginning of the year and after winter break through their first period class. The lessons include a review of the behavior expectations and procedures for the cafeteria, restrooms, outside areas, classrooms, other inside areas, behavior with a guest teacher, and the five step behavior form used in classrooms. Additionally, all students receive a Code of Conduct presentation in their core classes the second week of school or when they enroll (if after the second week of school). The Code of Conduct presentation is given by the school administrative team and reviews all the rules of the school, consequences, and the California Education Codes related to school discipline. The goal is to help all students understand the school rules and policies. They ensure the physical and emotional safety of students and protect their educational experience from disruptions or offenses.



Behavior Expectations	CAMPUS	CLASSROOM	CAFETERIA	LIBRARY	RESTROOM	LOCKER ROOM
 Achievement	❖ Quickly get to your destination ❖ Follow staff directions & procedures	❖ Focus on the task at-hand	❖ Eat food to fuel your body	❖ Use resources to enhance your education	❖ Be direct & purposeful	❖ Follow teacher directions
 Respect	❖ Limit extraneous noise ❖ Share area with peers	❖ Honor rules & expectations	❖ Follow staff directions	❖ Keep voice level down	❖ Be respectful to others privacy	❖ Respect others' privacy - phones off & away
 Motivation	❖ Be on time to your next class ❖ Go directly to your next class	❖ Give your best at all times	❖ Maintain a balanced diet	❖ Read to succeed, everyday	❖ Be quick & efficient	❖ Change quickly - be ready!
 Organization	❖ Take care of your own trash ❖ Take care of equipment	❖ Bring all necessary supplies	❖ Keep area clean	❖ Follow library procedures	❖ Keep facilities clean ❖ Use water, paper and soap appropriately	❖ Keep track of your belongings
 Responsibility	❖ Choose honorable behavior ❖ Keep your belongings close	❖ Be ready to work every day	❖ Take only food that you will eat	❖ Treat materials with care.	❖ Use facilities correctly	❖ Lock your belongings, always

Student Handbook

Agendas/Binders: At Rivera, all students are provided with one free agenda and binder to record daily homework assignments, test schedules, grades, and assist them in learning organizational skills.

- Students are expected to write all assignments in their agenda on a daily basis and return the completed assignments to their teachers on the required date.
- Students are expected to keep their **Five Step Form** in their binder.

Attendance/SARB/Tardies (MCSD AR 5112, EC 46010, EC 60014, EC 45194 and MERCAP):

Special Note to Parents: We continue to find that student attendance is directly related to how successful all students are in school. By attending school on a regular basis, students develop not only good habits of responsibility, but are more healthy, happy, and well-adjusted. Parents, we remind you again that your involvement and careful attention to the importance of making sure your student(s) attends school on a regular basis is one of the most important ways you can assist your student(s) so they can receive a strong education. The time you invest in making sure your student attends school will surely be paid back to you in many positive ways in the years to come, let alone in the success your student will experience. Please make attendance one of your very most important areas to monitor with your student. Thank you for your support.

Students who are absent from school must turn in a note to the Student Office from their parents, or the parents may call the attendance office at 385-6766 to VERIFY the absence. The following are the basic reasons students receive EXCUSED ABSENCES, most other reasons are UNEXCUSED:

- Personal Illness (verified by parent phone call or parent/doctor's note)
- Medical, dental, optometry or chiropractic appointments
- Attendance at funeral service for a member of the immediate family (parents, brothers, sisters, grandparents, uncles/aunts or any relative living in the student's immediate household, EC 45194.)
- Quarantine, under the direction of a county or city health officer

The State considers five (5) tardies as one day of absence. (See Tardies.)

Absences are closely monitored. Parents of absent students should expect a home telephone call to verify the whereabouts of the students, unless the absence has been prearranged. Students with an excessive number of absences will be referred to the School Attendance Review Board (SARB).

If a student is absent/tardy five (5) times:

1. The school will send the parents/guardian a first warning letter.
2. The parent is expected to address the attendance issue with their child.

If a student is absent/tardy ten (10) times

1. The school will send the parents/guardian a second warning letter notifying them of their scheduled conference date and time.
2. The parent/guardian is expected to attend the scheduled conference in order to develop a "Corrective Action Plan" that can be agreed upon so the number of student absences and/or tardies may be reduced or eliminated.

If the parent/caretaker fails to attend the conference or if poor attendance continues:

1. The parents/guardians and student may be referred to the School Attendance Review Board (SARB).

Bicycles:

- Students are expected to WALK their bicycles on school grounds at all times.
- Always LOCK your bike with a sturdy lock. The school is not responsible for lost or stolen property.
- Scooters, skateboards, and rollerblades **are NOT permitted** on campus **at any time**.
- Remember, if you ride your bicycle, **helmets are required by law**.

Cell Phones and Earbuds (Board Policy 5131 and Ed Code 48901.5):

- It is **recommended** that students leave cell phones at home. However, cellular telephones or other mobile communication devices including, but not limited to, MP3 players, wireless earbuds, smartwatches, and/or any other device capable of transmitting and/or receiving data in the form of a voice, text message, and/or capable of accessing the Internet will be placed into locked and sealed Yondr bags provided by a school. (see district board approved Yondr policy at the end of this document).
- **Camera/video phone usage meets the same restrictions as regular cell phones.** Additionally, **at no time** are students permitted to take "phone pictures or video" of any students or adults on campus. Students who take video and post videos taken at school will face disciplinary consequences which may include suspension.

Closed Campus: Students may not leave the school grounds at any time without authorization from the office.

- Once students arrive **on campus** they are not allowed to leave even if school has not started. Students who leave will be marked truant and will be disciplined.
- **STUDENTS ARE NOT PERMITTED TO LOITER ON CAMPUS AFTER SCHOOL** unless they are attending an afterschool program or are at a school sporting event. Student gates will be closed and locked within 15 minutes.

Contraband (Objects that don't belong in school):

Toys, games, radios, MP3 or CD players, iPods, trading cards, water pistols, paintballs, balloons, squirt guns, hair spray (all aerosol cans), rubber bands, pea shooters/spit wads, sexually explicit magazines/pictures/drawings, writings and anything else that promotes/advertises the use of drugs, alcohol, violence, sexual activity, gangs or could distract from the learning environment or could injure/harm anyone, do not belong in school. In addition, permanent markers, laser pens (PC 417.27), "white out," paints, stink/smoke bombs, cap guns, caps, fireworks (explosive devices of any kind), weapons/replicas, drugs, alcohol, tobacco products and matches/lighters are some of the examples of objects that are illegal for students to have at school. If any of the above items are found in the student's possession they will be confiscated and may be returned to the student's parents. Students may also receive disciplinary action resulting in suspension or expulsion. In terms of food and drink, outside, store-bought items will not be allowed on campus. At break, food is to be eaten within the quad and at lunch all food is to be eaten in the cafeteria.



Achievement Respect Motivation Organization Responsibility

DRESS CODE

Merced City School District follows a “Standardized Student Dress”.

Standardized Student Dress guidelines as outlined in Board Policy 5132 and Administrative Regulations 5132 are as follows:

1. Only non-modified school hats, bill worn forward, specific to that campus site are allowed. Other hats, caps, or other types of head coverings may not be worn indoors, except for special dress-up days, school-related hats or caps, or for religious or cultural observance. Students may wear sun-protective clothing, including hats, outdoors during the day. (Education Code 35183.5)
2. Wearing apparel, accessories or colors that advocate, promote or reference gang activity or is perceived to be a threat to students or staff is not allowed. Gang related apparel may include, but is not limited to, jewelry, belts, buckles, bandanas, insignias, body writings, drawings, decals and pictures. (Education Code 32282)
3. Clothing, jewelry, accessories, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which is crude, vulgar, lewd, obscene, profane, violent, or sexually suggestive, or which bears drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocates racial, ethnic or religious prejudice.
4. Attire that is worn or altered in such a way as to identify students with gangs is not allowed.
5. Attire, which does not cover both male and female students' undergarments or midriffs, is not allowed. Incidental visibility of straps or waistbands is not a violation and should not be corrected.
6. Shoes must be worn at all times and must not limit student participation in school activities. Sandals must have heel straps and toes must be covered. Slippers, or sock-like footwear are a safety risk and are not appropriate for school.
7. Only prescription glasses shall be worn in class. A valid medical note, on file in the office, is required for wearing prescription sunglasses. Sunglasses outdoors are not a violation.
8. Pants must be worn at the waist and cannot sag or bag. Shorts, skirts and dresses shorter than mid-thigh are prohibited. Rips in pants or jeans are allowed below mid-thigh only. In case of questionable dress and grooming situations not covered by these guidelines, the site administrator will determine the appropriateness and make the final decision in accordance with all guidelines above. Please contact the School Principal with any concerns.

In case of questionable dress and grooming situations not covered by these guidelines, the site administrator will determine the appropriateness and make the final decision in accordance with all guidelines above.

Dress Code Policy: Students who are not following the dress code policy will be asked to change their clothes. If they have no clothes to change into, we will call home for a change of clothes to be brought to school or students may access our Kindness Closet to find appropriate clothing. Students who continually do not follow the dress code policy will receive detention.

Gum, Candy, Etc.: At Rivera, we are very proud of our clean, neat grounds.

- Gum, sunflower seeds, and nuts in the shell are not allowed on campus.
- If you eat during break, please throw your trash away in the garbage cans located around campus.

Homework Policy: The amount of time spent on homework for all classes should average sixty minutes per night. However, the amount of time devoted to homework each night will depend largely on how well the student organizes work, budgets time, and devotes attention to work. Homework is an extension of classroom work. Its completion complements the achievement of classroom goals.

Make-up Work: For an excused absence, students have time to make up their work. It is the student's responsibility to contact teachers immediately upon their return to school and make arrangements as necessary. It may be possible to make up assignments missed due to unexcused absences or suspensions, but this is at each teacher's discretion.

Medications: ALL MEDICATIONS MUST BE KEPT IN THE NURSE'S OFFICE. For exceptions and information about the procedures for keeping medication at school, contact the school's office at 385-6680.

Personal Belongings: Students should NOT leave book bags, backpacks, purses, clothing, cell phones or ANY personal items (including money) unattended in the locker rooms or on the school grounds. Students are assigned a locker and lock to lock up their belongings in the locker room during P.E. The school cannot guarantee the safety of items left unattended and assumes no responsibility for the theft or damage to such articles. Personal grooming devices such as curling irons, hair straighteners, etc... do not belong at school.

Rivera Site Day School: Rivera's Site Day School is an alternative educational placement. Students may be referred for placement for the following: academic deficiency; poor attendance; disruption of school activities and defiance of authority; administrative determination based on the student's best interests for safety, structured support, behavioral interventions and/or motivational considerations; transitional placement from alternative education (Valley or other alternative site); and other inappropriate behaviors based on discipline referrals, detentions, or suspensions.

Sexual Harassment (Board Policy 5145.7): The Merced City School District is committed to an educational environment in which all students and staff members are treated with respect and dignity. Everyone has the right to learn or work in an environment that promotes equal educational opportunities, and is free from discriminatory practices. Therefore, Merced City School District strongly condemns, opposes, and prohibits sexual harassment of students and employees whether verbal, physical, or environmental, by anyone in or from the district. Any student who engages in sexual harassment will be subject to disciplinary action up to and including expulsion. Any student who feels he or she is being harassed should immediately contact the Principal or Assistant Principals. Each complaint will be promptly investigated in a way that respects the privacy of all concerned.

Student I.D. Cards: Rivera Middle School students are **expected** to wear their student ID card and lanyard and show them upon request by an adult. Students must show their ID cards to check out books, attend dances, etc. Students will receive one ID card at no cost to them. If a student loses their ID card, replacement ID cards can be purchased in Rivera's front office for \$3.00. **Student IDs will be checked when students enter the school.** To ensure the safety of the school, **STUDENTS MUST HAVE THEIR LANYARD and ID WHEN ENTERING THE SCHOOL.**

Tardies: Students are tardy if they are late for school or any classes. Those late for school must report to the Student Office first. Without a valid excuse (a note or phone call) from a parent, students will be given an "unexcused tardy." Three (3) unexcused tardies will result in lunch/after school detention. Each tardy after the first three will result in a detention until the quarter ends. Tardies between classes are handled by the appropriate teachers, not the Student Office. The State requires that five tardies to school equal one unexcused absence.



LUNCH PROCEDURES

- Students must know their ID numbers located on their Student ID Card.
- Students will be sent by a supervisor to enter the cafeteria. Students who misbehave or cut the line will be sent to the back of the line.
- Any student throwing food will be referred to the office or be assigned cafeteria clean-up duty. Violations will result in disciplinary consequences.
- **No food or drink may leave the cafeteria. Food must be consumed in the cafeteria.**
- Students who are not eating or who have finished eating must leave the cafeteria and go to the designated areas east of Student Services and Wing T or to the blacktop. Students may also go to the library to work or read quietly.
- Students who want to go to a teacher's class must have a pass in hand from that teacher in order to go.
- Students must use the main hallway when walking to the field and must not loiter in the halls. Students loitering in areas where they are not allowed will receive disciplinary consequences.
- Students must follow directions and show respect to cafeteria and campus supervisors.

ELIGIBILITY REQUIREMENTS

Activities for this section are defined as events in which a student actually competes or formally represents the school in a defined manner such as athletic events, dances, performances, speech or spelling contests, etc. Ineligible students may NOT practice, travel, or perform with the team or organization. An ineligible student will not be allowed membership on a team after a roster is submitted, even if they become eligible at a later date within that season. In order to participate in extracurricular activities, the following requirements must be met:

Academic Requirements

- Determination of eligibility shall be based on quarter grades.
- Students must have and maintain a 2.0 grade point average during the preceding grading period.
- Progress reports may be requested at any time by coaches, teachers and/or administrators to determine continuing eligibility.

Attendance Requirements

- Students may not participate in an activity, practice, and/or game on the days in which the student has been absent all day from school.

Behavioral Requirements

- Students must maintain positive behavior and citizenship.
- Discipline referrals may adversely affect eligibility.
- If a student has received a suspension, he/she is ineligible for extra-curricular activities for 20 school days from the day of their suspension.

Rivera Middle School
The Cornell Way

10 Get a 1st repetition with your notes by:

- # & highlight main ideas
- Circle key words
- Fill in gaps
- Number the chunks
- Put a ? by "Points of Confusion"
- Put an * by possible test questions

Review your notes within the first 10 minutes after learning something new.

24 Get a 2nd repetition with your notes by:

- Collaborating with a study buddy
- Use a different color pen or pencil
- Clarify any "Points of Confusion"
- Create questions on the left that reflect the main idea

Then review & summarize your notes within 24 hours for 10 minutes.

7 Get a 3rd repetition with your notes by:

- Collaborating with a study buddy
- Writing a summary in your own words that answers the questions
- Ideally come up with 1 sentence per question.
- Use the fold over method to study your notes for the next test or quiz.

Finally, review your notes 7 days later to "reactivate" your memory.



8th GRADE GRADUATION REQUIREMENTS

Graduation Ceremony Requirements - Eighth Grade (MCSD AR 51231):

A fundamental goal of the Merced City School District's educational philosophy is to ensure that students achieve proficiency in the core curriculum to prepare themselves for educational opportunities and careers. While working to meet this aim, students may also qualify for the eighth-grade diploma. To earn a diploma and to participate in all the graduation activities (graduation ceremony, dance, and field trip), students must meet the following requirements:

- A. Establish a grade point average (GPA) of 2.00 or higher in all subjects during the student's eighth-grade year. (Grade values are computed as: A = 4, B = 3, C = 2, D = 1 and F = 0 points). Students may not receive a cumulative failing grade (F) in more than one subject during their 8th-grade school year.
- B. Must not be suspended for more than eight (8) days.
- C. Must not acquire more than eight (8) days of unexcused absences or 18 days of excused absences. (In unusual circumstances, exceptions may be approved by the principal.)
- D. Clear all debts and obligations at least five (5) school days prior to graduation. Debts and obligations may include but are not limited to, owing money for lost or damaged books, materials, P.E. locks, or school equipment. (Exceptions may be approved by the principal.)
- E. Must not be expelled from any MCSD school during his/her eighth-grade school year.

NOTE A: Students officially enrolled in Site Day School at the time of graduation are not allowed to participate in any of the graduation activities.

NOTE B: The following procedures apply to those Rivera eighth-grade students who meet the above graduation criteria, but are suspended from school during the fourth quarter of their eighth-grade year:

- Any Suspensions in the 4th Quarter may result in the loss of some or all of the graduation privileges (which could include the Graduation Dance, 8th Grade Trip, and/or the graduation ceremony).
- ANY SUSPENSION (1 or more days) during the last 20 school year days will result in the loss of all graduation activities.

Graduation and Dance Dress Requirements

Girls Attire:

- Girls must wear dresses/skirts/pantsuits, knee to ankle length, but not touching the ground. Dresses must have two shoulder straps or around the neck. Shoes must be low-heeled (no more than 3 inches high). Sandals and all other forms of shoes must have ankle or back straps.
- NO bare backs, bare midriff, or strapless dresses. "Bareback" constitutes any dress that is cut below the average bra back strap. No hats, gloves, parasols or purses.

Boys Attire:

- Dark blue, black, charcoal, or dark brown casual or dress slacks worn with a button-up dress shirt (long or short sleeves), dress or casual shoes, and a tie (clip-on or regular).
- NO jeans, denims, sagging, oversized pants, sports coats, suits, jackets, tuxedos, cummerbunds, suspenders, canes, hats, or gloves.

Students will not be permitted to carry balloons, flowers, or other items through the graduation ceremony. These items may cause a distraction, undue attention or a safety problem. Students' failure/refusal to follow the graduation dress requirements will result in not being able to participate in the graduation ceremony or dance afterwards. (Administrators' discretion will be used to decide questionable dress/appearance.)

BEHAVIOR EXPECTATIONS AND PROCEDURES

Classroom Minor Behaviors - Five Step Behavior Process

All teachers will utilize the 5 Step Form for minor behaviors within the classroom. Each Monday, students will receive a new 5-Step Form. They will place this form in their school binder, and it needs to be carried with them to each class. Parents will be asked to check these forms each night to see how their students did in their classes. **A new step form will start each week!**

CLASSROOM INCIDENTS: A student will receive a warning for the following behaviors. If the behavior continues after the warning, they will receive a step on their 5 step form.

- Refusal
- Excessive Talking
- Unprepared for Class
- Classroom Disruption
- Cheating/Lying
- Technology/Phone Violation
- Off Task
- Not Following Directions
- Interrupting Others
- Inappropriate Language
- Inappropriate Tone/Attitude
- Put Down/Name Calling
- Horseplay
- Property Misuse
- Chewing Gum
- Eating in Class
- Other Minor Infractions

AUTOMATIC STEP:

Excessive Restroom Usage (more than 5 per week)

CONSEQUENCES:

- Teacher will contact parent when a student receives a step
- Check-in with Administrator or Counselor on 3rd step

When you reach five steps in a week:

- 2 days break and/or lunch detention
- For repeatedly receiving 5 steps within a 4-week period, student will automatically receive Tier 2 Placement

POSITIVE BEHAVIOR:

Students with 0 steps will turn in their form to their 7th period teacher on their way out of school on Friday. There will be a random drawing for prizes on Monday.

FIVE STEP FORM PROCESS:

- Each Monday, students will receive a new 5 Step Form. They will place this form in their school binder, and it needs to be carried with them to each class throughout the week.
- If a student is exhibiting any of the behaviors listed above, a teacher will issue a warning. If the student continues after the warning they will receive a step.
- When getting a step, the student will open their binder and have their teacher fill out their 5 Step Form. If the student doesn't have a step form, they will be sent to the SRC immediately for a yellow step form and they will be assigned a lunch detention.
- If a student argues about getting out their step form the first time, they will receive a verbal warning. If they still don't take it out they will receive an automatic additional step. If after that step, they still won't take it out student will be sent to administration.
- After three steps, the student's name will be sent to the office so that an administrator or counselor can check in with them.
- If the student receives five steps, they will be sent to the office and receive noted consequences above and a yellow 5 Step Form.
- Additionally, students will receive detention for any steps they get on a yellow form for the remainder of the week.

BATHROOM PASSES:

- Each student will be given five weekly bathroom passes they can use to go to the bathroom during classes when it is an emergency. Students should always try to use the bathrooms before school, between classes, at break, and at lunch.
- When a student has to go to the bathroom during class, they will fill out their bathroom pass and have the teacher initial and give them the classroom bathroom pass. Student will go quickly and quietly to the bathroom and return to class. Date and time of leaving and returning will be noted on the bathroom pass.
- If a student loses their 5 Step Form, they will have no bathroom passes for that week.
- If a student uses all their bathroom passes and still needs to go, they will report to the School Nurse or Health Assistant so they can call home to make sure there are no medical issues going on with the student that we need to be aware of.

MISBEHAVIOR WITH A GUEST TEACHER

(SUBSTITUTE): It is the expectation that students follow all school rules and be on their best behavior when there is a guest teacher. Students who have any infractions with a guest teacher will receive consequences.

- 1st Offense:** 5 Days Community Service
- 2nd Offense:** 5 Days Community Service and 2 days break and/or lunch school detention
- 3rd + Offense:** Placement in Tier 2, students go to alternate setting when there is a guest teacher.

OUTSIDE AREAS MINOR INCIDENTS

INCIDENTS:

- Phone or Earbuds/Airpods/Headphones Usage
- Inappropriate items - lasers, water pistols, paintballs, balloons, squirt guns, pea shooters, spit wads, rubber bands, etc.
- Running in the hallways
- PDA - Public displays of affections
- Horseplay, pushing and shoving
- Inappropriate Language
- Hoodies on (must be down at all times)
- Rude/Disrespectful behavior to any staff member or fellow students
- Cafeteria Issue



CONSEQUENCES:

1st Incident

- Student immediately sent to the detention room for remainder of lunch or break
- Cell phone sent to office for parent pick up/Inappropriate items confiscated
- Parent contact

2nd Incident of Same Behavior

- 2 days break and/or lunch detention
- Parent Contact

3rd Incident + of Same Behavior

- Placement in Tier 2 or Site Day School
- Parent Contact

OUTSIDE AND CLASSROOM MAJOR INCIDENTS

CLASSROOM and OUTSIDE AREA MAJOR INCIDENTS

- **Fighting/Assault**
- Videotaping a fight
- Possession of Dangerous Objects, Knives, or simulated weapons
- Possession of alcohol, vape pens, tobacco, drug paraphernalia, edibles, or any intoxicant
- Under the influence of drugs or alcohol
- Bullying/Cyber Bullying/Intentional Harassment
- Sexual Harassment - this includes sexual comments or touching another student (including butt slapping, pantsing, neck slapping, etc.)
- Habitual Profanity or Obscene Act
- Vandalism
- Theft/Stolen Property



CONSEQUENCES

All Fighting Incidents

- Parent contact
- One to five day suspension
- Tier 2 or Site Day School
- Loss of privileges

1st Incident of all Other Majors

- Parent contact
- Possible one to five day suspension
- Placement in Tier 2

2nd Incident of all Other Majors

- Parent contact
- Possible two to five day suspension
- Placement in Site Day School

Students may be suspended or expelled for violating CA Ed Code 48900

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of a destructive device.
6. Terroristic Threats (threaten to commit a crime that would reasonably result in death, terror, serious injury, or serious physical property damage)



CONSEQUENCES

- Parent contact and pick up
- Five day suspension
- Recommendation for Expulsion

YONDR PHONE AND TECHNOLOGY CONSEQUENCES

Phone or earbuds/airpods/headphones usage (cell phone should be in your YONDR pouch at all times)

Violation 1:

- Staff gives the student a warning to turn off their device and put their device in their Yondr bag.
- Staff will document the violation in AERIES. (Note: this documentation would be a loss of the graduation cord for positive behavior your two years at Rivera)

Violation 2:

- Student will take their device to the school office to turn it into the administrator or designee.
- Staff will document the violation in AERIES.
- Student can pick up their device at the end of the school day.

Violation 3:

- Student and device will be escorted to the front office by Staff. Office staff will hold the device until the end of the school day.
- The administration will speak with the student will be assigned lunch detention.
- Staff will make parent contact and document the violation in AERIES.
- The administrator will add the student to the check-in list at the beginning of the school day.
- The administrator will use their discretion regarding who picks up the device

Violation 4:

- Student and device will be escorted to the front office by Staff.
- Office staff will hold the device until the end of the school day
- ONLY the parent/guardian can pick up the device.
- If the parent/guardian cannot pick up the phone at the end of the school day, they can pick it up anytime the next day during office hours.
- The administration will speak with the student and the student will be assigned break and lunch detention.
- Staff will make parent contact and document the violation in AERIES.
- The administrator will require the student to check the device into the office for one week.

Violation 5+:

- Any future violations will result in student checking in their phone for the remainder of the year and student will be placed in Tier 2 Program for 10 days. Progressive discipline for future incidents.
- Loss or damage of Yondr pouch will result in a \$30 replacement fee.

ABSOLUTELY NOT ALLOWED

Mandatory Recommendation for Expulsion per California Education Code 48915c

- Possessing, selling or furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or committing a sexual battery.
- Possession of a destructive device.

CONSEQUENCES

- Parent contact and pick up
- Five day suspension
- **RECOMMENDATION FOR EXPULSION**

Reporting Problems

There are many ways to report problems/conflicts you are having or to report things you see going on at school that are against the school rules:

- Come to the office and write an incident statement.
- Submit a digital incident statement. Link is in the School Google Classroom or your teacher can give it to you.
- Email an administrator.
- Talk to a teacher.
- Report it on the STOP-It App. This app is available 24 hours a day and you can either download the app or go to the STOP-It website.



CALIFORNIA EDUCATION CODE ON BEHAVIOR AND DISCIPLINE

*Students who display inappropriate behavior may be subject to suspension as outlined in the **California State Education Code 48900 and 48915**. A student may be suspended or expelled for acts which are related to school activities.*

EDUCATION CODE, SECTION 48900:

- (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 a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance.
- (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 products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, 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. As used in this section, "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.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation and 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, any of the following:
 - (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school 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.
 - (4) During, or while going to or coming from, a school-sponsored activity.

STUDENTS WHO ARE INVOLVED IN A FIGHT OR IN POSSESSION OF DRUGS MAY BE PLACED IN SITE DAY SCHOOL and will LOSE THEIR GRADUATION PRIVILEGES. (Students in Site Day School 4th quarter must earn the points to exit prior to graduation in order to qualify for the graduation ceremony/activities)

Students who are home suspended are ineligible to attend and/or participate in any extracurricular activities/sports, etc. for 20 school days upon return from their home suspension. Home suspensions are UNEXCUSED ABSENCES and make up work is AT THE DISCRETION OF THE CLASSROOM TEACHER.

Confiscation Procedures

- The device is brought into the school office.
- Staff will log the student's name, time, date, and the general condition of the device.
- Staff will place the device in the school office lockbox.
- Staff or designee will release the device to the appropriate recipient.
- Staff or designee will indicate the person and time the device was released.

Ingress Procedures

- The principal or designee will set up procedures for students to verify their devices are locked within the Yondr pouch. The principal or designee will ensure students who are noted to need to check in are followed up with.

Egress Procedures

- The principal or designee will set up a method, such as a table with Yondr Unlocking Devices on top, at any point of egress to allow students to unlock their assigned Yondr pouch under supervision.

Emergency Protocols

- The principal or designee will implement an emergency protocol.
- The principal or designee will communicate with the command center to gather information regarding the situation.
- When authorized by the command center, the principal will inform staff of the relevant information.
- The principal or designee will then authorize staff when to unlock the student Yondr bags.
- The principal will provide age-appropriate and relevant information to share with students.
- The district, principal, or designee will update parents/guardians, staff, and students as much as possible during the incident.
- The district, principal, or designee will provide a summary the incident with parents/guardians, staff, and the students.

Distributing Yondr Materials

- The principal or designee will set up a distribution process to ensure all students in the identified grade levels are assigned a Yondr pouch at the onset of the school year. Yondr pouches are known to be an assigned school supply. Similar to iPads and/or Chromebooks, which are district-based, student-assigned supplies, the principal or designee will set up a process by which students have access to a Yondr pouch in case they become lost, damaged, or stolen.
- The principal or designee will ensure teachers of the identified grade levels have access to a Yondr Unlocking Device. The principal or designee will also ensure that Yondr Unlocking Devices are at key locations in case of emergency.
- The principal or designee may include students who may not yet be assigned a Yondr bag, as needed, at their discretion.

Collecting Your Materials

- The principal or designee will set up a collection process to collect Yondr pouches and materials at the end of the school year. The principal or designee will take inventory and order replacement materials, as needed. The process may include labeling each Yondr pouch with the student's name so that the pouch may be returned to the same student the next year.

Lost, Damaged, or Stolen Yondr Pouches

- The principal or designee will set up a process by which to replace a lost, damaged, or stolen Yondr pouch which may include a replacement cost, similar to lost, damaged, or stolen library books.



Medical Issues

What if my child needs their cell phone for medical reasons?

Students who have a need for their phones for medical reasons will use a different pouch that can be opened by the student without the use of the locking device.



School Emergencies

What if there is a school emergency?

In case of a school emergency, we direct our students to safety first, following our school emergency preparedness protocol. All 5th - 8th grade classrooms, cafeterias, libraries, and school offices will have base stations to easily unlock pouches if needed.

- In the event of an emergency lockdown, school staff will direct students according to emergency protocols. Student cell phone use during this time has the potential to endanger the safety of the student using the phone and all students and staff within that classroom.
- In the event of an extended lockdown, students could be directed to unlock their phone pouches as needed.
- In the event of an evacuation, students would unlock their phone pouches prior to leaving the campus.
- According to emergency management leaders at the State and National level, cell phone use during an emergency negatively impacts the site's emergency response.

How will I communicate with my child(ren) or the school during an emergency?

- **To help ensure their safety, students are asked to keep their cell phones on silent and the screen off during a lockdown. This helps students remain secure and undetected. As soon as it is safe to do so, students will be allowed to use their mobile devices.**
- **Please do not attempt to call the school during an emergency situation. Staff are focused on the events occurring on campus and keeping your student safe. They are unlikely to be able to handle incoming calls during these times.**



Emergency Communications

How will the district and/or the school site share information with parents during an emergency?

Staff members will first ensure the safety of students and others on campus, then turn their attention to providing parents with updates that are accurate (this may take time to verify details with emergency service personnel).

- An automated mass notification alerting parents will be sent via phone call, email, text message, and push notifications through the mobile app.
- Emergency mass notifications are sent with a high priority for rapid distribution and may simply inform parents that a situation is underway, but may not provide many details about the cause.
- Updates will be posted to ParentSquare - the best place to look for official updates and will be made to the district's ParentSquare accounts.
- You may also receive updates via ParentSquare and the District website.
- After a shelter-in-place or lockdown, you will receive a final update via ParentSquare with a summary of what was involved in the incident, what was done in response, and steps going forward.
- After an emergency event, please share your thoughts on how we can improve our response or things that worked especially well by contacting the school office.



New Cell Phone Policy **FAQs**



Phones at School

Why is MCSD requiring students to lock up their cell phone on campus?

To focus on teaching and learning while on campus. In addition, cell phones cause distractions and create problems amongst students.

Where will my child's phone be placed?

Students will be in possession of their phone - in their Yondr pouch - for the entire school day and will store the pouch in their backpacks.

I have multiple children in MCSD - Why are some students required to use the Yondr pouch and others are not?

At this time, only students in grades 5-8 are required to store cell phones in Yondr pouches.



About Yondr Pouches

What is a Yondr Pouch?

The pouch is made of a soft fabric padding that provides protection to the phone while stored.

Are other districts using the Yondr pouches?

Yes, Atwater Elementary School District and Weaver Union School District utilize the Yondr pouches.

Will parents have to pay for the Yondr pouch?

No. The initial Yondr pouch will be provided to students at no cost. However, if students damage the pouch, parents may be asked to replace the pouch.



Phone Use Outside Classes

Will students be required to use Yondr bags on school buses?

Not to and from school, however, students may be required to use Yondr bags on field trips.

How do students participating in after-school activities unlock their cell phones?

Coaches, club leaders, and/or program leads will have their own unlocking device for students to be able to unlock their cell phones.

Will students be able to use their cell phones at school dances?

No. Cell phones will still be required to be locked up at school dances.



Contacting Students

How can I get a hold of my child(ren) during the school day and how can they get a hold of me?

1. Important messages can be sent to the school office and shared with your child(ren).
2. Students can request permission in the school office to use their phone.

I have a tracker on my child's phone, does it have to be off during the school day?

Students can turn their phone off, put it on airplane mode, or put it on silent mode before placing it into the Yondr pouch.



Rivera Middle School Student-Parent Compact

I have read all of the Rivera Middle School Student Handbook. I understand and agree to abide by the information, expectations, and regulations that are on these pages.

Student Signature:	Date:
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I have read all of the Rivera Middle School Student Handbook. I have reviewed information, expectations, and regulations on these pages with my child.

Parent Signature:	Date:
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Achievement Respect Motivation Organization Responsibility