

Ethan A. Chase Middle School
Scorpion Handbook
2026-2027



28100 Calm Horizon Drive
Menifee, CA 92585
(951) 566-4400

Dr. Sarah Brown, Principal
Margarita Duran, Assistant Principal (A-L)
Jessenia Ojeda, Assistant Principal (M-Z)
Magdalena Godinez, Counselor (A-L)
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Bell Schedule

Monday, Tuesday, Thursday, Friday

First Half of the Day:

All Grades

Period	Time	Minutes
1	8:10-9:00	50
2	9:03-9:50	47
West Break	9:50-10:00	10
West Pd. 3	10:03-10:50	47
East Pd. 3	9:53-10:40	47
East Break	10:40-10:50	10
4	10:53-11:40	47

Second Half of the Day:

6th Grade

Period	Time	Minutes
Lunch	11:40-12:10	30
5	12:13-1:00	47
6	1:03-1:50	47
7	1:53-2:40	47

7th Grade

Period	Time	Minutes
5	11:43-12:30	47
Lunch	12:30-1:00	30
6	1:03-1:50	47
7	1:53-2:40	47

8th Grade

Period	Time	Minutes
5	11:43-12:30	47
6	12:33-1:20	47
Lunch	1:20-1:50	30
7	1:53-2:40	47

Bell Schedule
Wednesday

First Half of the Day:

All Grades

Period	Time	Minutes
1	8:10-8:45	35
2	8:48-9:20	32
3	9:23-9:55	32
4	9:58-10:30	32

Second Half of the Day:

6th Grade

Period	Time	Minutes
Lunch	10:30-11:00	30
5	11:03-11:35	32
6	11:38-12:10	32
7	12:13-12:45	32

7th Grade

Period	Time	Minutes
5	10:33-11:05	32
Lunch	11:05-11:35	30
6	11:38-12:10	32
7	12:13-12:45	32

8th Grade

Period	Time	Minutes
5	10:33-11:05	32
6	11:08-11:40	32
Lunch	11:40-12:10	30
7	12:13-12:45	32

Welcome to Ethan A. Chase Middle School! Our teachers and staff look forward to beginning a new school year and building partnerships with parents/guardians.

The following information will assist us in starting off the year in a safe and organized manner:

ACCESS TO SCHOOL CAMPUS

ARRIVAL

The first bell rings at 8:05 a.m. Due to student safety and supervision, students may not be on campus more than 30 minutes before the start of school. While on campus, students may gather in the main quad and lunch table areas.

STUDENT DROP OFF & PICK-UP

Our students' safety is top priority. Keep our students safe by driving safely in the flow of traffic, observing all stop signs, speed limits, crossing guards and following the traffic barriers in the parking lots.

DISMISSAL

Students are expected to be picked-up promptly after release time. Students will exit through their grade specific gates. Parents/guardians and students are responsible for establishing a meeting area. Due to student safety and supervision, students may not be on campus more than 20 minutes after dismissal.

We understand that rainy days can disrupt the normal pick-up and/or walking routine. For these days we ask that you make regular arrangements with your student as to what should be done when it rains.

AFTER SCHOOL

Students who are enrolled in an after-school club, sports team or after school programs are allowed on campus after regular school hours. No other students should remain on campus beyond 30 minutes of dismissal time.

SCHOOL ENTRANCE/EXIT

North 6th Grade Gate: The 6th grade gate drop-off area is located at the north side of the school on Grand Avenue. Only enter the drop-off area through the Peasant Bay Circle driveway and exit from Brightside Cove. Please drive all the way forward when you drop-off your student. In order to maintain student safety, this is a loading and unloading area only. Bike racks are available at this gate.

South 7th Grade Gate: The 7th grade gate is located on the south end of the school on Calm Horizon Drive and

is for 7th grade student entrance/exit. Bike racks are available at this gate.

West 8th Grade Gate: The 8th grade gate is located to the west side of the school on Calm Horizon Drive and is for 8th grade student entrance/exit. Bike racks are available at this gate.

Front of School: Students will **not** be allowed to enter through the front of the school unless they are accompanied by an adult.

CLOSED CAMPUS

All Romoland School District schools are **closed campuses**. Students must remain on campus once they arrive in the morning until they are dismissed at the end of their last period. Students who leave campus without proper authorization will be assigned a consequence.

BIKES & BIKE RACKS

Students are allowed to ride their bikes, scooters, and skateboards to and from school. State law mandates the wearing of helmets while riding any of these modes of transportation. Once on school property, students must walk their bikes, scooters, or skateboards into the bike rack. Failure to do so could result in forfeiting the privilege to use this mode of transportation. No riding of in-line skates, skateboards, or bicycles are permitted at any time while on school grounds.

To ensure the safety of students who ride to and from school on electric bicycles or scooters, parents/guardians are highly encouraged to review the traffic laws and school-prescribed safety rules pertaining to these modes of transportation with their child. This includes wearing a bicycle helmet, as provided below, and adhering to the speed limits on the road and in the school's parking lot.

Students must provide their own lock and key for their bicycle as none will be provided by the school. The school is not responsible for the loss or damage to bicycles or helmets.

VOLUNTEERS ON CAMPUS

We invite parents/guardians to volunteer for the PTSA, SSC, and other school events.

Parent/guardian volunteers must attend a Volunteer Orientation and be registered and cleared through Raptor. These requirements can be coordinated with the Parent/Community Liaison in the front office. Allow 24-hour notice for all clearance. All volunteers must **always sign in and wear a visitor's pass provided at the front office.**

Volunteers: All volunteers shall be required to have on file with the school a certificate showing that within the

last four (4) years such person has been examined and has been found to be free of communicable tuberculosis. Parents/Guardians wishing to volunteer in the classroom, on field trips, or at other school activities should make prior contact with their student's teacher and must sign into and out of the main office.

Note: Volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee are considered mandated reporters; therefore, will receive the notification and training required of mandated reporters as specified in AR 5141.4 – Child Abuse Prevention and Reporting.

Visitors: Parents/Guardians are welcome to visit and observe the classes of their student(s). However, visits by children who are friends or relatives of our students are not allowed. At least 24-hour notice is requested.

State law requires that all visitors to the campus sign in at the office. Visitors will be given a visitor's pass by office personnel, and must sign out at the time they leave the campus. **No small children may accompany the visitor during school hours.** Visitors may remain in the school, as long as they observe the school rules.

SCHOOL ATTENDANCE

ABSENCE VERIFICATION

Absences must be cleared within three days by sending an email to cmsabsence@romoland.net, by bringing a written note from home, or by calling (951) 566-4400 ext. 5980.

It is important for parents/guardians and students to understand that writing a note verifying an absence or a tardy does not excuse an absence. A student's absence will be excused only for the reasons listed below. Please note that once a student has 10 excused absences in a school year, any further absences for illness must be verified by a doctor's note.

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, or chiropractic appointment;
4. Attendance at a funeral services or grieve the death of either a member of the student's immediate family, or of a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family (limited to five days per incident);
5. Jury duty
6. Illness or medical appointment of the student's child

7. Upon advance written request by the parent and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Attendance or appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at a religious retreat for no more than one schoolday per semester;
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election;
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment (limited to three days)
10. Attendance at a naturalization ceremony to become a United States citizen;
11. Participation in a cultural ceremony or event ("cultural" means related to the practices, habits, beliefs, and traditions of a certain group of people);
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (limited to one school day-long absence per school year unless otherwise permitted by the Superintendent or designee);
13. Due to the death of a student's immediate family member, or a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family, to: (limited to three days per incident; additional absences are subject to the discretion of the school administrator)
 - a. Access services from a victim services organization or agency
 - b. Access grief support services
 - c. Participate in safety planning or to take other actions to increase the safety of the student or a student's immediate family member, or a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family, including, but not limited to, temporary or permanent relocation
14. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (limited to not more than four days per school month);
15. Participation in military entrance processing

16. Work in the entertainment or allied industry (limited to not more than five consecutive days, and not more than five absences per school year)
17. Participation with a nonprofit performing arts organization in a performance for a public school audience (limited to not more than five absences per school year)
18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, immediate family means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

TARDIES

Students must be in their seats when the bell rings.

Tardies are assessed by semesters, and consequences are imposed as follows:

- **10 Tardies** = Wednesday after school detention for 1 hour
- **15 Tardies** = Wednesday after school detention for 2 hours
- **20 Tardies** = Saturday School, when available
- **25 Tardies** = No-Go list for school events
- **Habitual** = SART, SARB, DA mediation

HALL PASSES

Students not in the classroom during class time are required to have a signed hall pass at all times.

PARENT/GUARDIAN PICK-UP

Students are not permitted to leave the school grounds before school is dismissed without permission from the office. Students are not allowed to be picked up by anyone other than those adults named on the student's emergency card. All adults must show a picture I.D. in order to pick up a student during school hours.

TRANSFERS

When a student is moving out of the Romoland School District, please let the school office know. All materials/textbooks/devices which belong to the school must be returned to the front office as soon as possible before disenrolling the student.

INSTRUCTION

MAKE-UP WORK

If a student will be absent from school, students are to

check Google Classroom and with the classroom teacher for missing assignments. Teachers may be contacted directly by email, Google classrooms, Parent Square or through the school website:

<https://www.romoland.net/departments/pupil-services/student-attendance>

INDEPENDENT STUDY

To request for an Independent Study Contract, communicate with the Attendance Clerk in the front office as soon as possible.

CHROMEBOOKS

All students will be provided with a Chromebook as part of their daily educational tools to use in each class for academic purposes and at home for homework and research. Chromebooks will be checked out to each student through the Media Center and students will be trained on proper care and use. Students are responsible for the care and security of the device both on and off campus. Students are also responsible to bring their fully charged devices to school every day along with their issued charger. Students will be held responsible for inappropriate use of Chromebooks at school and will be disciplined accordingly. This includes, but is not limited to, looking up inappropriate websites, signing into other students' accounts, cheating, etc.)

Parent/Guardians may be assessed a fine for the cost of repairs or replacement of Chromebooks due to damage/loss in accordance with the Chromebook [Damage Policy](#). Students with fines assessed for lost/damaged Chromebooks or other school instructional materials (such as textbooks or library books) will be placed on the No-Go list for school events until all fines are paid or other arrangements have been made.

All take-home student Chromebooks have a restriction in place so that they cannot be used 10:00pm - 6:00am every night.

FIELD TRIPS

All students are required to have a signed parent/guardian permission slip before being allowed to attend a field trip. School cleared and approved parents/guardians may go on field trips only as assigned supervisors; however, children who are not students of Ethan A. Chase Middle School are not allowed to go on field trips. Students must meet the eligibility criteria to attend the field trip.

PHYSICAL EDUCATION

Physical Education (P.E.) is a very important part of student growth and development, and state law requires

P.E. A student who cannot participate in P.E. must have a signed excuse from the parent/guardian explaining why the student should be excused and the dates of the excused activity.

A parent/guardian may excuse a child for THREE CONSECUTIVE DAYS ONLY. If a student needs to be excused for more than three consecutive days due to an illness or injury, a note from the student's health care provider must be provided to the student's P.E. teacher.

Additionally, a student will be granted an accommodation in connection with any physical activity components of a P.E. course during a period of religious fasting. The parent/guardian must submit a written note to the principal to request for the accommodation. Students will be given an alternative assignment while not participating in any P.E. activities.

P.E. Attire: Students are required to dress out daily for P.E. The required attire consists of black mesh shorts and a purple, gray or black shirt. School P.E. attire can be purchased at the ASB window during lunch; they may also be purchased online using credit or debit card.

If assistance is needed, communicate with P.E. teacher. Students are encouraged to wear sweatshirts (without pockets or zippers) and/or sweatpants during inclement weather. All P.E. clothes must be marked with the student's name. Students may **NOT** wear regular pants, flannels, sweaters, jackets or coats with their P.E. clothes. **If the student wears it to school, the student cannot wear it in P.E.** P.E. clothes may also not be worn over or under school clothes or to other classes during the day. The school dress code applies to P.E. clothes.

P.E. Lockers: P.E. lockers will be assigned the first few days of school as a convenience and for the storage of P.E. clothing/equipment only. Lockers are the property of the school district, on loan to the student for their use; therefore, can be searched at any time if there is reasonable suspicion that the student is violating the law or any district or school rules.

The school encourages students NOT to share their locker combinations with other students.

The school is not responsible for lost or stolen items. All thefts should be reported to the office in case something is found.

Any locker concerns must be reported to the P.E. teacher immediately.

EXTRACURRICULAR ACTIVITIES

SCHOOL SPONSORED EVENTS

School events sponsored by Ethan A. Chase Middle School are subject to the following requirements:

- Only currently enrolled Romoland School District 6-8 grade students may attend;
- Administration have authority to admit, refuse admission to, or remove any student from an event;
- School rules and dress codes apply;
- Students are expected to be courteous, friendly, and polite. Students who do not display appropriate behaviors will be required to leave. Parents/guardians will be contacted and required to pick up their child. Until such time as they arrive, the student will remain with the administrator in charge;
- Any student suspended/expelled, with excessive tardies, or who has lost privileges for any other reason may not attend any school event;
- Students on the No-Go list will not be allowed to attend/participate in events.

ASSOCIATED STUDENT BODY (ASB)

ASB is a class that allows students to explore various leadership positions that help govern our school activities and build culture. Functions of ASB include scheduling school-wide assemblies, dances, and other school functions to promote belonging, inclusivity and culture on our campus.

Elections are held for key positions at the start of each school year, which include ASB president and grade level representatives.

CLUBS/SPORTS

EACMS provides extracurricular activities for our students. Clubs are available during lunch and after school. Clubs vary depending on availability, staffing, and student interest.

A variety of sports are offered throughout the school year. Games will be played after school. Students must maintain a 2.0 GPA in order to participate. In order to try out for a team, students must have a signed permission slip by their parent/guardian and a physical within the last year.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students violating any of the criteria from the *Sequential Discipline Policy* could lose the privilege of attending dances, field trips, and other school sponsored activities. The No-Go list will be updated and posted every 12 weeks for those students not eligible to participate in school activities. Depending on the circumstances of the list, students may be added or removed from the No-Go list at the discretion of Ethan A. Chase Middle School Administration.

Students must be in attendance all day on the day of the event to participate.

MONEY

Cash only will be accepted for all purchases (*i.e.*, yearbooks, P.E. clothes, tickets, etc.) Such purchases can be made at the ASB window during the times posted.

HEALTH & NUTRITION

HEALTH SERVICES

The Health Office is located in the front office. Students must have a pass from their teacher before going to the Health Office, unless an emergency occurs.

We encourage students to go to the health office when feeling ill. The health clerk will call home if the student needs to go home due to illness or injury.

MENTAL HEALTH SERVICES

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors.

To initiate access to available student mental health services, contact the following mental health provider: Riverside University Health Systems at (951) 486-4000. In the event of a life threatening emergency, please call 911 or the National Suicide Hotline 988.

MEDICATIONS

State law requires a written request from the parent/guardian and the student's physician/surgeon for school personnel to assist with the administration of prescribed and over-the-counter medication during school hours. Parents/guardians may also provide a written statement consenting to the self-carry and self-administration of prescription epinephrine via a delivery system or inhaled asthma medication at school if the statement is accompanied by a written statement from the physician/surgeon or physician assistant confirming that the student is capable of doing so. All written statements must include the name of the medication, method, amount, and time schedules by which the medication is to be taken. The medication must be in its original labeled pharmacy bottle and not have reached its expiration date.

All medications must be checked in at the office before going to class. Medications will be stored in a locked container. Students may come to the office to take medication at the appropriate time; otherwise, medication is administered by a Health Technician or other authorized personnel. With the exception of students who have been authorized to self-carry a prescription epinephrine via a delivery system or inhaled asthma medication, students are not to have in their possession, while on school grounds, any prescribed or over-the-counter medication, including aspirin, cough drops, etc.

STUDENTS WITH ACE BANDAGES, SUTURES, BRACES, CASTS, CRUTCHES, WHEEL CHAIRS, AND OTHER AMBULATORY ASSISTIVE DEVICES

Children wearing braces, casts or using crutches, wheel chairs, and the like, shall be permitted to attend school only on written permission of the physician in charge of the case. This is to ensure that the student is well enough to attend school safely. Please note that the student's parent/guardian is responsible for obtaining and providing the student with the ambulatory assistive device prescribed by the student's doctor, and the student is responsible for utilizing such devices as they are intended to be used. The school is not liable for any student who does not bring or use their ambulatory assistive device as prescribed by their doctor.

SCHOOL MEALS

Free breakfast and lunch are available to all students; however, families are strongly encouraged to complete a School Funding Form through Aeries each year. Paper forms are available at the school's main office and can be submitted at any school front office, school cafeteria or the Nutrition Services office located at 1680 Illinois Avenue, Unit #7, Perris, CA 92571.

EQUITY & ACCESS

NONDISCRIMINATION NOTICE

The Romoland School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities, including equal access to the Boys Scouts of America and other designated youth groups. District programs, activities, and practices shall be free from unlawful discrimination against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender;

gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, marital, and family status; and veteran or military status; a 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.

For any questions or concerns, or to file a complaint, regarding discrimination, intimidation, harassment, or bullying, contact the applicable compliance officers, located at 25900 Leon Road, Homeland, California 92548: Equity Compliance Officer and Title IX Coordinator – Mr. John Murray, Chief Personnel Officer, at jmurray@romoland.net; Section 504 Coordinator – Mr. Matthew Valdivia, Director of Pupil Services, at mvaldivia@romoland.net. The compliance officers may be reached at (951) 926-9244.

SEXUAL HARASSMENT POLICY

The Board of Trustees is committed to maintaining a welcoming, safe, and supportive school environment that is free from harassment and discrimination. Sexual harassment targeted at any student by anyone at district or at district-sponsored or district-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence will be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) will be taken into account.

The District has designated Mr. John Murray, Chief Personnel Officer, as the individual responsible to coordinate the District's efforts to comply with Title IX, as well as to oversee, investigate, and/or resolve sexual harassment complaints. The Title IX Coordinator is located at 25900 Leon Road, Homeland, California 92548, and may be contacted at jmurray@romoland.net or (951) 926-9244.

Defining Sexual Harassment. Sexual harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth,

termination of pregnancy, or related conditions or recovery; and parental, marital, and family status.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which the District exercises substantial control over the context and respondent:

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291.

Instruction/Information. Students in all district schools receive age-appropriate information on sexual harassment. Such instruction and information include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence;

2. A clear message that students do not have to endure sexual harassment under any circumstance;
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained;
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved;
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, will be investigated and action will be taken to respond to harassment, prevent recurrence, and address any continuing effect on students;
6. Information about the District's procedures for investigating complaints and the persons to whom a report of sexual harassment should be made;
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues;
8. A clear message that, when needed, supportive measures will be implemented to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

Notification of Policy. In addition to the notification provided in this document, the following are the circumstances under which a copy of the written policy on sexual harassment, along with the name, title and contact information of the Title IX Coordinator is made available to students and parents:

1. Posted in the main administrative offices and other areas where rules, regulations, procedures, and standards of conduct are posted;
2. Provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session;
3. Appear in any publication that sets for the school's or District's comprehensive rules, procedures, and standards of conduct;
4. Posted on the District's website in a manner that is easily accessible to students and parents/guardians.

Reporting Complaints. A student or parent/guardian who believes that the student has been subjected to sexual harassment in a district program or activity or

who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Within one **workday** of receiving such a report, the principal or other school employee will forward the report to the Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student must, within one **workday**, report the observation to the principal or Title IX Coordinator. The report must be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator will assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint will be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the student or parent/guardian will be informed of the right to file a formal written complaint in accordance with the applicable district complaint procedure.

Records of all reported cases of sexual harassment are maintained to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

Complaint Procedures. All **complaints alleging sexual harassment against students** are investigated and resolved in accordance with law and district procedures. The Title IX Coordinator will review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX are investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints are investigated and resolved in accordance with **BP/AR** 1312.3 - Uniform Complaint Procedures.

If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, will take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

STUDENTS EXPERIENCING HOMELESSNESS

The Board of Trustees believes that identification of students experiencing homelessness is critical to improving the educational outcomes of such students and to ensure that they have access to the same free and appropriate public education provided to other students

in the District. A housing questionnaire is administered at least once a year to help identify all students experiencing homelessness and unaccompanied youths enrolled at the school.

A student experiencing homelessness has rights, including, but not limited to:

1. Attendance at either the “school of origin” or the current school of residence.
2. Transportation to and from the school of origin.
3. Immediate enrollment even if the student is unable to produce records normally required for enrollment, does not have clothing required by the school, or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
4. Priority access to an intersession program, if applicable.
5. Assistance with the proper transfer of records and grades.
6. Referral to all programs and services for which the student is eligible.
7. Representation by the District’s homeless liaison in disciplinary proceedings that could result in the student’s expulsion from the District.

The parent/guardian of a student experiencing homelessness or an unaccompanied youth has the right to file a complaint through the Uniform Complaint Procedures if there is an allegation that the District has not complied with requirements regarding the education of students experiencing homelessness. However, when the dispute is related to student eligibility, school selection, and enrollment in a particular school, the matter will be referred to the district liaison, who will carry out the dispute resolution process as expeditiously as possible. The parent/guardian or unaccompanied youth will be provided with a written explanation of any decisions and of the right to appeal such decisions.

The District’s homeless liaison will also ensure that students and families experiencing homelessness receive referrals for services, such as health care, dental, mental health, and housing.

District’s educational liaison for homeless youth:

Ms. Mireya Chavez-Martinez
School Engagement/Foster Youth Liaison
mchavez@romoland.net
(951) 926-9244

STUDENTS IN FOSTER CARE

Foster youth are provided with full access to the District’s educational program and will be placed in a school that is based on the student’s best interest.

A student in foster care has rights, including, but not limited to:

1. Attendance at either the “school of origin” or the current school of residence.
2. Immediate enrollment even if the student is unable to produce records normally required for enrollment, does not have clothing required by the school, or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
3. Priority access to an intersession program, if applicable.
4. No lowering of grades for any absence from school that is due to either of the following circumstances:
 - a. A decision by a court or placement agency to change the student’s placement.
 - b. A verified court appearance or related court-ordered activity.
5. Assistance with the proper transfer of records and grades.
6. Notification to the foster youth’s educational rights holder, attorney, and county social worker when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination of a foster youth with an IEP or Section 504 plan, prior to a change in the foster youth’s placement.
7. File a complaint through the Uniform Complaint Procedures if there is allegation that the District has not complied with requirements regarding the education of foster youth.

District’s educational liaison for foster youth:

Ms. Mireya Chavez-Martinez
School Engagement/Foster Youth Liaison
mchavez@romoland.net
(951) 926-9244

STUDENT & SCHOOL SAFETY

PERSONAL PROPERTY

The school will make reasonable efforts to protect personal property, but will not assume the responsibility for any such items that are lost, stolen or damaged.

Students are strongly encouraged NOT to bring to school any items of value, such as large sums of money, electronics, trading cards, etc.

LOST AND FOUND

Students may check the “lost and found” rack located in the library for missing items. Parents/guardians are urged to mark lunch boxes, sweaters, jackets, etc. Unclaimed items are donated at the end of every semester.

DRESS AND GROOMING

It is extremely important that students dress appropriately for the elements and parents/guardians are advised to caution their students about wearing any article of clothing that is in violation of school rules. To help parents/guardians in the decision-making process regarding clothing for school or school activities, the following guidelines apply:

- A. When the site administrator/designee determines that a student's appearance or attire is in violation of the dress code, the student may be required to modify the student's appearance, clothing, and/or apparel in such a manner that it no longer violates this policy. If necessary, the student may be given alternate apparel to wear in order to modify the unacceptable appearance and/or dress. Refusal to take steps as described in this policy shall be cause for disciplinary action against the student.
- B. Parents/Guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Hence, at all district schools or at school-related activities, inappropriate appearance and dress include, but are not limited to the following:
- Flip-flops or slippers, heels that exceed two inches in height. Appropriate shoes must be worn at all times. All footwear must have a strap to secure the heel or the in-step must be covered.
 - Clothing, jewelry, or accessories with spikes, violent, suggestive, gang-style, drugs, or obscene statements or designs.
 - Clothing, jewelry, or accessories and tattoos with slogans or pictures promoting the use of, or involvement with, drugs, alcohol, tobacco or any controlled substance.
 - Clothing, jewelry, or accessories that are dangerous and/or which may present a safety hazard to the wearer or others.
 - Strapless/backless/spaghetti strap tops or dresses, including tube tops.
 - Clothing that leaves the midriffs bare.
 - Low-cut tops of any type that expose excessive cleavage.
 - Bathing suits, except when worn during an appropriate activity.
 - Clothing that reveals boxers, underwear, or undergarments of any type. Pants must not sag past a student's buttocks.
 - Pajama bottoms or lingerie.
 - Shorts must be long enough to cover undergarments and one's bottom.
 - Clothing, jewelry, or accessories that express racial, ethnic, sexual, or religious disrespect.

- Chains.
- Sunglasses, except for prescription sunglasses, inside any building.
- Hats/caps/hoods worn indoors. This includes any interior hallways, the multi-purpose room, classrooms, or any other area in which exposure to the sun or inclement weather is not a factor.
- Clothing, hats, jewelry, or accessories which, by virtue of their color, arrangement, trademark, or any other attribute, denotes membership in or affiliation with any gang that advocates drug use, violence, or disruptive behavior based upon findings by the district of:
 - 1) a gang presence at the school site, and
 - 2) actual or threatened disruption or material interference with school activities.
- Clothing that does not cover undergarments, and/or trousers that fall substantially below the waist or belt ends/chains that hang.

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance.

- C. The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories, tattoos, and/or appearance meet acceptable standards. However, all school certificated and classified personnel shall be responsible for reporting violations of this dress code.
- D. Athletic coaches, physical education teachers, or club advisors may establish a standard of dress that is required for athletic competition or other extracurricular activities.
- E. If the administration determines a student's clothing, jewelry, accessories, tattoo and/or appearance to be inappropriate, the following consequences will apply:
- 1st Violation:** Given a chance to comply – documented warning. Non-compliance results in other disciplinary actions and parent contact.
- 2nd Violation:** Lunch detention and parent contact.
- 3rd Violation:** Wednesday detention and parent contact.
- Habitual:** Means of corrections to include but not limited to Saturday School, Steps to Change (STC), and parent conference.

PHONE CALLS BY STUDENTS

Students are allowed to use the school phone to call home **only** when authorized. Phones are located in the front office for student use when permissible.

CELL PHONES

Students may bring cell phones on campus. However, during school hours they must be put away, out of sight, and **turned off**. Only under the following circumstances may a student use a cell phone at any time during school hours:

- **Unless explicitly addressed in a comprehensive school safety plan, in case of an emergency, or in response to a perceived threat of danger**
- When a teacher or administrator grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator;
- When a licensed physician and surgeon determines it is necessary for the student's health or well-being;
- When it is required in a student's IEP or Section 504 plan.

Misuse of a cell phone or other personal technology (e.g., laptop, tablet, smartphone, network access devices, or other electronic signaling devices) on or near school property, in school vehicles and buses, at school-sponsored activities may result in disciplinary action up to and including expulsion from the District. A student may also be subject to discipline for use of a cell phone or other personal technology off school grounds if it poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

Cell phones may be taken away by a staff member if seen being used without permission. The cell phone may be picked up by the student after school, or for multiple violations, parent pick-up only.

DELIVERIES

To minimize disruptions to the learning environment, items brought to the office during the day will not be delivered to the classrooms. Students may pick up these items during break, lunch or after school. Items such as cupcakes, flowers, balloons or other gift items will be held in the office until after school for student pick-up.

EMERGENCY CONTACTS

Emergency contacts are required at the beginning of each school year and are included in the registration process. These must be completed on Aeries before students are given their schedules. In case the school is unable to contact parents/guardians, local people should be listed on the card who can remove a student from

school in case of an emergency -- it is important that at least two individuals and their telephone numbers are provided. On the line marked: "Students may only be released to the following people", be sure to designate every individual (including parents, babysitters, carpool drivers, etc.) who might pick up the student.

If there is a restraining order against a former spouse or another person, a copy of the court order must be provided to the school office. A student's information should be updated on Aeries whenever there is a change in address, phone numbers, jobs, babysitters, etc.

A photo I.D. will be required whenever a student is dismissed early to an adult.

I.D. CARDS

Students are required to have their I.D. cards with them at all times while on campus. I.D. cards are required for breakfast, snacks, and lunch from our kitchen. They are also required to check out library books and textbooks. Additional purchases such as dance tickets, field trips, yearbooks, P.E. clothes and binder reminders require I.D. cards as well.

The first I.D. card is FREE to all students but the cost for replacement I.D. cards are \$5.00 each.

BEHAVIOR EXPECTATIONS & DISCIPLINE

Ethan A. Chase Middle School believes in increasing student achievement and creating a safe learning environment through the implementation of a progressive school-wide discipline plan and a positive intervention system to correct behaviors that increase student success.

SUBSTITUTE TEACHERS

There will be occasions when substitute teachers will be used on our campus to cover staff absences. They are considered guests of our school and all students must treat them with respect. Any student being disrespectful towards a substitute or disruptive in a class will receive appropriate disciplinary consequences.

ASSEMBLY BEHAVIOR EXPECTATION

Various assemblies will be conducted throughout the school year. Students are expected to walk to the assembly with their teacher and sit quietly in the designated area. Students are expected to extend proper courtesies to those conducting the assembly, and at the conclusion of the assembly remain seated until specifically dismissed by staff. Students are expected to exit the assembly in a safe manner.

SMOKING AND TOBACCO PRODUCTS

No form of tobacco is allowed anywhere on campus. Students in possession of or using any form of tobacco are subject to consequences up to and including immediate suspension and possible expulsion. Additionally, no lighters, matches, pipes, e-cigarettes and vape pens, or other drug paraphernalia are allowed on campus. Students found in possession of such items face consequences up to and including immediate suspension and possible expulsion.

GUM

Ethan A. Chase Middle School has a “No Gum” policy. Students who choose to bring and chew gum to school will be assigned appropriate consequences (*e.g.*, lunch clean-up, detention, Saturday school). Gum will be confiscated and thrown away.

FOOD

All food and drinks must be consumed at the lunch tables. No food or drinks (except for water) are allowed in the classrooms. Speciality drinks such as, but not limited to, energy drinks, Starbucks, icees, frappuccinos, are not allowed on campus.

LUNCH PERIODS

Students MUST remain on campus during their lunch period. Parent/Guardian visits during lunch are not permitted. Students may not go home for lunch unless their parent/guardian comes to the office and signs them out each time.

No delivery food services are allowed to be delivered to students such as, but not limited to, DoorDash, Uber Eats, and Postmates)

Students are encouraged to check around them for trash that may have been left and to keep our campus clean.

RESTROOMS

Students need to use the restroom before school, during PE, break, lunch, or passing periods. A doctor’s note must be provided to the Health office if more frequent use is needed by a student. Restrooms are not to be used for changing clothes, applying makeup, or visiting with friends. Food and/or drinks are not permitted in the restrooms.

DETENTION OF STUDENTS

With prior parent notification, teachers and administration may detain students in their classrooms/designated area after school for the purpose of completing assignments and make-up work, addressing misbehaviors, or making up for frequent tardiness to class, etc. A student’s break will not be denied unless it has been determined that the student’s participation poses an immediate threat to the physical safety of the student or the student’s peers.

Administrative after school detention may also be assigned to students for disciplinary reasons. These detentions will be held on Wednesdays after the minimum day dismissal.

PROPERTY DAMAGE

Parents/Guardians are held financially responsible if a child deliberately destroys or defaces school property. The school may also withhold the student’s grades and transcript until reparation is made. Before withholding the student’s grades and transcript, the parent/guardian will be informed, in writing, of the student’s misconduct. If the student and parent/guardian are unable to pay for the damages or return the property, the student will be provided a program of voluntary work in lieu of monetary damages. When this voluntary work is completed, the student’s grades or transcripts will be released.

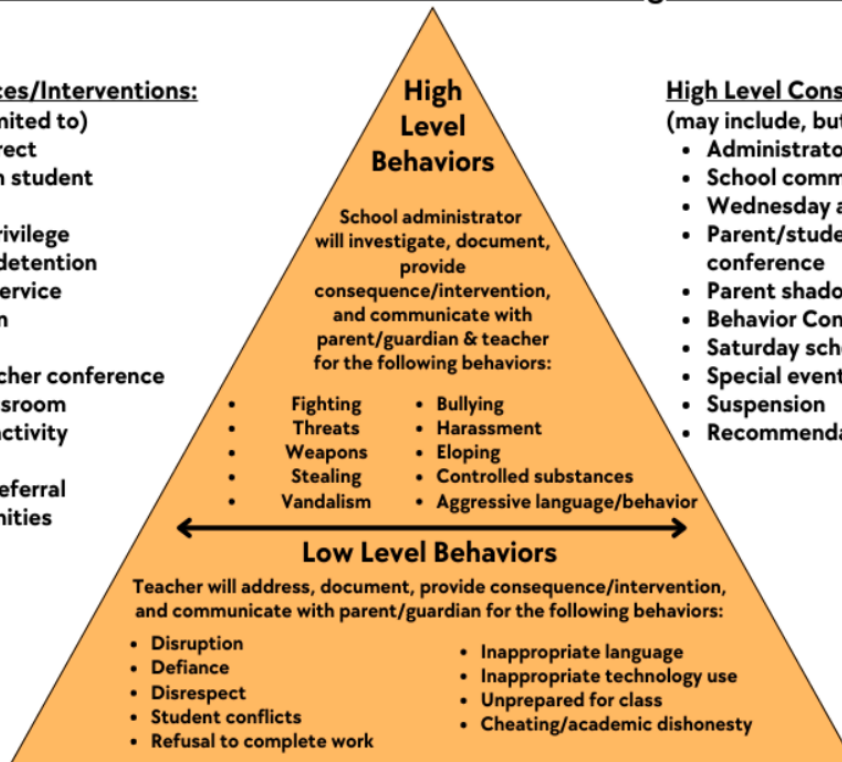
2026-2027



Romoland School District Middle School Behavioral Interventions and Progressive Discipline

Low Level Consequences/Interventions:

- (may include, but not limited to)
- Verbal warning/redirect
 - 1:1 conversation with student
 - Seat change
 - Loss of classroom privilege
 - Teacher monitored detention
 - School community service
 - Classroom detention
 - Parent phone call
 - Parent/student/teacher conference
 - Buddy/time out classroom
 - Reflection section/activity
 - Apology
 - Possible counselor referral
 - Leadership opportunities
 - Token economy
 - Earned privilege



High Level Consequences/Interventions:

- (may include, but not limited to)
- Administrator shadow
 - School community service
 - Wednesday after school detention
 - Parent/student/administrator conference
 - Parent shadow
 - Behavior Contracts
 - Saturday school
 - Special event privileges revoked
 - Suspension
 - Recommendation for Expulsion

Understanding a student's individual circumstances and the root causes of their behavior will help to identify the disciplinary/intervention measures most likely to address the behavior effectively and the resources most likely to provide the student with constructive, ongoing support. Student discipline shall be administered fairly and equitably after a careful assessment of the circumstances of each case. Factors to be considered:

- The seriousness of the offense
- The student's age
- The frequency of misconduct
- The students' attitude
- The potential effect of the misconduct on the school environment

"Every day is a fresh start."

ILLNESS - WHEN TO STAY HOME GUIDELINES

It is important to protect the health of all students from risk posed by infectious diseases that can be transmitted within the school setting. Whenever there is a good reason to believe that a student is suffering from a recognized contagious or infectious disease, the student will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. The California Department of Public Health (CDPH) further provides that children should stay home (or go home) from school when any new illness or symptom prevents them from being able to participate meaningfully in school activities or results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

The following chart provides guidelines from the CDPH that help parents/guardians decide when to keep children at home when they are not feeling well and when children are ready to return to school.

Symptom or Illness	When should children stay home and when can they return to school?
Fever	STAY HOME IF a fever is 100.0°F (38°C) or higher. RETURN WHEN fever free for 24 hours without fever reducing medications such as Tylenol® , Advil® , or Motrin® (acetaminophen or ibuprofen).
Vomiting	STAY HOME IF vomiting has occurred 2 or more times in 24 hours. RETURN WHEN vomiting has ended for a period of 24 hours, and your child is able to hold down liquids and food. Recommend frequent handwashing.
Diarrhea	STAY HOME IF your child's stool is likely to leak from the diaper, or if they are unlikely to make it to the toilet in time (if potty trained). If the stool looks bloody or black, seek medical attention. RETURN WHEN symptom free for 24 hours without medication. Recommend frequent hand washing.
Sore throat	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty breathing or swallowing, or continuous drooling. RETURN WHEN IMPROVING. If an antibiotic is prescribed, return 24 hours after initial dose.
Cold symptoms such as cough, stuffy/ runny nose, sneeze	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for severe symptoms, including a bad cough, difficulty breathing or trouble catching their breath, or wheezing when not controlled by medication (like albuterol). RETURN WHEN IMPROVING. If your child will need medication after returning, contact the school site to request the authorization form for medication.
Ear or eye irritation, including pink eye	OK TO ATTEND WITH MILD SYMPTOMS. Recommend frequent handwashing. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty seeing or hearing, an eye injury, or pain they cannot tolerate.
Head lice	STAY HOME AND TREAT THE STUDENT when there are live lice present. RETURN WHEN treated with appropriate lice shampoo and no live lice are present. Student's head will be examined for live lice by the Health Assistant.
Rash or Itching	OK TO ATTEND WITH MILD SYMPTOMS. STAY HOME AND SEEK MEDICAL ATTENTION IF THE CHILD HAS ONE OF THE FOLLOWING: ● Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others. ● Skin that looks bruised without a known injury or in an unusual location. ● Rapidly spreading dark red or purple rash (may indicate a rare but severe bacterial infection; usually accompanied by fever). ● Tender, red area of skin, rapidly increasing in size or tenderness. ● Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting, or wheezing). ● Fever (see Fever for return guidance) ● There is concern for a disease like chickenpox or measles. If this is the case, the child should see a healthcare provider and the local health department should be contacted. RETURN WHEN IMPROVING or as guided by a health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies, and pinworms, your child may return 24 hours after they start appropriate treatment.



STUDENT TECHNOLOGY DAMAGE POLICY

The California State Standards create the opportunity to improve education and address the technology needs of our students. Students need frequent and appropriate access to technology to become prepared for their future. In order to facilitate this, Romoland School District provides a laptop computer called a Chromebook to students in grades 6-8 and students participating in at-home instructional programs. Furthermore, the district recognizes that not every home has wireless Internet connectivity. As such, the district can provide a mobile hotspot for use with a student's Chromebook to support at-home instruction.

Student Responsibility

Each student will be responsible for devices that have been assigned to them. In the event that a device is lost (stolen, not returned, missing, etc.), liquid-damaged, or otherwise non-repairable due to extensive non-warranty damage, the student and parent/guardian will be responsible to pay the replacement cost of the device. This is very similar to the existing textbook replacement policy in use at Romoland School District and other school districts.

If a device is damaged and/or inoperable as a result of willful action or negligence, the student will be responsible for returning the device to the school site for repair and will be charged a \$45 fine for damage repair. A loaner will be issued upon return of the damaged device so the student is still able to participate in class and complete homework assignments. Once the repair is complete the original device will be returned to the student.

DEVICES MUST BE RETURNED WHEN DISENROLLING FROM SCHOOL, OR BY THE REQUESTED DUE DATE. Failure to do so will result in the device being reported stolen and a fee assessed for the full replacement amount.

Type of damage	Cost
Chromebook: Repairable damage (per incident)	\$45
Chromebook: Liquid intrusion or extensive physical damage	\$265
Chromebook: Lost, stolen, or unable to be returned	\$265
Hotspot: Lost, stolen, or unable to be returned	\$100
Late fee for devices returned after due date (per device)	\$25