

**Vision Statement**

Through the use of cutting-edge media and communication technology and an integrated, multidisciplinary approach to teaching and learning, Sycamore Magnet Academy will provide a rigorous and innovative academic program that will empower global leaders into agents of change through the pursuit of excellence and the practice of these core values: Respect, Empathy, and Perseverance.

Mission Statement

Sycamore Magnet Academy will provide a rigorous innovative curriculum to develop lifelong learners with sociocultural and global perspectives. Students will become critical thinking problem solvers who work collaboratively to improve the world around them by developing multiple solutions for complex real world situations. An engaging learning environment will foster high academic achievement and literacy/biliteracy skills.

STUDENT/PARENT INFORMATION AND PROCEDURES

Sycamore Magnet Academy

RESPECT * EMPATHY* PERSEVERANCE

School Contact Information
Main Office (714) 730-7360
Office Hours Mon-Fri 7:30 a.m. – 4:30 p.m.

Follow us on Instagram @sycamoremagnetacademy, Twitter @SycamoreMagnet and Facebook at Sycamore Magnet Academy

ADMINISTRATION / COUNSELORS & SECRETARIES

Dr. Christian Quintero	Principal	chquintero@tustin.k12.ca.us
Yaneli Rivera	Principal	yrivera@tustin.k12.ca.us
Jose Miranda	Assistant Principal	jmiranda@tustin.k12.ca.us
Elizabeth Diaz	Community School Specialist	erdiaz@tustin.k12.ca.us
Kristi Urfano	Counselor	kurfano@tustin.k12.ca.us
Raul Castorena	Social Worker	rcastonera@tustin.k12.ca.us
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Margarita De La Torre	Attendance Clerk	margaritadlt@tustin.k12.ca.us
Teresa Lopez	Community Liaison	tlopez@tustin.k12.ca.us
Rosa Ford	Community Liaison	rford@tustin.k12.ca.us
Martha Sandoval	Health Clerk	msandoval@tustin.k12.ca.us
Helen Welch	Librarian	hwelch@tustin.k12.ca.us

if you
SEE | **SAY**
something something

ANONYMOUSLY SUBMIT A TIP
844.714.0861



WeTiP
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Sycamore Magnet Academy School Overview

Sycamore Magnet Academy and parents of the students participating in activities, services, and/or programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This Sycamore Parent Compact is in effect during the 2023-2024 school year.

Sycamore Magnet Academy Responsibilities

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's student academic achievement standards.
All classes will meet grade level standards. All students will have standard-based textbooks. We will maintain a school library that is regularly updated with appropriate grade level books. All teachers will be highly qualified, as measured by the State of California credentialing.
- Provide Report Card Night at least (2) times per year, Fall and Spring, during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their child's progress.
Sycamore will send home a report card at the end of every 5-week grading period for a total of 8 per year. In addition, we will provide parents with the District Parent Portal for up to the minute grading. All parents can receive, within 24 hours of asking, a student grade report current to the time requested.
- Involve parents in the joint development of any school wide program plan.
- Provide information to parents in an understandable and uniform format and in a language that parents can understand.
- Provide parents reasonable access to staff.
Parents who wish to speak to a teacher or staff member can request an appointment in person, by phone or by email. All staff will strive to be available within 24 hours to meet with parents before or after school, or during planning and preparation periods.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
Parents may visit their child's classroom for up to 30 minutes with a scheduled appointment. Parents who wish to work at school on a regular basis may do so by requesting that opportunity with the Community Specialist and/or Community Liaison who will work with the staff to find a volunteer opportunity in a classroom, on the school yard, or in the school office.
- Involve parents in the planning, review, and improvement of the school's Parental Involvement Policy.
- Hold an annual meeting to inform parents of the school's participation in the Title I Program and explain the rights of parents to be involved in the Title I Program. Parents will be informed of the date and time of the meeting.
- Provide information to parents in a timely manner about the Title I Program that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Provide to each parent an individual student report about the performance of his or her child on the State Assessment Test.
- On the parent's request, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestion as soon as possible.
- Provide each parent timely notice when their child has been assigned or has been taught four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

ATTENDANCE

Regular attendance is an important component of your child's success in school. Parents hold a legal responsibility to compel their child to attend school regularly. Failure to do so may result in severe consequences with the law. Students are expected to make-up any work or tests missed during their absence within the number of days the student missed school.

To report an absence, please call the following phone numbers:

Sycamore Magnet Academy: (714) 730-7360 press 3

Or visit: <https://sycamore.tustin.k12.ca.us/about-us/report-an-absence>

Absences

Absences are legally defined as "excused" or "unexcused." Excused absences are due to illness, medical or dental appointments, religious holiday, or bereavement. Students who miss three or more days of school due to illness require a doctor's note for verification. Unexcused absences are defined as oversleeping, missed ride to school, care for others in the family, shopping, paying bills, car/transportation problems, vacation, visiting friends or relatives, lack of clean clothes, etc. These types of absences are declared "unexcused" by the State of California.

If a student reaches the number of unexcused absences/truancy/tardies listed below for reasons other than an excused absence(s)/Tardy. The following action will be taken:

- **Detentions;**
- **Community Service;**
- **Student/Parent/Administration Conference;**
- **The parent and the student may be placed on an attendance contract;**
- **Mandatory attendance at a meeting with the District Attorney;**
- **Referral to the Student Attendance Review Board;**
- **If the student is on an Intra or Inter District Transfer, the transfer may be revoked;**
- **Referral to the District Attorney if attendance problems persist.**

After an Absence Procedure

- Upon return, if the parent has not notified the school of their child's absence, the child must bring a note from the parent to school prior to the start of the school day. Students who fail to bring a note within 24 hours after returning to school will be marked unexcused and may be assigned detention until the note is brought to school. The note must include the following information:
 1. Student's Full Name
 2. Date of Absence
 3. Reason for the Absence
 4. Signature of the Parent

Tardies

A student is considered tardy if not in his or her seat when the bell rings at the beginning of the school day and for each period thereafter. Students who are tardy without a valid excuse are subject to disciplinary action. Tardies are counted weekly for disciplinary action. Consequences may include, but is not limited to, detention, on-campus suspension, community service, Saturday school, a parent-teacher conference, placement on an attendance contract, social probation, referral to the Student Attendance Review Board, and/or referral to the District Attorney if the problem persists.

Consequences for tardies:

- Sycamore - Three tardies in a week to any class will result in an after school detention.
- Ten tardies in any month will result in the student being placed on an attendance contract.
- Continued tardy problems will result in an on-campus suspension, attendance contract, loss of 8th grade activities (if applicable) and/or a Parent Shadow where the student's parent will be required to attend school with his/her child.
- Students that are late on surprise tardy sweeps will serve a detention on the same day. Parents will be notified via phone.

Truancy

Students who cut school, are truant from any class, or who arrive at school 30 minutes late without a valid excuse are deemed "truant" by the State of California. Students who are truant three or more times will be subject to consequences which include parent conference, placement on an attendance contract, and referral to SARB (Student Attendance Review Board) at the Tustin Police Department, along with a mandatory meeting with the District Attorney.

Early Withdrawal

Students are able to leave school early with an adult that is listed on the student's emergency card. It is important that the school be notified of any changes on the emergency card. ***Your child will not be released to an adult that is not on the emergency card.*** The parent will need to come to the school office to sign the student out. If the parent cannot pick-up the student, they will need to notify the office of who will be picking up their child and at what time. The student will be called out of class when the parent or authorized adult comes to the office. A valid ID will be required in order to withdraw a student early.

Early Out Wednesdays

Sycamore has implemented "Early Out Wednesdays". Classes will begin at 8:10 AM at Sycamore each Wednesday with dismissal at 1:55 pm. There is no supervision at school after 2:10 PM on Early Out Wednesdays. **School rules are in effect once your child leaves your home and until they arrive home. Please ensure that your student is supervised at all times.**

Students not picked up within 30 minutes after dismissal may result in a phone call to district Student Services, local law enforcement, and/or Child Protective Services.

Closed Campus Policy

Sycamore has a closed campus policy. No one is allowed to enter the campus without first signing in at the front office. Students should leave the campus within *10 minutes* after normal school hours or *10 minutes* after any other school-sponsored events. Only those students participating in after-school events with the permission of an authority on campus are allowed to stay after school hours. Those students must remain with their after school group or stay in the classroom at all times.

COMMUNICATION

Communication Systems

Sycamore Magnet Academy informs parents of upcoming events and activities through our telephone communication system, email listserv, Twitter, Instagram, Facebook and school website. The communication system usually delivers phone calls in the evening hours (5:30-7:30 PM). In addition to this parents can contact the school office during school business hours (7:30am - 4:30pm) Monday through Friday with questions or concerns. Parents who wish to communicate with teachers should visit the school website and use the staff directory to contact teachers via email.

Deliveries

The office **does not** make deliveries to students once the school day has begun to protect the integrity of the learning environment. This includes homework, iPads, instruments, school supplies, P.E. clothes, flowers, gifts, balloons, jackets, umbrellas, etc.

DRESS CODE

Student Dress Codes are established to:

- Demonstrate a positive direction away from gangs, drugs, alcohol, and tobacco.
- Promote proper school etiquette, cultural awareness, and a scholarly environment.

Sycamore Magnet Academy Uniform Policy

- Polo shirts with a collar or plain t-shirts in **navy blue, gray, or white** (*Logo t-shirts are allowed with Sycamore logos only*)
- Sycamore spirit wear, band shirts, Sycamore ASB or club wear may be worn at any time
- Pants, shorts, skirts in navy blue, gray, white or khaki. (*Jeans and sweatpants are not considered part of the uniform. No tears or rips above mid-thigh unless another article of clothing is worn underneath.*)
- All clothing must fit appropriately – not excessively tight or overly baggy. It is important to remain within one size of your measured size: if pants fall off without a belt, they are too big. Pants and shorts must be worn at the waist, not below the waist or the hip line.
- No oversized basketball shorts with white socks pulled to the knee.
- Sweatshirts/Jackets in **navy blue, gray, or white** with a logo no larger than the palm of the hand
- Backpacks are required.

Violations of the school dress code will be addressed as follows:

- **First Offense:** Warning, change into P.E. or loaner clothes, inappropriate clothes will be confiscated and returned to the student.
- **Second Offense:** Minor Referral, detention, change into P.E. clothes, inappropriate clothes will be confiscated and returned to the student. Parents will be notified of dress code violation.
- **Third Offense:** Minor Referral, detention, change into P.E. or loaner clothes, inappropriate clothes will be confiscated and returned to the student. Parents will be notified of dress code violation and informed of ramifications of fourth offense.
- **Fourth Offense:** Major Referral, two detentions, parent conference, inappropriate clothes will be confiscated and returned at the end of the day. Parents will be informed of ramifications of fifth offense.
- **Fifth Offense:** Possible suspension (or ATS referral) and mandatory parent conference with the principal.

NOTE: Students are required to follow the dress code policy Monday - Thursday, with Friday being a Free Dress Day (see Free Dress Code policy information below).

Free Dress – Dress Code

On occasion, students are permitted to dress in free dress as a reward. It is expected that all students at Sycamore Magnet Academy maintain a neat, clean, and orderly appearance. A student's dress and general appearance should not draw undue attention, nor detract from or interfere with learning in the classroom or the discipline in the school. To eliminate misunderstandings in the dress code regulations, the following dress standard will be enforced daily and when we have free dress:

- **All clothing must fit appropriately.**
- All shirts must have sleeves that cover the shoulders.
- Shirts must always cover the midriff area and undergarments must never show.
- Shirts may not be longer than your fingertips with arms extended downward. Longer shirts must be tucked in.
- No professional football, soccer, baseball, basketball, or other sports jerseys/hats.
- No clothing with professional or college sports logos identified by law enforcement as gang related.
- No clothing or accessories associated with 'tagging' or with gang symbols.
- Pants and shorts must be fitted and worn at the waist with no exposed undergarments.
- No holes, slits, or splits in pants above mid-thigh.
- Shorts, skirts, and dresses must be at least mid-thigh length with an inseam of at least 6" for shorts and a length of at least 15" for skirts.
- No sleepwear including pajamas, pajama-style pants, or slippers.
- No trench coats, chains (including wallet chains), or bandanas.
- No clothing or jewelry may be worn with suggestive or questionable language and/or drawings oriented toward violence, degrading cultures, ethnicity, gender, religion, ethnic values or glorifying sex, drugs, alcohol, or tobacco.
- Appropriate school shoes must be always worn. Shoes must have closed toes and closed heels.
- No body piercings except for standard earrings – **no plugs or ear gauges.**
- No temporary body art, face paint, or drawings on body.
- Belts may not dangle and may not have initial buckles or buckles with sharp edges.
- No clothing, accessories or jewelry deemed inappropriate, or gang related, as concluded by school administration or law enforcement agencies.

Backpacks

As part of the Uniform Policy, each student is expected to bring a backpack to school every day. If students are unable to provide a backpack, the school will provide it upon request. ***The following tools for academic success are encouraged: 3-ring binder, filler paper (college ruled) spiral notebook, eraser, pens, and pencils.***



SYCAMORE MAGNET ACADEMY

School Uniform Policy | Póliza de Uniformes Escolar



TOP/CAMISA

POLOS O R PLAIN T-SHIRTS

White, Gray, Navy Blue
POLOS O PLAYERAS SIN DISEÑOS
Blanco, gris, azul marino



SPIRIT WEAR SHIRT / CAMISA ESPÍRITU ESCOLAR



SHOES / ZAPATOS

Closed-toed shoes
Zapatos cerrados



BOTTOMS / PARTE DE ABAJO:

Cargo Pants, Shorts, Skirts, Leggings
Colors: School Colors & Khaki - **NO JEANS**
Pantalones cargo, shorts, faldas y leggings
Colores: colores escolares y caqui - **NO SE PERMITEN JEANS**



SWEATERS/SUÉTERES & JACKETS/CHAMARRAS

White, Gray, Navy Blue
Blanco, gris, azul marino
No logos/ characters
Sin logotipos ni personajes

Free Dress Fridays will continue. Los viernes de vestimenta libre continuarán.
If you have any questions regarding uniforms, please call the front office at 714-730-7360.
Si tiene alguna pregunta sobre los uniformes, llame a la oficina principal al 714-730-7360.

Notice: Black clothing items are not allowed on campus Monday - Thursday.

- Students wearing black clothing will be subject to being dress coded.

Atención: La ropa de color negro no se permite en la escuela de Lunes - Jueves.

- Los estudiantes que se pongan ropa de color negro serán sujetos a que se les aplique el código de vestimenta.

STUDENT CONDUCT

The Tustin Unified School District is dedicated to providing an educational program for all students that is safe, secure, and free from violence. Every student needs to attend school punctually and regularly, conform to the regulations of the school, and obey all the directions of teachers and others in authority. Students who do not exercise the required self-control shall be subject to disciplinary action. The district encourages and solicits the cooperation of parents in regulating the conduct of their student. Students are subject to disciplinary action for misbehavior. Disciplinary action may include, but is not limited to: counseling, conference with teachers and administrators, detention, class suspension, suspension from school, on-campus suspension, and/or the administration may require that the student's parent attend a portion of a school day in their child's class as per the California Education Code 48900.1.

Definition of Disciplinary Terms

- **Campus Beautification:** Students who make poor choices regarding minor disciplinary incidents, determined by administration, may be given at the discretion of administration the opportunity to complete Campus Beautification in lieu of detention. This may consist of helping to clear campus of trash, helping set up or clean up campus events, helping the plant manager complete minor beautification projects, etc. Please note that this consequence is optional in lieu of detention. Students not wanting to volunteer to complete Campus Beautification will receive one detention for each Campus Beautification offered. Minor incidents may include first time violations for; dress code, cell phone use, being in an unauthorized area, being in the halls past the four-minute bell, running, littering, throwing food, disrupting activities during break or lunch, or committing other minor infractions determined by administration.
- **Detention:** Students who earn Administrative Detention for making poor choices have five school days from the date the detention is issued to complete their consequence. Students may serve detention after school any day it is offered within the five school days. Detentions are typically Wednesdays from 2:00-3:00 PM. It is the student's responsibility to complete his or her detention on time, or to request an extension for valid reasons only from the administrative team prior to the deadline. As a courtesy and best practice, Sycamore Magnet Academy will communicate with the student's parent(s) / guardian(s) via detention letter. All detention letters will be sent through the student. Students failing to complete their detentions on time may be subject to being assigned additional detentions, On Campus Suspension, Home Suspension, or other disciplinary consequence. Students with outstanding detention time may not participate in extra-curricular activities and student privileges including but not limited to sports, dances, ASB activities, field trips, end of the year privileges, etc...
- **Classroom Suspension:** According to the Tustin Unified School District Policy #5114.1, a teacher may suspend a student from his/her classroom for not more than two days. Whenever a student is removed from a classroom because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise defied valid staff authority, **the teacher of the classroom from which the student was removed from will contact parent and may require that the student's parent attend a portion of a school day in that classroom.**
- **Alternative To Suspension:** The removal of a student from school for a period of time to a District operated classroom for students who violate Education Code §48900. The students are under the supervision of credentialed teachers and counselors who will present a program that offers a proactive approach to instilling the skills, habits and behaviors necessary to be successful in school and life. Students who successfully complete the program will not reflect a suspension from school on their attendance record.
- **Suspension:** The removal of a student from school for a period of time determined by the administration. During the time the student is suspended from school, he/she is not allowed to be on any school campus or participate in any school activity.
- **Expulsion:** Expulsion means that a student may not attend any school in the Tustin Unified School District for up to one year, as determined by the Board of Education.

General School Rules

- Prohibited items include gum, aerosol containers (Axe body spray, deodorant, etc.), permanent markers, and laser light pens.
- Cell phones are not to be used at any time while on campus (inside the gates) before or after school. Cell phones must be turned off and placed in backpacks or pocket charts provided in the classroom.
- Keep hands, feet, and body to oneself. This includes hugging and displays of affection.
- No games (just playing around) or activities that involve hitting, pushing, kicking, striking, grabbing or inappropriate displays of affection.
- No use of inappropriate language, profanity, no name calling, no racial slurs, no "put-downs" or gossiping is allowed.
- No bullying, harassing or threatening other students: this includes derogatory texts, or inappropriate posts on social media.
- Respect the rights and belongings of self and others.
- Know and follow individual classroom and school rules (including rules for specific common areas).
- Always remain on campus during school hours.

Sycamore Magnet Academy Wolves are Tobacco Free

Academic Honesty Policy

We believe that a sound education program must insist upon academic honesty. Therefore, cheating on tests, fabrication, unauthorized collaboration, plagiarism, forgery, and computer tampering will not be permitted.

Consequences for violating the Sycamore Magnet Academy Academic Honesty Policy:

First Offense

- Receives "F" or zero points for the assignment/test, parents are contacted by the teacher, and detention assigned.

Second Offense

- Receives "F" or zero points for the assignment/test, receives a "U" for citizenship and work habits in the class in which the second offense occurred, parent conference, office referral and placement on the Sycamore Behavior Contract, which includes being placed on social probation for five weeks.

HARASSMENT

Any student who believes he/she has been subjected to harassment by another student, an employee, or a third party on- school grounds or at a school sponsored or school related activity off-campus or who has witnessed harassment is strongly encouraged to report the incident to his/her teacher, the front office or any other available school employee. Within one day of receiving such a report, the school employee shall forward the report to the principal.

When a report or complaint of harassment involves off-campus conduct that did not occur in the context of a school related activity, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

DRUG & ALCOHOL VIOLATIONS

Students who possess, use, or are under the influence of any controlled substance including drugs, alcohol, or an intoxicant of any kind will be subject to the following consequences:

- Consequences for possession, use, or under the influence of a controlled substance or intoxicant, include suspension with a maximum of a 5-day suspension and recommendation for expulsion from the schools within Tustin Unified School District. Students will also be referred to an intervention program aiming to change behavior such as, Everfi, (an online class), Juvenile Alcohol and Drug Education (JADE) or other substance abuse programs that are deemed appropriate.
- Students having previous drug and/or alcohol violations, and students possessing any controlled substance (including more than one ounce of marijuana) or selling a controlled substance shall be suspended for 5 days and shall be recommended for expulsion from the Tustin Unified School District

MANDATORY EXPULSION

Students who commit any of the following acts at school, or at a school activity off school grounds, shall be recommended for expulsion from Tustin Unified School District: [E.C. 48915(c)]

- Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of division 10 of the Health and Safety Code
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) or Section 48900 of the Education Code

Restricted Items

Restricted items include anything that can create a distraction from the learning environment. Examples of restricted items are (but not limited to): laser pointers, trading cards, replica weapons, etc. In addition, students may not bring cakes, cupcakes, etc. to the school unless specifically requested by school staff for donation and/or school related purposes.

UNACCEPTABLE BEHAVIORS

Tustin Unified School District lists the following behaviors as unacceptable on school grounds, going to or coming from school, during lunch period on or off campus, or any school-related activities.

*Students may be suspended and/or expelled for any or all of the following:

- Causing, attempting to cause, or threatening to cause physical injury to another person [E.C. 48900(a)]
- Possessing, selling, or otherwise furnishing any firearm, airsoft gun, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained from a certificated school employee written permission to possess the item, which is concurred in writing by the principal/ designee [E.C. 48900(b)]
- Unlawfully possessing, using, selling, or otherwise furnishing, or is under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind [E.C. 48900(c)]
- Unlawfully offering, arranging, or negotiating to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance or material and representing the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant [E.C. 48900(d)]
- Committing or attempting to commit robbery or extortion [E.C. 48900(e)]
- Causing or attempting to cause damage to school property or private property [E.C. 48900(f)]
- Stealing or attempting to steal school or private property [E.C. 48900(g)]
- Possessing or using tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel [E.C. 48900(h)]
- Committing an obscene act or engaging in habitual profanity or vulgarity [E.G. 48900(i)]
- Having unlawful possession of, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia [E.G. 48900(j)]
- Knowingly receiving stolen school property or private property [E.C. 48900(l)]
- Possession of an imitation firearm [E.C. 48900(m)]
- Committing or attempting to commit a sexual assault or committing a sexual battery [E.C. 48900(n)]
- Harassing, threatening, or intimidating a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both [E.C. 48900(o)]
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma.[E.C. 48900(p)]
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel [E.C. 48900(r)]
- Making sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature which has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. This section does not apply to students in grades K-3 [E.C. 48900.2]
- Causing, attempting to cause, threatening to cause, or participating in hate violence (grades 4-12) [E.C. 48900.3]
- Engaging in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect or materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment (grades 4-12) [E.C. 48900.4]
- Using radios or electronic devices inappropriately (including cellular phones and electronic pagers without prior permission of the principal/designee) [E.C. 48900.5]

*Note- if class suspension is appropriate, per Ed. Code 48910 (a), "As soon as possible, the teacher shall ask the parent or guardian to attend a parent/teacher conference regarding the suspension, whenever practicable, a school counselor or a school psychologist shall attend the conference, a school administrator shall attend the conference if the teacher or parent or guardian so requests.

I have read and understand the consequences of violating TUSD's student conduct policies.

Student Signature _____

Parent Signature _____

Date _____

CELL PHONES / EAR BUDS / DEVICE ACCEPTABLE USE POLICY (AUP)

- Cell phones or earbuds are not to be used at any time while on campus (inside the gates) before or after school. Cell phones must be turned off and placed in backpacks or pocket charts provided in the classroom. Please be mindful of this policy when communicating with your student via cell phone.
- If a phone or ear buds are visible, without the explicit permission of a school staff member, the school will enforce consequences using the cell phone use policy which will be outlined in documentation provided to parents during registration and available thereafter in the front office.
- The school/district will not be responsible for the loss or theft of a cell phone, ear buds, or other electronic device.
- Use of the iPad is for educational purposes only and may only be used in the classroom with teacher permission.
- AirPods/Earbuds are not allowed on campus. Earbuds will be provided by teachers (as needed). No exceptions.
- Smart watches or other devices are not to be used during school hours and must be removed upon teacher direction and must be removed during any type of testing.
- The school/district will not be responsible for the loss or theft of a cell phone/headphones/ or other electronic device.
- In the case of an emergency if a parent needs to give a message or speak to their child they may call the front office at (714)730-7360. If a student needs to call their parents they may call from the school office.

The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated items.

A cell phone that disrupts class, an assembly, or is out on campus will result in the following consequences:

- **1st Offense:** Warning by teacher/school personnel, phone/device held in the office until end of day, parent will be notified and the violation will be entered in the discipline record on Aeries.
- **2nd Offense:** School detention assigned. Phone or device will be confiscated and held in the office until the end of day, violation will be entered in the discipline record, and parent will be notified.
- **3rd Offense:** School detention assigned. Phone or device will be confiscated and held in the office until the end of day, violation will be entered in discipline record on Aeries, parent will be required to pick up the phone or device. Parent will be required to meet with an administrator to develop a plan to support student cell phone use on campus.
- **4th Offense, +:** Parent conference required to discuss possible one day suspension or ATS intervention referral and/or extension of student cell phone or device support plan. Phone or device will be confiscated and held in the office until the end of day. Parent will be required to pick up the phone or device and violation will be entered in discipline record on Aeries.

Each student and parent are provided a copy of the TUSD Acceptable Use Policy (AUP) during data confirmation. The AUP must be signed by student and parent/guardian during data confirmation. Students also complete Digital Citizenship modules on an annual basis. Failure to abide by the TUSD electronic Acceptable Use Policy will result in the following progressive discipline procedures but may result in greater disciplinary consequences relative to the violation.

Violation of the District Acceptable Use Policy (AUP), depending on severity, may result in:

- Restorative interventions i.e. campus beautification assignment.
- After school detention assignment.
- Detention assigned, device is confiscated and returned at the end of the day. Conference with the student and parent/guardian when they pick up the device.
- Students may be subject to on or off campus suspension for repeated violations of the AUP. The device will be confiscated and returned only to the parent. A conference with the student and parent/guardian will determine if the student will be placed on a behavior contract, which may include a device check-in and check-out system.
- Additional possible consequences, depending on severity of violation, may be...
 - Suspension or Revocation of internet/device access
 - Suspension or Expulsion
 - Legal action

E-Vehicle SAFETY POLICY

On the school campus, the use of electric vehicles (E-vehicles) is subject to specific guidelines aimed at ensuring safety and accountability. To ride an E-vehicle to school and park on campus, students and their parents or guardians are required to attend an E-Vehicle Safety Presentation facilitated by the Tustin Unified School District and local law enforcement agencies. The purpose is to educate students and families about the laws that pertain to E-Vehicles. Once a student attends the presentation they are able to purchase a permit for \$5, in order to park their E-vehicle on campus. The permit must be displayed on the E-Vehicle in a visible location. Permits can be purchased on campus.

The campus parking lot adheres to a speed limit of 5 MPH. Engaging in reckless driving or exceeding the speed limit may result in the revocation of parking privileges. Activities such as riding inside the gates, on blacktops, fields, or tracks, riding doubles, and performing wheelies are strictly prohibited.

The school assumes no responsibility for the security of E-vehicles, and there are no provisions for charging E-vehicles on campus. In cases of theft or collision, students are advised to promptly contact their local law enforcement agency.

Unauthorized activities, including the transfer or exchange of permits without proper authorization, as well as providing transportation without permission, will lead to the loss of parking privileges. It is strongly emphasized that students adhere to these regulations to uphold a safe and orderly campus environment. Compliance with these guidelines contributes to the overall well-being and organization of the school community.

When riding a bicycle, scooter, skateboard, etc.:

- Always wear a helmet.
- Keep your equipment in good mechanical condition (tires, chain, brakes).
- Obey all traffic rules and signs—always give proper hand signals.
- Walk across intersections.
- Always ride with the traffic – as close as possible to the right side of the road.
- Be sure the roadway is clear before entering.
- Always ride single file and watch for opening car doors.
- Select the safest route to and from school.
- Yield right of way to pedestrians.
- Walk up and down sidewalks of campus (no riding once you get to campus).

Choosing to not abide by the safety rules above, will result in the following consequences:

- **1st Offense:** Verbal warning, violation will be entered into discipline record. Parent will be contacted.
- **2nd Offense:** Restorative intervention, violation will be entered into discipline record. Parent will be contacted.
- **3rd Offense:** Detention, violation will be entered into discipline record. Parent will be contacted.
- **4th Offense:** Student not permitted to ride on campus and bring bicycle, scooter, skateboard etc. on campus, or park in storage rack, violation will be entered into discipline record. Parent will be contacted.
- If you have additional questions regarding traffic safety laws you are encouraged to visit the Tustin Police Department Website at www.tustinca.org.

STUDENT SAFETY

Bullying

The Tustin Unified School District defines peer abuse (bullying) among students as intentionally engaged in harassment, threats, or intimidation 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 that student by creating an intimidating or hostile educational environment. Peer abuse (bullying) may be physical, verbal, or sexual in nature.

Students who violate this policy will be subject to suspension and/or expulsion or other disciplinary methods as deemed appropriate according to Education Code and Board Policy.

Emergency and Evacuation Drills

Sycamore Magnet Academy has organized a coherent plan for all emergencies that may occur on campus. It is against the California Penal Code to falsely pull a fire alarm without just cause. Individuals will be charged with the appropriate offense and disciplinary actions will be taken.

Health Services

The Health Office is open from 7:50 AM to 2:37 PM. The responsibility of this office is to administer first aid. A student pass must be issued from a teacher before the student comes to the Health Office. A pass is not required if a student becomes ill during snack or lunch. This office will contact parents if a student needs to go home. **Students must not call parents, when ill, from their cell phones. They must check-out through the Health Office.**

Identification Cards

All students receive an Identification card.

Medication at School

When it is necessary for a student to take medication at school, a signed form from a physician must be presented to the office by the parent. Forms are available in the Health Office. All medication, whether prescription or over-the-counter, will be kept in and dispensed through the Health Office. Any student with medicine or prescription drugs of any kind on campus without permission will have the medication confiscated and may be subject to disciplinary action.

Transportation To and From School

All students who walk, ride their bicycles/skateboards/scooters to school must respect the crossing guards at each intersection. Reports of students not following the directions of the crossing guards will result in disciplinary action. Sycamore students must respect private property on their walk to and from school. Do not enter private property. Students who ride their bicycles or scooters to school must lock it to the bike rack on campus. **All riders, in accordance with the law, must wear a helmet.** The Tustin Police Department enforces this law. **Sycamore Magnet Academy and TUSD are not responsible for lost, stolen or damaged boards or scooters if students choose to bring them.** Remember: School rules are in effect when travelling to and from school.

Tustin Unified School District Educational Services

Dear Parents and Guardian: The Constitution of the State of California requires that we provide a public education to students free of charge. A student's right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student's right to a free public education means that we cannot require you or your students to purchase materials, supplies, equipment, or uniforms for any school activity, nor can we require you or your student to pay security deposits for access, participation, materials, or equipment. Your school may require students to attend a fundraising event; however, if they are unable to raise funds for the event, we cannot prevent students from participating in an educational activity.

These exceptions are:

- Charges for optional attendance as a spectator at a school or District sponsored activity.
- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that is made available by the school district.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
- Charging for the parking of vehicles on school grounds.
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and provided there is a waiver provision based on financial need.
- Fees for transportation of pupils to places of summer employment.
- Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
- Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
- Deposits for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

OTHER SERVICES

Library and Textbooks

Textbooks and reading books may be checked out to a student throughout the school year. As all books are school property, students must be responsible for the books and keep them free from damage and/or writing. Students must turn in all books at their appropriately scheduled time. **Any book lost or missing must be paid for by the student.** Library books typically cost \$5-\$10 and textbooks can cost up to \$80 each. Overdue library books may result in the student being placed on social probation for five weeks. All library fines and fees must be paid by the end of the school year. *8th grade students who fail to settle their library accounts may not be permitted to attend promotion activities.*

Lost and Found

Items turned in to the Sycamore Office will be held for approximately two weeks. Students should report to the office whenever they have lost or misplaced an article. After a two-week period, unclaimed items will be donated to a charity.

Lunch and Nutrition

Breakfast and lunch are offered every day from our on-campus cafeteria. Breakfast is served during Nutrition for grades 6-8. Food and beverages must be consumed in the designated eating areas only. **Students caught throwing trash on the ground or leaving trash behind will be given campus clean-up duty.** At Sycamore Magnet Academy, we expect all students to be responsible for keeping the campus clean.

Requirements to Participate in Middle School After School Sports

Students who wish to participate in after school sports must maintain a 2.0 GPA, not be on social or academic probation for any reason, and may not be under any kind of behavior, cell phone, or attendance contract. Students cannot compete on the same day they are absent from school. The middle school sports program is a voluntary Pay-to-Play program sponsored by the Tustin Public Schools Foundation. Financial aid is available to some students on a case-by-case basis.

Requirements to Participate in Promotion Activities (8th grades)

Students who wish to participate in end of year promotion activities may not be on a contract of any kind at the time of promotion. Such contracts include behavior/harassment contract, cell phone contract, attendance contract, academic contract, or district contract due to involuntary transfers. In addition to this, students must meet academic requirements required for 8th grade promotion (Note: 8th Contract is reviewed with 8th grade students and sent home to parents during the Fall Semester. The contract is again reviewed with students in the Spring Semester).

COMMUNITY CENTER & VOLUNTEERING

Our Community Center (Room 404) is a welcoming space for students and families to receive support and connect with helpful resources. Whether students and families need a bus pass, food, basic needs items, school uniforms, parenting workshops, volunteer opportunities, or access to community resource referrals, we're here to help. In addition, the Community Center serves as a supervised waiting area for late pick-ups. Please note this is not a childcare program and should only be used when truly needed.

Each SMA family is strongly encouraged to volunteer throughout the school year. Volunteer hours not only help support and strengthen our school, but also show our children that we are committed to them and their education. In order to track each families volunteer hours, we ask you to follow the guidelines:

- Sign in at the SMA office and wear a visitor's badge.
- Parents may visit their child's classroom for up to 30 minutes with a scheduled appointment.

Community Center Office Hours: Monday–Friday, 7:30 AM – 4:30 PM

STATEMENT OF NON-DISCRIMINATION

(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973)

The Tustin Unified School District does not discriminate in any employment practice, education program, or educational activity on the basis of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, medical condition, pregnancy and related conditions, retaliation, or political beliefs; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. A copy of the District's nondiscrimination policy is available from the Tustin Unified School District Office.

The following position is designated Coordinator for Nondiscrimination at Utt Middle School to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the District's nondiscrimination policies:

Christian Quintero Ed.D.
Principal
1402 Sycamore Ave. Tustin, CA 92780
714-730-7360

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint

Student Learning Target (SLT):

It is important to know what you are learning in each class. Take a moment to write down the learning target in the space provided each day.

Lesson Rating Scale:

After each lesson, reflect on how well you were able to understand the concept or skill taught. Circle the number that best demonstrates your learning.

3 – I am an expert on the topic and can teach someone else.

2 – I am beginning to understand the topic.

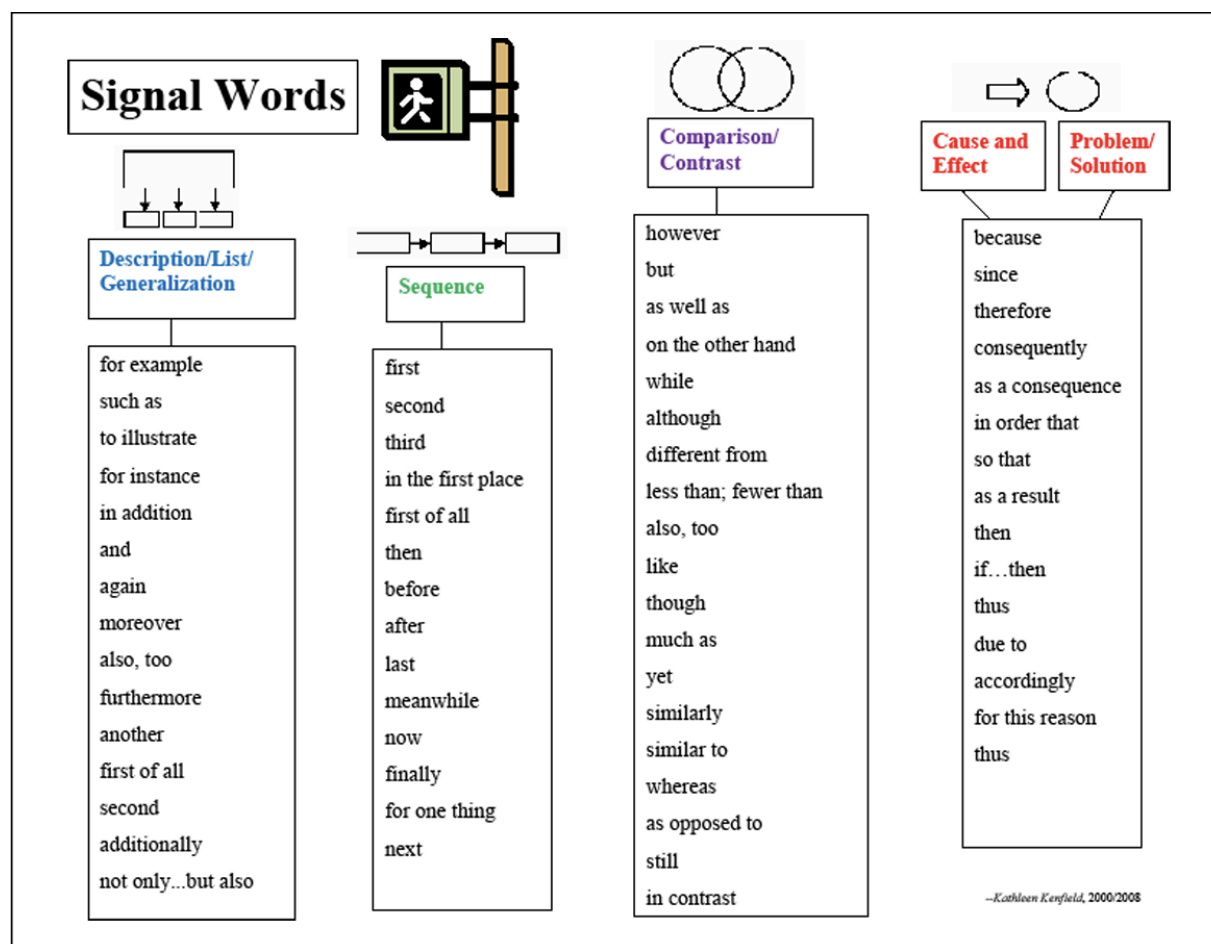
1 – I do not understand or need more help.

Sentence Frames

Clarification	Comparing Ideas
• Could you please repeat what you said? • I have a question about ____. • Do you mean ____? • Could you please explain that in a different way? • What (exactly) do you mean by ____?	• My (idea/opinion) is (similar to/different from) ____'s. • My (experience/belief) is (similar to/different from) ____'s. • My point of view is related to ____'s. • I see it (the same way as/different from) ____'s.
Affirming/Agreeing with ideas	Disagreeing Respectfully
• I agree with what you said because ____. • I could relate to what you said because ____. • What you said reminds me of ____. • My thoughts are related to yours. I was also thinking that ____. • What you said is also supported by the text on ____.	• I see what you're saying, but ____ is also another way of looking at it. • Great perspective, but consider ____ also. • You make a valid point, but I also think ____. • I agree with you about ____, but I also think ____.
Stating Perspectives	Negotiating
• Based on my experience, ____. • In my opinion ____. • From my perspective, ____.	• I agree with ____ but I wonder ____. • I heard you say _____. However, _____. • I heard you say _____, and that's a good point. I still think _____, though, because _____.

Vocabulary Development

Dictionary Definition:	My Definition:	Synonym: (Examples)	Antonym: (Non-Examples)
		Vocabulary Word:	
Sentence:		Illustration:	



SMA MIDDLE SCHOOL

2026-27 BELL SCHEDULE

REGULAR DAY		
7th - 8th Grade Schedule Monday, Tuesday, Thursday, Friday		
	Start of Period	End of Period
Students Allowed on Campus	7:50	
Tutorial	8:07	8:30
Passing	8:30	8:33
Period 1	8:33	9:16
Passing	9:16	9:19
Period 2	9:19	10:02
Nutrition	10:02	10:17
Passing	10:17	10:20
Period 3	10:20	11:03
Passing	11:03	11:06
Period 4	11:06	11:49
Passing	11:49	11:52
Period 5	11:52	12:35
Lunch	12:35	1:05
Passing	1:05	1:08
Period 6	1:08	1:51
Passing	1:51	1:54
Period 7	1:54	2:37

REGULAR DAY		
6th Grade Schedule Monday, Tuesday, Thursday, Friday		
	Start of Period	End of Period
Students Allowed on Campus	7:50	
Tutorial	8:07	8:30
Passing	8:30	8:33
Period 1	8:33	9:16
Passing	9:16	9:19
Period 2	9:19	9:35
Nutrition	9:35	9:50
Passing	9:50	9:53
Period 2	9:53	10:17
Passing	10:17	10:20
Period 3	10:20	11:03
Passing	11:03	11:06
Period 4	11:06	11:49
Lunch	11:49	12:19
Passing	12:19	12:22
Period 5	12:22	1:05
Passing	1:05	1:08
Period 6	1:08	1:51
Passing	1:51	1:54
Period 7	1:54	2:37

Sycamore Magnet Academy Wolves are Tobacco Free

SMA MIDDLE SCHOOL

2026-27 BELL SCHEDULE

EARLY OUT DAY		
7th - 8th Grade Schedule		
	Start of Period	End of Period
Students Allowed on Campus	7:50	
Tutorial	8:07	8:28
Passing	8:28	8:31
Period 1	8:31	9:08
Passing	9:08	9:11
Period 2	9:11	9:48
Nutrition	9:48	10:03
Passing	10:03	10:06
Period 3	10:06	10:43
Passing	10:43	10:46
Period 4	10:46	11:23
Passing	11:23	11:26
Period 5	11:26	12:03
Lunch	12:03	12:33
Passing	12:33	12:36
Period 6	12:36	1:13
Passing	1:13	1:16
Period 7	1:16	1:53

EARLY OUT DAY		
6th Grade Schedule		
	Start of Period	End of Period
Students Allowed on Campus	7:50	
Tutorial	8:07	8:28
Passing	8:28	8:31
Period 1	8:31	9:08
Passing	9:08	9:11
Period 2	9:11	9:25
Nutrition	9:25	9:40
Passing	9:40	9:43
Period 2	9:43	10:03
Passing	10:03	10:06
Period 3	10:06	10:43
Passing	10:43	10:46
Period 4	10:46	11:23
Lunch	11:23	11:53
Passing	11:53	11:56
Period 5	11:56	12:33
Passing	12:33	12:36
Period 6	12:36	1:13
Passing	1:13	1:16
Period 7	1:16	1:53

SMA MIDDLE SCHOOL

2026-27 BELL SCHEDULE

MINIMUM DAY		
7th - 8th Grade Schedule		
	Start of Period	End of Period
Students Allowed on Campus	7:50	
Period 1	8:07	8:41
Passing	8:41	8:44
Period 2	8:44	9:15
Passing	9:15	9:18
Period 3	9:18	9:49
Nutrition	9:49	10:04
Passing	10:04	10:07
Period 4	10:07	10:38
Passing	10:38	10:41
Period 5	10:41	11:12
Passing	11:12	11:15
Period 6	11:15	11:46
Passing	11:46	11:49
Period 7	11:49	12:20

MINIMUM DAY		
6th Grade Schedule		
	Start of Period	End of Period
Students Allowed on Campus	7:50	
Period 1	8:07	8:41
Passing	8:41	8:44
Period 2	8:44	9:15
Passing	9:15	9:18
Period 3	9:18	9:25
Nutrition	9:25	9:40
Passing	9:40	9:43
Period 3	9:43	10:04
Passing	10:04	10:07
Period 4	10:07	10:38
Passing	10:38	10:41
Period 5	10:41	11:12
Passing	11:12	11:15
Period 6	11:15	11:46
Passing	11:46	11:49
Period 7	11:49	12:20

2026-27 School Year Calendar

DECEMBER						
M	T	W	TH	F		
	1	2	3	4		
7	8	9	10	11	Q2	
14	15	16	17	18	H	H
21	22	23	24	25		
28	29	30	31		H	

JUNE						
M	T	W	TH	F		
	1	2	3	4		
7	8	9	10	11	H	18
14	15	16	17			
21	22	23	24	25		
28	29	30				

T End of Trimester

Staff Development Day
(No Students)

July 3, 2026	Independence Day (Observed)	December 24, 2026	Local Holiday
September 7, 2026	Labor Day	December 25, 2026	Local Holiday
November 11, 2026	Veterans' Day	December 31, 2026	Local Holiday
November 23-27, 2026	Fall Recess	January 1, 2027	Local Holiday
November 25, 2026	Local Holiday	January 18, 2027	M.L. King Day
November 26, 2026	Thanksgiving Day	February 12, 2027	Lincoln Day
November 27, 2026	Local Holiday	February 15, 2027	Washington Day
December 21, 2026	Winter Recess	March 22-26, 2027	Spring Recess
through January 1, 2027		May 31, 2027	Memorial Day
		June 18 2027	Juneteenth

The District Office will be closed December 21, 2026 - January 1, 2027

Calendar Board Approved: September 9, 2024
Board Meetings Board Approved: February 23, 2026
Board Meetings Board Approved Update: April 27, 2026