Parent & Student Handbook

James Workman Middle School

69-300 30th Ave.
Cathedral City, CA 92234
(760) 770-8540
JWMSinfo@psusd.us

PSUSD
PALM SPRINGS
UNIFIED
SCHOOL DISTRICT

Table of Contents

General Information - Pg. 4-6
- Student Arrival and Dismissal
- Bell Schedule

School Expectations- Pg. 7-9
- Safe Space to Learn
- Visitors
- Cell Phone Policy
- Internet Use
- Dress Code Policy

Consequences of Breaking Rules Pg. 10-12
- Possible Discipline Based on the Severity of the Offense
- Discipline
- Exclusion List

Extra-Curricular and Co-Curricular Activities Pg. 12
- Intramural Sports

Attendance Pg. 13-15
- Notification of Absence
- Excused Absences
- Tardy Students
- Early Pick-up
- Leaving School During School Hours
- Absence on Activity Days

Transportation Pg. 15-17
- Bus Information
- Electronic and Manual Bicycles, Scooters, Skates/Skateboards

Breakfast and Lunch Meals Pg. 17-18
- Palm Springs USD Wellness Policy
- Excluded Food/Drink Items From School
- Dropping Off Items/Deliveries

Medication Pg. 18-19

Medications/Illness

Lost and Found

Chromebook

Academic/Curriculum Information Pg. 19-22
- Standards/Retention Policy

What To Do If Your Child is Having Academic Problems at School Guidance Counseling
Parent Conferences
Homework
Supplies & Agenda
Grades
Short-Term Independent Study(STIS) Program
Physical Education & Lockers
Recognition of Good Behavior and Academic Achievement
Emergency Procedures Pg. 21-22
Uniform Complaint Procedure Pg. 22-25
Sexual Harassment
Bullying
Gender Equity

Welcome to James Workman Middle School, Home of the Bighorns!

The Parent/Student Handbook is designed to help you and your child understand our school's policies, procedures, and expectations so that every student can have a safe, positive, and successful experience at JWMS. We encourage you to read the handbook carefully, keep it as a reference throughout the school year, and return the signed Parent/Student Signature Page.

Our administration and staff are committed to supporting your family every step of the way. We value the partnership between home and school and believe that by working together, we can create an environment where every JWMS scholar feels valued and supported, enabling them to reach their fullest potential.

Administrative and Office Staff

Office address	69-300 30th Ave. Cathedral City, CA 92234
Office hours	7:30 a.m. - 4:00 p.m.
Office email	**JWMSinfo@psusd.us**
School Phone Number	(760) 770-8540
School Fax Number	(760) 770-8545

PSUSD Phone Number	(760) 883-2700
Zum Student Transportation	(760) 841-0145
School Website	www.psusd.us/jwms
Principal	Dr. Julio Omier jomier@psusd.us
Principal's Secretary	Angelica Andrade aandrade@psusd.us
Assistant Principal	Kelli Faris kfaris@psusd.us
Assistant Principal	Gustavo Ochoa Jr. Gochoa@psusd.us
Office Specialists	Julie Artiga, Jenni Castro, Tara Holcomb, & Christine Steves.
Counselor	Angelita Guzman aguzman@psusd.us
Counselor	Adrian Salinas asalinas@psusd.us
School Psychologist	Jamie Fatz jfatz@psusd.us
School Nurse	Gennette Furtado gfurtado@psusd.us

MISSION

We provide equitable learning opportunities that empower every scholar to recognize their strengths, develop strong character, and reach their fullest potential.

VISION

We empower every scholar to achieve their full potential and build a lasting LEGACY.

MOTTO

Belong * Believe * Achieve

BIGHORNS Build LEGACY

SCHOOLWIDE LEARNER OUTCOME

LEGACY

Leadership – All scholars will develop and demonstrate leadership qualities in their daily lives, including integrity, respect, honesty, and responsibility.

Excellence – All scholars will learn and apply strategies that promote excellence in their conduct, health, personal growth, and life choices.

Gratitude – All scholars will recognize the abundance and goodness in life and cultivate generosity and respect for their community, positively impacting the lives of others.

Academics – All scholars will engage in a rigorous and meaningful curriculum that promotes critical thinking, high expectations, and academic achievement.

Character – All scholars will develop strong character by understanding their personal and community responsibilities and by showing respect for themselves and others.

OpportunitY – All scholars will explore and develop practical life skills that prepare them for success in high school and future educational and career opportunities.

Bell Schedules

MONDAY TUESDAY THURSDAY & FRIDAY

REGULAR SCHEDULE
Lunch A

Period	Time
1	8:45 – 9:43
2	9:47 - 10:48
3	10:52 - 11:50
LUNCH 6	11:54 - 12:24
4	12:28 – 1:26
5	1:30 – 2:28
6	2:32 – 3:30

REGULAR SCHEDULE
Lunch B

Period	Time
1	8:45 – 9:43
2	9:47 - 10:48
3	10:52 - 11:50
4	11:54 - 12:52
LUNCH 7/8	12:56 - 1:26
5	1:30 - 2:28
6	2:32 – 3:30

WEDNESDAY

COLLABORATION SCHEDULE
Lunch A

Period	Time
1	8:45 – 9:19
2	9:23 – 9:59
3	10:03 – 10:37
LUNCH 6	10:41 – 11:11
4	11:15 – 11:49
5	11:53 – 12:27
6	12:31 – 1:05

COLLABORATION SCHEDULE
Lunch B

Period	Time
1	8:45 – 9:19
2	9:23 – 9:59
3	10:03 – 10:37
4	10:41 – 11:15
LUNCH 7/8	11:19 - 11:49
5	11:53 – 12:27
6	12:31 – 1:05

MINIMUM DAY SCHEDULE

PARENT/TEACHER CONFERENCE
SCHEDULE All grades

Period	Time
1	8:45 – 9:15
2	9:19 – 9:53
3	9:57 - 10:29
4	10:33 - 11:03
5	11:07 - 11:37
6	11:41 - 12:15
LUNCH	12:15 - 12:45

Visitors

Parents are always welcome on campus! To help ensure the safety and security of our students and staff, all parents, guardians, and other approved adult visitors must check in at the front office upon arrival and obtain a visitor badge before entering campus. Community volunteers are also required to check in at the office before visiting classrooms and must sign out before leaving.

For the safety of our school community, students from other schools are not permitted to visit classrooms or attend school dances.

Office Hours

- The main office gates open at 8:20 am.
- Breakfast will be served from 8:20 am - 8:40 am daily.
- School starts at 8:45 AM.
- Dismissal at 3:30 pm.
- If you arrive late to school (after 8:45 am) please proceed to the main office area to get a pass.
- All visitors must provide a government-issued ID and sign in the main office.

Cell Phone Policy

Secondary PSUSD Cell Phone Policy

- Cell phones must be off or silenced during all instructional time and passing periods.

- Cell phones must be placed in the student's backpack, class pocket chart, or other storage system.
- Middle and high school students may use their cell phones during lunch.

To support a focused and productive learning environment, cell phones, earbuds, and other personal electronic devices must remain put away during instructional time unless authorized by the teacher for educational purposes.

If a student has a cell phone or earbuds out during instructional time without permission, the teacher or staff member will confiscate the device and submit it to the front office.

Office Phone Use

The office phone is for school business and emergencies only, with permission from a secretary. Students must have a pass from their teacher to use it. We do not take or deliver non-emergency messages to students—please make plans and arrangements before school.

Internet Use

Palm Springs Unified School District provides Internet access to all students once parents give permission and students complete school training. An Internet Permission slip is included in the student packet and must be signed and returned before access is allowed.

The Internet is an important learning and research tool. The district blocks inappropriate sites, and policies are in place to ensure safe use. Students caught visiting inappropriate websites will face consequences, including loss of Internet privileges and possible suspension.

Parents are encouraged to use the Media Center after school to access student information.

The district also uses the Gaggle Alert System, which notifies school officials of any inappropriate language or behavior on school devices during and outside school hours.

DRESS CODE

Students are encouraged to focus on their academic performance and achievement at JWMS. All students are expected to be appropriately dressed each and every day. The District Board Policy for Dress Code will be strictly enforced and is listed below.

Palm Springs Unified School District Board Policy 5133(a):

The Dress Code (BP 5133) was adopted by the PSUSD Board of Trustees for the entire school district on 7/23/91. All pupils have the responsibility to themselves and to other members of the student body to attend school appropriately dressed. Each student shall dress in accordance with good standards of health and safety, and students not meeting these standards may be sent home to prepare themselves before re-entering school. Students should come to school properly prepared for participation in the educational process.

1. No student on or about school property shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items which are potentially disruptive to the learning environment and a positive school climate.
2. Shoes must be worn on campus at all times. No slides or flip-flops styles footwear. Crocs may be worn only with heel straps.
3. Clothing not acceptable at any time:
   A. Short shorts/skirts/dresses, bathing suit/tube tops, bare midriffs, tight shirts, plunging necklines, bra showing, bodysuits.
   B. Clothing with obscene or offensive logos, graphics, lettering or handwritten wording.
   C. Clothing advertising promoting alcohol, drugs, violence or any illegal substances.
   D. Articles of clothing, jewelry, or accessories, which, in the opinion of the school, pose a threat to the physical or psychological well-being and safety of the students or others (e.g., spike collars, earrings, or wristbands).
   E. Clothing or articles of clothing or the style of clothing worn (including but not limited to gloves, bandanas, shoestrings, wristbands, jewelry, sagging) related to a group which may provoke others to acts of violence or to be intimidated by fear of potential violence shall not be worn on campus or at any school activity.
4. Glasses must be appropriate for the classroom setting; only prescription sunglasses, which are prescribed for indoor use, may be worn in class. Other types of sunglasses may be worn on campus outside of classrooms or buildings.
5. For grades K-12, hats may be worn outside on campus only. They may not be altered in any way to include: nicknames, buttons, or slogans. Hats are to be removed prior to entering any building or classroom.
6. Styles of clothing may vary from school to school and may change from year to year. **Consequently, prior to disallowing the wearing or displaying of the aforementioned clothing, the school reserves the right to make the determination that particular styles may, in fact, disrupt the educational environment.**

In addition, pajamas are not to be worn. No flip-flops or bedroom slippers. No full face masks. No full face paint.

***All of these rules apply to school and school-related functions. Violation of the dress code policy may warrant parents being notified, students being asked to change or being sent home. The appropriate disciplinary consequence will be imposed.

Behavioral Expectations and Accountability

California State Law §48907 known as En Loco Parentis, teachers, administrators, and other certificated employees are obligated to supervise, direct, ensure the safety of, and discipline students according to the education code and PSUSD board policy. Parents do not have the authority to direct students to disobey or ignore the authority of employees of a school district nor do they have the authority to limit a district employee's ability to work with their child within their regular scope of duties. District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law. If the suspension is determined to be an appropriate consequence, then it will be administered with education code 48900 (New AR 5131.41). If there is a disagreement, parents are to follow the complaint process outlined on page 31 of this handbook.

At JWMS, when a student does not meet the school's behavioral expectations, a behavior referral may be issued. Our school follows a progressive discipline approach, using a series of age-appropriate interventions designed to help students learn from their actions, make better choices, and successfully meet behavioral expectations.

Discipline

Maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. **Under California Education Code 48900 and 48915, the following offenses are grounds for suspension and/or expulsion from school and the Palm Springs Unified School District:**

State Education Code 48900:

a) 1 – Caused, attempted to cause, or threatened to cause physical injury to another person.
   2 – Willfully used force or violence upon the person of another, except in self-defense.
b) Possessed, sold or furnished any firearm, knife, explosive, or other dangerous object.
c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind.
d) Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the

liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.

e) Committed, attempted to commit robbery or extortion.
f) Caused or attempted to cause damage to school property or private property.
g) Stole or attempted to steal school property or private property.
h) Possessed or used tobacco or any product containing tobacco or nicotine products.
i) Committed an obscene act or engaged in habitual profanity or vulgarity.
j) Had unlawful possession of, offered, arranged or negotiated to sell any drug paraphernalia.
k) Disrupted school activities or willfully defied the authority of school personnel.
l) Knowingly received stolen school property or private property.
m) Possession of imitation firearm.
n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
q) Engaged in, or attempted to engage in hazing as defined in section 32050
r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
t) Aiding or abetting, the infliction or attempted infliction of physical injury to another person.

48900.2 – Committed sexual harassment (grades 4-12).
48900.3 – Caused, attempted to cause, or participated in an act of hate violence (grades 4-12).
48900.4 – Harassment, threats, or intimidation directed against a student or group of students, enough to materially disrupt class work, create disorder and invade their rights.
48900.7 – Terrorist threats against school officials or property, or both.

State Education Code 48915 Subsection (A) and (C)

(A) MANDATORY SUSPENSION AND RECOMMENDATION FOR EXPULSION *WITH* PRINCIPAL'S EXCEPTION:

1. Caused serious physical injury to another person, except in self-defense.
2. Possessed any knife, explosive, or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance listed in Chapter 2 (Section 11053) of division 10 of the Health and Safety Code, except for the first offense for the

possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined by Sections 240 and 242 of the Penal Code, upon any school employee.

***(C) SUSPENSION AND RECOMMENDATION FOR EXPULSION *WITHOUT* EXCEPTION:**

*****1. Possession/selling/furnishing a firearm at school or at a school Activity. Possession must be verified by a school employee.
*2. Brandishing a knife at another person.
*3. Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.
*4. Committing/attempting to commit a sexual assault/battery, as defined by EC 48900(n).
*5. Possession of an explosive, as defined by EC 48915(h).

**** School site must recommend a calendar year expulsion. Board of Education may impose a lesser consequence**.*

Only the principal of a school can recommend expulsion. A hearing panel reviews the case and makes a recommendation to the Board of Education. Only the Board can expel a student. Parents have the right to appeal a decision to expel them to the County Board Of Education. Additional due process rights are guaranteed to handicapped or disabled students (Ed. Code 48912-48917).

Due Process Rights

Teachers may suspend a student from class (Out of Class Suspension) for two consecutive days - the day of an infraction and the day following. Administrators can suspend a student from school for up to five consecutive school days. Before suspending a student from class or school, an informal conference must be held between the student and teacher, or the student and administrator. The student must be told the reason for suspension and of any evidence that supports that decision. The student must be given an opportunity to present his or her side and any evidence in self-defense. Parents must be notified of the suspension within 24 hours. A parent conference must be scheduled as soon as possible, but no later than five days. Parents may waive their right to a personal conference and confer by telephone if they desire.

Health and Safety

In compliance with the Palm Springs Unified School District's Board Policy 5145.12, your child may be subjected to a Health and Safety check if it is necessary to protect the health, safety, and welfare of the students and staff. School officials may search

individual students, their property, and district property under their control, when there is reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.

Exclusion List

Students receiving OTL or OSS will automatically be placed on the Activity Exclusion List. Students will not be able to participate in any extracurricular activity, except intramurals, for thirty calendar days from that date. This means that students will not be able to participate in dances, assemblies, and end of the year activities including June class trips. Students' are placed on the Exclusion List for any of the following:

- Infractions of school rules that interfere with the learning atmosphere
- Truancy, irregular attendance, or excessive tardiness
- Assignment to OTL (Opportunity to Learn), Saturday School, or suspension from school (OSS)
- Damaging/defacing school property.

Extracurricular and Co-Curricular Activities

Our Intramural Sports Program is open to all students, including those in after-school intervention programs. We aim to give every student the chance to participate in sports and stay active.

Sports vary each quarter and may include football, volleyball, basketball, soccer, and softball. Students can join for any of the quarters. Activities are typically held three times per week for eight weeks.

Information about sign-ups and schedules is shared in the morning announcements and school newsletter.

Be a player—join JWMS Intramurals!

Attendance

The Board of Education believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48216, 48205) Inasmuch as school attendance and class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 4610.1).

Notification of Absence

Report absences before 9:00 a.m. When a student is absent, a parent/guardian should log the absence in ParentVUE. Absence information must include the date(s) and the specific reason for the absence. It is the student's responsibility to request and make up any missed work due to absence. Parents of students absent due to illness for three or more consecutive days are highly encouraged to provide a medical note.

Truancy

Students who are absent from school without valid excuse three full days in one school year or absent for more than any 30-minute period during the school day without a valid excuse (see above) on three occasions in one school year, or any combination thereof, is a truant and may be subject to disciplinary measures.

Excused/Unexcused Absences

The State of California determines whether or not an absence/tardy is excused or unexcused. Students will be excused for: illness; medical problems; medical, dental, optometric, or chiropractic appointments for the student; quarantine ordered by a health officer; or the funeral of a member of the immediate family. **Students will be unexcused for** vacation, shopping, work, transportation breakdowns, missing the bus, truancy, etc.

When a student is absent, a parent/guardian must telephone the school attendance office or send a signed note when the student returns, or within 10 days of the absence. Absence information needs to include the date(s) and the specific reason for the absence. It is the student's responsibility to request and make-up any missed work due to absence. Parents of students absent due to illness for three or more consecutive days may request assignments through the office. Teachers will make every effort to respond by the following afternoon.

Students who are absent from school without valid excuse three full days in one school year or absent for more than any 30-minute period during the school day without a valid excuse (see above) on three occasions in one school year, or any combination thereof, is a truant and could be subject to discipline including detention or Saturday school, or possibly issued a citation for court appearance by Cathedral City Police Department.

Tardy Students

Tardiness to class is unexcused if there is no valid excuse (see below.) All students are to be seated and prepared to begin instruction before the tardy bell rings, **this is especially important for the first period, for which the warning bell rings at 8:40.** Students who are not in class at 8:45 are tardy. Repeated tardiness is an undesirable habit that may lead to academic as well as disciplinary problems. Students who are late will be assigned the appropriate consequences. Please be on time.

Early Pick-up

To avoid disruptions during end-of-day activities and announcements, students cannot be picked up during the last 20 minutes of the school day unless approved by an administrator.If a student needs to leave early, we will call them from class **after** the approved adult arrives and presents a valid ID in person. Please note, pick-up may take longer if the student is at lunch or in PE.

Thank you for your understanding and support in helping us maintain a positive learning environment. If you have questions about this policy, please contact the school office.

Leaving Campus During School Hours

In accordance with Board Policy, JWMS is a **CLOSED CAMPUS**. Students must stay on the school grounds from the time of arrival, even if the first period has not yet started, until dismissal. Students are not to congregate before or after school on streets near the campus. Any student who leaves campus without permission and without clearing through the office will be considered **truant** from school. There will be a parent/student and assistant principal conference and possible disciplinary action or truancy citation issued.

If a student needs to leave campus early, for any reason (i.e. doctor or dentist appointment) a parent or guardian must come into the office to sign the student out. **The person escorting the student from school must be on the emergency card and must have valid identification.** Upon return, students must check in with attendance before going to class.

Absence on Activity Days

Students who are absent on the day of a school activity may not participate in that activity. Violation will result in disciplinary action.

Transportation

Bus assignments follow District and Zum Transportation guidelines. Riding the bus is a **privilege**, not a right, and may be revoked if misconduct occurs. Only students assigned to a specific bus are allowed to ride it.

Student Behavior on School Buses

Section 14263 of the Education Code states that: Pupils transported in a school bus shall be under the authority of, and responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.

- All students shall be properly seated, with the seat belt fastened, except for loading and unloading at the proper bus stop.
- Students shall sit upright, face the front of the bus, keep feet on the floor in front of them, and in no way interfere with other students.
- Students are prohibited from creating any disturbance that would distract the driver. If the driver has to take his or her eyes off the road it impedes the safety of all the students.
- The bus driver shall have jurisdiction over students' conduct in the bus and shall report infractions of rules to the school.
- The parent/guardian shall be liable for any damage to the school bus by a student.

All of these rules apply not only to school but also to all school-related functions where transportation is necessary.

School Bus Tickets

Inappropriate behavior on the school bus may result in a student receiving a bus ticket; with the following consequences imposed. ***Serious violations may result in immediate loss of bus privileges as well as suspension from school.***

- 1st Bus Ticket: conference with an administrator warning the student of the possible loss of the privilege of riding the school bus if a second report is issued.
- 2nd Bus Ticket: 5-day loss of bus-riding privileges and 30 days exclusion from activities.
- 3rd Bus Ticket: 10-day loss of bus-riding privileges and 30 days exclusion from activities.
- 4th Bus Ticket: 30-day loss of bus-riding privileges and 30 days exclusion from activities.
- 5th Bus Ticket: suspension from bus-riding privileges for the remainder of the school year and 30-days exclusion from activities.

Electronic and Manual Bicycles, Scooters, Skates/Skateboards

Students who ride their bikes (electric or manual), scooters (electric or manual), rollerblades, or skateboards do so at their own risk. California Vehicle Code mandates children under the age of 18 wear a helmet. Citations may be issued by CCPD for non-compliance**.** Please review safety instructions prior to the first day. Students riding any of these items must secure them in the designated area when they arrive at school. They can be picked up at the end of the school day. Bicycle and skateboard racks are provided outside the main gate. Students must provide individual locks for their bikes and skateboards (heavy-duty locks are recommended). Students must lock items in the bike/skateboard area. **JWMS and Palm Springs Unified School District are not responsible for any lost or stolen items.**

All bicycles (electric or manual), scooters (electric or manual), rollerblades, and skateboards are not to be ridden on the sidewalks, grass areas, or hallways within the school boundaries. Rollerblades are to be put on only when students are ready to leave campus. Students are to walk once they reach the sidewalk or blacktop. Students are never to enter a parking lot area using these items. All wheeled devices must be stored outdoors in the designated areas.

Palm Springs USD Wellness Policy

Due to a state grant, all students receive free breakfast and lunch. Please make sure your child arrives at school on time to eat breakfast. Studies show students learn better when they begin the day with a healthy breakfast.

Palm Springs USD Wellness Policy Our District has developed a Wellness Policy that is focused on improving the health of students. The policy was developed with a health and wellness advisory council that includes teachers, parents, students, administrators, guidance counselors, and the school nurse.

Meals, food, and beverages served at our schools meet State and Federal requirements based on the USDA Dietary Guidelines. All meals, food, and beverages are prepared and served by qualified child nutrition professionals. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. We are proud to invite your students to participate in our free breakfast and lunch program. All students at each of the schools in our district can eat breakfast for free, so we encourage you to have your students come join us for a free nutritious breakfast. Kids feel better and do better in school after eating breakfast.

- Food prepared from home will not be served in class. Home-prepared items are not permitted out of safety concerns and in compliance with county Food Safety Guidelines.
- The district/school will strongly discourage parents from providing or bringing fast food lunches and non-nutritious foods and beverages to their children for lunch.
- Outside deliveries are not accepted. Food Delivery Services are NOT Allowed to Drop off Food for Students. James Workman does NOT allow food deliveries from paid delivery services such as Doordash, GrubHub, Uber Eats, etc. All deliveries will be denied or held in the JWMS Admin Office until school is dismissed for the day. JWMS is not responsible for any loss of cost or food.
- Party foods considered to have little or no nutritional value will not be allowed on campus. This includes, but is not limited to cupcakes, cakes, sodas, and other items.
- To follow nutrition and school guidelines, **we cannot accept fast food deliveries**. We also do not accept gifts, balloons, or flowers for students.

Excluded Food/Drink Items From School

If you wish to serve these items to your child, that is your right, but items may not be consumed on the campus:

1. Energy Drinks or other highly caffeinated beverages **(including Starbucks)**.
2. Family-sized packaged bags- food must be portioned in snack-sized bags.
3. No chewing gum or lollipops/candy
4. Anything in a glass container is also prohibited for safety reasons

Dropping Off Items

\All supplies or personal items for students should be left at the front desk. Office staff will not interrupt classes to deliver them. Students are responsible for checking with the office if they know something is being dropped off.

Medications

Students are not allowed to carry any medication, including aspirin or nasal sprays. Inhalers must be kept in the office with a doctor's note, unless the proper district forms are completed allowing the student to carry it.

If a student needs medication during school hours, it must be prescribed by a doctor and administered by office staff following school procedures.

Medication will only be given at school in exceptional cases when a student's health requires it and doses cannot be scheduled at home. Medication administration must be requested and approved yearly by a parent/guardian and physician using forms from the health office.

- Medication must be brought to school by an adult in a labeled prescription bottle with the student's and physician's names, dosage, method, and time.

- Any special storage instructions or side effects must be noted.

- Students must report to the office to take medication at the scheduled time.

- The school keeps a log of all medications given, including type, dosage, and time.

- School staff **cannot** give aspirin or any other medication without proper authorization.

Illness

If a student feels ill or needs first aid, they must first get a pass from their teacher to visit the office and see the health aide. Parents will be contacted if needed. If a student is too sick to stay at school, a parent or guardian will be called. Please keep emergency contact cards up to date so we can reach you quickly if needed.

Lost and Found

Valuable lost items are kept in the main office. P.E. clothes are stored in the locker rooms. Unclaimed items are donated to charity three times a year. To help return lost items, please label your belongings clearly.

1:1 Chromebooks

Each student receives a Chromebook in 6th grade (or upon enrollment) and returns it at the end of 8th grade. Students are responsible for their school-issued Chromebook and must use the provided case.

- Lost Chromebook: Report to the library immediately so it can be locked. Most are recovered once locked.

- Stolen Chromebook: File a police report and bring a copy to the library.

- Damage: Bring all damaged Chromebooks to the library for repair. Repeated or deliberate damage will be referred to administration, and parents/guardians may be responsible for repair or replacement costs.

- Textbooks: All textbooks are available digitally on the Chromebook.

Standards/Retention Policy

Students must meet the minimum proficiency requirements adopted by the Board of Education. Students who do not meet the District's standard of proficiency will be at risk of being retained.

What to Do If Your Child Is Having Academic Problems at School

In the event that you develop concerns over a problem occurring in school, please make an appointment to discuss the situation with the classroom teachers. The teacher may recommend that a Multi-Tiered System of Support (MTSS) be held to discuss your child's academic strengths and weaknesses. If the problem should continue after you and the teacher have tried several solutions, then please make an appointment with the school counselor, and then the principal.

Guidance Counseling

At JWMS, support services have been developed to help our students deal with any issues that are affecting them. Services are offered individually and in groups. Some areas in which the Counselor, Assistant Principal, or Principal might help are personal problems that may affect school activities; course selections; test interpretations; vocational information; educational opportunities; and conflict resolution and mental health.

Individual, limited, short-term counseling is also offered through the Counseling Office. Any parent or student desiring more information concerning these groups or additional outside services should contact the school counselor for further information as we do have a Mental Health Therapist on our campus daily.

Student requests to see the counselor can be made virtually using the counseling web pages attached to each student's Google Classroom. Students will be called at the first available time. Students may request to see an administrator by emailing or notifying the front office staff. Students may also contact the counselors or assistant principals before/after school, or during lunch. Mental Health referrals can be made by the counselors and require parent consent.

Parent Conferences

During the school year, parents will be invited to meet with their child's teacher for an individual conference in the middle of each semester, and at any time necessary throughout the school year. Please do not hesitate, if you have any questions or concerns, to request to meet with the teacher at any time. This will be coordinated through Parent Square

Homework and Academic Honesty & AI (Artificial Intelligence)

Homework is an essential part of the educational program. It may consist of the completion of classwork and/or special assignments appropriate to the grade level at which the child is working. Homework may be assigned on a regular basis. It may be a long-term project or a short-term assignment designed to develop good study habits, and responsibility, and emphasize critical thinking skills. Homework will be assigned to reinforce concepts taught in class and expected to be returned.

Students are expected to complete homework honestly and independently. AI may be used to support learning, but not to complete assignments or submit work as their own.

Agendas

At the beginning of each semester, all students will be issued an agenda. Students will be required to use them in all of their classes. Students will only be issued one agenda per semester. If a student loses their agenda they may see one of their teachers to receive a paper copy.

Grades

At each mid-quarter, teachers will update student grades—a process known as the "Progress Report." During this time, we will hold Parent-Teacher Conferences, where teachers will present your student's grades and discuss intervention plans if your student is at risk of failing the class.

Parents can check current grades anytime through their ParentVue account. If you don't have internet access at home, help is available at the media center.

Short Term Independent Study Program

If you are planning a trip that will require a period of time away from school (three or more days), you may be granted school credit by arranging a short-term independent study program. Under this plan, your child must complete assignments on the trip in order to receive school credit. You must contact the James Workman Office at least **five days in advance** to make arrangements. All of the work must be completed and will be due on the student's first day back to school in order to receive full credit. Failure to complete work will disqualify a student from future STIS eligibility. Please know, Short Term Independent Study is not the same as direct instruction from a teacher, and this should be used for unavoidable absences.

Physical Education & Lockers P.E.

Lockers are used on a period-by-period basis and are located in the boys' and girls' locker rooms. All students are required to have gym clothes and tennis shoes for P.E. Uniforms can be purchased throughout the year by students directly from their PE

Teacher. Students should not share lockers, combinations, clothing, or shoes. Only students in P.E. classes will be allowed in the locker or locker room areas during class time. All items should be locked securely in lockers, especially Chromebooks and personal belongings. JWMS and Palm Springs Unified School District are not responsible for any lost, damaged or stolen items.

Emergency Procedures

In the event of an emergency, your response could save your life or the lives of others. It is extremely important that practice drills (i.e. earthquake, fire, lockdown) be taken seriously. Be certain you know what to do and where to go. **Remember, absolutely no talking during drills**. In an emergency, students will report to a designated safety area. In severe situations, it is possible that students could be at school for up to 72 hours. Parents should have an emergency plan for family members. Students will only be released to a parent/guardian, or person listed on their emergency card. There will be a central release area where parents may check out their student.

Earthquake Drills will commence with a bell tone. Students should get under their desk immediately, duck and cover, and wait for instructions from their teacher to evacuate the building. Students then report to their designated area. In the event of a real earthquake, do not wait for the tone, immediately follow the directions above.
Fire Drills will commence with an alarm. Please evacuate the classroom by the designated door and report to the designated class area.

Campus Emergencies

As partners in your students' education, it is important that we work together to ensure the safety of our campus. On our end, we commit to ensuring prompt communication with our community partners. We ask, in turn, that you please support us by doing the following:

Be Prepared for a School Emergency

- **Ensure that your child's emergency contact information is accurate and up to date.**
- Register for automated email, text, or voicemail messages with ParentSquare.
- Follow our Facebook page "James Workman Middle School" and Instagram account "jamesworkman_bighorns" for notifications.
- Become familiar with your schools' emergency communication procedures.

In Case of a School Emergency

Please follow the tips listed below:

- DO NOT call or rush to the school. Phone lines and staff are needed for emergency response efforts.

- DO NOT phone your child. Staff and students are prohibited from using cell phone communication for safety reasons.
- Check for email, text or voicemail message from the school.
- Tune in to local TV/radio stations for official school news alerts.
- Check the school district's website.
- Rely only on OFFICIAL communication from school or public safety officials.
- Listen for OFFICIAL information regarding reunification with your child.

Emergency Terms and Procedures

Evacuation is used to move students and staff out of the building to an appropriate evacuation area (PE field), a location where students can be kept for an extended period, via a pre-designated route (if usable), to avoid a potentially threatening situation involving the entire building.

Duck, Cover & Hold is used if an earthquake occurs.

Severe weather is used when there is a threat of high temperatures, which may cause students to go into the MPR/classrooms when using the district's high-temperature protocol.

Lockdown consists of securing all doors in the school and moving students to a safe location within the classrooms or other room. All phone use is prohibited by Students/Staff during a lockdown. This procedure is used for a human threat inside/outside of campus.

Palm Springs Unified School District Public Notice: Complaint Procedures

Any person or organization wishing to file a complaint alleging unlawful discrimination, or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs or special education programs, should contact:

TITLE IX Nondiscrimination
Carla Aranda Macias, Title IX Administrative Assistant
150 District Center Drive
Palm Springs, CA 92262
Telephone: (760) 883-2700

A copy of the district's complaint procedures (Board Policy 1312.3 and Administrative Regulations 1312.3 (a-b) will be made available upon request. Under some circumstances, specified under sections 4650-4651 of Title V (District Exhibit 1312.3), complainants may ask for direct intervention by the California Department of Education.

Furthermore, complainants have the right to appeal any decision made by the district concerning a complaint to the California Department of Education. Information on procedures and timelines for appeals are included in the above- listed district documents.

Complaint Procedures for Racial Discrimination or Sexual Harassment

Any student who believes he/she has been the victim of racial discrimination or sexual harassment should follow the following procedures:

- Report the incident to the principal or a designee who will then complete the school site referral form.
- The referral will be submitted to the school counselor for immediate intervention.
- Each incident will be reviewed by the site principal.

WILLIAMS UNIFORM COMPLAINT PROCEDURES
NOTICE TO PARENTS/GUARDIANS:
COMPLAINT RIGHTS

Education Code 35186 requires that the following notice is posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.
    a. Palm Springs Unified School District – http://www.psusd.us
    b. California Department of Education – http://www.cde.ca.gov/

Sexual Harassment

If a student feels that he or she has been sexually harassed by an adult or a student, the pupil needs to immediately tell an adult. The adult is to send the student to the principal. The site administrators will then investigate the complaint, determine its validity, and take appropriate action. Investigations will be conducted in compliance with the PSUSD policy and Education Code.

Bullying

Bullying is a serious action that can have a negative impact on a child's emotional and physical well-being. Unfortunately, it is also a term that is frequently misapplied to other inappropriate behavior. Bullying is defined by Education Code 48900 (r) as severe or pervasive physical or verbal conduct that has, or could have, the following effects:

- Placement of a student in fear or harm to person or property
- Substantially detrimental effect on physical or mental health
- Substantial interference with academics or with school services, activities, or privileges.

Bullying also includes an act of cybersexual bullying by a student through the dissemination of or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, seminude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cybersexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational political, or scientific value or that involves athletic events or school-sanctioned activities (AR 5144.1). Do the following if you suspect your child is being bullied:

1. Get as much details as you can about the incident(s) (frequency and duration of actions) and:
2. Notify the teacher, or
3. Notify the school counselors, Mr. Salinas or Mrs. Guzman,
4. Submit a Sprigeo report at www.sprigeo.com , or
5. Notify any of the administrators It is important to note there is a difference between mean/rude behavior and bullying.

Gender Equity

We are proud that James Workman contains a diverse population of students, staff, and families. It is important that our students learn from one another as well as grow into adults of good character. We practice being respectful, safe, and responsible throughout the school year and work hard to bring programs of diversity, tolerance, and motivation to our students. If you or someone you know would be a great role model or motivational speaker for our kids, please see our principal to plan a program. All school programs and activities shall be free from discrimination, including harassment, with respect to actual or perceived ethnic group identification, race, ancestry, national origin, religion, age, sex (gender—actual or perceived), sexual orientation, physical or mental disability, or parental status. Equal opportunity for all individuals in district programs and activities, all individuals treated equally no matter what category they identify with. Annual parent notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. Access for Individuals with Disabilities (BP 0410).