

North Monterey *County* **Middle School**

Home of the Phoenix



2025-2026

Student Handbook

10301 Seymour Street, Castroville, CA 95012

831-633-3391

<https://nmcms.nmcusd.org/>

Last Updated December 2025

We believe in our students, our families, and our community.
What WE dream, engage in, and achieve together matters!

North Monterey County School District Mission Statement

Ensuring that all students graduate college, career and life ready,
we have a system where all students know that all adults believe in them and
support them; where students have access to opportunities and have many options
for success; and where we all work collaboratively with shared responsibility to
ensure that each child succeeds and thrives.

TABLE OF CONTENTS

Mission Statements	Pg. 2
Bell Schedule	Pg. 3
School Map	Pg. 4
RISE Behavior Matrix	Pg. 5
Schoolwide Classroom Expectations	Pg. 6
Behavior Protocol	Pg. 7-8
Dress Code	Pg. 9-10
Attendance and Sick Policy	Pg. 11-12
A-Z Reference	Pg. 13-20



North Monterey County Middle School

2025-2026



TUES, WED, THURS and FRI BELL SCHEDULE

Period	Start	End	Minutes
Arrive at School before warning bell at 8:26am			
Advisory	8:30	8:51	21
1	8:55	9:45	50
2	9:49	10:39	50
Break	10:39	10:54	15
3	10:58	11:48	50
4	11:52	12:42	50
Lunch	12:42	1:27	45
5	1:31	2:21	50
6	2:25	3:15	50

MONDAY BELL SCHEDULE

Period	Start	End	Minutes
Arrive at School before warning bell at 8:26am			
1	8:30	9:04	34
2	9:08	9:42	34
3	9:46	10:20	34
Break	10:20	10:35	15
4	10:39	11:13	34
5	11:17	11:51	34
6	11:55	12:29	34
Lunch	12:29	1:15	46



School Map 2025 - 2026

Rm. 128 Girls Locker	Rm. 127 Boys Locker
----------------------------	---------------------------

PE Offices Pratt Gutierrez Smart

Rm 28 PE Classroom	Room 28 Weight Room
-----------------------	------------------------

GYM	Restroom - Boys
	Restroom - Girls
	Restroom - Boys

Custodians	Boys RR	Girls RR
Furnace		
Cafeteria		
Multi-Purpose Room		
NEST Office		

Rm 12 Castello Science 7/8	Rm 13 S. Knutson C STEM	Rm 14 Hinderer Math 7	Rm 15 Noria ELA 7	Rm 16 Hurt Art	Rm 17 Camacho Warren Fernandez
Rm 6 Walker Science 7	Rm 7 Guinvarch Science 7	Rm 8 Davis SS 7	Rm 9 Mattinoe ELA 7	Rm 10 Clayton Student Support	Rm 11 Viggiano ELA 7

Rm 218 Romero SS 7/8	Rm 219 Potter ELA 8	Rm 220 Tellez ELA 8	Rm 221 Strong Science 8	Boys RR
Rm 118 Martinez SS 8	Rm 119 Bacon Math 7/8	Rm 120 M. Knutson Math 8	Rm 121 Rutherford Science 8	Girls RR

Rm 122 Staff Room	Rm 123 Martinez Spanish	Rm 124 Gonzalez SS 7	Rm 222 Doherty Math 8	Rm 223 Chhor SS 8	Rm 224 Blackwood ELA 8
			Library Torres Librarian		
			I.T.		Rm 126 Leyva Band

Book Room	Copy Room
Staff Lounge	
Restroom	Restroom
Assistant Principal	Community Liaison
Conference	Reception
Principal	Clerks & Secretary

Wellness Center Counseling & Mental Health	Rm 4 Helfgott Math 7	Rm 5 Espinoza SDC	Boys RR
Rm 1 Staff PD Room	Rm. 2 Hamza Student Support	Rm 3 Podolkhov Speech	Girls RR
			Annex Blaising Psychology
			Special Services OFFICE

Expanded
Learning Office



North Monterey County Unified Middle School

RISE Behavior Matrix

	Classroom	Outdoors	Bathrooms	Lunch Lines
RESPECT	<ul style="list-style-type: none"> • Raise your hand before speaking. • Hands & feet to yourself. • Listen attentively when someone is speaking. 	<ul style="list-style-type: none"> • Use appropriate language and volume when speaking. • Assume best intentions. 	<ul style="list-style-type: none"> • Respect others' privacy and property. 	<ul style="list-style-type: none"> • Wait patiently in line and have your ID card ready. • Say please & thank you.
INTEGRITY	<ul style="list-style-type: none"> • Take ownership of your actions. • Use materials appropriately. • Complete your own work. 	<ul style="list-style-type: none"> • Keep hallways and stairways safe and clean. • Get to where you are supposed to be 	<ul style="list-style-type: none"> • Maintain personal hygiene - wash your hands. • Do not waste time. 	<ul style="list-style-type: none"> • Form lines to be served. • Do not cut in front of your peers.
SERVICE & SAFETY	<ul style="list-style-type: none"> • Help others. • Keep the classroom clean.x 	<ul style="list-style-type: none"> • Clean up after self and others. • Walk through the hallways. 	<ul style="list-style-type: none"> • Keep the area clean for all to use. 	<ul style="list-style-type: none"> • Clean up after self and others.
EXCELLENCE	<ul style="list-style-type: none"> • Be in your seat when the bell rings. • Give your best effort. • Follow directions. 	<ul style="list-style-type: none"> • Share the space with others. 	<ul style="list-style-type: none"> • Do your business and return to class in a timely manner. 	<ul style="list-style-type: none"> • Share the space with others.

PHOENIX...RISE UP!

At North Monterey County Middle School....

1

**We listen and stay
focused while the
teacher is teaching.**

3

**We treat ourselves,
others, and our
school with respect.**

2

**We use our class
time for our assigned
classwork.**

These expectations are posted in every classroom. Students will be taught what they mean and supported in meeting them. If a student is struggling, they may receive redirection and additional support. Repeated instances of not meeting expectations may result in lunch detention, a minor behavior infraction, and/or further interventions.

NMCMS BEHAVIOR PROTOCOL



Observe/Identify Unwanted Behavior



- Redirect
- Reteach Expectations
- Verbal Warning

State the expectation using the "I Understand" language.

2-3 ATTEMPTS

Did the behavior change?

NO

YES

- Seat Change
- Phoenix Focus Form
- Buddy Room
- BT Walk (ext. 3110)
- 1-on-1 Check In
- Admin Push In

!
Acknowledge & reward change

YES

Did the behavior change?

NO

Does the student need to be removed?
(Learning cannot continue)

NO

YES

Consider

- Entering a Minor Behavior Infraction in Synergy (you must make parent contact)
- Submitting an RFA
- Parent Conference
- Staffing
- Admin Check In

Complete Discipline Referral Form to Office
Do not send student alone. Call for escort. ext. 3189
You must make parent contact

Complete Discipline Referral Form to Office
Do not send student alone. Call for escort. ext. 3189
Hold off on parent contact.

Administrator conferences with student and determines actions.

Administrator follows through on consequence/action.
Documentation is made in Synergy by Admin

Administrator provides teacher/staff with updates and/or feedback.

NOTE:
If the same behavior habitually occurs in a short time frame:

- Complete Request for Assistance (RFA) in Synergy
- OR
- Follow Major Behavior Protocol

Documentation of interventions are necessary for either of these steps.

Minor/Major Table

Behavior	Minor (Classroom Managed)	Major (Office Managed)
Disrespect	<ul style="list-style-type: none"> ● Not working/Unfinished work ● Not participating in group work ● Making faces/rolling eyes ● Huffing, signing, etc. ● Arguing/defiance- Inappropriate ● Uncooperative behavior ● Talking back ● Cheating/Lying ● Leaving assigned area ● Minor object taking 	<ul style="list-style-type: none"> ● Blatant or excessive non-compliance or defiance ● “F-you”, flipping off, etc. ● Repetitive minor incidents that normal classroom consequences are not addressing (Counseling/ MTSS referral, not a class exclusion) ● Leaving class or campus /Hiding from staff ● Forgery ● Theft of major objects or pattern of stealing that is ongoing
Disruption	<ul style="list-style-type: none"> ● Making noises ● Constant talking ● Yelling Out or Blurting ● Disruption during instruction ● Throwing objects ● Out of seat ● Not Listening ● Not following directions ● Tardy to class or leaves early 	<ul style="list-style-type: none"> ● Screaming/Yelling excessively ● Teacher cannot teach ● Students cannot learn ● Out of control behavior in the extreme ● Throwing objects with the intent to cause harm <p>May require removal from classroom: Do not send student, ask for a counselor, admin, BT, or Supervisor support</p>
Dress Code	<ul style="list-style-type: none"> ● Violations that can be remedied in class. (i.e. Zip up jacket, put on sweater) ● sagging pants, exposed undergarments 	<ul style="list-style-type: none"> ● Gang related apparel (immediate notification) ● Ongoing pattern of dress code violations (notify admin) ● Overly suggestive, drug/ alcohol-related, or violent clothing
Inappropriate language	<ul style="list-style-type: none"> ● Negative talk ● Name Calling ● Teasing ● Swearing ● Verbal argument/disagreement ● Impolite talk ● Talking back ● Dishonesty/lying ● Sexual innuendos ● Peer conflict (balance of power) ● Mean comments that hurt feelings 	<ul style="list-style-type: none"> ● Legitimate verbal threats against anyone ● Gang harassment ● Harassment (racial, sexual, religious, gender, ability) ● Intimidation ● Bullying (imbalance of power)

<p>Property Damage/ Misuse</p>	<ul style="list-style-type: none"> ● Defacing or destruction of books, pencils, pens, crayons, classroom supplies, PE equipment ● Minor vandalism (such as writing on the desk or others property) ● Taking minor items ● Graffiti (non-permanent) 	<ul style="list-style-type: none"> ● Cause of permanent damage by intentionally defacing of peer/teacher/school property ● Vandalism (breakage, spray paint or permanent damage) ● Use of combustibles (firecrackers, snaps, etc.) ● Stealing major items from peers/adults ● Pushing over furniture ● Setting fires
<p>Physical Contact</p>	<ul style="list-style-type: none"> ● Bumping into another person ● Play hitting/horseplay ● roughhousing ● Poking ● Tripping ● Reckless Physical Behavior such as: play hitting/horseplay/flicking /pinching/teasing-messing around intent 	<ul style="list-style-type: none"> ● Fighting ● Loss of control out of anger ● Hitting with intent to harm ● Punching with intent to harm ● Physical intimidation ● Spitting/ scratching/biting with intent to harm- anger related ● Sexual misconduct ● Physical aggression/assault ● Repeated minor physical contact/aggression ● Any physical contact resulting in injury
<p>Technology Violation</p>	<ul style="list-style-type: none"> ● Cell phone use during school hours ● Cell phone on during class/ringtone ● Earbuds at inappropriate times ● Off-task computer behavior ● On a website without permission 	<ul style="list-style-type: none"> ● Refuses to give tech equipment to the staff member ● Accessing “off limit” and inappropriate websites on a school computer ● Bullying/Harassment type messages on school tech equipment ● Repetitive minor technology violations (major violation in synergy, not cause for removal from class)
<p>Other</p> <p><i>*Specify in brief note</i></p>	<ul style="list-style-type: none"> ● Chewing Gum ● Eating in Class 	<ul style="list-style-type: none"> ● Bomb Threat ● Alcohol/drug/tobacco possession ● Possession of weapons ● Repeated “minor offenses” in any category listed ● 911 calls

NMCMS Dress Code

The following guidelines are intended to define appropriate student attire and personal grooming. We believe that students should “dress for success” and that a dress code policy helps keep our schools safe and effective.

Students who do not follow the dress code will need to call a parent or guardian to bring clothing that adheres to the dress code policy. If a student continues to violate the dress code policy, progressive discipline will take place, including suspension.

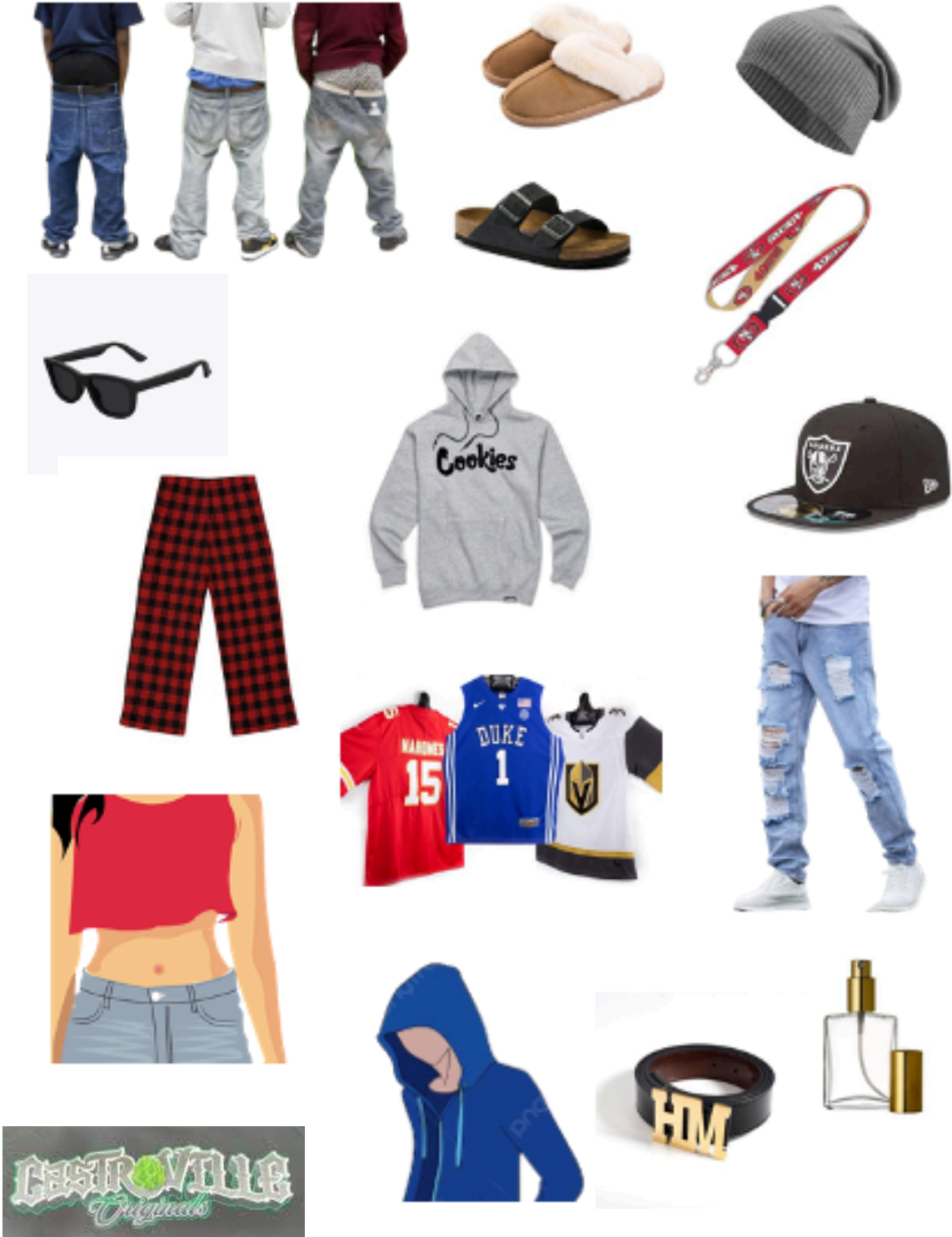
All of the following dress items are not allowed at school. Furthermore, the administration and staff reserve the right to address attire not listed below that disrupts or interferes with the learning environment of the school.

1. No visible undergarments at any time.
2. Skin may not be visible above mid-thigh (ripped jeans & shorts must follow this rule).
3. No garments that reveal a midriff or excessive amounts of bare skin. All shirt straps should be larger than three fingers wide.
4. Garments that are predominantly navy/dark blue (except denim) or garments that are predominantly solid red/maroon/burgundy are not permitted. Clothing accessories (shoes, shoelaces, jewelry, belts, etc.) may not be red or blue.
5. No gang-related items (bandanas, belts, suspenders, jewelry, hats, or other clothing/items that by its color, arrangement, trademark, or symbol denotes membership in a gang) or grooming that denotes gang activities (items that identify area codes or items with following logos: SOCAL, NORCAL, CENTRAL VALLEY, THE VILLE).
6. No chains or belt buckles with letters.
7. No sports team logos and jerseys, including local teams.
8. No obscene, vulgar, discriminatory (including race, gender, class, orientation), sexualized images of either gender, or any other inappropriate words or graphics on clothing, buttons, backpacks, binders, and/or other items.
9. No drug, alcohol, or tobacco-related logos, slogans, brand names, or references.
10. No hats, caps, head wraps, beanies, or other head apparel during the school day, unless that head apparel is part of a student's customary religious attire. The only exception to this is official North County Middle School hats and beanies purchased from the student store.
11. Hoods are to remain off at all times during class. This includes outdoors during PE class.
12. No sleeping attire (including blankets, pajamas and slippers).
13. No sunglasses unless prescribed by a physician.
14. No open-toe shoes, sandals, or slippers. All shoes must have heel straps. All students must bring appropriate athletic shoes daily for use in Physical Education classes.

Administration reserves the right to make adjustments to the school dress code during the school year based on the needs of the school.

NMCMS Dress Code

Examples of Items Not Permitted



Attendance & Sick Policy

Attendance Matters!

Attending school every day is essential for student success. Daily attendance helps students build strong academic habits, stay connected with their peers and teachers, and keep up with classroom learning. We ask that families make every effort to schedule appointments and vacations outside of school hours so students don't miss valuable instruction time.

We understand that students may occasionally need to stay home due to illness. On the next page, please refer to the "Guide on Keeping Children Home When Sick" for helpful guidance on when it's appropriate to keep your child home and when it's okay to send them to school.

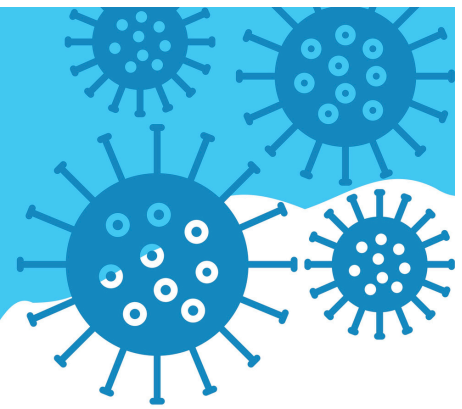
Excused vs. Unexcused Absences:

According to California state law, excused absences include illness, medical appointments, bereavement, court appearances, and religious observances. Unexcused absences are any absences not covered under these categories, including vacations or absences without a valid reason.

All student absences must be reported to the office. To report any absence, please call the main office at (831) 633-3391 or log into your ParentVUE account to notify us.



Guide on Keeping Children Home from School When Sick



Sometimes it is difficult, especially early in the morning, to know whether or not to send your child to school. Below are some guidelines on common symptoms to help you make the decision about when to keep your child home from school. The recommendations are based on the guidelines provided by the California Department of Public Health (CDPH).

Fever	Student may return when fever is less than 100°F for 24 hours. (WITHOUT use of fever-reducing medicine)
Vomiting/ Diarrhea	May NOT return when any unexplained vomiting or diarrhea has occurred. (Diarrhea = three or more episodes of watery or loose stools in 24 hours OR sudden onset of loose stools.)
Rash	May NOT return when any new rash accompanied by a fever, tenderness, rapidly spreading, or oozing is present. May return after rash goes away or clearance given by a health care provider.

Additional considerations for when a child has symptoms of illness in child care or school can be found by clicking [here](#) or scanning the QR Code to the right.



NOTIFY YOUR SCHOOL IMMEDIATELY IF your student has been diagnosed with chickenpox, mumps, measles, impetigo, scarlet fever, fifth disease, ringworm, hand, foot and mouth disease or scabies. These can be highly contagious and may require classroom notification.

ACADEMIC HONESTY

All middle school students are expected to take pride in their achievements. Students must rely on their talents and abilities to complete academic work at a level in which they take pride. Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. Collaborative studying is not academic dishonesty when specifically permitted or required by a teacher.

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.

ACTIVITIES

In addition to dances and school-wide activities, such as rallies, special dress-up days, and spirit weeks are planned by the Leadership Class and the Associated Student Body (ASB). All students are encouraged to get involved and participate in school activities.

ATTENDANCE

Regular attendance is very important and directly affects a student's academic performance. Students should only be absent when ill or because of a family emergency. Students are required to attend at least 85% of the days enrolled. Students who are absent more than 15% of days enrolled risk being retained and not being promoted to high school.

Parents are required to call the Attendance Office to report a student's absence. The school's voice mail system is available to record calls 24 hours a day. Parents should leave their name, the student's full name, the date of absence, the reason for absence, and the date of expected return to school. A note may also be sent that includes the same information. If a call or note is not received, every effort will be made to contact a parent at home or place of employment to verify that the absence is excused and not truancy. Parents of students who are absent for one or more periods in a day will receive an automated message from the school. For Tardies, see "Tardiness". Parents/guardians must be present (in person) at the attendance office prepared to show their Picture ID to pull a student out of class. Students may not be pulled out of class during the last 15 minutes of the school day. We strongly encourage appointments to be made during non-school time if possible.

ATHLETICS

Students may participate in an after-school sports league with several of the middle schools in the area. Sports vary from season to season and may include volleyball, basketball, soccer, wrestling, golf and track. Half of the games are played "away" at other middle schools and half of the games are hosted on our school campus. It might be necessary to limit the number of students who "make the team" by holding tryouts. Students must have at least a 2.0 grade point average and no "Fs" in current quarter to be eligible to participate in after-school sports. All students rostered to a team will be required to enroll in our NEST program.

BACKPACKS

Students are encouraged to carry only necessary items in their backpacks. Backpacks must not show any insignias, logos, labels, or graffiti associated with gangs, drugs, alcohol, or profanity. See the school's dress code policy for more information.

BEHAVIOR EXPECTATIONS

All middle school students are expected to follow school-wide expectations. See the PBIS matrix and Classroom Expectations on Page 5-6 for additional information.

BEHAVIOR TO AND FROM SCHOOL

The school's discipline standards and consequences apply not only when students are on campus but also on the trips to and from school. This also includes during, going to, or coming from school-sponsored activities such as field trips, school dances, celebrations, or athletic events. Students must travel to and from school safely and courteously. Students are not to trespass on private property or other campuses en route to school or home.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER SKATES, SHOES WITH WHEELS

For everyone's safety, bicycles and all other forms of transportation are to be walked on the school grounds, including the parking lot, at all times. Bikes are to be locked in the bike rack area only. California State law requires that all students riding a bicycle wear a safety helmet. It is also suggested that students do not share chains and locks to avoid the possibility of theft. The school is not responsible for lost bicycles, skateboards, or other items.

BUS

You must ride the bus you are assigned to. You are required to arrive at your assigned bus stop 5 minutes before the departure time. You should wait respectfully in line for your turn to get on the bus. Violating any school or bus rules while riding the bus may result in the bus driver suspending you from riding the bus for up to five days or more depending on the incident or issue. In certain cases, the principal may suspend you from riding the bus for an extended period.

CELL PHONE POLICY

Cell phones and other electronic devices may not be used during school hours. Phones must remain off and stored in your pocket or backpack throughout the day. This includes cell phones, earbuds, smartwatches, gaming devices, and similar electronics.

Any electronic device that is out or causes a distraction—such as ringing, vibrating, or being used during class—will be confiscated and handled according to the following steps:

- 1st Offense: Student may pick up the device after school (no parent contact).
- 2nd Offense: Parent or guardian must pick up the device after school.
- 3rd Offense: A conference with administration, student, and parent/guardian will be held to determine next steps.
 - Next steps may include:
 - Not allowing the student to bring the device to school at all.
 - Implementing a daily check-in/check-out system, where the device is dropped off at the office in the morning and picked up after school.

All incidents are logged to track repeated offenses. If students need to contact home in an emergency, they may request to use the student phone in the main office or speak with a teacher or staff member. This policy is in place to ensure a focused, respectful, and distraction-free learning environment for all students.

CHROMEBOOKS

All students are assigned a Chromebook for the school year. It is the student's responsibility to care for these devices and bring them back and forth from school daily. All students are expected to adhere to the following norms:

- Students will use their Chromebooks to create, collaborate, communicate, and explore productively.
- When the signal is given, students will give their attention to the teacher.
- Students must bring a charged Chromebook to school every day.
- Headphones will only be used when the teacher gives the OK.
- Food and drink should not be on the same surface as a Chromebook.
- Chromebooks will be put away when the teacher signals to do so.
- If there is a problem with a Chromebook, restart it. If the problem continues, stay engaged with the task and notify the teacher at an appropriate time.

See "Technology Use and Internet Acceptable Use Policy." for additional information.

CLUBS

Participation in clubs is open to all students. To start a new club, students must find a teacher sponsor and have it approved through ASB. Information regarding specific clubs is announced in the bulletin and is sent home occasionally.

COUNSELING SERVICES

The mission of the School Counseling Program is to provide a comprehensive, developmental program addressing the academic, career, and personal/social development of every student. School counselors work in partnership with other educators, social workers, intervention specialists, parents, and the community to facilitate the support systems that empower and ensure that all students are safe, successful, college and career-oriented, and achieve their fullest potential. Counselor roles are aligned with the American School Counseling Association model standards. Please visit the school site's web page under the counseling service link that has the contact information to reach your assigned school academic counselor and request an appointment either by phone or via email. Students and parents can request an appointment with their assigned school counselor at any time.

DANCES

Dances will be scheduled throughout the school year. We try to create an environment in which there is something to do for everyone. The following guidelines are important to remember:

- Students may not attend these dances if they are "ineligible."
- Students must arrive on time.
- Students must comply with school regulations and rules.
- The daily school dress code must be followed unless specified as a costume dance.
- Students from other schools may not attend the dances.
- Once a student leaves, he/she may not re-enter the dance. Students who wish to leave early must have an adult pick them up at the gym and be released by an adult staff member.
- Students who behave/dance inappropriately are expected to be picked up by a parent and sent home early.

Parents are expected to pick up students promptly after the dance. Students who are not picked up within 15 minutes of the dance end time will risk their ability to attend future dances.

DELIVERIES

Deliveries for students are discouraged. This includes lunch, lunch money, backpacks, homework, balloons, flowers, P.E. clothes, or any other items. The staff cannot hold on to personal items as we do not have the capacity to store or deliver items. Parents are encouraged to make arrangements in advance with their students so that there is no disruption to the learning environment at our school.

DETENTION

Any staff member may assign their classroom detention for inappropriate behavior. Students must arrive on time and are expected to follow all staff directions. Detentions include lunch detention and after-school detentions. Failure to follow through with this obligation may result in a referral to the office and can result in suspension for defiance.

ELIGIBILITY REQUIREMENTS

To participate in extracurricular activities, you will need to keep up your grades and have good behavior. Eligibility is defined as having a 2.0 grade point average and no Fs. If you are suspended for any incident, you will be considered ineligible. If you receive 5 or more minors, you will be considered ineligible. Ineligibility will be in effect until grades are issued after the end of the next quarter. Students must meet both academic and behavior eligibility standards to participate in sports, dances and other extracurricular activities. The administration has the right to deny entry into any activity at its discretion.

E-MAIL COMMUNICATION

All teachers and administrators have access to email. Parents may communicate via email by using the address formula of `firstname_lastname@nmcusd.org`. All teacher email addresses can be found on our school website: <https://nmcms.nmcusd.org/>

EMERGENCY INFORMATION

Parents must notify the school immediately of any change in address, phone number, employment, or emergency information. Students will only be released to adults who are listed on the Emergency Contact List and have valid ID.

Emergency information that is provided to the school on ParentVUE is particularly important in an emergency. Families are encouraged to develop an emergency plan to assist in communication in times of disaster.

EXPULSION

Expulsion is the removal of a student from school for a serious violation of the California Education Code. Under California Education Code §48900–48915, students may be recommended for expulsion for behaviors such as causing serious physical injury, possession of a weapon, sale of controlled substances, robbery, or sexual assault. Some offenses require mandatory expulsion recommendations, while others are at the discretion of the school based on the severity and circumstances.

Expulsion is considered a last resort, used only when necessary to maintain a safe and orderly learning environment. Students recommended for expulsion are entitled to a fair hearing process and the right to due process protections.

FIGHTING

Fighting, threatening to fight, or promoting fighting either on or off campus (on the way home, on the way to school, at the bus stop, or through social media) is not tolerated. Rough horseplay or play fighting will be treated as seriously as “real” fights. Consequences may include parent/student/administrator conferences, suspension, police citation, and/or expulsion for repeated offenses.

FIRE AND DISASTER DRILLS

As required by law, fire, and disaster drills are practiced regularly. Students are expected to remain with the supervising teacher during the drill.

FOOD SERVICES

Breakfast, Lunch, and Snacks are available to all enrolled students at no cost regardless of income under the Community Eligibility Provision.

Food and drinks are to be consumed in the lunch areas only. Students are responsible for keeping school grounds clean by eating only in those areas allowed.

GRADES

Grades are mailed home 4 times per year, at the end of each quarter. Progress Reports will be given to each student in the middle of each quarter.

Students receive academic grades. Grade point averages (GPAs) are computed on a four-point scale:

A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

To calculate a GPA, add up the total number of grade points based on the chart above and divide by the total number of grades. Students who begin to fail may be placed in an intervention program such as after-school tutorials. Students who receive an “F” for the first semester may be given the opportunity to remediate the failed class during our Saturday Academy or after-school intervention program, if available.

HALL PASSES

Students are required to sign out of their classrooms using the 5 Star Kiosk every time they leave the classroom. If students are caught out of class without an active, valid hall pass, they will receive a minor behavior infraction.

HARASSMENT/BULLYING

NMCUSD has adopted a strong policy prohibiting harassment and/or bullying. Students should immediately report acts of harassment or bullying to a teacher or school official. Students failing to comply with school and District policy regarding intolerance may be subject to expulsion from NMCUSD.

HEALTH OFFICE

Only students who have been given written permission or have been escorted by a teacher may go into the Health Technician’s Office. Students are not permitted to have medication on campus without a signed order from a healthcare provider. The form to use can be obtained from the main office.

LANGUAGE

Our school is committed to recognizing, addressing, and eradicating all forms of racism, gender discrimination, and ethnic oppression. We condemn racism, discrimination, and bigotry in all forms. All members of our school community—including students, staff, faculty, administration, trustees, alumni, and families—are expected to use respectful, inclusive, and non-discriminatory language at all times.

Language that is racist, sexist, homophobic, ableist, or otherwise discriminatory has no place in our school. Individuals who do not follow our language norms will be addressed and provided guidance on appropriate language use. Students who use unacceptable or offensive language will be subject to disciplinary action in alignment with school board policies and the California Education Code, which may include the loss of privileges.

LEADERSHIP

The Student Leadership Class consists of elected and/or non-elected students who are trained to take leadership roles in organizing, managing, and carrying out school activities. Students must maintain a 2.5 grade point average and model excellent behavior in their classes. Students can be removed from the class if they fail to meet these expectations.

LIBRARY

The library is open most days at break and lunch. Students may check out books, use computers, and study. Students are expected to take care of their books and may be subject to a fee for lost/stolen or damaged books. Failure to return books can result in losing the privilege of checking out more books or participating in extracurricular activities. All debt must be paid each year. Late fees may apply.

MODIFIED SCHEDULES

Every Monday we have an early release so that teachers can collaborate and work to support student learning (see bell schedule). We also have several minimum days throughout the year. There may be additional modified schedules during the school year due to various events (e.g. Testing). See the school website for additional information.

PHYSICAL EDUCATION

Students are expected to dress for and participate in physical education classes daily. The Education Code of the State of California requires participation in physical education. The Physical Education department requires a uniform, which can be purchased through their PE teacher throughout the school year.

PROMOTION REQUIREMENTS

Participation in the 8th Grade Promotion Ceremony and related activities is a privilege earned through academic effort, consistent attendance, and positive behavior. To be eligible to participate, students must meet all of the following requirements:

- Maintain a 2.0 GPA for the current academic year
- Have no F's during the 4th quarter (March 21 – June 6)
- Maintain at least 85% attendance for the 8th grade year
- Remain in positive standing at NMCMS (behavior, citizenship, and school expectations)

Attendance and behavior are critical. Students who do not meet these expectations will not be allowed to participate in the promotion ceremony, promotion dance, or the Great America trip. These guidelines are in place to recognize students who demonstrate commitment, growth, and responsibility during their time at NMCMS.

PUBLIC DISPLAYS OF AFFECTION (PDA) POLICY

Students may not engage in public displays of affection (PDA) beyond hand-holding; all other forms, including hugging and kissing, are not allowed on campus.

TESTING

Each spring students participate in the California Assessment of Student Performance and Progress (CAASPP) system. . All students are tested in Reading Vocabulary, Reading Comprehension, Spelling, Math Problem Solving, and Math Applications. Additionally, 8th graders will be tested in science. Students must try their best on these tests as they provide an accurate measurement of how well the students are learning the middle school course content. The test scores are also used to measure school-wide achievement and may be used to place students in specific courses.

SEXUAL HARASSMENT

The Board of Trustees recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. Sexual harassment of students by adults or other students will not be tolerated nor condoned. Instances of sexual harassment should be reported to the Administration immediately. Definition of sexual harassment: Sexual harassment of a student is defined as verbal or physical conduct which is sexual in nature, and which has the purpose or effect of unreasonably interfering with the student's ability to benefit from their education, or of creating an intimidating, hostile, or offensive environment. Other examples of sexual harassment include unwelcome sexual flirtations or propositions, graphic verbal comments about an individual's body, the display of sexually suggestive objects or pictures in the educational environment, or other inappropriate content.

TARDIES

Students are expected to develop their ability to be on time for class. A student is considered tardy if not in class before the class bell rings. For Physical Education classes, students will be considered tardy if not in the locker room when the bell rings. Excessive tardies will affect a student's citizenship grade. Teachers will determine the consequences of tardiness. Any time after 30 minutes will be considered an absence. There is no such thing as an "excused tardy". If a student is late to school for any reason he/she is marked late automatically; parents/guardians cannot "excuse" a tardy.

TECHNOLOGY USE

Students at all NMCUSD Schools are expected to become proficient at using a variety of technology tools. Technology tools and computer networks are to be used in a responsible, efficient, ethical, and legal manner by students in the NMCUSD classrooms. Failure to adhere to the District's policy and guidelines as outlined in the "Technology Use Agreement" will result in revocation of the user's access privileges and may result in disciplinary and/or legal action. Students must comply with all the provisions for use of the Internet as contained in the "Technology Use Agreement" that they and their parents sign before receiving authorization to access the Internet at school.

TRUANCY

Students who are off campus without a verified excuse may be detained by the police. Disciplinary action for cutting class, skipping school, being habitually tardy, or being truant will be dealt with through District Policy. Truant absences occur when a student misses one or more classes without a valid excuse. Truant absences accumulate from the beginning of the school year until the end. If a student transfers within the District, the student's Truant absence record will be transferred to the other school.

TRUANT ABSENCES/CONSEQUENCES

1. First Truancy Level

The school will notify parents in person or by telephone and letter regarding the absence and compulsory attendance laws. (Ineligibility for Work Permits and school activities may result; remediation may occur through Saturday School or other disciplinary action).

2. Second Truancy Level

Same as Level 1. The student will be classified as a "Truant." An Attendance Review Conference (ARC) will be held with an administrator designee/student/parent to discuss possible solutions to truancy problems. A contractual agreement will be discussed/signed. The Monterey County District Attorney will be notified regarding the student's truancy.

3. Habitual Truancy Level

Same as levels 1-2. The student is identified as a "habitual truant" and referred to the Monterey County District Attorney for further legal action. (An extended Truant absence will result in a shortened attendance policy process). *Education Code Sections 48291 and 48293 provide that parents or guardians

VISITORS ON CAMPUS

All visitors (including parents) must report to the Main Office to sign in and obtain a Visitor's pass. This pass must be worn at all times while on campus. Before leaving, visitors must report to the office to sign out and return their passes. Students who are not enrolled at that school may not be on campus during school hours.

Visitors are encouraged to visit campus, including classrooms. We ask for these visits to be scheduled at least 24 hours in advance to provide our staff proper notice.