

RANCHO CUCAMONGA MIDDLE SCHOOL

"Knowledge is Power"



REset
REignite
REimagine

STUDENT/PARENT HANDBOOK

2022-2023

10022 Feron Blvd.

Rancho Cucamonga, CA 91730

(909) 980-0969

MISSION STATEMENT:

*Rancho Cucamonga Middle School commits to preparing students for success today
in order to be prepared for tomorrow by instilling pride.*

Promoting a positive and safe learning environment.

Respecting students, parents, and each other.

Inspiring critical thinking, creativity, and innovation.

Demonstrating integrity and good communication skills.

Encouraging students to rise to the challenge of high expectations.

VISION STATEMENT:

Rancho Cucamonga Middle School challenges its students to achieve their fullest potential as responsible learners and citizens.

*Nyesha Williams, Principal
Steve Pierce, Assistant Principal
Bobby Collins, Assistant Principal*

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IMPORTANT DATES

August 11	First Day of School
August 23	Back to School Night - Rancho Cucamonga MS (Minimum Day)
September 5	Student Holiday - Labor Day Holiday
September 26-30	Parent Conferences (Minimum Days) - Elementary/Middle School
October 10	Non-Student Day
November 11	Student Holiday - Veteran's Day
November 21-25	Non-Student Days
November 24-25	Student Holiday - Thanksgiving Holiday
November 30	School Site Plan Writing Day (Minimum Day) - ALL SITES
December 22	Modified Day - ALL Sites
December 23-30	Student Holiday - Winter Recess
January 16	Student Holiday - Martin Luther King, Jr. Day
January 23-27	Parent Conferences (Minimum Days) - Middle School ONLY
February 8	School Site Plan Writing Day (Minimum Day) - ALL SITES
February 13	Student Holiday - Lincoln's Day
February 20	Student Holiday - President's Day
March 24	Modified Day - ALL SITES
March 27-31	Student Holiday - Spring Recess
April 10-21	8th Science CAST
April 17- May 5	CAASPP Testing
May 4	Open House - Rancho Cucamonga MS (Minimum Day)
May 26	Last Day of School (Minimum Day)

RANCHO CUCAMONGA MIDDLE SCHOOL BELL SCHEDULES

2022-2023

Regular Schedule

	Schedule A (6th)		Schedule B (7th)		Schedule C (8th)
Warning Bell	8:00	Warning Bell	8:00	Warning Bell	8:00
1	8:04 - 8:56	1	8:04 - 8:56	1	8:04 - 8:56
2	9:00 - 9:50	2	9:00 - 9:50	2	9:00 - 9:50
3	9:54 - 10:44	3	9:54 - 10:44	3	9:54 - 10:44
L	10:48 - 11:18	4	10:48 - 11:38	4	10:48 - 11:38
WIN	11:22 - 11:57	L	11:42 - 12:12	5	11:42 - 12:32
4	12:01 - 12:51	WIN	12:16 - 12:51	L	12:36 - 1:06
5	12:55 - 1:45	5	12:55 - 1:45	WIN	1:10 - 1:45
6	1:49 - 2:39	6	1:49 - 2:39	6	1:49 - 2:39

Minimum Day Schedule

	Schedule A (6th)		Schedule B (7th)		Schedule C (8th)
Warning Bell	8:00	Warning Bell	8:00	Warning Bell	8:00
1	8:04 - 8:36	1	8:04 - 8:36	1	8:04 - 8:36
2	8:40 - 9:10	2	8:40 - 9:10	2	8:40 - 9:10
3	9:14 - 9:44	3	9:14 - 9:44	3	9:14 - 9:44
L	9:48 - 10:18	4	9:48 - 10:18	4	9:48 - 10:18
WIN	10:22 - 10:52	L	10:22 - 10:52	5	10:22 - 10:52
4	10:56 - 11:26	WIN	10:56 - 11:26	L	10:56 - 11:26
5	11:30 - 12:00	5	11:30 - 12:00	WIN	11:30 - 12:00
6	12:04 - 12:34	6	12:04 - 12:34	6	12:04 - 12:34

Modified Day Schedule (Thursdays)

	Schedule A (6th)		Schedule B (7th)		Schedule C (8th)
Warning Bell	8:00	Warning Bell	8:00	Warning Bell	8:00
1	8:04 - 8:54	1	8:04 - 8:54	1	8:04 - 8:54
2	8:58 - 9:46	2	8:58 - 9:46	2	8:58 - 9:46
3	9:50 - 10:38	3	9:50 - 10:38	3	9:50 - 10:38
L	10:42 - 11:12	4	10:42 - 11:30	4	10:42 - 11:30
4	11:16 - 12:04	L	11:34 - 12:04	5	11:34 - 12:22
5	12:08 - 12:56	5	12:08 - 12:56	L	12:26 - 12:56
6	1:00 - 1:48	6	1:00 - 1:48	6	1:00 - 1:48

CAMPUS INFORMATION

SCHOOL WEBSITE: Information about Rancho Cucamonga Middle School, upcoming events, school calendars, etc. is available on the school website. Go to <https://rcms-cucamonga-ca.schoolloop.com>. We encourage you to visit the website often!

OFFICE AND TELEPHONE: The school office is open 7:30 a.m.-4:00 p.m. on regular school days. Students may use the office telephone to call home for P.E. clothes, transportation, etc., if needed. **Cell phones may not be used while on campus.**

CLOSED CAMPUS: Adult visitors and volunteers are welcome; however, state law requires that visitors/volunteers be clearly identified while on campus. RCMS is a closed campus. The Raptor System is used to track visitors on campus to provide a safer environment for our students and staff. Upon entering the school office, visitors will be asked to present a valid state-issued identification, which will be scanned into the system. **All visitors/volunteers to classrooms must make arrangements in advance with the classroom teacher, per Board Policy 1250 (a), and must check-in through the office to receive a visitor's pass to wear on campus.** Relatives or friends from other schools are not permitted to visit or accompany students on campus.

IN CASE OF AN EMERGENCY: The Aeries Portal Information is one of our most important resources and must be updated online with current phone numbers of family/friend members who can be reached in case of emergency during school hours. **Please notify the school office immediately of any changes in residency or phone numbers as they occur.**

ARRIVAL and PICK-UP TIMES: **Students are not permitted on campus until supervision begins at 7:35 a.m.** Students not participating in after-school events/activities must be picked up within 15 minutes of the end of the academic day. Students participating in after-school events must be picked up within 15 minutes of the activity's conclusion. Although discouraged, students who arrive before 7:35 a.m. may wait in front of the Gym until the gates are opened by staff.

- ✓ Students are expected to come directly to school by the safest possible route. All students must leave campus to go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner.
- ✓ Parents who drive their children to and from school are asked to pick up or drop off in the parking lot.
- ✓ Students may ride their bike, scooter, or skateboard to school.. Students must observe all traffic bicycle safety rules. Helmets must be worn at ALL times. A student may not leave the campus on a bike without a helmet. The school provides racks on the east side of the campus, next to the Gym. Bicycles, scooters, and skateboards are to be walked while on campus and securely locked in the rack area. The school assumes no responsibility for lost or stolen property. A student who is found to be in violation of these rules may have their privileges revoked for any given amount of time at the discretion of an administrator.
- ✓ If a parent plans to pick up their child during the school day, the parent should report to the office and indicate the name and reason for taking his/her child from school. If someone other than the parent or adult listed on the Aeries contact information initiates a student pick-up, he/she must provide a signed and dated written consent from the parent complete with the above information each time the student is to be released. Once parent consent and identification is confirmed, the student will be released.

BREAKFAST INFORMATION: Breakfast is served daily from 7:35am to 8:00 a.m. Students eligible for the free and reduced lunch program are also eligible for the breakfast program. Students use the same number for breakfast and lunch. Milk and juice are also available for purchase.

CLEAN CAMPUS: RCMS has a beautiful campus. Please take pride in keeping it that way! Each student contributes to our clean campus by using trash cans and respecting property. No gum allowed on campus.

PERSONAL AND SCHOOL PROPERTY/LOST AND FOUND: Students and parents must assume responsibility for loss or damage to any personal or school issued property left in a classroom or on campus. **The school will endeavor to protect all personal property but is not responsible for any damaged or lost items.** If any item is found on campus such as P.E. clothes, shoes, glasses, retainers, jackets, money, books, or cell phones, please turn it in at the Front Office. Check immediately for lost items. Lost and found clothing will eventually be placed in the container found in the Lion's Den. Please check for items there, as well.

HEALTH OFFICE

WHOOPIING COUGH/PERTUSSIS BOOSTER/VARICELLA VACCINE REQUIRED BEFORE ENTERING 7TH GRADE (PER STATE LAW)

All over-the-counter and prescription medications are required by state law to have a doctor's authorization on file with the school health clerk. **With doctor authorization**, a student may carry a rescue inhaler, if asthmatic. **NO OTHER MEDICATION MAY BE KEPT WITH A STUDENT AT ANY TIME.** All medications need to be in the original container. The office is not responsible for reminding students to take medication; that is the student's responsibility.

RCMS health office can only offer ice, bandages, and TLC for ill or injured students. It is imperative that we be able to contact someone to pick up your child in case of emergency or if he/she becomes ill or injured at school.

PARENT VOLUNTEER OPPORTUNITIES

Parents are invited to become an active part of the school day by doing what you do best and enjoy most. Please watch for school communications for opportunities to get involved at RCMS.

SCHOOL SITE COUNCIL: The School Site Council is an elected group of parents and staff members who meet to plan, implement, and evaluate the school improvement program. *Parent members of the School Site Council (of which there are 5) are elected by peers for a 3-year term. When there is an opening, election information and nomination forms are sent digitally through JupiterEd and/or Aeries communication. Elections are held electronically in August, and elected members are announced immediately thereafter to the school community. The first School Site Council meeting is held in September.*

ATTENDANCE

The California Education Code 48200 requires that all students of school age attend school on a daily basis. Educational success is directly related to school attendance. **IF YOU MISS SCHOOL, YOU MISS OUT!** Good communication is always important when your child misses school. If your child is absent, you will receive a call verifying that your child is not present. There are two types of absences: excused and unexcused. Please see the list below for "excused" absence reasons according to California Education Code. Even though you might call in your child's absence reporting a missed day, if the reason for the absence is something other than those listed below it will be counted as unexcused.

EXCUSED ABSENCES

Periodically students do become ill and family matters arise that might require a student to miss a day of school. Listed below are some reasons per California Education Code 48205 that are considered "excused" absences. Please communicate with the school if situations arise requiring your child to miss school.

- ✓ Student illness - school may require a doctor's note verifying absences for more than 3 consecutive days.
- ✓ Quarantine under the direction of a doctor. A doctor's note must be provided.
- ✓ Student medical, dental, optometric, or chiropractic appointment. (Requires a doctor's note)
- ✓ Funeral services of immediate family member. One day if services are held in California and up to three days if outside of California.
- ✓ Student court appearance. (Requires verification)
- ✓ Employment in the entertainment industry.
- ✓ Observance of a religious holiday or ceremony. (A three day advance notice should be given to school.)
- ✓ Short term independent study approved in advance by principal. EC 46010, 46010.5 Student must be given an opportunity to complete work which is reasonable, close to, but not necessarily identical to, missed work.

LEAVING SCHOOL EARLY: Whenever possible, a parent/student should inform the school office of a doctor/dental appointment before the absence. If a medical appointment is during the school day, a parent/guardian must sign the student out and back in

when they return to the school office.

SHORT TERM INDEPENDENT STUDY

In a case where a student will be absent 5 days or more, an Independent Study Agreement may be entered into by the student and parent upon signing and agreeing to the terms of the Independent Study Agreement. This should be done at least 5 days in advance of the student's absence. Assignments and resources will be given in the subject matters and quantity so the student may fulfill attendance requirements and keep up with the class. At the end of the absence period the classroom teacher will evaluate the amount and quality of work to determine the attendance credit earned.

TRUANCY AND UNEXCUSED ABSENCES

The California Legislature defines truancy in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. The Education code that defines a truant reads as follows:

EC Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

California law additionally states that the school district must notify the parent or guardian of the truancy by the most cost-effective method possible, and that the notification must include specific information related to the student's unexcused absences. The EC Section regarding notification reads as follows:

EC Section 48260.5: Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by using the most cost-effective method possible, which may include electronic mail or a telephone call:

- ✓ That the pupil is a truant.
- ✓ That the parent or guardian is obligated to compel the attendance of the pupil at school.
- ✓ That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
- ✓ That alternative educational programs are available in the district.
- ✓ That parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- ✓ That the pupil may be subject to prosecution under Section 48264.
- ✓ That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- ✓ That it is recommended the parent/guardian accompany the pupil to school and attend classes with the pupil for one day.

Reasons NOT acceptable for being absent from school may be considered truanancies or unexcused absences. ALWAYS COMMUNICATE WITH THE SCHOOL OFFICE IF YOUR CHILD MUST MISS A DAY OF SCHOOL NOT LISTED AS AN EXCUSED ABSENCE.

A truancy can occur if a student is absent from school for the following reasons:

- ✓ The student does not attend his/her scheduled class or classes(ditching)
- ✓ Going to work with parent or other family member.
- ✓ Visiting family.
- ✓ Going on vacation. (See Independent Study information.)
- ✓ Baby-sitting, taking care of other family members.
- ✓ Under the influence of alcohol or drugs.
- ✓ "Personal" reasons or traffic.
- ✓ Waiting for service or repair people to arrive.
- ✓ Shopping.
- ✓ Attending a sporting event.
- ✓ Any other reason not included in the Excused Absence section above.

Truancy Levels:

- ✓ Initial truancy - Reported to the school administrator (Ed Code 48260)
- ✓ Second Truancy - Reported to the school administrator (Ed Code 48261)
- ✓ Third Truancy - The District has authorization to refer habitual truants to a SARB, a county truancy mediation program (Ed Code 485263, 48264.5)
- ✓ Fourth Truancy - The student shall be within the jurisdiction of the juvenile court (Ed Code 48264.5; Welfare and Institutions Code 601)
- ✓ Chronic Truancy (10% or more of the school days in one school (from the date of enrollment to the current date) - Parent /guardian may be found guilty of a misdemeanor (Penal Code 270.1)

STUDENT ATTENDANCE REVIEW TEAM

The site principal will notify the parent/guardian based on student attendance.

- ✓ 1st Referral: Three (3) unexcused absences or over 30 minute tardy or combination thereof = one truancy and is reported to the school administrator.
- ✓ 2nd Referral: Six (6) unexcused absences or over 30 minute tardy or combination thereof = second truancy. (Ed Code 48261) The student is reported to the school administrator. A SART meeting will be set up with the parent/guardian.
- ✓ 3rd Referral: Eight (8) unexcused absences or over 30 minute tardy or combination thereof = third truancy. (Ed Code 48262) The student is classified as a habitual truant and is subject to a summons to appear at a School Attendance Review Board (SARB) hearing.

SCHOOL ATTENDANCE REVIEW BOARD

- ✓ A letter will be sent to the parent/guardian from the SARB requesting their attendance to a mandatory hearing with the SARB members. The SARB members' goal is to identify a solution or appropriate resources for resolving the student's attendance problem.
- ✓ An administrator from the student's school will present the information to the SARB.
- ✓ Parent/guardian will have an opportunity to address the SARB.
- ✓ The SARB chairperson will ask the parent and the student to sign an attendance contract once the terms have been identified.

ATTENDANCE TIPS

- ✓ Allow your child to stay home only when he/she has a contagious illness or is too sick to be comfortable.
- ✓ Get your child to school on time, every day, and make sure homework assignments are complete.
- ✓ Being in school every day raises your child's chances for scoring well on important tests throughout the year.
- ✓ Read all information sent home by the school. Post important dates on a family bulletin board or on the refrigerator.
- ✓ Give your child enough time to get ready for school in the morning. Try preparing lunches, packing school bags, and laying out clothing the night before.
- ✓ Plan family vacation during non-school days.
- ✓ Try to schedule appointments for your child after school hours

TARDY TO SCHOOL OR CLASS: School begins at 8:00 a.m. For the best educational benefit, we expect all students to be on time. In case of emergency or unforeseen event, students who are late must report to the Front Office to sign in and receive a pass to class. Parents can only excuse tardies for personal reasons three times during the school year. Doctor/dentist appointment (with note from doctor's office or parent) will be excused. Students are expected to be in their seat and ready to learn when the bell rings. If you are tardy, there will be a consequence from your teacher and/or office. Passing period should be used to get a drink or to use the restroom.

Office Tardiness Consequences per trimester:

- ✓ **1-3:** Warning
- ✓ **4-5:** Lunch Detention/Campus Beautification, Parent notified
- ✓ **6-8:** After School Detention, Parent notified
- ✓ **9:** Saturday School, Parent notified
- ✓ **10:** Parent/Student/Administrator Meeting

- ✓ **11-14:** After School Detention, Parent notified
- ✓ **15+:** SART Meeting and Permanent LOP List Placement

Classroom Tardies:

- ✓ **1st:** Teacher warning, teacher consequences
- ✓ **2nd:** 1 Demerit placed on the discipline record
- ✓ **3rd:** After School Detention, Parent notified, 1 Demerit placed on the discipline record
- ✓ **4th:** Referral to Administration, Parent notified, 1 Demerit placed on the discipline record
- ✓ **5th:** Saturday School, Loss of Locker Privilege, 2 Demerits placed on the discipline record
- ✓ **6th:** SART referral, 4 Demerits placed on the discipline record

ACADEMICS, STANDARDS, AND SUPPORTS

HOMEWORK POLICY: The staff of RCMS recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences a students’ ability to meet our academic standards. The staff expects students and parents/guardians to view homework as an important and routine part of their students’ daily lives. Assignments may vary slightly from teacher to teacher, student to student, and assignment to assignment.

LIBRARY/MEDIA CENTER: The library is open during lunch for students to use for a quiet place to study, read a book, or do research. Library guidelines include:

- ✓ No food or beverages allowed.
- ✓ Quiet voices only.
- ✓ A pass is required to go to the library during the school day.
- ✓ Students with unpaid library fines will be placed on the LOP List until cleared

TEXTBOOKS: Students are responsible for all issued textbooks whether books are used at school or at home. Textbooks and materials must be returned at the end of the course or upon withdrawal from school. Any student who does not return, or damages textbooks or other materials, will be charged replacement and/or damage costs. **Students with outstanding book charges will be considered ineligible to participate in extra-curricular activities and will be placed on the Loss of Privilege (LOP) list.**

COST TO REPLACE TEXTBOOKS: Range from \$15-\$85.

REPORT CARDS AND PROGRESS REPORTS: The school year is divided into three trimesters. Trimester report cards will be sent home in November, February, and May. Six-week progress reports will also be sent home during the trimester. A progress report or report card should be expected every six to seven weeks. Parents should contact the school if they do not receive a progress report or report card.

Academic and Citizenship grades are the following:

- ✓ A, B, C, D, and F
- ✓ O, S, N, U (Outstanding, Satisfactory, Needs Improvement, Unsatisfactory)

Excellent grades on your trimester report card will get you on one of three lists for HONOR ROLL:

- ✓ Principal’s Honor Roll (4.0 GPA)
- ✓ Lion’s Honor Roll (3.5-3.99 GPA)
- ✓ Honor Roll (3.0-3.49 GPA)

ACADEMIC HONESTY POLICY

Academic Honesty is:

- ✓ Using the Internet and other library materials for insight and research. Reword and paraphrase to record information.
- ✓ Working together and discussing an assignment with classmates to develop ideas then writing papers and completing assignments independently.
- ✓ Studying for tests with notes. Sharing ideas and notes on the material with classmates in preparation for the quiz or test.
- ✓ Making sure not to share test information with other students after taking the test.

- ✓ Taking responsibility for a missing assignment.
- ✓ Making sure your parent/guardian signs paperwork that requires a signature.

Academic Dishonesty is:

- ✓ Copying words, phrases or sentences from any source including classmate’s papers, notes, projects, lab notes, essays, computer resources and worksheets, without proper credit given. .
- ✓ Using any type of aide to assist during tests beyond what is allowed by the teacher (cheat sheets, text messages, wandering eyes, talking, falsifying scores, etc.)
- ✓ Sharing test or quiz information between classes or at lunch.
- ✓ Having someone else sign school paperwork that requires parent/guardian signature.

Consequences for Academic Dishonesty:

- ✓ **First Offense:** Consult with teacher who assigns consequences and makes contact with parent. Grade may be affected.
- ✓ **Second Offense:** Consult with teacher and parent contact made. Teacher may assign discipline or refer students to office. Grade may be affected.
- ✓ **Third Offense:** Consult with teacher and parent contact made. Teacher may assign discipline or refer students to office. Grade may be affected.
- ✓ **Additional Offenses:** Consult with teacher and referral to office for discipline.

Administration will have the option of immediately applying a more serious consequence if the particular incident warrants a more serious response.

TECHNOLOGY

Students are expected to follow the rules regarding Internet and Technology use. Technology and the Internet are to be used in support of research and educational objectives consistent with the educational objectives of Cucamonga School District. Equipment and Internet access are provided for educational purposes and may only be used after parents have provided permission (registration packet) to access Electronic Information Resources.

- ✓ Students will not attempt to gain unauthorized access to websites or emails beyond those permitted.
- ✓ Students will not post personal contact information about themselves or other people.
- ✓ Students will not modify hardware or software, change system settings, change file names, download software, or delete files not specifically authorized by a faculty member.
- ✓ Students will not use obscene, vulgar, rude, threatening, disrespectful language or personal attacks including those that are prejudicial or discriminatory.

Please refer to the Cucamonga School District Policies and Procedures Handbook for District policy on Electronic Use information.

CHROMEBOOKS: Students are expected to be responsible for the care and usage of their Chromebook. Should the device break, the device will be repaired and assessed for current damage. Students who require subsequent repairs will be given a current itemized repair-cost form. Excessive or deliberate damage to a Chromebook may result in repair fees and/or the loss of Chromebook privileges.

8TH GRADE ACTIVITIES

8th GRADE PROMOTION REQUIREMENTS: Students with excessive demerits during their 8th grade year will be notified of not being eligible to participate in the promotion ceremony. Being suspended during the last two weeks of school, or having outstanding school fines will automatically exclude a student from promotion and other 8th grade activities.

NON PROMOTION: Those students not meeting the requirements specified, or those who have outstanding fines, will not receive a diploma and will not participate in promotion exercises.

DRESS CODE FOR PROMOTION CEREMONY: Before purchasing graduation clothes, students should be sure that they are going to promote. Eighth Grade Promotion is a special event. As such, students participating should dress appropriately.

- ✓ Boys should wear slacks and a collar-type shirt.
- ✓ Girls should wear a dress, skirt, or slacks.
- ✓ Jeans, t-shirts, and shorts are not appropriate.
- ✓ Girls' dresses should be school-appropriate and modest (no backless dresses, high slits, or plunging necklines).

PROMOTION DANCE: Only students who are eligible to go through the promotion ceremony and who are not on the LOP list are eligible to attend the dance.

8TH GRADE PROMOTION TRIP: A special trip is planned for 8th graders eligible for promotion. Students will have the opportunity to purchase trip tickets in advance. Information flyers and parent permission slips are sent home. School dress codes and behavior expectations are enforced at all times. Students who do not return to the buses within 15 minutes of the departure time or who get into trouble while on the promotion trip may lose promotion ceremony privileges. Students must be picked up at the school within 15 minutes of arrival as explained on the permission slip. Students who are suspended within the last 20 school days will not be able to attend the trip.

APPEALS PROCESS FOR PROMOTION ACTIVITIES: The staff and administration realize that occasionally there will be students who, over time, have demonstrated exemplary academic and behavioral performance but are placed on the LOP List within the last 20 school days for something other than a suspension and thus do not have enough time to recover privileges by removing themselves from the LOP List. Such students will be able to make an appeal to an 8th grade Appeals Panel which will convene some afternoon in May to hear testimony from the student to consider reinstatement of the Promotion Trip and Promotional Dance. Students who meet the criteria below will need to go through an appeal process in order to attend 8th grade promotion and/or promotion activities:

- ✓ Students who were added to the LOP list within the last 20 days of school
- ✓ Students who have outstanding fines
- ✓ Students with excessive absences or tardies

PROMOTION CHROMEBOOK REQUIREMENTS: You must be eligible for promotion in order to purchase a chromebook. Any 8th grader enrolled prior to the start of second trimester of their 8th grade year can purchase their Chromebook for \$25. 8th grade students who enroll after the start of the second trimester are not eligible to purchase a Chromebook.

PHYSICAL EDUCATION

The RCMS Physical Education program includes fitness, team and individual sports, nutrition, and health. Seventh grade students participate in the California State Fitness Test. The official uniform for physical education is available for purchase through P.E. classes, at the registration pick-up day in July, or at Rm. 4 during lunches or after school during the first few weeks of school.

P.E. LOCKERS: Students will be assigned a locker in the P.E. locker room. Students are responsible for keeping their locker locked at all times and maintaining the contents within. Students are not allowed to bring spray deodorant, cologne, or perfumes. Roll-on or stick deodorants are permitted. Prohibited items will be confiscated at the student's expense and may also face disciplinary actions. **Teachers will not be responsible for articles left unsecured. There is no sharing of lockers for any reason.**

Cameras (including those on cell phones) are never allowed in the locker room. Students may face serious consequences for having or using cameras in the locker room.

RECOGNITION PROGRAMS

PRIDE OF THE TRIMESTER: Each trimester students are chosen by their teachers as **Lions of the Trimester**. They must have earned outstanding citizenship, and never received a class or school suspension. These students are invited to the Pride of the Trimester Honors Event at the end of the trimester. Students must maintain satisfactory attendance. Students with absences exceeding 10% of the school year will not qualify for this award.

RCMS HONOR ROLL ASSEMBLIES: Students who earn excellent grades on their trimester report card, and their families, will be invited to our RCMS Honor Roll Assemblies. Students are invited if they meet the following criteria:

- ✓ Principal's Honor Roll (4.0 GPA)
- ✓ Lion's Honor Roll (3.5-3.99 GPA)
- ✓ Honor Roll (3.0-3.49 GPA)

DANCES

We have several dances throughout the year for students to attend. A student may not attend a dance if they are on the restricted list. Students must be eligible and follow all school rules. Students purchase tickets in the lunch area prior to the dance. Student backpacks are stored in designated areas. Food/drinks are usually provided, but extra snacks are often available for purchase.. Students need to abide by the following rules:

- ✓ Appropriate dancing only without bodies touching.
- ✓ Stay within the boundaries: Gym and designated areas (students may not return to their backpacks during the dance)
- ✓ Use Gym restrooms only
- ✓ Respect the decorations by not touching them
- ✓ Arrange for pick-up when the dance ends
- ✓ Have safe fun!

BATHROOM POLICY

Restrooms are open during passing periods and at lunchtime. Please encourage your students to use these facilities then. Students will receive 3 bathroom passes per period per trimester (with the exception of 1st period, PE, and the period after lunch). As a reminder the universal bathroom pass policy is to limit unwanted behaviors in the restroom during instructional time (such as fighting, meeting with friends, couple meet-ups, etc.).

BEHAVIOR SUPPORTS, RULES, AND DISCIPLINE

We want to help you be successful here at RCMS!

Please make sure that you do your part!

POSITIVE BEHAVIOR INTERVENTION SYSTEM

Lion's Promise	Hallway (Voice Level 0-1)	Classroom (Voice Level 0-1)	Lunch Area (Voice Level 1-3)	P.E. (Voice Level 0-3)
Integrity	<ul style="list-style-type: none"> -Keep hallways and walkways clean -Display appropriate manners -Place all trash in trash cans -Share wrongdoings with adults 	<ul style="list-style-type: none"> -Use appropriate language -Be mindful of your voice level -Use technology as instructed -Be an active learner 	<ul style="list-style-type: none"> -Play appropriate games -Use appropriate language -Share wrongdoings with adults 	<ul style="list-style-type: none"> -Treat others with kindness - Follow rules -Honor privacy
Respect	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Be respectful of others, their space, and their belongings -Respect student work and classroom displays -Walk and talk quietly 	<ul style="list-style-type: none"> -Be respectful of others, their space, and their belongings -Follow classroom rules and procedures -Interact with adults by following directions -Listen attentively 	<ul style="list-style-type: none"> -Respect others and their property -Follow directions in a respectful manner -Listen to adults -Leave lunch area better than you found it 	<ul style="list-style-type: none"> -Listen to adults -Be respectful of others, their space, and their belongings
Responsibility	<ul style="list-style-type: none"> -Keep it moving/travel with a purpose -Be mindful of your time -Go directly to your destination 	<ul style="list-style-type: none"> -Be prepared to start class -Use time wisely and be productive 	<ul style="list-style-type: none"> -Eat a healthy lunch -Place trash in trash cans -Eat in designated areas -Follow rules when playing sports/games 	<ul style="list-style-type: none"> -Be prepared to start class -Be mindful of your time
Positivity	<ul style="list-style-type: none"> -Use positive and kind words -Be helpful 	<ul style="list-style-type: none"> -Use positive and kind words -Be helpful 	<ul style="list-style-type: none"> -Use positive and kind words -Be helpful -Include others in your activities and conversations 	<ul style="list-style-type: none"> -Use positive and kind words -Be helpful -S. -Sportsmanship P. -Participation O.-Organization R. -Respect T. -Teamwork

LOSS OF PRIVILEGE LIST (LOP): Activities such as dances, sporting events, extracurricular field trips, and after school activities are all privileges that RCMS students enjoy. Students on the **LOP List** will not be permitted to attend any such special school activities. Students will be added to the **LOP List** when a student earns 4 or more demerits.

REMOVAL FROM LOP LIST: A student may be removed from the LOP List by signing and dating a behavior contract with any of their teachers, counselor or an administrator and following the guidelines stated on the contract. Upon completion of this contract, the student's name will be removed from the LOP List and the student's demerit record will be wiped clean. A student may also initiate a behavior contract prior to being placed on the LOP List. For example, a student with fewer than 4 demerits may opt to initiate a behavior contract which will wipe the slate clean before they are placed on the LOP List. Students will again be placed on the LOP List if they violate classroom or school rules as mentioned above.

POSSIBLE CONSEQUENCES

- **Counsel/Warned**
- **After School Detention (ASD)** (assigned by teacher or administrator) **(1 DEMERIT)**
 - Notice must be signed by parent before ASD can be served
 - No Show after two days results in referral to administration
- **ISS REFERRAL: (In-School Solutions)** (assigned by administrator)
 - Teacher completes Give 'Em Five protocols
 - Student returns to class with an improvement plan
- **Teacher/Class Suspension**
 - Parent contacted by teacher
 - Student returns to class with an improvement plan
- **In-House Suspension** (administrative assignment) **(3 DEMERITS)**
 - Parent contacted by administrator
- **Suspension from School:** (assigned by administrator) **(4 DEMERITS)**
 - Parent contacted by administrator and notice sent
 - Placement on the LOP List
- **Expulsion from School:** (recommended by principal and Expulsion Review Panel, School Board recommendation)
 - Parent contacted by administrator, suspension notice sent home.
 - Meeting arranged with District Administrator to extend suspension.
 - District Office, Expulsion Review Panel, School Board recommendations

Repeated disciplinary actions may lead to a referral to the:

- School Attendance Review Board (**SARB**) for determining a behavior plan or an alternative placement
- San Bernardino County Probation Department for appropriate courses

SUSPENSION: Suspension is the removal of a student from ongoing instruction for safety and adjustment purposes. Reasons for suspension are set forth in Education Code 48900.

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
- (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying.

A pupil may be suspended or expelled for acts that are related to a school activity or attendance that occurs at any time, including, but not limited to, any of the following: *While on school grounds; while going to or coming from school; during the lunch period whether on or off the campus; and/or during, or while going to or coming from a school sponsored activity as per Education Code 48900(s).*

REASONABLE SEARCH AND SEIZURES BY SCHOOL OFFICIALS: The school officials, as a body and individually, have a responsibility for maintaining order upon the school premises so that the education, teaching, and training of the students may be accomplished in an atmosphere of law and order. In discharging this duty, it may be necessary to conduct searches of lockers or to require students to submit to being searched. You can be assured that if a search is necessary, it will be done within the confines of the education code. A search is permitted based upon a "reasonable suspicion" that a student is committing a criminal act or violating school rules. Parents will be notified as soon as possible when a student is searched.

LION CODE OF CONDUCT

STUDENT RESPONSIBILITIES: The Lion Conduct Code applies to all school activities. These rules are designed to allow our school to meet its obligation to educate students and maintain a safe and orderly environment. To achieve this goal, students are required to follow these rules.

YES, I WILL:

- ✓ Respect ALL staff and follow ALL directions given
- ✓ Respect property and the rights of others
- ✓ Come prepared to learn with proper supplies
- ✓ Walk to and from class during passing periods.
- ✓ Follow all health and safety rules (no jaywalking, cutting through parking lots, spitting, running on campus)
- ✓ Keep my hands and feet to myself, "Hands-Off". (No pushing, hitting, or physical contact of any kind, including play fighting, pulling on backpacks, faking to hit, kissing, etc.)
- ✓ Put all litter and trash in the trash cans, especially at the conclusion of lunch
- ✓ Enter school at 7:35 a.m. and go directly to the lunch table or quad area and remain within the white lines
- ✓ Exit campus and grounds within 15 minutes of the end of the school day or school activity
- ✓ Remain on campus from the time of arrival until dismissal unless checked out through the office
- ✓ Do all of my own work. Copying, plagiarizing, and cheating are prohibited

NO, I WON'T:

- ✓ Bring gum to school or chew gum on school grounds
- ✓ Eat candy except at lunchtime unless given teacher permission
- ✓ Take food or drinks out of the lunch areas unless given teacher permission
- ✓ Bring cameras, radios, speakers, electronic devices, laser pointers, toys, cards, or other playthings to school. If an object has no academic purpose, I will leave it at home
- ✓ Bring dangerous objects of any kind
- ✓ Ride bicycles, skateboards, scooters, or roller blades on campus before, during, or after school
- ✓ Mark-up or damage school, staff, or other students' property
- ✓ Bring any items to school for sale.
- ✓ Leave class without a hall pass provided by a staff member
- ✓ Use cell phones between 8:00am and 2:39pm unless directed by my teacher in the classroom. This includes passing periods, lunch time, and when using restrooms. **Cell phones are not to be used, visible, or turned on during school hours.**

Bullying: According to Ed Code 48900, bullying means any **severe or pervasive physical or verbal act or conduct**, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2 . Our goal at RCMS is to provide a safe and productive educational experience. One of the deterrents to that goal is bullying. Students who bully will be investigated, counseled, and placed on a progressive discipline and consequence plan, which may include notification to law enforcement. Please refer to the Cucamonga School District Policies and Procedures for full description of District policy.

CELL PHONES AND ELECTRONIC DEVICES: Students may have cell phones, however, they must be turned off (not in vibrate mode) and put out of sight during the instructional day. Cell phones should be kept in a student's backpack during the school day (between 8:00am and 2:39pm). A student claiming that a cell phone fell out of a pocket is not an excuse to have a cell phone out. Cell phones that are visible, being used (this includes using a cell phone as a clock), or are "on" while on campus will be confiscated, labeled with the student's name, and placed in the main office until the parent takes possession. **Neither Rancho Cucamonga Middle School nor the Cucamonga School District is responsible for lost, stolen or damaged cell phones. REMINDER-TAKING VIDEOS OF OTHER INDIVIDUALS ON CAMPUS IS PROHIBITED AND CAN RESULT IN PROGRESSIVE DISCIPLINARY CONSEQUENCES-THIS INCLUDES VIDEO FOOTAGE OF FIGHTS ON CAMPUS.**

CELL PHONE CONSEQUENCES:

- ✓ **First Offense:** Confiscation; Warning to student; Student must pick up phone in the office after school
- ✓ **Second Offense:** Confiscation; Student will serve an after school detention; Parent to pick up phone in office

- ✓ **Third Offense:** Confiscation; Student will serve an after school detention; Parent to pick up phone in office

Each offense will result in the student receiving a demerit. After the third offense, students who violate cell phones/electronic devices policy will have their phone confiscated and returned to parent. Serious offenses involving use of cell phones may result in immediate consequences including suspension or expulsion from school.

DRESS CODE

Students are encouraged to wear comfortable, appropriate school clothing. A student may not remain dressed in a manner which:

- ✓ Creates a safety hazard for said student or for others
- ✓ Constitutes a serious or unnecessary distraction to the learning process
- ✓ Causes a classroom or campus disruption or, is in conflict with the District's goals and guidelines in the prevention of substance abuse, gang activity, represents any type of alcohol, cigarettes or smoking, or acts which are illegal, obscene, sexually explicit or suggestive, depicts weapons or violence, or depicts hazards to one's health.

Appropriate Dress Guidelines:

- ✓ Hats may be worn outside and removed indoors
- ✓ Sweatshirt hoods may be worn outside and/or in P.E.
- ✓ Clothing must not be revealing. This includes strapless, halter, or off-the shoulder tops, bare midriffs, bare backs, tank tops with straps less than one-inch wide, tops exposing cleavage, racer-back tops, shorts or skirts exposing posterior, see through clothing, or any clothing that does not cover undergarments;
- ✓ Pajamas and slippers are not allowed;
- ✓ Appropriate footwear must be worn at all times;
- ✓ Jewelry and other accessories that create a safety hazard or distraction are not allowed;
- ✓ Earrings are the only body piercing jewelry allowed; no spikes or sharp points

RCMS administration retains the sole discretion to make the final determination whether clothing, jewelry and/or accessories meet acceptable standards. However, all school personnel shall be responsible for reporting violations of this dress code.