

# SANTA ROSA TECHNOLOGY MAGNET SCHOOL

*Home of the Eagles*

*Eagle Pride!*



## STUDENT HANDBOOK

This Agenda Book Belongs to:

## Table of Contents

|                                                                             |    |
|-----------------------------------------------------------------------------|----|
| Office Services and Information for Students and Parent.....                | 4  |
| School Contact Information.....                                             | 4  |
| Arrival and Departure Times .....                                           | 4  |
| School Information .....                                                    | 4  |
| Visitors .....                                                              | 4  |
| Health Services .....                                                       | 5  |
| Agenda Book .....                                                           | 5  |
| Bicycles and Skateboards .....                                              | 5  |
| Telephones/ Cell Phones / Smart Watches .....                               | 5  |
| Lockers .....                                                               | 6  |
| Locker Room / Dressing Out for Physical Education.....                      | 6  |
| Back Packs.....                                                             | 6  |
| ID Cards.....                                                               | 6  |
| Homeroom – Grades 6-8 .....                                                 | 6  |
| Attendance Procedures .....                                                 | 7  |
| Absences.....                                                               | 7  |
| Absences Due to School Activities.....                                      | 7  |
| All-Day Absences.....                                                       | 7  |
| Early Dismissal for Appointment or Business.....                            | 7  |
| Classification of Absences.....                                             | 7  |
| Truancy and/or Tardiness .....                                              | 8  |
| Independent Study Program .....                                             | 8  |
| Recognition Programs .....                                                  | 9  |
| Honor Roll .....                                                            | 9  |
| Student of the Month .....                                                  | 9  |
| Discipline and Behavior Policy .....                                        | 10 |
| Consequences for Violations of School Policies .....                        | 10 |
| Rules and Standards.....                                                    | 11 |
| Dress Code and Grooming Policy .....                                        | 13 |
| School-Wide Positive and Progressive Behavior Intervention and Support..... | 16 |
| Citizenship Points Program .....                                            | 20 |
| Citizenship Point Loss .....                                                | 21 |
| Loss of Privileges (LOP) List .....                                         | 21 |
| Rewards Program .....                                                       | 22 |
| Promotion Standards.....                                                    | 22 |
| Promotion Ceremony.....                                                     | 22 |
| Homework Policy .....                                                       | 23 |
| Missing Homework .....                                                      | 23 |
| Making Up Missed Work .....                                                 | 23 |

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| Homework for Students Who are Ill.....                                 | 24        |
| Acceptable Use and Internet Safety Policy.....                         | 25        |
| Academic Honesty.....                                                  | 27        |
| Criteria for Citizenship, Effort, and Responsibility Grades.....       | 28        |
| Citizenship and Responsibility Criteria – .....                        | 28        |
| Counseling and Guidance .....                                          | 29        |
| <b>Program Goals .....</b>                                             | <b>29</b> |
| <b>Roles and Responsibilities of Counselor .....</b>                   | <b>29</b> |
| SRTMS Student Handbook / Acknowledgement of Student Expectations ..... | 31        |

## Office Services and Information for Students and Parents

### School Contact Information

|              |                                                                                |
|--------------|--------------------------------------------------------------------------------|
| Address      | 13282 Santa Rosa Road, Camarillo, CA 93012                                     |
| Phone        | (805) 383-5355                                                                 |
| FAX          | (805) 241-7088                                                                 |
| Office Hours | 7:30 AM-4:00 PM                                                                |
| School Hours | Early Bird TK or K: 8:10am-12:55pm                                             |
|              | Late Bird TK or K: 9:40am-2:25pm (Mon, Tues, Thurs, Fri)                       |
|              | 8:10am-12:55pm (Every Wednesday)                                               |
|              | 1 <sup>st</sup> -5 <sup>th</sup> Grades: 8:10am-2:25pm (Mon, Tues, Thurs, Fri) |
|              | 8:10am-2:00pm (Every Wednesday)                                                |
|              | Middle School: 8:10am-2:55pm (Mon, Tues, Wed, Fri)                             |
|              | 8:10am-1:35pm (Every Thursday)                                                 |

SRTMS Website: <https://srtms.pleasantvalleysd.org/>

PVSD Website: [www.pleasantvalleysd.org](http://www.pleasantvalleysd.org)

### Arrival and Departure Times

Students should not be on campus more than 15 minutes before the start of the school day and should leave the school grounds at dismissal unless involved in an after-school activity. In the morning, students should put belongings in lockers or on backpack hooks and report immediately to the upper playground or the lunch tables (MS) until the warning bell rings.

### School Information

SRTMS utilizes several forms of communication to help keep parents and students informed about school activities. Public announcements occur daily during the first five minutes of the school day to share important school information. You can find the PVSD calendar through the school website. SRTMS utilizes Parent Square phone calls with important school reminders. Q Parent Connect is our web-based information and electronic grade book for grades fourth-eighth only. We encourage SRTMS students, parents, and community to visit the school website regularly as information is consistently updated.

### Visitors

SRTMS is a closed campus. To ensure that our students are safe on campus at all times, all parents/guardians or visitors must check in through the front office with an ID, using the automated system, and wear a visitor's pass at all times. Students may not have visitors (relatives or friends) with them during the school day.

### Campus Security

In accordance with Board Policy 3515 (Campus Security), PVSD utilizes video surveillance cameras in public areas throughout its campuses, including interior and exterior locations where there is no reasonable expectation of privacy. The purpose of surveillance cameras is to protect students, staff, and district assets and to support a safe learning and working environment. Surveillance cameras may or may not be actively monitored at any time. Outside of emergency

situations, access to surveillance cameras and video recordings is for internal district purposes and will only be released to outside parties as required by court order and as needed by law enforcement.

## Health Services

Students who become ill or injured during school hours are to report to the health office with a pass from their teacher. Students are not allowed to use a personal cell phone/smart watch to contact a parent during the school day. If necessary, the health office will arrange for ill or injured students to go home. Under no circumstances are students to leave campus without permission.

If a student needs to take medication during the school day (prescription, over-the-counter, cough drops, headache medicine, or an inhaler), an adult listed on the emergency card must bring it to the health office for administration. Alternatively, a supply may be kept in the health office to be administered under the supervision of a staff member, if we have a signed “Authorization for Medication” form (available in the health office) completed by the parent and physician. Emergency information must be current. A parent or guardian must update emergency information as changes occur. All Physical Education excuses from a doctor must be kept in the health office.

## Agenda Book

Students in grades third–fifth are required to use the agenda book to record their homework, class assignments, upcoming tests, and projects, etc. for each subject daily. Middle School students will utilize Google Classroom for the same purpose. This is a valuable organizational tool that will help students be more successful. SRTMS will provide all third–fifth grade students with an agenda book at the beginning of the school year. Lost or damaged agenda books must be replaced and are available for purchase in the SRTMS office.

## Bicycles and Skateboards

There is no bicycle riding on the school grounds, including the parking lot. A bike lockup area is located on campus. All bicycle riders must adhere to helmet laws. Skateboards and in-line skates are NEVER permitted on campus, not even in lockers.

2026-2027 PVSD will be implementing a bicycle and e-bike program. E-bike riders must complete the safety course and complete the e-bike/bicycle agreement. Bicycle riders must sign the PVSD Bicycle Safety Agreement.

## Telephones/ Cell Phones / Smart Watches

The school telephones are for school business only. They may be used in medical or emergency situations. We encourage parents and students to have after-school arrangements preplanned, as the educational process will not be interrupted to forward messages. Cell phones, smart watches, and earphones are to be turned off or set to silent, kept out of sight, and not used during the school day. Cell phones must be out of sight and powered off from gate to gate. Earphones may be used with school-issued Chromebooks for educational purposes at the discretion of teachers. Smartwatches need to be used as a watch ONLY. Cell phones or any other non-PVSD issued electronic devices may not be out or used at any time during the school day other than in the

event of an emergency. Students will need to ask to go to the office if they need to communicate with their parents during the school day. The office is happy to take parent calls in urgent matters such as unexpected dismissal changes.

## Lockers

All middle school students have two lockers (book locker and PE locker). Students may never share a locker or locker combination with anyone. Locks for the lockers must be purchased from the school. The school is not responsible for any items in the lockers. Students should report locker problems to the office immediately.

Students are responsible for keeping their lockers in the same shape as when they were assigned. If scratches or marks appear on a locker, those damages must be reported immediately to the office so the damage can be repaired. Damages not reported will result in a repair fine.

## Locker Room / Dressing Out for Physical Education

All middle school students are expected to use the athletics locker room in accordance with SRTMS and District rules. Safe and appropriate behavior is expected in the locker room. Students must keep their hands to themselves. Students are expected to dress out for physical education. Failure to comply with PE dress code will lower a student's grade. Students are expected to maintain adequate hygiene and regularly launder PE attire.

## Back Packs

Backpacks are used for transporting books to and from school and must remain in lockers or on classroom hooks. Backpacks are not allowed in classrooms. Middle school students must separate their Chromebook to transport their Chromebook from class to class. Middle school students are highly encouraged to have a tote bag and/or padded case to carry their Chromebook.

## ID Cards

All middle school students are issued picture ID cards. Students must carry their cards when attending an off-campus event, such as attending a football game. If cards are lost, duplicate cards may be purchased in the office for a replacement fee.

## Homeroom – Grades 6-8

This time is to be used for attendance, announcements, enrichment and intervention lessons, locker checks, organizational skills, test make-up, etc. **Students MUST also bring all their materials for homeroom and periods three or four.**

## Attendance Procedures

Phone: (805) 383-5355, extension 1.

### Absences

Experiences in the classrooms, the richness of activities and material covered by a teacher interacting with students can never be made up. Absence from school, especially truancy, is the greatest contributing factor to unsatisfactory schoolwork and, therefore, must be avoided except in the case of illness or emergency. Please call on the day of the absence, follow the automated instructions, and state the student's name, date, and reason for absence. If the absence is for an extended period, a note is preferred, listing all dates involved. Our office answering machine remains on 24 hours a day for your convenience. If special restrictions due to physical limitations are involved, the health office should be advised in writing when the student returns. District policy states that there is a limit of ten days per school year in which a parent can report their child absent due to illness. Once this limit has been reached, any further absences due to illness must be verified by a doctor's note or verification from the health tech.

### Absences Due to School Activities

Students who are absent from class because of participation in school activities must obtain a field trip permission slip before the activity occurs. The slip must be signed by the parent/guardian and returned to the school by the date indicated. Failure to follow this procedure will result in denial of participation in the activity.

### All-Day Absences

Upon returning to school after an all-day absence, students are to report directly to the front office to provide a parent or doctor's note. Punctual attendance to class is important, and students may not be late to class because they are tardy to report to the front office with a parent or doctor's note. Middle school students will earn points off if they are late to homeroom due to tardiness in reporting to the front office, or if they have to be excused from homeroom to provide a parent or doctor's note. Absences are cleared by a parent's phone call or note. After hours, an answering machine will record parent calls.

### Early Dismissal for Appointment or Business

If your child has an appointment, please send your child with a note to present to the teacher so that your child may be released from class and come to the office. If the appointment is scheduled after the student leaves home, the student will be summoned to the office upon the parent's arrival.

### Classification of Absences

An absence is excused according to California law when:

- The student has been ill.
- The student has been to the doctor or dentist.
- Unforeseen family emergencies occur, such as a death in the family, religious holidays, attendance at an employee conference, or court subpoena. (You must put in a written request and have it approved by the administration.)
- Quarantine – under the direction of county health officials.

- Spend time with an active-duty military member.
- Attendance at the student's naturalization ceremony.
- Participation in a cultural ceremony or event (advanced notification to administration is required)
- 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.
- 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 property as designated by the religious group, church, or denomination. (Education Code 46014)
- Absence for student participation in religious exercises or instruction shall not be considered an absence to compute average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day and is not excused from school for this purpose on more than four days per school month. (Education Code 46014).
- Work in the entertainment or allied industry. (Education Code 48225.5)
  - Work for a student who holds a work permit authorizing work in the entertainment or allied industries for not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)
- Participation with a nonprofit performing arts organization in a performance for a public-school audience. (Education Code 48225.5) A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)
- Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260) For the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education

A student who has an excused absence may make up work and receive full credit for work that is completed within a prescribed time limit.

## Truancy and/or Tardiness

A truant student has been absent from class without parental permission. Teachers are not required to provide make-up work, and the truant student's grade may suffer. Excessive absences will cause a referral to the Student Attendance Review Board (SARB). Excessive absences are defined as over ten illness days or three or more unexcused absences for the entire school year.

## Independent Study Program

Parents may request Independent Study work for their student when a student is absent. For one- or two-day absences, students will use short-term Independent Study and have one week to make up any work. For Independent Study absences longer than two days, parents must use the long-term Independent Study process. Parents must provide the school and their teacher(s) with a three-week lead time to prepare Independent Study Program work. Independent Study contracts start and end in the office. All work is due within a week of the student's first day back to school and must be turned in to the office (not the teacher). Failure to return completed work will result in an unexcused absence and zero credit for assignments. **Students have 15 Independent Study days to use per year.**

## Recognition Programs

### Honor Roll

The Honor Roll Program recognizes students in grades six to eight who are achieving academic excellence and improvement with positive, tangible incentives. Honor Roll encourages all students, teachers, support staff, parents, businesses, and the community to work together to hold the pursuit of academic excellence as a priority. We encourage all students to work hard so that they can participate in the program and feel pride and satisfaction in their accomplishments and realized goals. It is a school-wide concept and an attitude.

The Honor Roll Program recognizes student (6-8) achievement on a trimester basis. Students can qualify in one of three categories:

|        |                                                                         |
|--------|-------------------------------------------------------------------------|
| Gold   | 4.0 Grade Point Average (GPA) and a minimum of Satisfactory Citizenship |
| Silver | 3.5 – 3.99 GPA and a minimum of Satisfactory Citizenship                |
| Bronze | 3.0 – 3.49 GPA and a minimum of Satisfactory Citizenship                |

### Student of the Month

The Student of the Month program recognizes students (TK-8) for outstanding academic achievement, exemplary effort, excellent citizenship, and adherence to the monthly citizenship trait. We invite parents to a monthly assembly to help honored students celebrate their success.

## Discipline and Behavior Policy

The following pages describe the positive and progressive approach to discipline at SRTMS. The purpose of the policy is to help students develop self-control and learn to be accountable and responsible for their actions. As staff, we accept the responsibility of assisting and encouraging students to adhere to high standards of behavior. SRTMS expects our parents to cooperate with us in a partnership for the benefit of all students.

Students will be informed of the rules and regulations for acceptable behavior through assemblies, in-class discussions, and public address announcements. Students are responsible for knowing, understanding, and complying with these behavior standards. School disciplinary actions will result when students violate school rules.

Inside the classroom, the teacher is responsible for enforcing school rules. Teachers have the right to teach without disruption, and to expect students to follow classroom rules. No student has the right, at any time, for any reason, to disrupt the teaching/learning process, or to disrupt any school function.

Please note: Teachers may hold students for up to one hour after school for disciplinary reasons OR until the bus the student is assigned to leaves. Teachers must give 24-hour notice to parents, usually via a restriction slip. Students serving a restriction will be supervised by a certificated employee.

School-wide discipline is based on common sense rules and the state Education Code. **Students have the right to a classroom learning environment that is free from disruptions, hate speech, and anti-social behavior. The primary responsibility of the student is to be in class to maximize his / her opportunities for success. Parents, students, teachers, and administration all have a shared responsibility to ensure that obtaining a quality education is a top priority.**

### Consequences for Violations of School Policies

The following consequences will result from a violation of the rules. They represent a range of consequences that may/will be used according to the severity or frequency of the infraction. Each student and his/her situation will be evaluated on an individual basis. Administrative decisions regarding student consequences are confidential. Consequences are progressive and will be applied to ensure the safety of the students. Violations of school policies are seen as experiences for violators to learn from and become more well-rounded students.

1. Confiscation of item(s) to be returned to the parent only. (Cell phones will be returned to the student at the end of the day depending on the number of cell phone violations.)
2. Warning.
3. Reflection time.
4. Written reflection.
5. Apology either written or verbal.
6. \*Restorative practices.
7. Use of the Peace Path
8. Lunch outside activity monitoring/trash pick-up.

9. Points off. (Grades 6-8 only).
10. After-school detention up to two hours after school.
11. Saturday School. (Grades 4-8 only).
12. Behavioral Contract
13. Loss of privileges.
14. Send home.
15. In-house suspension.
16. Suspension from school.
17. Suspension and parent conference.
18. Minimum day schedule.
19. Notification to the Sheriff's Department.
20. Expulsion.

**\*Restorative Practices** – a range of consequences designed for students to develop a sense of empathy and understanding of how his /her actions affect others and the larger school environment and to provide a pathway to reintegrate into the classroom/school community. Restorative practices include, but are not limited to, restorative circles, community service, research and report writing, development of educational presentations, and shadowing/assisting adult mentors.

## Rules and Standards

The following rules and standards will be upheld at SRTMS so that students may all have the opportunity to learn in a safe, orderly environment. The range of consequences appropriate for that rule follows each rule listed.

### 1. Alcohol / Drugs

Students may not use or possess alcohol, drugs, “look-alike” substances or drug paraphernalia at school, or on the way to or from school. Students may not possess drugs for sale or discuss the possible sale of these items at school.

Consequences: # 6, 10-20

### 2. Appropriate Dress

Students must adhere to the Dress Code and Grooming Policy.

Consequences: # 2, 8-15

### 3. Campus Rules

Students may not bring gum, electronic listening devices (music on cell phones), cameras, electronic devices, permanent markers, laser pens, water guns, stink bombs, firecrackers, smoke bombs, playing cards, trading cards, or dice to school at any time. These may not be on campus before school, after school, or at any school event. Students who bring a cell phone/smartwatch to school must always turn it off or put it away from gate to gate. Cell phones/smartwatches being used during the school day will be confiscated and be required to be picked up by a student or parent in the office. Students may not ride bicycles, skateboards, skates, scooters, etc. on campus. Bicycles must be locked in the bike area during school hours. The school is not responsible for bicycles. Students must obey the helmet law. See the PVSD bicycle and e-bike policies. Students shall not litter, gamble, display romantic affection, or use profanity or vulgarity on campus. Students may not sell any items that are not part of an authorized

fundraising campaign on campus to other students. Personal sales by students are prohibited.  
Consequences: # 1 -18

4. Fighting / Hazing / Hate Crimes

Students shall not fight, threaten to fight, instigate a fight, or physically intimidate assault or haze another student. Students will not commit extortion. Students will not engage in physical, emotional, relational, or cyber-bullying.

Consequences: # 6-18

5. Forgery

Students shall not forge or falsify any school documents.

Consequences: # 6, 8-18

6. General Behavior

The expectation is that students treat all others with respect, cooperation, and courtesy. Students will cooperate with all staff members at all times, including substitutes, and follow their directions. Defiance will not be tolerated at any time.

Consequences: # 2-14

7. Hands-Off Policy

Students will keep their “hands off” each other and others’ property at all times. There will be no pushing, shoving, kicking, or horseplay. **Students may not engage in public displays of affection or bring gifts or signs of affection.**

Consequences: # 2-18

8. Leaving Campus

Students may only leave campus during school hours with an appropriate pass from the front office. Students will only be released to a parent or legal guardian listed on school records.

Consequences: # 8-14

9. Substitute Teachers

Students are expected to treat guest teachers with respect, cooperation, and courtesy. Defiance will not be tolerated at any time.

Consequences: # 2-11

10. School Safety

Gum is not permitted on campus. Backpacks are used for transporting materials to and from home. Backpacks are not allowed in the classroom.

Consequences: # 6-17

11. Serving Consequences

Students will serve detentions/restrictions and other consequences when they are assigned. If students miss a detention/restriction, for any reason, a more serious consequence will be assigned. Students assigned Saturday School are required to be on time and arrive with at least three hours of study materials, homework, and a book to read during the Saturday School.

Consequences: # 11-17

12. Verbal Threats

Students may not make verbal threats of physical violence, bring weapons to school, engage in intimidation, or make threats of a sexual nature.

Consequences: # 3-20

13. Sexual Harassment

The district does not tolerate any form of sexual harassment in the schools or at the workplace, including acts by students. Disciplinary action will be taken promptly against any employee, supervisory or otherwise, or students engaging in unlawful sexual harassment.

Consequences: # 2-6, 13 **4<sup>th</sup>-8<sup>th</sup> Grade Only** # 8-20

14. Theft or Property Damage

Students shall not engage in theft of school property or personal property or damage to school property or the property of someone else.

Consequences: # 5-6, 8-20

15. Tobacco/Vaping

Students may not bring to school or use any tobacco products, vaping products, matches, lighters, etc.

Consequences: # 6, 12-17, 19-20

16. Weapons

Students shall not possess any weapon or anything that can be used as a weapon. "Look-alike" weapons, B-B guns, knives, sharp objects, dangerous items, or weapons are illegal on school grounds.

Consequences: # 9-20, 11, 6

17. Buying and Selling on Campus

Students may not buy, sell, transport, or deliver anything on campus, including the parking lot, to another student. ASB activities are permitted.

Consequences #1-20

18. Hate Speech/Inappropriate Language

Hate speech includes any cruel, unfriendly, or negative statements directed toward someone based on their race, color, religion, national origin, disability, age, or gender. It includes name-calling and making unkind comments, in person, in writing, or online. Students may not use hate speech toward someone or in general conversation (not direct toward an individual)/

Consequences # 10-13 and #15-17

## Dress Code and Grooming Policy

The PVSD Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process (BP/AR 5132).

Wearing attire that suggests gang affiliation, promotes drugs, tobacco, or alcohol, or contains profanity or demeaning remarks is unacceptable.

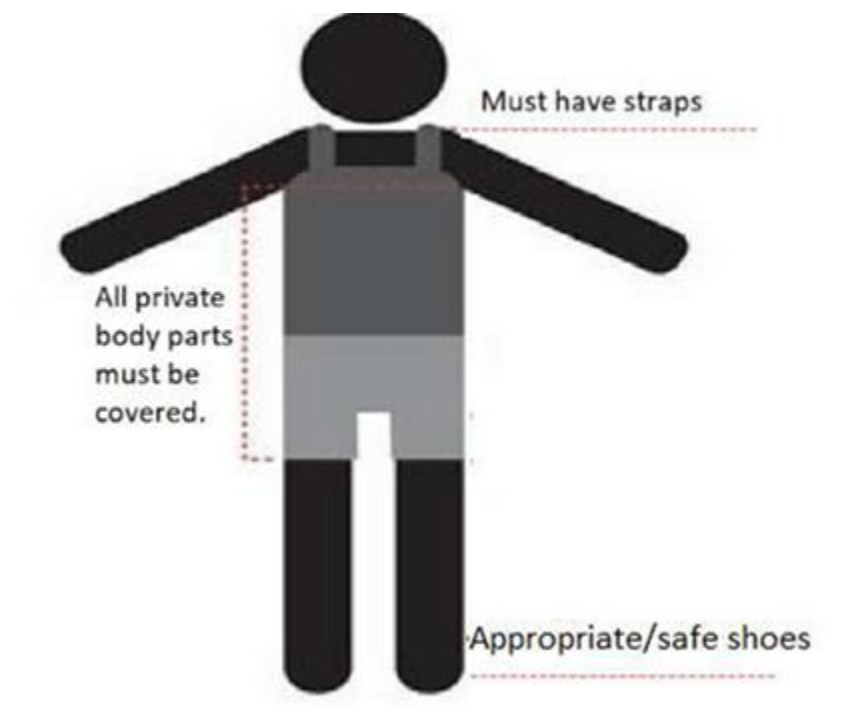
Clothing that is a distraction to the learning process is considered inappropriate clothing. The torso area from the shoulders to the belly must be covered. **The judgment of clothing being inappropriate is the judgment call of the SRTMS administration.** Pants must remain at waist level without the aid of a belt. Students must wear closed-toe shoes with a hard sole while on campus. Slippers, soft-soled footwear, or any shoe that does not provide adequate protection are not permitted. For Physical Education classes, students are required to wear proper athletic footwear that supports safe movement and participation. These guidelines help ensure student safety during daily activities and schoolwide events.

Hats and sunglasses may be worn during nutrition, lunch, and PE. Additionally, appropriate school dress is expected during field trips and for before/after-school events.

Students may not wear capes, blankets, or other clothing that can cause tripping, pulling, or strangulation hazards.

If a student's clothing or appearance creates an unnecessary distraction or safety hazard, the school administration reserves the right to ask the student to adjust his/her clothing/appearance. Consequently, students may be sent home to change or be asked to wear PE clothes for the remainder of the school day.

All students must wear clothing that covers their torsos and follow the graphic below.



Students in violation of the dress code are subject to disciplinary action similar to the steps outlined below:

| <b>Behavior<br/>(Principal should be kept in the communication loop at all steps)</b> | <b>Step 1<br/>Teacher/Staff<br/>(MUST DO 1 OF 2 BEFORE STEP 2)</b> | <b>Step 2<br/>Staff/Office staff<br/>(MUST DO BOTH BEFORE STEP 3)</b>              | <b>Step 3<br/>Counselor<br/>(MUST DO ALL 3 BEFORE STEP 2)</b>                                                                                           | <b>Step 4<br/>Principal<br/>Step 5 – FINAL<br/>Principal/PVSD</b>                                                                                                                                          |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inappropriate Clothing/Dress Code                                                     | Refer to Main Office for change of clothes.<br><br>Points off (MS) | Staff or Office Staff call home to request a change of clothes.<br><br>Restriction | Counselor contacts parent/guardian to request change of clothes.<br><br>Counselor counsels student<br><br>Parent-Student-Principal-Counselor Conference | Principal contacts parent/guardian to request change of clothes.<br><br>Principal counsels student<br><br>Parent-Student-Teacher-Principal Conference<br><br>After-School Detention<br><br>Saturday School |

## Pleasant Valley School District



**School Wide Positive and Progressive Behavior Intervention and Support  
(Below are examples of how the progressive discipline may be enacted at the  
site level. Administrations always have the right to adjust steps and  
consequences as needed on a case-by-case basis.)**

### MENU OF SUPPORTS (12/2024)

| <b>Behavior<br/>(Principal<br/>should be kept<br/>in the<br/>communication<br/>loop at all steps)</b> | <b>Step 1<br/>Teacher/Staff<br/>(MUST DO 5<br/>BEFORE<br/>STEP 2)</b> | <b>Step 2<br/>Teacher/Staff<br/>(MUST DO 3<br/>BEFORE<br/>STEP 3)</b> | <b>Step 3<br/>Teacher/Counselor<br/>(MUST DO 2<br/>BEFORE STEP<br/>4)</b>              | <b>Step 4<br/>Principal<br/>(PRINCIPAL<br/>DETERMINATION)</b>            | <b>Step 5<br/>FINAL<br/>Principal/<br/>PVSD</b> |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------|
| Disrespect to Student or Adult                                                                        | Implementation of Teacher's classroom behavior consequence            | Teacher explicitly directs student to appropriate behavior.           | Referral to School-Based Counselor for counseling session                              | Referral to Principal for counseling session                             | Refer to PVSD Board Policy 5144 and 5144.1      |
| Disruptive/Off-Task Behavior                                                                          | Community Building Circle                                             | Written Reflection                                                    | Parent-Student-Teacher-Counselor Conference                                            | Principal-Parent-Student phone call                                      | Refer to CA Ed Code                             |
| Willful Defiance                                                                                      | Verbal Warning                                                        | Teacher-Student Conference                                            | Teacher-Counselor-Student(s) Restorative Circle                                        | Time Out (Bench during Recess/Lunch)                                     |                                                 |
| Inappropriate Language                                                                                | Reteach Expectation                                                   | Teacher Contacts Parent/Guardian (phone call)                         | Teacher-Counselor-Student(s) Restorative Circle                                        | Restriction (MS) Campus Ecology/ Beautification during Recess/Lunch      |                                                 |
| Teasing/Taunting                                                                                      | Verbal or Written Apology                                             | Teacher-Student-Parent Conference                                     | Teacher-Student-Counselor-Principal Behavior Contract (monitored by Counselor/Teacher) | Parents-Student-Teacher-Counselor-Principal Contract                     |                                                 |
| Lying                                                                                                 | Teacher-Student Conversation (brief)                                  | Restriction (MS)                                                      |                                                                                        | After School Detention                                                   |                                                 |
| Academic Dishonesty (Forgery/Copying /AI/Cheating)                                                    | Use of the Peace Path                                                 | Reflection Time                                                       |                                                                                        | Saturday School (8 a.m. – 12 p.m.) Alternative campus – Saturday Academy |                                                 |
| Disrespect for a substitute or volunteer                                                              | Recognize Other Students' Appropriate Behavior                        |                                                                       |                                                                                        | Restorative Circle                                                       |                                                 |
| Not Following Class or School Rule (s)                                                                | Points Off (MS)                                                       |                                                                       |                                                                                        |                                                                          |                                                 |
| Inappropriate Online Behavior                                                                         | Inform parents and possibly zero points (academic dishonesty)         |                                                                       |                                                                                        |                                                                          |                                                 |

|                |                                                   |  |  |                                                                                                                           |  |
|----------------|---------------------------------------------------|--|--|---------------------------------------------------------------------------------------------------------------------------|--|
| Verbal Threats | Time Out Away from Community (in-class)           |  |  | Alternative Discipline Activity (refer to <i>Don't Suspend Me</i> )                                                       |  |
| Other:         | Time Out (In a Room Partner's Classroom)          |  |  | Afterschool detention (MS). Principal is made aware of assigned detention and signs off on the paperwork (24-hour notice) |  |
|                | Time Out (Restriction during Recess/Lunch)        |  |  | Restorative Plan                                                                                                          |  |
|                | Campus Ecology/Beautification during Recess/Lunch |  |  | Assigned consequence via handbook                                                                                         |  |

| Behavior (Principal should be kept in the communication loop at all steps) | Step 1<br>Teacher/Staff (MUST DO BOTH BEFORE STEP 2)                                                                        | Step 2<br>Teacher/Staff (MUST DO BOTH BEFORE STEP 3)                                                            | Step 3<br>Teacher/Counselor (MUST DO BOTH BEFORE STEP 4)                                                                                                 | Step 4<br>Principal (MUST DO ALL 3 BEFORE GOING TO STEP 5)                                                                                                                                                   | Step 5 – FINAL<br>Principal/PVSD                                                                                                                                                                                            |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inappropriate Use of Cell Phone                                            | Verbal Warning to turn off and put away.<br><br>Teacher confiscates cell phone and returns to Student at end of the period. | Teacher Confiscates Cell Phone and contacts parent/guardian .<br><br>Teacher returns cell at the end of the day | Teacher Confiscates Cell Phone and turns it in to the counselor or main office.<br><br>Counselor-Parent-Student conference prior to return of cell phone | Teacher confiscates cell phone and turns it into the main office<br><br>Behavior Reflection - Under principal's direction (Written)<br><br>Principal-Parent-Student Conference prior to return of cell phone | Teacher Confiscates Cell Phone and turns it in to the Main Office<br><br>Behavior Reflection (Written)<br><br>After-School Detention<br><br>Saturday School<br><br>Student gives cell phone on daily basis to the classroom |

|  |  |  |  |  |                                |
|--|--|--|--|--|--------------------------------|
|  |  |  |  |  | teacher at the start of class. |
|--|--|--|--|--|--------------------------------|

| Behavior<br>(Principal should be kept in the communication loop at all steps) | Step 1<br>Teacher/Staff<br>(MUST DO 1 OF 2 BEFORE STEP 2)          | Step 2<br>Staff/Office staff<br>(MUST DO BOTH BEFORE STEP 3)                     | Step 3<br>Counselor<br>(MUST DO ALL 3 BEFORE STEP 2)                                                                                                    | Step 4<br>Principal<br>Step 5 – FINAL<br>Principal/PVSD                                                                                                                                                    |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inappropriate Clothing/Dress Code                                             | Refer to Main Office for change of clothes.<br><br>Points off (MS) | Staff or Office Staff call home to request change of clothes.<br><br>Restriction | Counselor contacts parent/guardian to request change of clothes.<br><br>Counselor counsels student<br><br>Parent-Student-Principal-Counselor Conference | Principal contacts Parent/guardian to request change of clothes.<br><br>Principal counsels student<br><br>Parent-Student-Teacher-Principal Conference<br><br>After-School Detention<br><br>Saturday School |

| Behavior<br>(Principal should be kept in the communication loop at all steps) | Step 1<br>Supervision Staff<br>(MUST ALL 3 BEFORE STEP 2)                                                                                                                                                                                                              | Step 2<br>Teacher/Staff<br>(MUST DO 2 BEFORE STEP 3)                                                                                                                                                                                                 | Step 3<br>Counselor<br>(MUST DO 2 BEFORE STEP 4)                                                                                                                              | Step 4<br>Principal<br>(Principal Determination)                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inappropriate Behavior during Recess or Lunch (small arguments or horseplay)  | <p>Verbal Warning</p> <p>Peace Path for student-to-student issue</p> <p>Reteach Rules/Expectations</p> <p>Time Out (Bench during Recess/Lunch)</p> <p>Campus Ecology/Beautification during Recess/Lunch</p> <p>Staff informs teacher at conclusion of Recess/Lunch</p> | <p>Teacher Reteaches Rules/Expectations</p> <p>Teacher checks in with Supervision Staff at Recess/Lunch</p> <p>Points Off MS</p> <p>Teacher determines whether additional Time Out and/or Campus Ecology/Beautification is necessary and assigns</p> | <p>Counselor contacts parent/guardian</p> <p>Counselor counsels student</p> <p>Parent-Student-Teacher-Principal Counselor conference</p> <p>Behavior Reflection (Written)</p> | <p>Counselor or Principal contacts parent/guardian</p> <p>Principal counsels student</p> <p>Parent-Student-Principal conference. Teacher informed of behavior and consequence as appropriate.</p> <p>Behavior Reflection (Written)</p> <p>Use of behavior consequences from Student Handbook up to Saturday School (8 am – 12 pm alternative site)</p> |

| Behavior                                                                                                                                                                                                   | Step 1<br>ALL STAFF/<br>PRINCIPAL              | Step 2<br>PRINCIPAL/PVSD<br>(Consequences determined by type of offense, severity, and past behavioral history)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education Code 48900 Violations<br><br>Fighting Weapons<br>Drugs<br>Tobacco/E-Cig/Vaping<br>Sexual Harassment<br>Stealing / Theft<br>Threats<br>Sexual Assault<br>Buying and Selling of illegal substances | Immediate referral to central office/Principal | Principal secures the situation to ensure Student/Staff safety.<br><br>Principal notifies PVSD/Law Enforcement (SRO)<br><br>Principal call 911 (if applicable)<br><br>Principal notifies DO Assistant Superintendent, Administrative Services<br><br>Principal conducts investigation<br><br>Principal refers to PVSD Board Policy 5144 and 5144.1 for additional response:<br>*1 <sup>st</sup> Offense – refer to alternative discipline or consider suspension if allowed<br>*If expellable offense – confer with Assistant Superintendent<br><br>Principal refers student/family for district or outside resources (counseling, support group, etc.)<br><br>Principal convenes Restorative Conference (Principal – Counselor – Teacher(s) – Student(s)-Other(s)) |

**Interventions and progressive disciplinary actions are at teacher/administrative discretion in response to specific details observed and/or other relevant information for each behavior/incident/referral.**

## Citizenship Points Program

The SRTMS system of points and incentives is designed to help students in grades 6-8 work toward behavior goals throughout the school year. We hope that students will be motivated by the Incentives Plan (assemblies, unique events and privileges) and work toward earning them. Some events are already determined and scheduled. Other events and privileges will be announced throughout the year. Students are encouraged to listen to morning announcements detailing future privileges and how to earn them.

1. Points will be reset to 100 every school year.
2. Assemblies, field trips, dances, athletics participation, and other incentives/activities will reward students with 84 points and above\*.

3. **Lost points may be earned back. Students should always try to earn points back within one week of losing points.** Students may volunteer to attend lunch study hall, after-school detention, or Saturday School.

**Lunch Study Hall = 2 points back**

**After School Restriction = 4 points back**

**Saturday School = 16 points back**

4. Students who fall below 90 points will be reminded to earn back their points.
5. Students who fall below 84 points will be assigned a Saturday School or a series of after-school detentions, which may be up to 2 hours after school.
6. Students who fall below 70 points will be assigned another Saturday School or a series of after-school detentions, which may be up to 2 hours after school.
7. Students who fall below 64 points will be handled by any SRTMS staff member for other disciplinary reasons and may not earn back points for attending.

### ***Citizenship Point Loss Points***

|                       |                   |
|-----------------------|-------------------|
| Missing PE Clothes    | Loss of 2 points  |
| Tardy                 | Loss of 2 points  |
| Food                  | Loss of 2 points  |
| Dress Code            | Loss of 2 points  |
| Class Disruption      | Loss of 4 points  |
| Profanity / Vulgarity | Loss of 4 points. |
| Defiance              | Loss of 4 points. |
| Disrespect            | Loss of 4 points  |

Repeated violations may result in multiple points lost. Points may be deducted for reasons other than those listed above at the discretion of school staff based on our Code of Conduct and our SRTMS schoolwide expectations.

### ***Loss of Privileges (LOP) List***

Students falling below 84 Citizenship Points will be placed on the Loss of Privileges List, rendering them ineligible to participate in any SRTMS extracurricular event (dances, athletics, special events) until points are earned back. Students must maintain an 84-point minimum standard.

Participation in school events such as dances, celebrations, and extracurricular activities is a privilege. Students must remain academically and behaviorally eligible in order to participate. Students are expected to follow schoolwide behavior expectations and maintain passing grades in all classes to attend. Students who engage in behaviors requiring administrative intervention, including office referrals, disciplinary conferences, or other corrective actions, may have their eligibility for upcoming events reviewed. If such behavior occurs within one month of a school dance or extracurricular activity, the student's participation may be revoked. These guidelines help ensure that school events remain safe, positive, and supportive experiences for all students (BP and AR 6145).

Participation in Sports requires that students maintain Citizenship above 84 points, have at least a C average (2.0), and meet the requirements of the weekly Student Athlete Progress Report.

### ***Rewards Program***

100 Points End of the Year Trip - For 6th, 7th and 8th grade students who have maintained “100 Point Status” for the current school year. The event selected will come from a list of PVSD Cabinet-approved activities. Students may have lost points throughout the year but have earned them back within a reasonable amount of time. Students who have dropped below 84 points at any point in the year will not be eligible to attend this field trip. Additionally, students who do not consistently display positive citizenship/behavior in the classroom will be excluded if they do not meet the following criteria:

- First Trimester in attendance - no more than 3 N or U marks on report card
- Second Trimester in attendance - no more than 2 N or U marks on report card
- Third Trimester at Tri 3 Progress - no more than 1 N or U mark on progress report
- No demonstration of improvement with behavior contract
- Exceptional progress in citizenship as determined by the middle school team may change qualification status on an individual basis

### **Promotion Standards**

SRTMS has established and maintained high academic and behavior standards, and therefore promotion serves as the ultimate reward for those students who have strived to achieve these standards during the school year. Eighth grade students must meet the following standards to participate in the June promotion activities.

1. Students must maintain a 1.5 or better cumulative Grade Point Average to participate in the promotion ceremony.
2. Students must maintain a 2.0 or better cumulative Grade Point Average to participate in promotion activities (banquet, Magic Mountain, etc.).
3. Students must maintain satisfactory attendance.
4. Students must maintain satisfactory behavior for the year. Students who have been suspended for serious offenses or have established a pattern of suspensions may be excluded from promotion or activities.
5. Students must have returned all textbooks/school property or paid outstanding fines.
6. Students must not receive an “N” in citizenship for any class for at least two of three trimesters of their eighth-grade year.

Eighth-grade students who exhibit excessive unsatisfactory behavior may lose one, two or all promotion activities. All decisions will be made on a case-by-case basis dependent upon the student’s progressive discipline record.

### ***Promotion Ceremony***

Promotion is a celebration of our students’ success at SRTMS and is regarded as a stepping-stone to high school. To keep the promotion events in perspective, and to ensure that parents and students do not incur unnecessary and inappropriate expenses, the following rules will apply to promotion activities and the ceremony.

Girls may wear attire appropriate for school or religious functions that do not violate the dress code: no spaghetti straps, bare midriffs, or low necklines front or back. Formal attire is not appropriate or allowed. Girls will wear promotion gowns.

Boys may wear slacks and shirts appropriate for school or religious functions that do not violate the dress code: no tuxedos, shorts, or T-shirts, and no pants that sag, are oversized, or are not properly hemmed. Boys will wear promotion gowns.

No limousines or chauffeur-driven cars for any event.

Undergraduates will not be permitted on campus during the promotion ceremony unless they are accompanied by a parent or assisting with the ceremony. Siblings of promoting eighth-grade students may attend the promotion.

Eighth-grade students who are ineligible for the promotion ceremony are not allowed on campus.

## Homework Policy

Homework is designed to help students develop and/or expand content knowledge based on academic curriculum standards. Examples of appropriate homework assignments are:

- |    |                      |                                                                                                                                                                  |
|----|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Practice and Review: | Reinforce material presented in class and/or develop mastery skills.                                                                                             |
| 2. | Preparation:         | Introduce material that will help understanding of future instruction.                                                                                           |
| 3. | Skill Integration:   | Utilize separately learned skills and concepts and apply them in the completion of a sole product such as a book report, science project, or writing assignment. |
| 4. | Extension:           | Transfer previously learned skills and concepts to other situations such as making real-world and cross-curricular connections.                                  |

The guidelines for amount and frequency of homework are based on the recognition that learning is an ongoing process. While some subjects necessitate daily study and practice, other assignments may be ongoing over several days, weeks, or a semester. The intent of the guidelines is that the amount and frequency of homework increase progressively as students advance through the grades.

### *Missing Homework*

Because homework is time-sensitive, it must be turned in on time. Late homework may not be accepted and may receive a “0.” Missing homework will affect the student's academic grade and may affect the “Work Habits” grade as well. It will not affect the citizenship grade.

### *Making Up Missed Work*

Experiences in the classroom and the richness of activities and material covered by a teacher interacting with students can never be made up. Students with excused absences are permitted to make up any work or tests that were missed. It is the responsibility of the student to obtain the assignments, complete the work, and turn it in promptly. Students must make up all work within

a period equal to the number of days absent unless other definite arrangements have been made with the teachers. If a student is absent on the day that make-up is due, it must be turned in the day the student returns to school. Students who miss class by participating in school activities are expected to get assignments before missing class.

### *Homework for Students Who Are Ill*

It is the student's responsibility to call a "study buddy," check Google Classroom, or check the teacher's webpage to acquire homework when absent.

## Acceptable Use and Internet Safety Policy

The Pleasant Valley School District believes in the educational value of technology and recognizes its importance for supporting curriculum, instruction, and management. The district network has been developed to promote educational excellence, innovation, and communication for students and staff. It is the district's intent to protect students and staff from inappropriate information by:

1. Meeting or exceeding all state and federal content filtering guidelines.
2. Requiring adult supervision and monitoring of student Internet use.
3. Directing each user to accept personal responsibility for managing the resources appropriately.

The following provisions specify the expectations for all users of the Pleasant Valley School District network. The student's use of the network at school is a privilege conditioned on the student and parent/guardian agreeing to the conditions of this agreement, and on the student abiding by this agreement. No student is authorized to access the network unless the student and his/her parent/guardian have read and signed this agreement.

**A. Personal Responsibility:** I accept personal responsibility for my use of the District network. I understand that all school and District rules of conduct apply when I am on the District network or connected to the Internet through the District. I also accept personal responsibility for reporting any misuse of the network to an appropriate District staff member. I understand that no technology is perfect and I will not hold the District or District personnel responsible for the failure of any technology protection measure.

**B. Acceptable Use:** I understand the use of computer information resources must be for educational purposes, research, communication, and it will support the educational goals and objectives of the Pleasant Valley School District. Illegal activities of any kind are strictly forbidden. Inappropriate activity or use will be grounds for disciplinary action as per Pleasant Valley School District Policy 5131. The principal or designee shall make all decisions regarding whether I have violated this Acceptable Use & Internet Safety Agreement. His/her decision shall be final. In addition, I will follow these guidelines:

1. I will not transmit any material in violation of the law, including copyrighted, threatening, or obscene material.
2. I will not use the PVSD network for personal financial gain, advertising, or political activities.
3. I will not use another person's account or password, nor allow another person to use mine. I will not impersonate another student online or with the use of any program.
4. I will not interfere with or bypass the security or filtering systems used to protect the PVSD network.
5. I will notify my teacher at once if I identify a security problem. I will not demonstrate the problem to others. I understand that any user identified as a security risk will be denied access to the information system.
6. I will not send chain letters, annoying or unnecessary messages, or send unnecessary email to a large number of people.
7. I will not download programs to the network or any computer from either software or the Internet without securing written approval.

8. I will be polite: never send or encourage others to send abusive messages.
9. I will use appropriate language: never swear, use suggestive, threatening, obscene, or other offensive language.
10. I will not make any attempt to harm or destroy data or equipment. Any such vandalism will result in the loss of network use.

**C. Network Behavior and Privacy:** I understand and will follow the generally accepted rules of network behavior:

1. Privacy: Never reveal any person's home address, phone number or other important personal information. Never ask for personal information from another person.
2. Disruptions: Do not use the District network in any way that would disrupt others.
3. Harassment: Never send messages, images, or other files or links to harass another person or organization.
4. E-mail: All District network systems and files are District property. Student e-mail is not guaranteed to be private. Sending or receiving encrypted or encoded messages is forbidden. Students shall not read other users' e-mail or files. They shall not attempt to interfere with other users' ability to send or receive e-mail, nor shall they attempt to delete, copy, modify or forge others' mail. Abusive or threatening e-mail messages may be turned over to law enforcement.

The Pleasant Valley School District will make good faith efforts to protect children from improper material that may be on the Internet. The Parent/Guardian and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student. PVSD does not guarantee that the services provided through the network will be without error. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data, interruption of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Inappropriate use may result in the cancellation of the user's privileges, disciplinary action, and/or legal action.

## Academic Honesty

SRTMS believes that academic honesty requires adherence to ethical principles. Administration, faculty, students, and parents are engaged in a partnership to uphold the values of integrity, personal accountability, and respect for the rights of others.

- A. Parents should emphasize that the most important measure of an education is what is learned and that the grades a student receives should reflect actual learning.
- B. Students should realize that the final value of an education is what is learned, that there is real value in integrity, and that the grades received should be the result of honest effort.
- C. Teachers must be cognizant that academic dishonesty can be controlled, that guidelines can be implemented, and that grades mean little when dishonesty is accepted, and learning is thereby devalued.
- D. Parents, teachers, and students need to understand that allowing others to be dishonest without doing something about it is the same as endorsing it and that doing work for or giving answers to others is a form of dishonesty.

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty during tests includes unauthorized communication; copying materials; use of artificial intelligence to complete schoolwork; allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person's assignment, plagiarism, or submitting a paper or project that is not one's own work and submitting falsified information for grading purposes are also examples of dishonesty.

Academic honesty requires a clear statement of the policy by the teacher, student/parent awareness of the policy, student compliance with the regulations, and consistent enforcement of the policy by school staff. The best way to deal with dishonesty is to prevent it before it happens. To this end, within the first week of each class, teachers and students will discuss expectations and the importance of doing honest work. Students, parents, and faculty need to understand that they must support each other to maintain an atmosphere of openness and honesty.

### First Infraction

- 1. The student will receive no credit for the work in question.
- 2. The teacher will conference with the student and notify the parent.
- 3. A referral will be sent to the principal and counselor.

### Second Infraction in the Same or Other Classes

- 1. The student will receive no credit for the work in question.
- 2. There will be a conference involving the parent, teacher, student, and principal.
- 3. The student's citizenship grade in that class may be lowered to Unsatisfactory for the grading period.
- 4. The student may be referred to the Child Success Team (CST) for review and recommendation, including examination of current level placement.

## Criteria for Citizenship, Effort, and Responsibility Grades

(C, S, R used for grades TK-5 report cards and O, S, U, N used for grades 6-8 report cards)

### TK-5<sup>th</sup> Grades

C= Consistently

Proper effort/behavior is happening consistently.

S=Sometimes

Proper effort/behavior is happening sometimes.

R=Rarely

Proper effort/behavior is happening rarely.

### Middle School

The standards below come directly from our Student Handbook. The O, S, and N are defined underneath the standards.

## Citizenship and Responsibility Criteria –

All students are expected to:

- Work well independently and use time wisely.
- Organize self and materials.
- Demonstrate attentive listening by following directions.
- Work collaboratively with others.
- Present neat and careful work.
- Complete and return work in a timely manner.
- Accept responsibility for own behavior.
- Demonstrate self-control.
- Follow school and classroom expectations.
- Interact appropriately with peers.

| Grade | Description                                                                                                                                                                                                                                                                                                                                                                             |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| O     | The student demonstrates the qualities and actions above in every class period. The student models correct behavior in 100% of the class periods for a given week and throughout most class periods. Overall, citizenship remains high throughout the semester.                                                                                                                         |
| S     | The student demonstrates the qualities and actions above in almost every class period. The student models correct behavior at least 90% of the time for a given week and throughout most of the individual class period. The student receives points off occasionally but is diligent about making up the points within a week. Citizenship can fluctuate but is consistently positive. |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N | The student demonstrates the qualities and actions above in a few class periods. The student models correct behavior less than 70% of the time for a given week and throughout most of the individual class period. They consistently do not reach at least two of the standards above during a class period. The student receives points off almost daily and may or may not make them. Even if they make up the points, their lack of citizenship does not change throughout the trimester. |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

To receive the end-of-the-year reward trips and activities, students must maintain one hundred citizenship points and meet citizenship criteria outlined as described in the Citizenship section of this handbook.

## Counseling and Guidance

The philosophy of SRTMS is to offer students a variety of opportunities through support and services that will assist each student in developing personal, social, and educational skills and in developing positive goals for the future. The counseling office is student-centered, based on the principle that we exist to empower students at every opportunity for personal, social, and academic growth.

### Program Goals

The counseling office aids so that each student will:

- Achieve a strong self-concept and a healthy self-respect.
- Build healthy interpersonal relations and behave responsibly in school, in the family and in the community.
- Develop motivation to learn and accept the responsibility for his / her own achievements.
- Experience educational and social growth that will lead to success in school and beyond.

### Roles and Responsibilities of Counselor

The counselor's responsibility is to focus on individual student needs and to guide the student in making appropriate decisions. In addition to this, the counselors provide the following services:

- Review academic progress.
- Register students in appropriate classes.
- Interpret test data.
- Maintain academic records.
- Coordinate the CST and 504 programs and meetings for those programs.
- Coordinate and facilitate parent conferences when difficulties go beyond a single teacher.
- Stimulate career awareness and provide career information.
- Scheduling.
- Assist with classroom and school problems.
- Offer parents and students informational brochures, support materials, and referrals to community resources.
- Assist with developing and maintaining positive peer relationships.

The counselor will provide the following services as appropriate:

- Assistance in decision-making.
- Assistance in functioning productively within the school and the family.
- Assistance in clarifying personal goals.
- Assistance to the students in making appropriate behavioral changes.
- Referral of the student with special needs to appropriate programs or agencies.
- Counselor-led peer support groups.

## SRTMS Student Handbook / Acknowledgment of Student Expectations

I have received, read and completely understand the expectations placed upon me as outlined in the SRTMS Student Handbook (available at <https://srtms.pleasantvalleysd.org/>). I also understand that I will be held accountable to the expectations in the SRTMS Student Handbook.

A discipline assembly was held within the first week of the school year where Katie Stuart, Principal, will explain in detail the contents of the SRTMS Student Handbook. I will have the opportunity to ask questions and receive clarification.

I understand that if I need further clarification regarding the contents of the SRTMS Student Handbook, I can seek the advice of my principal, teacher, counselor, or office staff member at any time.

My parents have read and discussed the SRTMS Student Handbook with me.