MANUEL F. CUNHA INTERMEDIATE SCHOOL

2025-26 Student & Parent Handbook



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WELCOME AND INTRODUCTION

Dear Student,

Welcome to Cunha! We are so excited that you've chosen to be part of our school community. At Cunha, you'll find excellent teachers, supportive staff, and creative, hard-working students just like you. You can have a wonderful experience here by focusing on your learning and classwork—while also enjoying a wide variety of fun and engaging activities.

Take a look around and you'll see the creativity and passion of your peers: their artwork, class projects, enthusiasm, and commitment to learning. With that same dedication and your growing maturity, we believe in raising both behavioral and academic expectations as we help prepare you for success in high school and beyond. School is your job—so give it your best effort. You deserve it!

Middle school is the perfect time to open as many doors as possible and explore the exciting opportunities the world has to offer. Make the most of these years by getting involved in athletics, clubs, spirit activities, the talent show, electives, and more. You're sure to meet others who share your interests and build lasting friendships. Remember: what you get out of your time at Cunha will depend on what you put into it—**so get involved!**

Of course, you may also face distractions along the way. Stay focused on learning and achieving your goals. Your teachers, counselors, staff, and administrators are all here to support you—so don't hesitate to ask for help whenever you need it.

At the beginning of each school year, your teachers will review Cunha's rules and expectations with you. They are also included below. Please take some time to go over them with your parents or guardians. If you have any questions, feel free to reach out to your counselor, the Principal, or the Assistant Principal.

Once again, welcome to Cunha! We are committed to making your years here full of exciting and meaningful learning experiences as we help prepare you for high school and beyond.

Warm regards**,**
Cunha Intermediate Teachers and Staff

Mission Statement

Cunha provides a safe, nurturing environment where all students, parents and staff strive to meet high academic standards and promote lifelong learning. Cunha is committed to a student-centered learning environment where every student is encouraged to seek his or her maximum potential. Scholarship, the ability to reason, as well as civic and social consciousness is the cornerstone of our mission. Cunha will inspire all students to reach high academic expectations, think critically and creatively, become responsible citizens, value diversity and individual self-worth, as well as pursue continual growth.

Building Strong Foundations During Grades 6–8

Cunha Intermediate School helps students make the transition between elementary and high school. The school culture is grounded in the tradition of educating the whole person. Students and staff work diligently to promote academic success and positive behavior through Multi-Tiered Systems of Support. Cunha has 32 teachers, 15 classified staff, two administrators, and two full time counselors for a student body of approximately 550 students. Cunha's campus was renovated in 2010 and 2019, resulting in a state-of-the-art campus with instructional technologies in classrooms, including Chromebooks for each student. Cunha has extensive extra curricular opportunities, including athletics, club participation, lunchtime spirit competitions, etc. The award-winning, student-led Leadership Program coordinates this massive effort! Additionally, all students have the opportunity to participate in our extensive elective opportunities from STEAM, Music, Media Arts, Bike Class etc.. All PE classes shall be conducted in the coeducational, inclusive manner prescribed by law. LEAs must provide instruction in PE that provides equal access and equal opportunities for participation for all pupils in grades one through twelve, inclusive, regardless of gender or gender expression, sexual orientation, and mental or physical disability.

SCHOOL INFORMATION AND CONTACT

School Contact Information

Open communication is essential for a strong partnership. We believe it's a two-way exchange that builds trust and understanding. We encourage you to share your needs and concerns with us, whether it's to discuss your child's educational progress—like grades or parent-teacher conferences—or to simply make a phone call to a teacher. We welcome and value all forms of communication, so please don't hesitate to reach out.

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2025-26 Cunha Bell Schedule

Period	Regular Day M T W F	Collaboration THURSDAYS	Early Minimum Day *	Late Minimum Day **
Zero	7:52 – 8:40	7:52 – 8:40	8:11 – 8:40	No Zero Period
First Bell	8:40	8:40	8:40	10:55
Home Room	8:45 – 8:55 (10)	8:45 – 8:55 (10)	8:45 – 8:55 (10)	11:00 – 11:10 (10)
1	9:00 – 9:50 (50)	9:00 – 9:40 (40)	9:00 – 9:29 (29)	11:15 – 11:44 (29)
2	9:55 – 10:45 (50)	9:45 – 10:25 (40)	9:34 – 10:03 (29)	11:49 – 12:18 (29)
Break	10:45 – 11:00 (15)	10:25 – 10:40 (15)	**NO BREAK ON MINIMUM DAYS**	
3	11:05 – 11:55 (50)	10:45 – 11:25 (40)	10:08 – 10:37 (29)	12:23 – 12:52 (29)
4	12:00– 12:50 (50)	11:30 – 12:10 (40)	10:42 – 11:11 (29)	12:57 – 1:26 (29)
Lunch	12:50 – 1:25 (35)	12:10 – 12:45 (35)	11:11 – 11:41 (30)	1:26 – 1:56 (30)
5	1:30 – 2:20 (50)	12:50 – 1:30 (40)	11:46 – 12:15 (29)	2:01 – 2:30 (29)
6	2:25 –3:15 (50)	1:35 – 2:15 (40)	12:20 – 12:49 (29)	2:35 – 3:04 (29)

Important Cunha Dates 2025-2026

(*dates subject to change*)

Grading Periods

October 10th - end of first quarter
December 19th - end of second quarter
March 20th - end of third quarter
June 4th - end of fourth quarter

Other Relevant Dates:

August 12, 2025	6th Grade Student Orientation 10:30am-12pm
August 12, 2025	Parent Orientation 10:30-11:30 (MU) 10:30am-11:30am
	Online Registration Assistance 1:00pm - 3:00pm
August 13th, 2025	Online Registration Assistance 1:00pm - 3:00pm
August 14, 2025	First Day of School for Students
August 20, 2025	Fall Picture Day
August 25-29, 2025	Campaigning for Elections/Leadership Elections
August 29, 2025	Spirit Assembly
September 1, 2025	Labor Day (No School)
September 3, 2025	Back to School Night
September 22-26, 2025	Historical Figures - 8th Grade
October 10, 2025	1st Dance of the Year
October 13-17, 2025	6th Grade Outdoor Ed
October 20, 2025	October Non-School Day
October 8, 2025	Fall Picture Day Retakes
November 11, 2025	Veteran's Day (No School)
November 24-28, 2025	Thanksgiving Recess (No School)
December 12, 2025	2nd Dance of the Year
December 16-18, 2025	Lip Sync
December 19, 2025	Reindeer Run
December 22-January 2	Winter Recess (January 5, 2026 is a Teacher Work Day, No School)
January 5, 2026	Teacher Work Day (Non-School Day for Students)
January 19, 2026	Martin Luther King Day (No School)
January 30, 2025	8th Grade Parent Night 5:30-7:30 pm - HMBHS
February 2025	5th Grade Visits and Parent Night
February 3, 2026	Science Fair Projects Due
February 5, 2026	Science Fair Night
February 16-20, 2026	President's Week (No School)
February 25, 2026	Spring Picture Day
March 6, 2026	3rd Dance of the Year
March 2026	March Madness
April 8, 2026	8th Grade Pano Picture
April 13-17, 2026	Spring Recess (No School)
May 19-21, 2026	Super Bowl
May 25, 2026	Memorial Day (No School)
May 27, 2026	Super Bowl Trip
May 29, 2026	Last Dance of the Year
June 3, 2026	8th Grade Promotion 6:00-8:00 p.m. @ HMBHS
June 4, 2026	Last Day of School and 8th Grade Great America Trip

Early Minimum Day for Staff Development: *9/12/25, 10/17/25, 1/30/26, 2/27/26, 3/27/26, 4/24/26*
Early Minimum Day for Parent Conferences, Last Day of 1st Semester/School:*10/28/25, 10/31/25,12/19/25, 6/4/26*
Late Start Minimum Day for Parent Conferences: *10/29/25, 10/30/25*

ATTENDANCE POLICY

Regular attendance is a cornerstone of **student success** and **academic growth**. When students are present, they fully engage in **dynamic classroom learning** and **valuable social interactions** with their peers and teachers. Every day in school offers **unique learning opportunities** that contribute to a student's overall progress.

How Consistent Attendance Fuels Success:

- **Continuous Learning:** Being in class consistently allows students to build knowledge and skills progressively, ensuring they don't miss crucial steps in their learning journey.
- **Strong Foundations:** Developing a habit of punctuality and regular attendance in the early grades lays a powerful foundation for future academic achievement and responsibility.
- **Vibrant Classroom Environment:** When all students are consistently present, the entire class benefits from a cohesive learning pace and collaborative environment, fostering a shared sense of progress and achievement.

By prioritizing consistent attendance, students actively participate in their education, build strong relationships, and maximize their potential for success.

Attendance Procedures

1. On the day that a student is absent from school, parents need to call the attendance office at 712-7190 before 9:00 am to report the absence.

Unexcused absences or cuts may result in progressive discipline, as well as the student and parent being referred to the County Student Attendance Review Board (SARB) process. Students are responsible for attending class regularly and on time. Students with excessive absences or tardies may be excluded from activities and privileges at school such as assemblies, sports, dances, the Promotion ceremony, field trips, etc.

Note: The absence count for dance participation will reset after each dance.

2. Students are expected to be in class and seated when the second bell rings. If not, the student will be considered tardy. Every three tardies will result in a detention. When a student accumulates six tardies, they will be excluded from the next dance. If a student misses an assigned detention for Tardies, they will be excluded from the dance. Students more than 5 minutes late will be sent to the office and parents will be notified.

3. Cutting a class or part of a class is considered a severe infraction of school expectations

4. Students leaving school before the dismissal time must always be signed out in the office by a parent/legal guardian, or an adult listed on their emergency card. **Students will only be released to parents/legal guardians or adults listed on the emergency card.** Students with nearby medical appointments must bring a note to the office with the date, time, location of the appointment, and

parent/guardian signature in order to be released.

5. If your child is absent, he/she may access homework for all teachers daily by going to Schoology. In addition, please refer to the teachers' absence policy and/or have your child see their teacher upon return.

If your student is absent for an extended period of time, please coordinate all homework/ classwork directly with teachers. Your student's counselor may also be able to assist with this if the need arises.

6. If your child is absent on the day of a dance, athletic contest, or other school function/activity, they will be **excluded** from participation. In the case of a partial absence, students must attend a minimum of four (4) full periods to be considered "in attendance."

ACADEMIC INFORMATION

Academic Expectations and Grading Policy

Philosophical Statement: It is the goal of the Cunha School staff to meet the individual academic needs of each student. We also believe it is necessary for students to have success in school and to prepare them academically and socially for the transition into high school.

Academic Progress: The school year is divided into four quarters. Parent conferences will be conducted during second quarter. Report cards will be mailed at the end of each quarter. Between report cards, students will receive a Mid-Quarter Progress Report to show academic and citizenship status at that point. Progress Report grades will be marked as Pass (C or higher) or C-, D, or F. Students are encouraged to maintain a minimum grade lint average of 1.

Report Cards and Schoology

Grading Periods:

October 10th - end of first quarter

December 19th - end of second quarter

March 20th - end of third quarter

June 4th - end of fourth quarter

Grade Point Average (GPA): A cumulative GPA is computed by totaling (adding) the grade point equivalents and dividing by the total number of courses that the student has taken. Note: Teacher Aide and several other elective classes are graded on a Pass/Fail basis only.

Marking System*:* Cunha uses a grading system consisting of the following letter grades and their point values:

Grade	Grade Point Equivalents	Grade	Grade Point Equivalents
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0.0
C+	2.3	I (Incomplete)	0.0
C	2.0		

Citizenship Grades: Students will also receive on their report cards a "Citizenship" grade, which reflects their conduct and participation in class.

Excellent = exceeds expectations

Satisfactory = meets expectations

Unsatisfactory = does not meet expectations

Schoology: Teachers utilize the online Grade Reporting function in Schoology. As teachers enter student grades, parents can follow the ongoing academic progress of their student. Teachers strive to update the online grades in a timely fashion. Homework assignments are usually graded within the week; tests or larger projects may require additional grading time before the grade is posted. A parent is encouraged to help their student manage their daily assignments by using the student Agenda and by checking Schoology. When there is a question about an assignment, the student should first check with the teacher, then followed up by the parent seeking additional clarification from the teacher.

Note: 6th grade wheel and Teacher Assistant grades will be pass/fail only. A cumulative grade point average is computed by totaling (adding) the grade point equivalents and dividing by the total number of courses in which the student is enrolled.

Homework Policy

Homework Guidelines: Cunha's homework policy has been developed with the belief that certain classes will have homework assigned as needed as an extension of instruction. To ensure that parents and students both understand homework assignments, assignments should be recorded in their student agenda each day to provide communication between families and teachers. Google Class/Schoology shows a posted homework calendar and daily assignments. Parents are encouraged to set aside an average of one hour of time each evening

(Monday-Thursday) for homework. This hour should be a "quiet" time devoted to completing assigned work, checking assignments already completed, and recreational reading. Parents are also encouraged to monitor the use of social media during the homework hour.

Academic Support

GPA Expectations: At Cunha, our dedicated staff is committed to **preparing every student for a successful transition to their next grade level**. We believe in providing comprehensive support to help students **reach their full academic potential**.
We encourage all students to **maintain a GPA of 1.7 or higher**. For students who may need additional support to meet this goal, we offer a range of **interventions**, including:

- **Targeted intervention classes**.
- **Personalized academic and/or behavior contracts**.
- **Opportunities to attend summer school**.
- **Supportive meetings with their counselor**.

Academic Counseling: Cunha Intermediate School has two full time counselors who work with all students. Students who wish to see their counselor must first fill out an appointment request in the office or through the school website (select Appointment Request under Counseling on the main page).

Honor Roll

At Cunha, we celebrate students who demonstrate good work and high achievement. The administration team presents certificates to students at the end of each quarter for their successes. There are two tiers of recognition:

- **Honor Roll:** For students who earn a GPA of 3.25 or better.
- **Principal's Honor Roll:** For students who achieve a GPA of 3.9 or better.

Promotion

Eighth-grade is an exciting time as students prepare for high school. To ensure a smooth transition and continued academic momentum, all 8th-grade students must **maintain a minimum cumulative GPA of 1.7** during their 8th-grade year in order **to participate in the promotion ceremony**. Students who are still working towards this GPA will be automatically enrolled in summer school.

STUDENT CONDUCT & EXPECTATIONS

PBIS

PBIS stands for Positive Behavioral Interventions and Supports. It is our school-wide framework for creating a positive and safe learning environment for everyone. Instead of just reacting to misbehavior, PBIS proactively teaches students the expected behaviors and reinforces them with positive feedback. The goal is to build a school culture where students feel safe, supported, and ready to learn.

Everyone benefits from a school environment that is **respectful, responsible, positive, and safe**. When students and staff work together, learning thrives, and everyone can feel a sense of pride and belonging. Our school culture is built on the belief that a positive atmosphere empowers teachers to focus on student growth and ensures that social events are enjoyable and successful for all.

Properly administered expectations allow students to enjoy personal freedom and a pleasant, supervised atmosphere without fear of intimidation.

See the Parent and Family Engagement Policy in the Appendix for more information.

Expectations

Fostering a Positive School Community

We believe that a positive and cooperative learning environment benefits everyone. Students who consistently **demonstrate cooperative behavior and contribute positively to our school community** are vital to this shared success. We encourage all students to engage constructively in school activities. Students who consistently struggle to maintain cooperative behavior will work closely with staff to develop more positive interactions. Our aim is to support students in making choices that allow them to fully participate in **celebratory activities** like Great America, school dances, and the much-anticipated Promotion Ceremony.

Our Shared Responsibilities

Parent Responsibilities (Partnership with the School)

1. Collaborate with school staff for the total development of the student.
2. Be familiar with the discipline guidelines.
3. Take responsibility for your child's actions.

School Responsibilities

1. Provide a positive learning environment.
2. Guide student behavior using fair and consistent discipline procedures.
3. Communicate with parents regarding their child's behavior.

Student Responsibilities

Cunha Intermediate School is a community, and like any community, we expect everyone to **treat each other with respect and kindness**. As you become young adults, we trust you to act in a manner appropriate for school. Here are our core guidelines:

- Understand and follow established expectations and regulations.
- Follow the directions of all school personnel.
- Respect the property of the school and of others, just as you would want your own property to be respected.
- Utilize your counselor, administrators, or other adults to prevent problems from escalating.

See the Cunha Intermediate School-Parent Compact in the Appendix for more information.

Behavior Expectations and Guidelines

Students are expected to be respectful, responsible, positive, and safe. When these expectations are not met, students will receive appropriate consequences.

Tardies and Cutting Classes

- **Tardies:** You are tardy if you are not in your seat or on your PE spot when the second bell rings. Every three tardies will result in a detention.
- **Cutting Class:** Cutting a class or part of a class is considered a severe infraction.

Consequences

- **Tardies:** Every 3 tardies result in a detention. Your participation in athletic and extracurricular activities may be affected.
- **Cutting Class:** Parent contact, detention, and for 3 or more cuts, in-house suspension.
    - **Note:** If you do not attend a detention for tardies, you will be excluded from the next dance. Your sixth tardy will also result in exclusion from the next dance.

Passes

You must have a pass to use the restroom during class time or to enter any building or classroom during break or lunch. The pass must be in hand and visible.

Coming and Going to School

- **Before School:** Once students arrive on campus, they cannot leave until the end of the school day unless a parent or guardian signs them out. Students must enter campus through the main gate on Church Street.
- **General Safety:** All students must use crosswalks and follow safety directions from school staff.
    - **Consequences:** Citation, with detention and parent contact for repeated offenses.

Bikes, Skateboards, & Scooters

- Walk bikes, boards, and scooters on all sidewalks and in rack areas.
- Riders must obey all safety and traffic regulations.
- Lock your items in the racks with your own lock.
- For safety, riding on school grounds is prohibited at all times.
- Helmets should be worn at all times when riding.
    - **Consequences:** Citation, with detention and parent contact for repeated offenses.

Classrooms (General Expectations)

- Be on time and prepared with all necessary materials (books, paper, pencils, agendas, etc.).
- Follow the expectations established by your teacher.
- Be attentive and cooperative; do your best and don't disrupt others' learning.
- Practice good manners, have a respectful attitude, and be courteous to others.
- Hats and hoods should not be worn inside the classroom. **Teacher Discretion*
    - **Consequences:** Citation, detention, and in severe cases, class suspension and parent contact.

Break and Lunch

- Remain in supervised areas at all times (within the red lines on campus).
- Do not enter hallways, corridors, or other unsupervised areas.
- Keep food and drinks off the basketball courts and fields. The field is only open if the lunch area is clean.
- Do not cut in line or purchase items for others in the lunch line.
- Throw all trash in the garbage cans before being dismissed.
- Sit on benches, not on tables, in the Multi-Use Room and patio.
- The throwing of objects is prohibited.
    - **Consequences:** Campus beautification (trash pick-up), with detention and parent contact for repeated offenses.

Restrooms

- Do not loiter in or around restrooms.
- Help maintain cleanliness and inform an adult if supplies are needed.
- You must have teacher permission and a pass to use the restroom during class.
    - **Consequences:** Citation, campus beautification (trash pick-up), with detention and parent contact for repeated offenses.

Assemblies

- Enter and leave assemblies in a safe and respectful manner.
- Student behavior should be attentive and courteous.
    - **Consequences:** Citation, with detention and parent contact.

Language

- Profanity will not be tolerated. Watch how you speak and what words you use with other students and staff. Habitual profanity or vulgarity is a suspendable offense.
    - **Consequences:** Classroom consequences, citation, detention, and possible suspension and parent contact.

Defiance

- When an adult on campus asks you to do something or stop doing something, you must follow their directions.
- Talking back, walking away, or other acts of defiance are serious behavior infractions.
    - **Consequences:** Classroom consequences, citation, detention, class suspension, and parent contact.

Drug and Alcohol Use

- The use of alcohol, tobacco/nicotine or cannabis products (edibles, vapes, etc.), or other drugs is <u>never tolerated</u> on campus.
    - **Consequences:** For first offenses, an alternative to suspension of 3 sessions with an outside substance abuse counseling program, plus a session with parents. Repeat offenses will result in suspension with progressive discipline.

Fighting

- Causing, attempting to cause, or threatening to cause physical injury to another person (except in self-defense) is one of the most serious, and suspendable offenses. This includes threats made via electronic means.
- Encouraging others to fight is equally serious.

- **Consequences:** Restorative practices, in-house suspension, out-of-school suspension, expulsion, and parent contact.

Bus Conduct

- Wait for all buses in a line on the sidewalk, away from the street.
- Be respectful while waiting for and riding buses.
- Obey the bus driver at all times.
- Eating or drinking on the bus is prohibited.
- Do not extend any part of your body out of the windows or throw anything from the bus.
- Treat other passengers and the driver with courtesy. Loud, vulgar, or intimidating behavior is prohibited.
    - **Consequences:** Citation, with detention and parent contact.

See the PBIS Matrix of Expectations in the Appendix.

Anti-Bullying Policy

At Cunha, we believe in RESPECT and expect all students to act respectfully at all times:

Respect for Property – Ask before using someone's things. Do not take, write on or destroy an individual's property or school property.

Respect Personal Space – Touching or being in another's personal space when not welcomed is inappropriate.

Respect Differences – No name calling, put downs, or slurs. This includes language, behavior or gestures that are obscene, offensive, or abusive.

Cunha will provide educational presentations, as well as counseling and administrator support, to discourage bullying and harassment and promote reporting it. **Bullying and harassment are considered very serious violations of school expectations and violations of a student's right to attend school in a safe and peaceful environment.**

Bullying may include but is not limited to:

- Physical/Verbal/Written Intimidation or actions
- Touching or being in another's personal space when not welcomed. (roughhousing, fighting, etc.)
- Name calling, put downs, or slurs. This includes language, behavior or gestures that are obscene, offensive, or abusive.
- In-person comments or actions, or on-line communications such as group texts or social media (Instagram, SnapChat, Tik Tok, etc.)
    - **Consequences**: Restorative Practices, In-House Suspension, Out of School Suspension, Expulsion + Parent Contact

For Students and Parents:

- **Report It Immediately:** Students are expected to immediately report any bullying they experience or witness to an adult or school official.
- **Confidential Investigation:** You can rely on staff to promptly and thoroughly investigate each complaint.
- **No Retaliation:** The school prohibits any form of retaliation against a student who reports bullying or participates in an investigation.
- **Disciplinary Action:** Any student who engages in bullying may face serious consequences, including expulsion.

Cunha Staff Responsibilities:

- **Immediate Intervention:** Staff members are required to intervene as soon as they see a bullying incident.
- **Confidentiality:** We will make every reasonable effort to keep a report and the investigation results confidential.
- **How to Report:** Students can submit a student incident report in the front office if they do not feel comfortable speaking to an adult directly.

Dress Code

The responsibility for dress and grooming of a student rests primarily with the student and their parents/guardians. The purpose of the dress code is to provide a safe and inclusive learning environment. Enforcement of dress codes should be the responsibility of school administrators and not teachers, support staff, or other students. ***Families, students and staff, please ensure you are familiar with the following dress code guidelines.***

Allowable Dress and Grooming

- Students must wear clothing to school that is comfortable and that includes either 1) a shirt shop with pants, leggings, shorts, or skirts OR 2) a dress OR 3) the equivalent.
- Students must wear shoes appropriate for learning activities (closed toe shoes should be worn to ensure safety and comfort for different activities (PE, STEAM class, Shop etc.)
- Shirts and dresses must have fabric in the front and sides. Midriff-baring shirts are allowed.
- Clothing must cover underwear and bras, but visible waistbands and bra straps are allowed.
- Clothing must always include opaque fabric covering the buttocks, genitals, and nipples.

Non-Allowable Dress and Grooming

Clothing and personal items that advertise drugs, tobacco, alcohol, weapons, gang affiliation, and/or sexually explicit/foul imagery or language are prohibited. *(Examples include: Cookies,*

Flum, Breweries, and other brands advertising alcohol/drugs or weapons) Additionally, attire, clothing, or accessories that are known or appear to be associated with various youth gangs are prohibited. This will include, but not be limited to *hats, shoes, backpacks, shirts, pants, sweatshirts, jackets, bracelets, necklaces, writing, numerals, or depictions associated with illegal activity or gang membership*. Swimwear is prohibited unless deemed appropriate for the activity (e.g., swimming, water polo, et cetera).

- **Consequences***:* Citation; Detention + Parent Contact

Expectations of Students, Administrators, Staff, and Families

CUSD students who violate the dress code are expected to immediately correct their own attire. (*Parents will be called if a student needs extra clothes*). CUSD school administrators are expected to discuss and issue consequences with students who violate the dress code and also inform their families. CUSD staff are expected to report serious dress code infractions to administrators without singling out or excluding students from class. CUSD families are expected to talk with their students about appropriate attire and take shared responsibility with their children to cooperate and model good judgment about appropriate attire.

No dress code is meant to detract from or prohibit any sort of cultural displays or connections. For example, students wearing articles depicting cultural values, national origin, or religious beliefs will be allowed to continue wearing these items. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the enforcement of the district dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

Ultimately, this revision to CUSD Administrative Regulation 5132 aims to ensure all students are treated equitably regardless of gender, gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style. The goal of the revision to CUSD Administrative Regulation 5132 is to minimize anxiety and stress caused by the enforcement of a school dress code that makes young people feel like their appearances are evaluated and watched by school administrators and staff when CUSD believes the responsibility for choosing comfortable and safe clothes for school rests with the student and their family.

This administrative regulation shall be modified by school administrators as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education,* athletic activities, and other extracurricular and cocurricular 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)

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

Note: *Cunha administration reserves the right to make the final determination on what type(s) of clothing, attire, or accessories promotes or detracts from the greater school climate and culture, as well as the learning environment.*

Physical Education Dress Code

Students are required to change for PE daily. The Cunha PE uniform consists of the logo shirt and shorts. Students are required to have a pair of athletic tennis shoes for PE. It is strongly recommended that students purchase school locks. A package with the shirt, shorts, lock and cinch bag is available for purchase at the beginning of the school year. Additional clothing and lock purchases can be during the school year as needed. Students who cannot purchase PE clothing should speak with their teacher and may alternately wear a light gray or white t-shirt and black shorts. Loaner clothes are available if students forget their PE clothes.

Allowed PE clothing:

- Cunha PE shirt, shorts, and sweats
- Athletic shoes
- Loose-fitting/ T-shirt: white or light gray shirt, black gym/soccer type shorts, light gray sweats (2 pockets max)

Not allowed: tank tops, spaghetti strap shirts, etc., crocs, Uggs, slippers, etc.

- **Consequences:**
    - Forget clothes and use loaners- citation and parent contact
    - Forget clothes and “forget” to or refuse to change- detention and parent contact
    - Repeated refusal to dress out will result in a parent teacher conference to establish a plan for dressing out

Electronic Device Policy

Electronic Devices (Phones, etc.)

Personal electronic devices (cell phones, smartwatches, etc.) are considered a distraction to the learning environment and a potential social risk. For this reason, they are not permitted to be seen, heard, or used at any time on campus, from arrival to the final bell. They should be kept in backpacks throughout the school day.

If a device is audible or visible, a staff member will confiscate it and turn it in to the office, beginning the progressive discipline process.

- **1st Infraction:** The student will receive a warning, and a note will be made in their discipline file. The front office will return the device to the student after school.
- **2nd Infraction:** A parent or guardian will be contacted. The student must turn in their device to the main office in the morning and pick it up after school for three consecutive school days.
- **3rd Infraction:** A parent or guardian will be contacted. The student must turn in their device to the main office in the morning and pick it up after school for ten consecutive school days.

Note: If this agreement is not followed, other disciplinary measures may be taken.

If a device is used to take a picture, video, or any other multimedia function in a classroom or during the school day without permission, a more serious consequence will be issued. Students may use the office telephone to contact parents for illnesses and emergencies only (forgotten homework, PE clothes, or lunches are not considered emergencies).

The Cunha Administrative Team is exploring other options to address cell phone use and this policy may change during the year.

Academic Dishonesty

Academic Integrity: The Cabrillo Unified School District is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules (BP 5131.9).

Definition of Academic Dishonesty: Academic dishonesty is any attempt to undermine the evaluation process. It includes using someone else's work, ideas, designs, data, or research without proper credit, as well as submitting AI-generated content as your own. Beyond plagiarism, it also involves identical answers on exams, cheating, lying, using or sharing unauthorized materials during tests, and actions like theft or falsifying records.

Examples of Academic Dishonesty: (*not limited to, the following*):

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz, without teacher approval

- Copying any work assigned to be done independently or letting others copy one's work
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Forging parent signatures on grade reports, or other documents
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Lying about attendance or ability to complete assignments and/or assessments
- Claiming credit for work in a group project when work was done by others
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research (e.g. Wikipedia, Google searches, AI resources).
- Using the views, opinions, or insights of others without proper acknowledgment
- Fabricating or altering laboratory data
- Copying AI-Generated content/responses and writing them as one's own

Upholding Academic Integrity

At Cunha Intermediate School, **academic integrity is a cornerstone of our learning community**, and our teachers are at the heart of fostering this environment. We trust our teachers' professional judgment to guide the implementation of our Academic Integrity Policy.

Our teachers are responsible for:

- **Setting clear academic expectations** for all assignments and projects.
- **Explaining the Academic Integrity Policy** so all students understand its importance and their role in upholding it.
- **Thoughtfully evaluating any evidence of academic misconduct** in light of the policy.
- **Determining if the policy has been violated**, always with the goal of supporting student growth and understanding.

We empower our students to be **active participants in maintaining academic integrity** by engaging in their work thoughtfully and honestly. When students **conduct themselves in a sensible and ethical manner**, they contribute to a positive and trustworthy learning environment where everyone can thrive.

Academic Integrity Violations

At Cunha Intermediate School, **violations of the Academic Integrity Policy are considered serious offenses**. To ensure fairness and maintain academic standards across the school, the following consequences have been established and will be applied consistently. A violation in one class will carry over to any other class the student is taking. Academic integrity violations are cumulative throughout all the years a student is enrolled at Cunha Intermediate School.

- The student will have a reduction in grade/credit (up to, and including, an "F" grade/"0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system
- The student's quarter grade may, at the teacher's discretion, be lowered by one full letter grade
- The teacher will confer with the student and contact the parent/guardian by phone or email to review the academic integrity incident within two school days of becoming aware of the incident
- The teacher will submit a referral, with appropriate documentation explaining his/her professional judgment, to an administrator who will meet with the student, and document the incident/follow-up action in student data management system

Disciplinary actions may include any of the following, but are not limited to:

- Detention, Campus Beautification, In School Suspension, Out of School Suspension (even on a first offense for serious incident)
- A signed student/parental behavior/academic contract which includes a statement that acknowledges the violation/consequence(s) and indicates an understanding of further consequences for any subsequent offenses
- The student will be ineligible for participation in or having a leadership role in a club, student government, athletic team, or other extracurricular activity for a period to be determined
- Students who violate the Academic Integrity Policy more than once will be subject to progressive discipline.

Discipline Policy

At Cunha, we believe in **fostering positive behavior** and **supporting student growth**. Our approach to discipline is designed to **guide students toward making responsible choices** and **developing self-management skills**. We achieve this by utilizing **Positive Behavior Interventions and Supports (PBIS)** to **celebrate socially responsible citizenship** and recognize our unique community.

General School Guidelines

- Students are to obey teachers and other staff members at all times.
- Students must have a hall pass any time they are seen outside during a class period
- Students are responsible for school property (including books, desks, locks, and PE lockers).
- Students are never to have, use or sell tobacco products, drugs or alcohol at school or when going to and from school and school activities.
- Students are not to have matches, lighters, snaps, firecrackers, water guns, spray cans (including perfumes, deodorant, mouth, or pepper sprays, paint etc.), glass bottles, sunflower seeds, stink bombs, laser pointers or anything that may cause harm to someone or be disruptive.

● Students are never to have knives, guns or any other weapons at school. This includes toy weapons.

● Skateboards or skates may be used only for transportation to and from school. Skateboards/skates must be carried on campus at all times or stored appropriately. Riding is never permitted on campus at any time.

● Use of all personal electronic devices is not permitted at any time during the school day (from arrival at school through the final bell).

● Profanity will not be tolerated from any student. Habitual profanity is a suspendable offense.

● Fighting, threatening, or causing harm or physical horseplay is strictly forbidden. This includes threats made online or via electronic means of communication.

● Encouraging a fight or other inappropriate behavior is not acceptable. This type of behavior may result in the consequences corresponding with the offense, up to suspension.

● Help keep Cunha clean: always use trash, recycling, and compost bins. Don't litter!

● Gum is not permitted at school.

● Once dropped off for school, students are to remain on campus for the entire school day. Cunha has a "**CLOSED CAMPUS**" policy; students may not leave the school (including at lunch or while waiting for a bus) unless signed out by an authorized adult.

● Cutting a class or part of a class is considered a severe infraction of school expectations.

● Show mutual respect for each other: bullying, name calling, intimidating others, and inappropriate public displays of affection (which include: kissing, excessive hugging, and hand holding) is prohibited.

● Sexual harassment is unacceptable conduct and will not be tolerated. Sexual harassment refers to unwanted/unwelcome sexual advances, or visual, verbal or physical conduct of a sexual nature and that are personally offensive to the recipient.

● Students are under the jurisdiction of school authority on the way to school and the way home. *The school's standards of behavior apply to students coming to and going from school and/or at school sponsored activities.*

● Damaging or stealing school property is a very serious matter and will be treated as such. Parents are responsible for replacement cost of stolen or damaged goods

● Writing or any type of graffiti on school property (walls, desks, etc.) is strictly prohibited and is a very serious violation of school expectations.

● Students cannot bring flowers, balloons, stuffed animals, cakes, pizzas or other food items for student birthdays. The student will need to make a phone call home in order to have the items picked up.

● Any item being delivered to students (lunch, PE clothes, etc.) must be coordinated through the

front office and should not become habitual.

Consequences for Unacceptable Behavior

When students demonstrate behaviors that don't align with our school's expectations, we implement a system of **progressive support and consequences**. This means that our interventions are tailored to the individual student and the specific situation, aiming to **educate and correct behavior** effectively. While we have a range of consequences from less severe to more significant, the specific response will always be chosen to best support the student's learning and the safety of our school community, considering both the nature of the behavior and any repeated instances.

- **Consequence Levels**

Level 1: In-class Consequences, Warnings + Parent Contact
Level 2: Citations, Campus Beautification, Trash pickup, exclusion or loss of privileges + Parent Contact
Level 3: (Office Referral) Detention, Teacher suspension from their class, In-House Suspension, Suspension, Expulsion

- **Citations**
  3 = Detention
  6+=Dance exclusion

Teacher Suspension

A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900 for the day of the suspension and the day following. The student will be in the office for the period they have class with that teacher, for 1 or more days.

Detention

Students will be assigned either lunch or after school detention at Cunha staff discretion. Students will **not** be allowed to use electronic devices, and will be given reflection assignments to complete.

- An additional detention will be assigned if a student fails to attend or is disruptive during detention; consequences increase if a student has consistent issues attending detentions
  - If a student misses detention they will not be allowed to attend the quarterly dance
- School absence or medical appointments (with parent/guardian note) are the only exceptions to no rescheduling policy.

Dance Expectations and Exclusion

- All school expectations are in effect for the duration of the event.
- Attendance at the dance is limited to Cunha students only. **No guests are allowed**.
- Dance hours are listed on the website calendar for each dance. Doors are locked 30 minutes after the beginning of the dance.

- Students must remain in the dance until its conclusion unless picked up early by an adult.
- Appropriate school clothing is required. The Cunha dress code is enforced.
- An adult must meet the student inside the gym at the end of each dance.
- Students are expected to be picked up promptly at the end of a dance. Students who remain at the dance longer than 20 minutes past its conclusion, may not be eligible for the next dance.

Exclusionary time frame runs from one week before the previous dance to one week before the next dance, not on the quarter system. Students will be excluded from dances for any of the following reasons:

- Absence on the day of the dance
- Six (6) or more tardies with missed detentions
- Truant/cut 2 or more class periods
- School suspension
- Six (6) or more citations
- Overdue library book/s (*can be returned prior to purchasing tickets/entering the dance*)

In-House Suspension

- Serious infractions that could warrant suspension, but for which it is determined that in the best interests of the student they should stay in school (non-safety concern)
- The student will remain in the office all day, and work on their school assignments.

Out-of School Suspension

- The student will not be allowed to enter any CUSD properties from 1 to 5 days, nor participate in any extracurricular activities during the suspension. (Athletics, dances, etc.)
- Alternatives to Suspension (drug and alcohol): 3 sessions, and one with parents, with an outside substance abuse counseling program.

Expulsion

- The student is disenrolled from Cunha and CUSD schools, and is reassigned to another educational program.

Search and Seizure: The Cabrillo Unified School district is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. ***As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.***

Consequence Levels

At Cunha our approach is rooted in **Positive Behavior Interventions and Supports (PBIS)**, which emphasizes **teaching and recognizing positive behaviors** to help students make responsible choices.

Our dedicated teachers **cultivate strong classroom communities** by establishing clear expectations and engaging students in their own learning and behavior.

Should a student need additional support beyond the classroom, or if a behavior significantly impacts the learning environment, the student will be **referred to the office for further positive intervention**. Here, our administration will thoughtfully consider the situation, focusing on **what the student needs to learn and how we can best support their growth**. Disciplinary responses are tailored to the specific circumstances and a student's individual journey, reflecting our commitment to fairness and effective learning.

We utilize a **five-level framework of restorative practices and interventions** to guide our support. These levels provide a clear structure, allowing us to **consistently and equitably address behaviors** while always prioritizing the student's opportunity for growth and learning. While these levels serve as valuable guidelines, our administration retains the ability to use discretion, ensuring that all disciplinary measures are appropriate, supportive, and in the best interest of the student and our school community.

Student involvement in any of the following behaviors on the way to/during/or on the way home from school may result in the following:

Level I Infractions
May include but not limited to: Warning, Citation, Loss of Privileges, Campus Beautification, Detention, Teacher suspension, Parent Contact, Confiscation of Item

- Bicycle/skates/skateboard use
- Breach of computer-use agreement
- Cutting class
- Dishonesty
- Defiance/Disrespect/rudeness
- Disruptions (yelling, whistling, etc.)
- Electronic devices used during school hours
- Excessive time out of class (with or without a pass)
- Placing of unauthorized flyers/brochures on campus
- Gambling
- Roughhousing/Horseplay
- Laser pointer; possession
- Littering

- Profanity/obscenity
- Public display of affection, excessive
- Selling items for personal profit
- Throwing water (with water bottles, squirt guns, water balloons, etc.)
- Tardiness
- Unauthorized animals
- Violation of student dress code

Level II Infractions
May include but not limited to: Loss of Privileges, Campus Beautification, Detention, Teacher Suspension, Parent Contact, Confiscation of Item, In-House Suspension, Alternatives to Suspension, Police Contact

- Defiance/Disruption/Disobedience
- Failure to report to the office when on a referral
- Forgery/altering a document
- Harassment/threats/intimidation/ bullying
- Leaving campus without permission
- Misconduct in detention
- No-show to detention
- Misconduct in office
- Scholastic dishonesty/cheating
- Drug, Alcohol, or Tobacco use (including Vape pen/e-cigarette use), for first offense
- Severe and/or repetitive Level I Infractions

Level III Infractions
May include but not limited to: Loss of Privileges, Campus Beautification, Detention, Parent Contact, Confiscation of Item, In-House Suspension, Alternatives to Suspension, Out-of-School Suspension, Police Contact, Expulsion Recommendation based on severity

- Campus disruption/misuse of safety equipment
- Cause/attempted to cause/threatened to cause physical injury
- Fighting
- Food fight
- Harassment/threats/intimidation against a witness
- Hazing/initiations
- Laser pointer, use of
- Lewd/obscene acts
- Loitering/trespassing/refusal to leave
- Stealing school/private property or knowingly receiving stolen property
- Throwing objects
- Vandalism/tagging/graffiti
- Drug, Alcohol, or Tobacco use (including Vape pen/e-cigarette use)
- Violation of attendance/behavior contract

- Violations of suspension
- Severe and /or repetitive Level I/II Infractions

Level IV Infractions
May include but not limited to: Confiscation of Item, 5 day Out-of-School Suspension on 1st infraction, Police Contact, Expulsion Recommendation based on severity, Expulsion recommendation (2nd infraction)

- Assault/battery
- Assault/battery to staff
- Causing serious physical injury
- Possession of Dangerous object (including knives)
- Possession of Drug Paraphernalia
- Sales of Alcohol, Tobacco or Other Drugs
- Explosives/firecrackers
- Gang-related activity
- Knife, possession
- Sexual harassment
- Stealing, under $100.00
- Terrorist threats, making/ failure to report knowledge of
- Severe and/or repetitive Level I/II/III Infractions

Level V Infractions
May include but not limited to: Confiscation of Item, 5 day Out-of-School Suspension on 1st infraction, Police Contact, Expulsion Recommendation

- Attempting/ committing sexual assault/battery
- Brandishing a knife
- Sales of Alcohol, Tobacco or Other Drugs
- Possessing/selling/furnishing a firearm
- Robbery/extortion
- Stealing, $100.00 and over
- Weapons, real/facsimile
- Severe and/or repetitive Level I/II/III/IV Infractions

HEALTH AND SAFETY

Emergency Procedures and Big 5

Safety is a top priority at the Cabrillo Unified School District. School site staff are trained on how to respond and recover from an emergency, disaster, or event resulting in the disruption of normal school operations. Each year the plan is updated. The plan includes disaster and emergency procedures.

Learn more by reviewing the district's safety and emergency page. There you can also find information about the distict's Big 5 policy for emergency preparedness.There you can also find information about the San Mateo County's Big 5 policy for emergency preparedness.
Students at Cunha practice evacuation drills, shelter-in-place, and drop-cover-hold-on drills. While staff discusses lockdown procedures with students, a lockdown drill is not practiced.

STUDENT LIFE AND ACTIVITIES

Leadership

Cunha has a very active student Leadership class. The student body officers are elected school wide and serve for the entire year. Officers and students in the Leadership class must demonstrate good citizenship and have at least a 2.5 GPA the prior grading period before running for office or enrolling in the class. There is an application process for enrollment in this semester class. Students with tardies, unexcused absences or behavior referrals will be subject to removal from the class. With high student interest, please note not all students will be admitted.

Athletics

Students are encouraged to participate in the sports activities that are offered after school. Our athletic program is managed by the Boys and Girls Club of the Coastside (BGCC), and our school competes against other schools in the Art David Athletic League. All after school sports participants must maintain a 2.0 GPA in their schoolwork, have satisfactory behavior to be eligible to play, and attend any mandatory meetings. Student athletes will become members of the Boys and Girls Club of the Coastside in order to play.

Athletic Eligibility*:* Cunha recognizes the physical and social benefits that come with participating on an athletic team. Cunha also recognizes that the priority for attending school is for the intellectual growth and academic success of the student. All sports are open to all students, irrespective of their sex/gender.

For those students who did not earn a 2.0 GPA for the previous quarter, the below stated provisions exist in order to assist the student's return to eligibility.

6th Grade Students who did not earn a minimum of a 2.0 GPA for the previous academic quarter who wish to participate on a Cunha Athletic team will have the option of using a **blue form** (a weekly academic and behavior evaluation sheet) to allow them to participate under the following conditions:

- The student will get a blue form from the office each week

- The student will ask every teacher on Friday to evaluate his or her grade and behavior for the current week. The only exception is if the teacher is absent that day.
- To be eligible to participate in games the following week, **all teachers** must indicate on the blue form that the student's grade for the week is "Passing" or "At-Risk" AND their behavior is "Excellent" or "Satisfactory". Any student with a grade marked "Failing", or behavior that is marked "Unsatisfactory" in ONE (1) class will be ineligible to play in any athletic contest the following week. The student may continue to practice with their team.
- All blue forms must be returned, fully completed by all teachers to the Athletic Director no later than Friday at 3:15 pm each week.

7th Grade Students may use the blue form option for one sport's season only during the school year. Please see the rules for utilizing the blue form in the 6th grade section listed above.

8th Grade Students will be put on an academic contract and meet with the Athletic Director, and Assistant Principal. There will be a two week period for the student-athlete to become eligible. A blue form will be used to assess eligibility (see above). If the student-athlete is not eligible after the two week period, they will be ineligible for the rest of the sports season.

In-Season Suspensions*:* Any school suspensions received by a student-athlete during the course of a sports season will result in a two (2) game suspension from team play.

Sports Fees*:* The Cunha Athletic Boosters (CAB), in conjunction with the Boys and Girls Club of the Coastside (BGCC), supports athletics at Cunha by funding a variety of sports teams during the duration of the school year. It is the mission of CAB and the BGCC to encourage students to become academically successful student-athletes and to promote school and community spirit.

CAB and BGCC will assist the athletic department by contributing to the following: coaches stipends, referee fees, uniforms, and PE and team equipment. Because of this, **a nominal fee will be implemented** to participate in any sport during the school year. Scholarships may be made available based on individual needs/situations.

Insurance*:* Students on athletic teams are required to carry insurance. Information on insurance will be provided by the Athletic Director.

Library

The library is open for student use before school, at break time, at lunch and after school two days a week for Tutoring/Homework Club. The library is to be a quiet place where students can work and study without distractions. Appropriate conduct in the library is expected at all times. Individuals who do not conduct themselves appropriately will be excluded from the library. There is a student printer located in the Library; students are expected to ask the Librarian for approval prior to printing.

PE

Physical Education: Physical Education is a state-required course for all students. *All students are required to dress for physical education and participate daily in the total physical education program.* Appropriate attire will be explained by the Physical Education Department staff. Those students who cannot participate are still expected to dress in appropriate PE attire and must bring a written note from a parent or guardian for days the student is to be excused. If the excuse is to exceed three days, the student is required to have a written note from a medical doctor.

*It is the **student's responsibility** to use a combination lock* when participating in PE. Students are strongly advised to lock up all valuables! Locks can be purchased at school, and it is the student's responsibility to lock and secure valuables in their assigned locker when participating in PE. If the valued items are too large to fit in a locker, bring them to the PE teacher to be secured in their office for class time storage.

Chromebooks and Texbooks

Students are responsible for the proper use and care of school books, textbooks, and chromebooks. Teachers will inform the students of which books or devices are required for the daily classroom work. Students are expected to have them ready for use on all school days. ***If a book or chromebook is lost or damaged, the parent is responsible for its replacement. Students will be asked to pay the replacement cost or pay a lesser amount when damage occurs. Students will not be issued final grades or diplomas until all textbooks or replacement costs are turned in.***

Cunha Student Device Acceptable Use Policy

See CUSD STUDENT DEVICE ACCEPTABLE USE POLICY in Appendix

Cunha Intermediate believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Appropriate uses of technology are devoted to activities that support teaching and learning. The use of technology is a privilege, not a right, and inappropriate use will result in the suspension or cancellation of privileges.

Each student at Cunha will be required to sign a **Student Device Acceptable Use Policy** that will be co-signed by a parent/guardian as well.

Terms of Agreement

1. I will only use my school assigned student account for school work and assignments.

2. I will access only my own assigned computer, account, and/or files. I will not delete files, icons, or software that do not belong to me.

3. I will download only under teacher direction.

4. I will use the camera/recording functions only when directed by the teacher.

5. I will come to class fully prepared, including printing prior to class, when necessary.

6. I will focus my technology use on class assignments or tasks. If I am unsure if an activity is acceptable, I will ask permission.

7. I will share with the classroom teacher any document or collaborative work I share with another student.

8. I will not damage classroom hardware or software, delete school files or those belonging to others, use unauthorized software, attempt to bypass school filters, send viruses, or make modifications to system files.

9. I will not participate in cyberbullying by spreading gossip, insults, or other unkindness, and/or accessing any social network, website, blog, etc. with the purpose of creating, viewing, or participating in the humiliation of others, even when meant as a joke.

10. I will not retrieve material that is obscene, profane, violent, discriminatory, or depicts or describes illegal activities.

11. I understand that accidental or intentional damage or destruction of classroom hardware or software may require financial compensation.

Consequences for inappropriate use include, but are not limited to*:*

- Verbal and written warnings
- Loss of computer or technology privileges for the remainder of the day
- Loss of computer or technology privileges for one week or more
- Referral or other consequences as deemed appropriate by classroom teacher or administration
- Complete loss of technology privileges on campus
- Financial compensation for damaged technology

Special Activities

Special activities are held during the school year, such as dances, assemblies, and field trips. These activities are earned by cooperating with Cunha school expectations and policies. We believe that students should be recognized and awarded privileges for their success in functioning cooperatively within the school community.

Student Pictures

All students are photographed for the school records. School photos are taken early in the school year. All pictures are taken for the yearbook and individual purchase. The purchase of all pictures is encouraged, but optional.

Student ID Cards

Every fall, each student will be photographed and given a Cunha Student ID card. This card is to be used to check out sports equipment at break and lunch and to check out library books. Students may put lunch and snack money on this card, which works like a "debit card."

Student Recognition Programs

The Cunha Staff is very proud of our dedicated students. To encourage students to display positive behavior and to do their best each day, we have established recognition of students in a number of ways:

- Student of the week
- Birthdays announced daily
- Cub Compliments are given to students "caught" doing something good
- Honor Roll Certificates/Awards
- Student work displayed around campus, including D Building Halls, Office, online, etc.

PARENT & GUARDIAN INFORMATION

Back to School Night

Parents should plan on attending the Cunha Back to School night each year their student is enrolled at Cunha Intermediate. It is designed to provide parents with key information about Academic Expectations, Grading Policies and Contact information for the teacher. Additionally, information about grade specific events such as Outdoor Education Week, Leadership trip to Washington DC., College and Career Readiness and Student success support systems is shared with parents and guardians. This time is invaluable to the success of every student. The schedule will offer parents time to meet each of the teachers a student has for the school year.

Parent-Teacher Conferences

Parent-Teacher conferences are held three times a year: in October, December, and July. The school day will be shortened on these dates to accommodate the meetings. Parents can sign up to meet with their student's individual teachers. These conferences are a valuable opportunity to connect with staff, discuss classroom expectations and grading, and learn how to best support your child's success. We highly recommend that all parents attend.

PTO Information

The mission of the Cunha PTO to enrich the education experience of Cunha students and to foster a sense of community among our members. The PTO also organizes the main pool of parent volunteers for various activities and events at Cunha. Visit https://cunhapto.org

Fundraising: Each year, Cunha's Parent Teacher Organization (PTO) organizes the Annual Giving Drive. This is the most important school-wide PTO fundraising activity; therefore, we encourage participation from all parents and students. Please do your part by assisting in our fundraising efforts in order to supplement classroom instruction, academic programs and college and career enrichment events.

EDUCATION CODES

Following are state laws, written in the form of education codes, that governs behavior:

48900. Grounds for Suspension, Involuntary Transfer, or Expulsion
Section 48900 of the California Education Code provides authorization for suspension, involuntary transfer to an alternative educational placement, or expulsion for the following:

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, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material 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) Stolen 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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
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, as defined in Section 11014.5 of the Health and Safety Code.
k) 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 the purpose 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. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil 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 pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
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 shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to 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 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.
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 be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 Sexual Harassment
Engaged in sexual harassment which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature thereby creating a negative impact on academic performance or an intimidating, hostile, or offensive educational environment.

48900.3 Hate Violence
Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in PC 233. Hate violence is defined as the use of force or threat of force to intimidate or injure a person or a person's property because of that individual's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

48900.4 Harassment, Threats, or Intimidation
The pupil has 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 reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
Bullying - The Student Code of Conduct includes, but is not limited to, the following actions and consequences: Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

48900.7 Terroristic Threats
Made terroristic threats against school officials or school property, or both. "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, 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, which, on its face and under the circumstance which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

48915 Expulsion

The principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts:

(a) (1) Causing serious physical injury to another person except in self-defense.
(2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
(3) Unlawful possession of any controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
(4) Robbery or extortion.
(5) Assault or battery upon any school employee.

(b) (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) (1) Possessing, selling, or otherwise 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 an explosive.

48910 Suspension by a Teacher

Any teacher may suspend any pupil from the teacher's class for any of the acts enumerated in Section 48900 for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal/designee of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in the policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. The pupil shall not be returned to the class from which he or she was suspended during the period of the suspension without the concurrence of the teacher of the class and the principal or administrative designee.

APPENDIX

CUNHA INTERMEDIATE SCHOOL SITE

Title I, Part A School-Level Parent and Family Engagement Policy

CUNHA INTERMEDIATE School*, receiving Title I Funds,* has jointly developed a written Title I, Part A parent and family engagement policy with input from Title I parents. The policy has been shared with the School Site Council (SSC) and ELAC and input was provided and agreed upon. CUNHA INTERMEDIATE has distributed the policy to parents of Title I students. The Title I Parent and Family Engagement Policy is distributed at Back to School Night The policy is updated periodically (annually) to meet the changing needs of the parents and the school. (*EC* Section 11503; 20 U.S.C. Section 6318[b][1-4])

Involvement of Parents in the Title I Program

To involve parents in the Title I, Part A programs at CUNHA INTERMEDIATE School the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
- Monthly PTO and Site Council Meetings are held, and 6 annual ELAC meetings are held, where Title 1 topics are regularly discussed.
- Title I expenditures are reviewed and evaluated by the Site Council, and input is provided by ELAC.

CUNHA INTERMEDIATE School convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (20 U.S.C. Section 6318[c][1]). Additional meetings are held as needed as per parent needs and CUNHA INTERMEDIATE school provides, with Title I funds, transportation, child care, or home visits (as needed) as such services relate to parental involvement. (20 U.S.C. Section 6318[c][2])

- In addition to PTO/ELAC/SSC meetings, CUNHA INTERMEDIATE holds parent/teacher conferences for at-promise students.*(Meeting times are flexible and provided in mornings, afternoons, or evenings.)* CUNHA INTERMEDIATE also provides 1-on-1 counselor meetings with all parents and students in 7th and 8th grades.
- **CUNHA INTERMEDIATE** School involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parental involvement policy and including the planning, review, and joint development of the schoolwide program (SWP) plan. (20 U.S.C. Section 6318[c][3])
- The District provides key topics to discuss at monthly School Site Council and ELAC meetings that include ongoing discussion of Title I monies and effectiveness to determine next steps.

CUNHA INTERMEDIATE School provides parents of Title I, Part A participating students with timely information about Title I, Part A programs (20 U.S.C. Section 6318[c][4][A])

- Information is provided in the Principal's letters, videos, and at various parent meetings including but not limited to SSC, ELAC and PTO meetings.

CUNHA INTERMEDIATE School will provide updated information about Title I programs including parent training, parent meetings and school events through the school website, the school newsletter, the school calendar, flyers and phone calls. All communication will be provided in both Spanish and English. Parents will be given reasonable access to such information prior to any event, training, and/or meeting.

CUNHA INTERMEDIATE School provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the achievement levels of the challenging state academic standards.
(20 U.S.C. Section 6318[c][4][B])

- Back to School Night is held annually and parents are provided with an explanation of the curriculum used. The Site Council discusses the results of both formative and summative assessments (SBAC, ELPAC, and formative reading assessments).
- In addition, the school conducts training to help parents in understanding curriculum, assessments and ways in which parents can support student success.

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. Section 6318[c][4][C])

- The school provides parents of Title I students with timely information about Title I, Part A programs. Site Council, ELAC, and PTO meetings are held monthly and Title I expenditures are discussed at each meeting and if effective, in order to continue the following year

If the SWP plan is not satisfactory to the parents of participating children, parents submit comments on the plan when the school makes the plan available to the LEA. (20 U.S.C. Section 6318[c][5])

- The School Site Council conducts an annual review of the School Plan for Student Achievement. The policy is updated periodically to meet changing needs of parents and the school. [20 *USC* 6318 Section 1118(c)(3)]

To ensure effective involvement of parents and to support a partnership among the CUNHA INTERMEDIATE school involved, parents, and the community to improve student academic achievement, CUNHA INTERMEDIATE school and Cabrillo Unified School District carries out the following requirements: (20 U.S.C. Section 6318[e])

- Provide assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. Section 6318[e][1])

- Provide materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. Section 6318[e][2])

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. Section 6318[e][3])

- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
  (20 U.S.C. Section 6318[e][4])

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. Section 6318[e][5])

- Provide such other reasonable support for parental involvement activities under this section as parents may request.
  (20 U.S.C. Section 6318[e][14])

In carrying out the parent and family engagement requirements of Title I, Part A, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under Section 1111 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. Section 6318[f])

School Parent Compact

CUNHA INTERMEDIATE School engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

CUNHA INTERMEDIATE School distributes to parents of Title I students a school parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the state's high academic standards. It includes:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their

child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. Section 6318[d][1])

- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following:
  (20 U.S.C. Section 6318[d][2])

- Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (20 U.S.C. Section 6318[d][2][A])
    - Frequent reports to parents on their children's progress;
      (20 U.S.C. Section 6318[d][2][B])

    - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (20 U.S.C. Section 6318[d][2][C])

    - Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
      (20 U.S.C. Section 6318[d][2][D])

This policy was adopted by the CUNHA INTERMEDIATE School on 1/3/2022 and will be in effect for the period of one year from the date of adoption.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before:September 1, 2023.

Signature of Authorized Official:

Principal DATE: August 8, 2023

Cunha Intermediate School-Parent Compact

STUDENT	PARENT/FAMILY
Academic Achievement: 1. I will come to school prepared for learning with supplies and completed homework. 2. I will seek out and take advantage of extra help and support opportunities. 3. I will read or be read to at least 30 minutes a day. 4. I will limit my TV/screen time and the use of electronic equipment in order to read or complete my homework. 5. I will regularly check School Loop and/or Google Classroom to keep up with all assignments and grades **Citizenship:** 1. I will not fight, bully, or name-call. 2. I will take care of books, Chromebooks, and other school property. 3. I will respect the authority of all adults on campus. 4. I will follow school and classroom rules. **Attendance:** 1. I will go to school every day unless I am ill. 2. I will arrive at school and go to all my classes on time. 3. I will put down my electronic devices and go to bed at a reasonable hour to ensure restful sleep. **Communication:** 1. I will tell my parents honestly what is happening at school. 2. I will communicate to counselors, administrators, or other adults to prevent problems from escalating. 3. I will give all school notices to my parents.	**Academic Achievement:** 1. I will monitor the amount of television/ screen time my child views and provide positive use of out of school time. 2. I will provide a regular time, place and supervision for homework completion. 3. I will read to my son/daughter daily or ensure that they read 30 minutes daily. 4. I will monitor School Loop, Campus Parent, and/or Google Classroom to monitor my student's academic progress and attendance. **Citizenship:** 1. I will become familiar with and support district/school rules for acceptable behavior. 2. I will take responsibility for my child's behavior. 3. I will teach my child to respect the rights and property of others, including school books and Chromebooks. **Attendance:** 1. I will assume responsibility for regular and on-time attendance of my child at school. 2. I will have my child put down electronic devices and go to sleep at a reasonable hour to ensure reasonable sleep. **Communication:** 1. I will talk daily with my child about his/her school activities. 2. I will notify teachers of any concerns or problems that may affect my child's school performance. 3. I will become aware of how my child is progressing by attending conferences, looking at schoolwork, talking to the teachers and being involved in the school.

TEACHER/STAFF	PRINCIPAL
Academic Achievement: 1. I will provide for a safe and caring learning environment. 2. I will explain and model assignments so that my students have a clear understanding. 3. I will supply clear and timely evaluation of student progress to students and parents. **Communication:** 1. I will communicate frequently to parents/guardians, in a language they understand, ways they can support student learning at home. 2. I will schedule and attend parent/teacher/ student conferences/observations/meetings, while accommodating parent's schedules whenever possible. 3. I will notify parents of any concern or problems in a timely manner. **Citizenship:** 1. I will enforce school rules fairly and consistently. 2. I will show respect for each child, their family and their	**Academic Achievement:** 1. I will ensure that our school provides high-quality curriculum and instruction in a safe and supportive learning environment that enables all students to meet or exceed student performance standards. 2. I will provide instructional leadership to ensure appropriate instructional strategies and methodologies are implemented. **Attendance:** 1. I will create a welcoming environment for students, families and community members. 2. I will ensure that our school is a safe place for students to be. 3. I will work with families to ensure student attendance. **Communication:** 1. I will communicate to students and families the school's mission, goals, parent involvement policy and ways to support student achievement. 2. I will provide a process for ongoing planning, reviewing and

cultural differences. **Attendance:** 1. I will motivate good attendance through quality instruction and positive communication with students. 2. I will encourage students to put down their electronic devices and go to sleep at a reasonable hour.	improving school activities and programs by staff and parents. **Citizenship:** 1. I will enforce school rules fairly and consistently. 2. I will show respect for each child, their family and their cultural differences.

PBIS (Positive Behavior Interventions and Support)

Setting	School-wide Behavioral Expectations			
	We Are Respectful	**We Are Responsible**	**We Are Safe**	**We Are Positive**
Hallways	• Respect personal space • Use conversational voice volume	• Put waste in correct bins. Get to class on time • Eat food in the red-lined areas	• Walk • Keep hands and feet to yourself • Line up if waiting for teacher • Go up and down the C building in the correct direction	• Ask for help & give help • Use encouraging and respectful language
Break	• Do not enter classes that you are not enrolled in • Eat only in assigned areas • No food in the inside hallways	• Put waste in correct bins • Take care of school property • Respect the property of others	• Stay in approved & supervised areas (within red lines)	• Be kind and polite to others (students & staff) • Share and encourage others to participate
Lunch	• Follow directions from staff, campus supervisors, and leadership • Use benches for sitting and tables for eating , do not sit on the tables. • Use appropriate language • Wait to be dismissed after the second bell • Keep phones in backpacks	• Put waste in correct bins • Take care of school property • Respect the property of others • Carry a pass if you need to see a teacher during lunch	• Form a single line against the walls at the lunch window • Keep your hands to yourself • Stay in approved & supervised areas (within red lines) • Use caution when throwing or kicking balls	• Be kind and polite to others (students & staff) • Share and encourage others to participate
Drop-off & Pick-up	• Say 'Goodbye' and 'Thank you' to driver • Follow adult directions • Walk bikes and hold skateboards	• Use designated vehicle areas: front of school & parking lot • At drop off, remember to turn off your cell phone and put in your backpack	• Use sidewalks & crosswalks • Watch for cars!	• Greet people pleasantly • Ask for help and give help when you can

		• Pack your trash • Once on campus, stay on campus • Be aware of your surroundings!		
Bathroom	• Give others privacy and personal space • Go at appropriate times when possible: before/after school, break, lunch, passing periods	• Put things in proper places (trash in trash can) • Use supplies/resources for the intended purpose • Flush!	• Wash your hands with soap • Clean up after yourself: paper towels in the trash • Report issues to a staff member • Use inside voices and activity levels	• Use bathroom for its intended purpose • Use bathroom quickly and quietly
Classroom	• Listen when others speak • Raise hand and wait to be called on to speak • Treat others as you want to be treated • Respect class, materials, and each other	• Arrive on time: be in your seat when the bell rings • Come prepared • Help others by asking questions • Chew gum off-campus after school!	• Use tools as intended • Speak up respectfully	• Encouragement-Yes we can! • Be a team player • Seek clarification and encourage others to ask questions
Basketball Courts & Field	• Be courteous • Practice good sportsmanship • Keep food and drink out of the courts and field	• Pick up after yourself, including trash & jackets • Help others collect items • Stay in approved & supervised areas (within red lines) • Sign in, return, and sign out all sports equipment from the ball closet	• Keep play fun • Keep your hands to yourself • Be careful of others when playing ball	• Welcome and include others • Use positive language with others • Say ‘please’ and ‘thank you’ • Share facilities and equipment
Office	• Wait patiently for your turn • Office staff are working: polite behavior includes listening, responding quietly, sitting in lobby until called	• Check in with a staff member immediately • Sign in on computer • Complete school work while waiting	• Follow staff instructions • Only come to the office for official reasons: sent up, called up, needing help from someone who works there	• Say ‘please’ and ‘thank you’ • Let your behavior in the office be a help to staff
Before & After School	• Give others personal space • Be careful of grass and plantings	• Stay in approved & supervised areas • Check that you have your personal items you brought to school • Before entering campus, remember to turn off your cell phone and put in your backpack	• Walk instead of running • Use sidewalks & crosswalks • Wear helmets for bikes, scooters, skateboards	• Greet your friends, staff & parents

CABRILLO UNIFIED School District

STUDENT DEVICE ACCEPTABLE USE POLICY

This Student Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from the misuse of a District-issued device (i.e., laptop or tablet, and any related accessory provided by the District), or District provided web-based service (i.e. an education application) (collectively referred to herein as "District-issued device" or "District-issued devices").

Technology, on or off-campus, must be used in accordance with the mission and philosophy of CUSD. District-issued devices, assigned to a particular student, shall remain the property of CUSD. Therefore, there is no assumption of privacy when using a District-issued device. CUSD reserves the right to inspect all District-issued devices at any time during the school year without the prior authorization of a student or the student's parent, or legal guardian. Administration and faculty reserve the right to monitor, modify, lock, erase, search, and/or confiscate the District-issued device at any time. In accordance with District and school policy, misuse of the District-issued device may result in disciplinary action up to and including expulsion.

To maintain the integrity of the District-issued device program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

I. Family Responsibilities:

1. District-issued devices that are loaned are to be presented to your child's respective teacher at the end of each academic year for updates and routine maintenance. If your student leaves his/her school before the end of the year, s/he must return the District-issued device to his/her teacher as part of the check-out process.
2. Students/parents are solely responsible for the care and security of the District-issued devices they receive. District-issued devices must never be left in an unsecured location or any unsupervised area.
3. Any District-issued device left unattended and found on campus, should be turned into the main office.
4. If the District-issued device is damaged or malfunctions, families must take the device to the school's main office within 72 business hours for evaluation. In the event that a student is unable to bring the District-issued device to the main office, s/he must contact the site principal via telephone or via email within 72 business hours outlining the nature of the damage or malfunction. Failure to present the District-issued device or notify the main office and/or the principal within the allotted time frame may cause the family to incur the full cost

of the repair or replacement and/or lose the privileges of being issued a device, subject to the terms of the Acknowledgement of Receipt.

5. Families are expected to report any problems with the charger and/or any district issued accessories including covers within 72 business hours. At the end of the year, students are expected to return the same charger, cable, and any other district issued accessories in working condition.
6. If the District-issued device is lost or stolen, the families must report the incident to the main office and/or principal and the Technology Department within 72 business hours. In the case of theft, the family must also file a police report. Families are responsible for replacing the lost or stolen student device at their own cost, subject to the terms of the Acknowledgement of Receipt. (see chart below)
7. If a student damages the District-issued device (excluding reasonable wear and tear, such as minor scratches on the casing), the families are responsible for the full expense of repairing or replacing the device, subject to the terms of the Acknowledgement of Receipt.
8. Families are not permitted to repair, alter, modify, or replace District-issued devices without express written authorization from the District. This includes, but is not limited to: replacing; writing or drawing on the District-issued device; or affixing stickers or labels to the District-issued device.
9. Under no circumstance will CUSD replace or repair a District-issued device without the required payment or paperwork from the family.
10. The District does not provide backup services for any District-issued devices. Students should store important documents where backup is provided, such as District-provided file storage locations. District technicians will not attempt to recover lost data on district issued equipment.

Replacement Cost/Parent Deductible

Item	**District Cost**	**Parents Deductible**
Chromebook Replacement	$183.00	$183.00
Chromebook Cracked Screen	$100.00	$50.00
Chromebook Charger	$27.00	$27.00

II. General Expectations:

1. Students may not remove or circumvent the management system installed on each District-issued device. This includes removing restrictions or “jailbreaking” the device.
2. While working on a District-issued device on campus, students must stay connected to the CUSD wireless network and shall not turn off the District-issued device’s wireless setting or connect to other wireless networks unless otherwise instructed by District staff.
3. Students are expected to have their District-issued devices at school each day and fully

charged. The school is not responsible for charging the device. If a District-issued device is left at home or is not properly charged, the student remains responsible for completing all coursework.

4. Loaner District-issued devices will not be available. Forgetting to bring the District-issued device to school does not excuse or exempt the student from any class work rendered late or incomplete. Repeat offenses may result in disciplinary action.
5. Students may not change the pre-configured District-issued device's name, ip-address or other identifying information.
6. Students may not remove or alter the "asset tag" or "name tag" located on the District-issued device.
7. Memory space on District-issued devices is limited. Academic content takes priority over personal files or applications (apps). In the case of a memory space conflict, personal files, digital media, and apps must be removed from the District-issued devices at the student's expense.
8. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment. Please contact your teacher immediately with any issues regarding homework. The District reserves the right to determine whether any work completed prior to the malfunction will be considered for academic credit on a case-by-case basis.
9. Unless notified by the CUSD Technology Department, the student is expected to keep the administrator's settings on the District-issued device's current operating system and apps as set by the Technology Department.
10. Overall, students shall adhere to school's expectations when using the District-issued device.

III. Customization:

1. Due to the potential for misuse of District-issued devices, families will not be permitted to add media (music, images, and video files), or install apps from the Internet. Any exceptions granted will be made in writing by an authorized administrator on a case by case basis.
2. Students/Parents are not permitted to adjust the personal settings (i.e., background images, app icon arrangement, multi-touch swipe settings, etc.) of a District-issued device without the District's or site staff's prior written authorization.
3. General settings established by the Technology Department (i.e., certificates, security, system preferences) of a District-issued device may not be changed or manipulated at any time.
4. If a student receives a CUSD cover/sleeve as an accessory to a District-issued device, they are not permitted to customize the cover/sleeve.

IV. Prohibited Use: Prohibited use of District-issued devices includes but is not limited to:

1. Any action that violates existing school rules or public law.
2. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This

includes uploading and downloading of materials.

3. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission and philosophy.
4. Exchanging or sharing District-issued devices or accessories with another student or another family member.
5. Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Photographing, audio recording, or video recording on campus without the permission of her/his teacher, and principal, for academic purposes or in support of a school program.
7. Spamming: sending mass or inappropriate emails or messages.
8. Attempting to bypass CUSD's web filter while on or off campus.
9. Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
10. Removing the installed management profile from a District-issued device.
11. Any other behavior deemed inappropriate by the faculty or administration of CUSD.
12. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, email, or phone number.
13. Logging in to the system using another user's account or password.

V. CUSD Rights and Responsibilities

1. CUSD reserves the right to monitor and block access by a District-issued device to any material or activity on the Internet.
2. CUSD reserves the right to deny access to District owned technology to any individual.
3. Security on the network is a high priority. The Director of Technology shall establish procedures that will maximize system security.
4. No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
5. Opinions, advice, services, and all other information expressed through District-issued devices by students, staff, information providers, service providers, or other third party personnel on the Internet are those of the individual and do not represent the position of CUSD.
6. District-issued accounts which are inactive for more than 30 days may be removed by CUSD along with the user's files without prior notice.
7. School staff is responsible for supervising student use of District-issued technology on a CUSD campus. Parents are responsible for supervising student use of District-issued technology when the students are not on campus.
8. Illegal activities will be referred to the appropriate law enforcement agency.
9. CUSD reserves the right to revise and amend this SAUP at any time.

VII. Liability and Precautions:

1. In consideration for receiving the District-issued device, each student and his or her parent(s) or legal guardian(s) will agree not to sue the District, and shall release, waive, discharge, and hold harmless CUSD as well as its employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the District-issued device. Additionally, each student and her/his parent(s) or legal guardian(s) agree to indemnify and defend CUSD against any and all claims, actions, and causes of action of every nature relating in any way to the use of the District-issued device.
2. This SAUP applies to CUSD students at all times, whether or not the students are on campus.
3. CUSD provides web filtering or network restrictions while the device is off campus and while on other Wi-Fi networks.