

Christa McAuliffe Middle School



2025-2026

Student Handbook

209-953-9431

3880 Iron Canyon Circle

Stockton, CA 95209

mcauliffe.lodiussd.net

MISSION

Our mission is to provide a quality learning environment that challenges students to become empowered individuals, able to be successful in a diverse every changing society.

We believe in	Challenging students to succeed in society
We believe that	Home connections are important to success
We believe in	Respecting self and others
We believe in	Instruction designed to serve all students
We believe in a	Safe and caring learning environment
We believe in	Teaching students to be their best
We believe that	All students will reach high expectations

The purpose of our student handbook and agenda is to give our students a method to improve their organizational skills. All students will be provided with an agenda to record class assignments and related school activities. It is the student's responsibility to maintain this agenda throughout the school year. **Replacement cost for a lost agenda is \$5.00 payable to Christa McAuliffe Middle School.**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ **ZIP** _____

PHONE _____

**Christa McAuliffe Middle School
2025-2026 School Calendar**

7 th Grade Orientation	July 28 th (7 th Grade)
First Day of School	July 29 th (All students)
Common Planning Day / Minimum Day	August 6 th
Back-To-School Night (Tentative)	August 15 th
Progress Reports	August 22 nd
Labor Day - Holiday	September 1 st
Common Planning Day / Minimum Day	September 10 th
End of 1 st Quarter	September 26 th
Fall Break	September 29 th - October 11 th
School Resumes - 2 nd Quarter	October 13 th
Common Planning Day / Minimum Day	October 22 nd
Progress Reports	November 7 th
Veteran's Day - Holiday	November 11 th
Thanksgiving Day - Holiday	November 26 th - 28 th
Common Planning Day / Minimum Day	December 3 rd
Common Planning Day / Minimum Day	December 19 th
End of 2 nd Quarter / Minimum Day	December 19 th
Winter Break	December 22 nd - January 2 nd
School Resumes - 3 rd Quarter	January 5 th
Common Planning Day / Minimum Day	January 14 th
Martin Luther King Jr. - Holiday	January 19 th
Common Planning Day/Minimum Day	February 4 th
Progress Reports	February 5 th
Lincoln's - Holiday	February 6 th
Washington's Birthday - Holiday	February 16 th
End of 3 rd Quarter	March 13 th
Spring Break	March 16 th - 27 th
School Resumes - 4 th Quarter	March 30 th
Common Planning Day / Minimum Day	April 8 th
Open House (Tentative)	April 10 th
Progress Reports	April 25 th
CAASPP Testing - Minimum Days,	April 28 th - May 1 st
Common Planning Day / Minimum Day	May 6 th
Memorial Day - Holiday	May 25 th
Last Day of School for 7 th graders	May 28 th (7 th Grade) Full Day
Promotion Ceremony for 8 th graders	May 29 th (8 th Grade) Minimum Day

Annotating Analytical Writing

Annotate the text following the instructions below. As you proceed through each writing element, be ready to discuss the identified claims, reasons and evidence, and citations.

The following are the essential steps in annotating and understanding reading selections that you come across in any subject matter, or class.

1. Read _____ by _____. The first time, simply read the text. The second time, pay greater attention to the writing elements and to what type of text it is or what types of text it combines.
2. Identify the type of writing and write it at the top of the reading.

The three types of writing		
A	Argument	In an argument, the writer argues a claim that they support with one or more convincing reasons.
I/E	Informative/Explanatory	This is nonfiction writing that gives information about a topic including who, what, where, when, why, and how.
N	Narrative	A narrative is a story about a real or fictional experience.

3. Use the following instructions to annotate the text as you analyze it.

Annotating Chart				
Symbol	Meaning	A	I/E	N
#	Number the paragraphs	x	x	x
_____	Underline the writer's claim, thesis statement, main idea. Why is the author writing this piece? What is the point of the entire reading? What is the problem asking?	x	x	
←	Place Arrows next to the reasons for the claim. Why the author thinks this way.	x	x	
★	Place stars next to the evidence that supports the reason for the claim. Evidence = Facts, Proof	x		
□	Put a box around the counterclaim or counterclaims. The other side of the argument.	x		
✓	Place checkmarks next to the quotations and citations.	x	x	x
○	Circle the recommendation or call to action. What the author wants the reader to do.	x		
△	Triangle transition words or key terms that help make the author's point. What are the words that make the author's point?	x	x	x
?	Question Mark next to confusing information or difficult words, anything that you do not understand.	x	x	x

4. Complete your minute paper organizer and write your response

We, the staff of Christa McAuliffe Middle School, are pleased to welcome back our returning 8th graders and extend a warm and sincere welcome to our new 7th grade students. The Christa McAuliffe staff is dedicated to providing all students with the balance of a strong, standards-based education with the life skills needed for good citizenship in a safe and positive environment.

With our emphasis on striving for excellence, Christa McAuliffe provides a challenging curriculum along with academic support and interventions, including exploratory math and reading classes and after school tutoring. We also offer our students the opportunity to participate in extra-curricular activities such as sports, music, and travel.

We take pride in the involvement of our parents and community in the education of our children and thank them for their support. Again, welcome to another great school year at Christa McAuliffe Middle School.

GENERAL SCHOOL RULES

A copy of these school rules will be posted in each classroom along with the individual teacher's classroom rules.

1. Students will not interrupt the teaching or learning process.
2. Students will show respect for themselves and others.
3. Students will follow the rules posted in each individual classroom.
4. Students will not be out of class without a pass, before or after school, at lunch, or at any time during the school day.
5. Students will follow the dress code.
6. Students will be in their classrooms, ready to work, when the tardy bell rings.
7. Students will not be allowed to have food or drinks in the hallways or in class. Seeds and gum are NEVER allowed at school.
8. Students will not touch others. *This includes pushing, hitting, wrestling, play fighting, holding hands, or any other touching determined to be inappropriate by any staff member observing the behavior.*
9. Students will wear their IDs daily.
10. Students will not use inappropriate language in class or on campus.

VIOLATIONS OF THE RULES WILL RESULT IN ONE OR MORE OF THE FOLLOWING: WARNINGS, OFFICE REFERRALS, CONFLICT MANAGEMENT, PARENT CONTACT, CAMPUS CLEAN-UP, DETENTION, IN-SCHOOL SUSPENSION OR HOME SUSPENSION; AND IN EXTREME SITUATIONS, EXPULSION FROM SCHOOL – PER E.C. 48900 & E.C. 48915.

Please see the discipline matrix sent home in the first day packet.

BELL SCHEDULE (Regular Day)

Period 1 8:55 – 9:59
Period 2 10:02 – 10:56
Period 3 10:59 – 11:53
Lunch 11:53 – 12:23 (7th Grade)
Period 4 11:56 – 12:50 (8th Grade)
Period 4 12:26 – 1:20 (7th Grade)
Lunch 12:50 – 1:20 (8th Grade)
Period 5 1:23 – 2:17
Period 6 2:20 – 3:15

BELL SCHEDULE (Minimum Day)

Period 1 8:55 – 9:33
Period 2 9:36 – 10:10
Period 3 10:13 – 10:47
Lunch 10:50 – 11:24 (7th Grade)
Period 4 10:50 – 11:24 (8th Grade)
Period 4 11:27 – 12:01 (7th Grade)
Lunch 11:27 – 12:01 (8th Grade)
Period 5 12:04 – 12:38
Period 6 12:41 – 1:15

AERIES PARENT PORTAL AND ONLINE DATA CONFIRMATION

Please take a moment to complete the online data confirmation form through Aeries. You will have the ability to update information such as emergency contact, medical history, annual authorizations, and district documents. **Your email address must be on file with CMMS before it is used in this process.**

To access Aeries Portal login page, first navigate to www.lodiusd.net
Click on Portal on the top of the page, then click on Aeries Parent & Student Portal.
Enter your email address and password, then click Sign In.

ATTENDANCE: EVERYDAY COUNTS!

Good attendance is one of the keys to success in school. Any time a student is absent, that absence must be cleared by sending a note with the student when he/she returns, call the office between 8:00 AM and 4:00 PM, or email the school office. Please include the first and last name of the student, the date of the absence, and the reason for the absence.

You may call to verify your child's absence up to 10 school days after your child has been absent. Absences that are not verified within that time will be considered unexcused.

Fourteen (14) absences in the school year may be allowed due to illness. Any further absences due to illness for the rest of the school year will require a doctor's note to clear the absence.

Excused absences only for the following reasons:

Illness, Medical Appointment, Death of an immediate relative, and Pre-Arranged.

Unexcused absences can include:

Car trouble, Oversleeping, going out of town or on vacation, a parent/guardian having an appointment, not having a babysitter, and attending a graduation.

Note: Students who arrive on buses may not leave campus after arriving at school.

Home and Hospital Instruction:

Lodi Unified School District shall provide home and hospital instruction at the appropriate grade level for pupils who are unable to attend class at a school site for at least ten (10) school days because of a physical handicap, physical injury, physical illness or mental illness. The need and eligibility for home and hospital instruction shall be determined by either a physician or chiropractor or an Individual Education Program Team.

AUTOMATED ATTENDANCE CALLS AND CONNECT-ED

Lodi Unified School District uses an automated telephone message system to keep in touch with families about school events AND student attendance. If your student is marked absent and you have not called in to clear the absence, you will receive a call from the automated system. Please take advantage of this reminder and call us back as soon as possible to clear absences.

It is also important, if you block unidentified callers to your home, that you add our Christa McAuliffe numbers to your list of permitted callers. Our office numbers can be found on the first and last page of our handbook. Thank you for keeping your phone numbers current.

PRE-ARRANGED ABSENCES

Parents may request a pre-arranged absence from school for family business, vacation, or other activities, i.e., religious observances. **Pre-arranged Absence Forms, 1-2 days of absence, and Independent Study Forms (more than 2 days of absence) will be distributed from the Attendance office.**

Pre-Arranged Absence Forms must be completed prior to the absence, and students should take the form to each teacher for a list of work to be completed. Return the form to the Attendance Office prior to the absence or it will not be accepted. **Independent Study Absence Forms** must be completed at least two weeks prior to the absence and the completed form must be returned to the Attendance Office. Teachers will provide homework packets prior to the student's absence upon receiving the completed Independent Study Form. A two-week time period is necessary to complete all homework requests. Vacations and other activities taken during school time almost always affect grades and are discouraged. Absences for vacation, etc., will be unexcused. Based on state law, it is mandatory that on the day your student returns from their absence covered by the Short-term Independent Study Contract, they must turn in their assigned homework. The yellow Short-term Independent Study contract given to them by their teachers must be attached to their homework. The packet needs to be handed to the Attendance Clerk at the time the student comes in for their admit slip. The homework will be date stamped and handed back to the teachers. If your student does not return on the day following the end of the contract, the state will not allow Christa McAuliffe Middle School to receive credit for the days of attendance based on the terms of the Independent Study Contract. Parents may bring in their completed assigned homework on the day it is due if their child is out ill.

CAFETERIA USE

All students receive a student ID card.

The following rules will be strictly enforced in our cafeteria:

1. Students are to line up for lunch without cutting into line. Holding places for friends is not permitted.
2. There is to be no running, shoving, or pushing in the cafeteria.
3. Throwing food in the cafeteria is strictly forbidden, and students who throw food are subject to school suspension.
4. Students are responsible for cleaning up their own area and throwing away their trash.
5. Students are to obey the instructions of all adults in the cafeteria.
6. Students may not eat outside.
7. Students may not enter the main building during lunch.

A LA CARTE LUNCH RULES:

1. Students must form a single line.
2. Student may not purchase food for other students or cut in line.
3. A la carte is a privilege. Inappropriate behavior may result in loss of a la carte privilege.

NUTRITION SERVICES: SCHOOL MEALS

Universal free meals will be offered at no cost to any student enrolled in the Lodi Unified School District, when they are in attendance. The California Universal Meals Program will provide students access to breakfast and lunch during each school day free of charge regardless of their income or eligibility. No application is needed for meals, but we do request that you complete a Household Family Survey or Parent Data confirmation in Aeries to help qualify your school for supplemental program funding. Lodi Unified participates in the National School Lunch and Breakfast Programs, as well as the Child and Adult Care Food Program for after school meals. For additional information about our programs, menus, special diet forms, P-EBT eligibility, nutrition education and fundraisers please visit <https://foodservice.lodiussd.net>.

The 'no-cost' only applies to one meal at each service if the meal meets the USDA requirements of taking 3 of 5 offered components. So, for those students who wish to just grab a milk they will be charged \$0.50 unless they also take a fruit and a vegetable to qualify as a free lunch. For students wanting a second meal, they will be charged the grade-appropriate price.

CLOSED CAMPUS

We maintain a closed campus at Christa McAuliffe. This means that once a student arrives at school, he/she **must not leave the campus before the end of the day without specific permission from the office.** Anytime a student must leave school for illness, appointments, or other emergency purposes, his or her parent/guardian must sign them out in the attendance office. **Those signing students out of school must be on the student's Aeries contact list and present identification.**

COMPUTER USE

Christa McAuliffe Middle School's computer policy adheres to guidelines and requirements established by Lodi Unified School District. A copy of the board policy is available in the school office. Internet and computer access is a privilege. Students are to use the school internet access for schoolwork only. Downloading music, video clips or photos is permitted only for school projects. Students may NOT change their wallpaper. Students who deliberately access inappropriate materials or abuse the privilege will be subject to consequences for defiance and/or will be forbidden to use the internet at school for up to one academic year and may be suspended from school.

COUNSELING SERVICES

The counseling services are somewhat different than those at elementary school, and to help you be successful during your middle school years, you need to know what we can do for you. First, to make an appointment with a counselor you will need to fill out a **Counselor Request Form**. These forms may be found in the office. You may turn in this request to the office, to a counselor, or a teacher. They may also run small groups of 6-10 students on different subjects like: death in the family; divorce, friendship, study skills, and test-taking. If you are having problems with your grades, the counselors can set up a progress report with you and your parents that will help get you back on track. Your parents will need to contact the counselors to schedule a parent/teacher conference. On the 4th week of each quarter, **Progress Reports** are mailed home with comments from teachers. **Quarterly Report Cards** are mailed home about one week after the end of the quarter. Counseling can assist students to understand that their middle school grades (GPA min.1.5-max. 2.00) and annual assessments are important. The GPA and annual assessments are instrumental in class placement for high school. The transition from elementary school can be challenging for some of our students. Students are adjusting to having six individual classes with different teachers, not having recesses in the middle of the day, their homework now requires more time to complete, and learning how to become acquainted with students from other elementary schools. Throughout the two academic school years, our school counselors will work by assisting our students to move forward and be successful academically.

DETENTION POLICY: AFTER SCHOOL OR LUNCHTIME

Detention may be assigned by teachers and administrators for minor infractions according to the conduct code.

1. Failure to attend assigned detention will result in doubling of the detention.
2. Students will be sent to the office on a referral when the doubled detentions are cut, and teachers will notify parents.
3. Being removed from detention (for disruption or tardiness) is considered a cut detention.
4. Administrative detention

DISRUPTIVE ITEMS:

Cell phone use is prohibited in classrooms, restrooms, and offices unless otherwise stated by a teacher or administrator. Students may carry cell phone for emergencies but are **required to turn them off during school hours and must remain out of sight.**

Playing/trading cards, toys and electronic games are not allowed to school as it is a disruption or distraction to learning.

In addition, **Christa McAuliffe Middle School is not responsible for items lost, stolen, and/or damaged at school.** If seen or heard on campus, disruptive items will be confiscated. On first offense, students may pick up their item at the end of the school day. Parents must pick up disruptive items after a first offense. Permanent markers will be confiscated and not returned.

DRESS CODE - ALL students are required to follow the school dress code

The Christa McAuliffe administration has the right to determine appropriate dress. Violations of the dress code will result in request for parent to either bring appropriate clothes to school or students will be given school clothing. Students will not return to class dressed inappropriately.

1. **Shorts** are permitted **only** if they are hemmed an appropriate length for school per administration. Boxers are NOT PERMITTED.
2. **Pants**: Jeans, sweatpants, and other pants are permitted. Pants with cuts or tears/holes must be below fingertip length when arms are resting at the side. Pajamas are not permitted. Pants are **not to sag below the waist**.
3. **Tops**: T-shirts, sweatshirts, shirts, and blouses are permitted and must cover the **stomach and cleavage**. Tank tops, tube tops, halter tops, off-the-shoulder and spaghetti straps are **NOT PERMITTED**.
4. **Shoes**: Sandals with heel straps will be permitted, but students must bring athletic shoes that are suitable/tie for use in P.E.
5. **Logos/Patches**: Must be in good taste and must not display profanity or be sexually suggestive or advertise alcohol, tobacco, or any illegal substance.
6. **Dresses**: Dresses that have tops that resemble tank tops, tube tops, halter tops or spaghetti straps are **NOT PERMITTED**.
7. **Hats**: No hats will be allowed, and hoods may only be worn outside.
8. **Inappropriate Clothing**: The wearing of clothing and/or adornment that advertises or otherwise promotes sex, alcohol or tobacco, controlled substances, and gang activity **ARE PROHIBITED** on school grounds and at school activities on or off campus.
9. **Belts**: Students are **not** permitted to wear belt buckles displaying gang numbers or names. Belts must be up and in belt loops so as not to hang down.
10. **Hair**: For safety reasons, students must wear their hair in such a way that their faces are completely visible.

DANCE/ACTIVITY RULES

1. **Physical contact**: Standards are that physical contact should not be embarrassing to parents, teachers or students.
2. Students who have been suspended, had unexcused absences, or have 2 or more referrals since the last activity will not be able to attend.
3. Students who are absent from school the day of the activity may not attend.
4. **Ticket sales**: All tickets will have a permission form included. Tickets will be sold before the activity only. No tickets will be sold at the door. If a student breaks school rules they will be asked to leave the activity; parents will be phone and a parent/guardian will pick up the student.
5. **Transportation**: Students are responsible for their own transportation to and from the activity. Any student who is not picked up within 15 minutes after the dance will not be able to attend the next dance.
6. **Chaperones**: At least 3 teachers, 1 administrator and parent chaperones will be present at each dance.
7. **Leaving an activity**: No student will be allowed to leave the activity before the ending time without permission of the Principal or Vice Principal.
8. Students who forge a parent/guardian signature on a dance ticket, use another student's ticket to enter the dance/activity without an authorized ticket can be suspended and parent/guardian will be notified to pick up the student from the dance/activity.
9. **All school rules apply at all activities.**
10. Dances are for current Christa McAuliffe students only. Guests may not be invited.

EAGLE STORE

The PTSA manages a student store, which is open daily after school. The store remains open if the students keep the campus clean. This is Christa McAuliffe Middle's primary fundraiser. All money raised goes directly back to the school to benefit the students.

EMERGENCY CARDS

Each student must have a completed emergency card signed by their parent/guardian on file in the school office. The parent must provide their home phone number, parents' work phone numbers and at least one name of a friend or relative who can take responsibility for signing the student out of school in case of emergency. ***It is the parents' responsibility to notify the school if there are any changes to be made regarding any information on the emergency card,*** in order that it is up to date at all times.

EXTRA CURRICULAR ACTIVITY

We encourage every student to become involved in activities. These activities require out of class or after school time.

*After school mentoring *Yearbook *Student Leadership *After-school tutoring *After-school enrichment classes

Proper behavior is expected of all students participating in extra-curricular activities. **Inappropriate behavior may result in the student not being allowed to participate in the activity and/or school consequences.**

FIELD/STUDY TRIPS

Some classes offer field/study trips to places that connect to their curriculum. The criteria for all field trip participants will be established by the sponsoring teacher and/or group and support district discipline guidelines. These criteria will be in effect until the time of departure for each trip. In the event the student is unable to go, the refund deadline is determined by the sponsoring teacher or group.

FIRE DRILL PROCEDURES

When the fire bell sounds, no matter what class or area you are in, you are to report calmly and immediately to the basketball courts with your teacher. Line up quietly. Remain on the court until the ALL-CLEAR BELL rings or until the Principal or Vice Principal excuses you. Throughout the school year, we will have practice drills. During these drills you will learn the safest routes out of the buildings and what to do when you reach the basketball court. Students are to report to 1st period teachers at their designated areas if the fire alarm occurs before/after school, during lunch, or during passing periods.

FOOD POLICY:

Food delivery is not allowed during school. We do not allow student to have food delivered to the school by a third-party delivery service such as Uber Eats, Door Dash, or GrubHub.

Energy drinks are not allowed to be consumed at school.

HANDS OFF POLICY & PLAYFIGHTING

The inappropriate display of affection between two or more persons is forbidden. Students will not touch others in an inappropriate way. This includes pushing, hitting, wrestling, and play fighting, holding hands, hugging, kissing, or any other touching determined to be inappropriate by any staff member observing the behavior. Consequences will range from warning to home suspension. Parent contact will be made for those unwilling to comply.

HOMEWORK

Students should expect homework. Christa McAuliffe Middle School follows the homework guidelines established in the board policy. A copy of the board policy is available in the school office. The purpose of homework is to *review skills learned in class, prepare for tests, and to develop study habits*. The types of work a student may be required to do for homework are make-up work; voluntary work to raise scholastic standing; work not completed in school; reading of library or textbooks; class projects; and/or regular assessments. Parents may request homework on the first day of an absence. Generally, if the homework request comes in before 9:00 a.m., a note will be given to the teachers for homework the same school day. If the request comes in after 9:00 a.m., then homework assignments will be available the next school day.

HONOR ROLL

Christa McAuliffe maintains an Honor Roll each quarter. Students making the Honor Roll may have the privilege of attending Honor Assemblies. The qualifications for honor roll are:

1. Satisfactory citizenship
2. Students must have a 3.0 or better GPA
3. Minuses or pluses are not considered in the evaluation criteria.

LIBRARY

The books in the library cover an extremely wide range of subjects. Materials for recreational reading and for school reports can be found there. Students must bring their ID card or a copy of their schedule in order to check out books. A notice of library books due will be sent out after a book is overdue. Students must pay for any books that are lost or damaged. If a student abuses his/her library privileges, they may be taken away for any period of time the administration feels is necessary.

LOCKDOWN PROCEDURE

These procedures will be used only in life threatening situations when there is a high risk of serious injury to students or staff.

BE SURE TO FOLLOW ALL STAFF DIRECTIONS AND REMAIN SILENT.

1. When an announcement over the intercom states, **"Attention Christa McAuliffe staff and students, we are in lockdown mode,"** Students should immediately move away from all windows and silently sit or crouch near the floor out of view of the windows.
2. Staff should direct students to safe and secure locations, i.e., nearest open classroom/building or other safe location.
3. If safe to do so, lock doors, close blinds/curtains, cover door window and turn off the lights.
4. Teacher and students should remain silent and out of range of windows until a statement is made via the intercom, **"The lockdown situation is over, and the campus is secure"**.
5. No one should be allowed into the locked classrooms until the lockdown is over. Do not reply to a command at the locked door. Remain silent during the lockdown. Staff will enter with a master key and identify themselves upon entering.

LOST AND FOUND ARTICLES

Students should mark clothing, books, equipment, etc., with some identification. Each student is responsible for his/her own personal property. Check the lost and found for missing items. All unclaimed clothing will be given to charity at the end of each quarter.

MEDICATION

Designated school personnel WITH THE WRITTEN CONSENT OF PHYSICIAN may administer certain prescribed medications for students. Unless there is a request by the students' doctor, the school is not allowed to administer medication of any kind. THE REQUEST FORM FOR PHYSICIAN'S CONSENT FOR MEDICATION IN SCHOOL MAY BE OBTAINED IN THE SCHOOL OFFICE. THIS FORM IS REQUIRED FOR ALL MEDICATION. IN ADDITION, NO STUDENTS MAY CARRY OR POSSESS PRESCRIPTION OR NON-PRESCRIPTION MEDICATION. i.e., cough drops or eye drops, Tylenol, unless required by a physician. Parents/guardians may come and give medication to their child.

PTSA

Christa McAuliffe Middle School has an outstanding PTSA. As a new or returning student, please encourage your parents to participate. The PTSA does a variety of very generous things, like producing decorations for dances and making sure the refreshments are what you like. They also provide treats for teachers to thank them for the great job they do.

PARENT/TEACHER CONFERENCES

Parents are welcome to come and talk with any teacher, administrator, or counselor by making an appointment through the school office. Parents are encouraged to make appointments with teachers to discuss any problems they are concerned about.

PASS POLICY

To create a more positive educational environment, teachers set up a pass policy in their classrooms. The pass policy at Christa McAuliffe Middle School consists of the following:

1. **Restroom:** No passes, except in an emergency, and **ALL** students must sign out. There is ample time between class periods.
2. **Office:** **ALL** students going to the office must have a pass.
3. **Other classrooms:** Students will not enter other classrooms without a pass.
4. **Hallway:** **ALL** students must have a pass at **ALL** times to be out of their classroom.

PHONE USAGE:

The office counter phone is for emergency use only. Student who needs to make a phone call will need their teacher or staff permission. Phone usage should only be before school, during lunch and after school.

PROGRAM CHANGES

Schedule changes are allowed in the first 14 days of the 1st and 3rd quarters.

AERIES PARENT PORTAL ELECTRONIC GRADE CHECK

The Aeries system allows parents and guardians to check student progress via the internet 24 hours a day, seven days a week.

If you do not have an Aeries Portal Login, provide your email address to Christa to receive an email invitation to create an account. To access all your students from a single account, the same email address must be on file for each of them. Provide any email corrections and/or updates to your child's school. Each Parent/Guardian should have a unique email address.

PROHIBITION OF HARRASSMENT (Board Policy 5145.3)

It is the policy of Lodi Unified School District to maintain a learning and working environment that is free from racial, sexual, religious, sexual orientation, or disability harassment. For a complete copy of the policy, please visit the Lodi Unified School District's website at www.lodiUSD.net under the Board of Education under Quick Links.

PROMOTION/RETENTION POLICY

The Christa McAuliffe Middle School's promotion/retention policy reflects the guidelines and requirements established by Lodi Unified School District Board Policy. A copy of the board policy is available in the school office.

Here at Christa McAuliffe Middle School, we are committed to ensure every student has a successful and fulfilling academic experience. Please see below for important information about our 8th grade promotion requirement.

To participate in the 8th grade promotion ceremony, student must maintain a 1.5 cumulative GPA during the first, second and third quarter of their 8th grade year. If a student is not meeting these requirements, parents will be notified with a formal letter after each report card stating their student is at risk of not participating in the promotion ceremony.

How to calculate GPA: Each letter grade is a point value. A= 4 points, B= 3 points, C= 2 points, D= 1 point, F= 0 point.

Add the total points for all six classes and divide by 6.

For example: If a student's grades are A, B, C, C, B and D. $(4+3+2+2+3+1 = 15) \div 6 = 2.50$ GPA

REPORT CARDS

Report cards are used to inform student and parents about student progress in school. Report cards are issued approximately every 9 weeks. Progress Reports are issued after the fourth week of every quarter and may serve as a warning notice. A warning of failing on preceding progress report must precede any grade of "F" on a report card.

SAFETY

Students are responsible for their behavior from the time they leave their home until they return home after school. School rules, which are broken by students on the way to school or on the way home from school, will result in school disciplinary action. Please see the discipline matrix sent home in the first day packet. Fighting or trespassing on private property are causes for disciplinary action on the part of the school. Students should follow these guidelines:

1. Stay off all private property when coming to and going from school.
2. Bicycle riders, walkers, and students using other modes of transportation should follow crossing guard directions near the school and bicycle safety rules.
3. Pedestrians must walk on the provided walkways. Pedestrians and students using other modes of transportation are to cross **ONLY** at crosswalks provided.
4. Students are not allowed on other school campuses while they are in session.

SOCIAL ACTIVITIES

The Student Leadership group plans social activities, such as dances, skating parties, and special events. Social events and activity days are privileges, which require satisfactory school performance and acceptable behavior of students to attend.

Students who have been suspended, or have 2 or more referrals, or are truant, are not allowed to attend the next activity.

SPECIAL NOTE

If a student is absent for more than half of the day on which any activity or social event is held, he/she will not be eligible to participate in that activity.

SPECIAL EDUCATION Referral and Assessment (Ed. Code 56301-56303 & 56321)

The district has special education programs for any child with special needs, from birth to age 22. Anyone in the community who knows of any child with exceptional needs should call the Special Education Department at 209-331-7080.

This department will seek to determine if the district can be of service to the child.

Parents of such children should consult the Principal, Counselor, or Resource Specialist at the child's school about special education and the referral process. Before a child can be placed in special education, an assessment of the child's needs must be conducted with written parental consent.

A copy of the board policy is available in the school office.

STUDENT ASSISTANCE PROGRAM

If you have concerns regarding a student's behavior, personal adjustments or academic progress, please refer the student to the counseling staff. An Instructional Support Team meeting will be scheduled to share information and make recommendations for resources for the student and family. The program includes the following components:

1. School policy (rules)
2. Awareness
3. Prevention
4. Identification (out of norm behavior)
5. Intervention (data gathering)
6. Referral (present available options)
7. Support groups

STUDENT LEADERSHIP

CMMS provides for an excellent program of Student Leadership. Meetings will be held on a regular basis and will give students an opportunity to influence constructively the policies, procedures, and activities of the school.

IN ORDER TO PARTICIPATE IN STUDENT LEADERSHIP, STUDENT REPRESENTATIVES MUST MAINTAIN A 3.0 GPA, RECEIVE NO "F" GRADES, AND FOLLOW ALL SCHOOL RULES.

TARDY POLICY

All students are expected to be in class on time and ready for class instruction per teacher class rules. If a student is tardy, the following consequences will follow:

Tardy #1 - Warning; additional tardiness will result in administrative detention and/or parent contact

TEACHER ASSISTANT PROGRAM

8th grade students with a GPA of 2.5 or higher and no F's may serve as Teacher Assistants. Students must display appropriate conduct and should not be a discipline problem. Students must be mature and responsible. Students can sign up at the end of 7th grade.

TEXTBOOKS

Textbooks are issued free of charge to all students who are held responsible for their care. All textbooks are checked out in the library via a bar code ID process. Students will be required to pay for all lost books that are damaged and not returned in good condition. However, if a lost book that has been paid for is found and returned in good condition, the money will be refunded. Students are asked to cover their books at the beginning of each quarter.

TRANSPORTATION BY BUS

Transportation is furnished for students living beyond the 2.5-mile walking boundaries of the school. Students transported in a school bus are under the authority of the driver of the bus. Continual disorderly conduct or refusal to obey the bus driver shall be sufficient reason for a student to be denied transportation in accordance with regulations of the district. Students must be in possession of a valid bus pass at all times. Replacement bus passes are obtained from bus drivers.

STUDENT MODES OF TRANSPORTATION

Bicycles, skateboards, & scooters must be parked and secured by a student supplied locking mechanism.

The school will make reasonable attempts to protect the above before, during, and after school. The school **CANNOT** assume any financial responsibility for bikes, skateboards, scooters, etc. The bike rack gate will be locked during the school day.

UNIFORM COMPLAINT PROCEDURES

(District policy 1312.3)

Board Policy 1312.3 contains information regarding the districts uniform complaint procedures (as required by Title 5 of the California Code of Regulations). The uniform complaint procedures have been adopted to ensure that the district complies with state and federal law in specific programs, including allegations of discrimination and sexual harassment.

The district's uniform complaint procedures describe the appeal and review processes and advise interested parties of civil law remedies. The district's Administrative Director of Special Services/SELPA has been designated as the person who is responsible for receipt and processing of complaints.

Copies of the Uniform Complaint Form may be obtained from the district's Administrative Director of Special Services/SELPA office at 331-7061. The person filing the complaint may pursue action in the civil court. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. A copy of the board policy is available in the school office.

TOBACCO

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in

suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502) Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

USE OF THE OFFICE PHONE

The office telephone is for school business purposes. The students may use the office phone **only in an emergency**.

IF YOU ARE ILL, HAVE YOUR TEACHER GIVE YOU A PASS TO THE OFFICE AND THE OFFICE STAFF WILL CALL YOUR PARENT FOR YOU. DO NOT USE ANY OTHER PHONE TO CALL YOUR PARENTS WHEN YOU ARE ILL.

VISITOR POLICY

ALL VISITORS MUST REPORT TO THE OFFICE. A VISITOR'S PASS WILL BE ISSUED AT THAT TIME. NO OUTSIDERS ARE TO BE ON CAMPUS WITHOUT WEARING A VISITOR BADGE.

1. Students from other schools are not allowed on campus.
2. Christa McAuliffe students are not allowed on campus when there is no school unless special arrangements are made and agreed upon by the administrative staff and parental approval is obtained.
3. Names of scheduled visitors (pre-arranged) will be on file in the office. Upon arrival a visitor's pass will be issued.
4. Students are not allowed to bring visitors on campus due to liability.
5. **VIOLATORS WILL BE CONSIDERED TRESPASSERS! Penal Code 653G**

VOLUNTEER

AN INDIVIDUAL MUST FIRST BE CLEARED THROUGH THE PERSONNEL DEPARTMENT TO VOLUNTEER IN THE DISTRICT.

1. Submit your volunteer application online via www.lodiUSD.net/families/volunteer.
2. Complete fingerprinting at the agency of your choice and submit signed fingerprinting form back to Personnel Services.
3. Await clearance with the Department of Justice (DOJ).

Personnel Services does not have timeframe information on DOJ providing fingerprint results. If you have not received response within 30 days of fingerprinting, please contact Personnel Services at 209-331-7095.

VOLUNTEER DRIVERS:

ALL VOLUNTEER DRIVERS MUST COMPLETE A VOLUNTEER REQUEST FORM AND HAVE FINGERPRINTS ALREADY ON FILE WITH PERSONNEL SERVICES BEFORE BEGINNING THE VOLUNTEER DRIVER APPLICATION PROCESS.

Potential Volunteer start by submitting their volunteer driver application. The submitted application is reviewed by the school principal and the Risk Management department, checking for insurance requirements and documentation. Next, a background check is performed, and the Transportation Department runs a DMV clearance check to review the volunteer's driving history.

The volunteer driver application process ensures that all volunteer drivers meet the necessary safety and documentation standards before being able to transport students.

DISCIPLINE POLICY

Please refer to the Lodi Unified School District discipline matrix located at www.lodiUSD.net under Board of Education under Quick Links, School Board Policy, Series 5144; also sent home in first day packet.