

SYCAMORE MIDDLE SCHOOL  
Student & Parent Handbook  
2021-2022

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Home of the Bullpups



#BullpupPride

**GRIDLEY UNIFIED SCHOOL DISTRICT  
MISSION STATEMENT**

The Gridley schools are dedicated to ensuring a quality education in a safe, nurturing environment that produces responsible, compassionate individuals by providing a relevant curriculum enabling all students to become productive citizens strengthened by the small-town quality of life.

**GRIDLEY UNIFIED SCHOOL DISTRICT**  
429 Magnolia Street, CA 95948  
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**BOARD OF TRUSTEES**

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**SUPERINTENDENT**

Mr. Jordan Reeves

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## **SYCAMORE MIDDLE SCHOOL OFFICE STAFF**

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## ADMINISTRATOR'S MESSAGES

Greetings Bullpup Families,

Welcome to a new and exciting school year. I continue to be honored to be a part of such a successful and collaborative school district. I am beginning my fourteenth year in school administration, having led schools from grades TK through 12. Please take a moment to come say hello.

At Sycamore Middle School, we have two focused, ongoing goals. First, our school will be an exemplar of safety and respect for students and staff. We will model our scholarly values of Responsibility, Integrity and Respect. We have a dedicated team of staff members who fully support and implement our Positive Behavior Intervention and Support framework (see pages 6-8) that includes consistent rewards and consequences for desirable and undesirable behavior respectively. Second, students will achieve at high academic rates. All teachers are in professional collaborative teams, sharing courses so that they can plan together, give common assessments, analyze student data, compare successful instructional strategies, and ultimately improve student outcomes in every course and grade level.

To accomplish our goals, we benefit from the partnership of families. Please consider joining our School Site Council, English Learner Advisory Committee and 8th grade parent group. Connect with us on Facebook at <http://www.facebook.com/sycamoremiddleschool> and Twitter at @sycamorebullpup. Our office staff and administrators are always available to you, and I encourage you to stop by to share your thoughts and questions. Our doors are open.

It's a great year to be a Bullpup.

Sincerely,

***Kelly Haight***

Principal, Sycamore Middle School



## **BELL SCHEDULE**

<u><b>Regular Bell Schedule</b></u>		<u><b>Minimum Day Bell Schedule</b></u>	
Warning Bell      8:07 Monday, Tuesday, Thursday, Friday		Warning Bell      8:07 Wednesday	
1st Period	8:10 - 9:03	1st Period	8:10 - 8:55
2nd Period	9:06 -9:59	2nd Period	8:58 - 9:43
3rd Period	10:02- 10:55	3rd Period	9:46 -10:31
4th Period	10:58 -11:51	4th Period	10:34-11:19
5th Period - Pup Time	11:54 -12:21	6th Period	11:22- 12:07
<b>Lunch</b>	<b>12:21 -12:56</b>	<b>Lunch</b>	<b>12:07-12:42</b>
6th Period	12:59 - 1:52	7th Period	12:45- 1:30
7th Period	1:55 - 2:48		

## **SCHOOLWIDE BEHAVIORAL EXPECTATIONS (PBIS)**

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide *a clear system for all expected behaviors* at Sycamore Middle School (SMS). Sycamore will provide a positive, safe, healthy, nurturing, and respectful environment in which all students have the opportunity to progress academically and to become productive members of society. PBIS is a research-based system which aims to decrease behavioral infractions showing year after year improvement. PBIS assists towards this end as it is based upon the concept of teaching behaviors that will prevent noncompliance. The implementation of PBIS promotes the following:

- Communication and collaboration between administration, staff, families, and community
- Maintenance of an open-ended flexible approach through the use of a data-driven informational system
- Educationally sound methods that foster student character, safety, academic excellence, and citizenship
- Scholarly behavior in the Sycamore Way:

1. **The Bullpup Scholar Commitments:** A small number of clearly defined behavioral expectations:
  - **Responsibility**
  - **Integrity**
  - **Respect**
2. **Behavioral expectations that are explicitly taught:** The behavioral expectations are taught to all students on campus, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the reason for the rule is discussed, positive examples (right way) are described and modeled, and negative examples (wrong way) are explained. *Students are given an opportunity to practice the “right way” until they demonstrate fluent performance.* Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Refer to the behavioral matrix below for examples.
3. **“Character Strong” Education:** We believe that students want to exhibit qualities like kindness, empathy, determination, and do good for others, but sometimes lack the skill set to do that. CharacterStrong is a curriculum that will teach students the necessary skills needed to help cultivate more meaningful relationships, to communicate kindly and effectively even if they disagree, to foster a growth mindset, and build resilience. These are skill sets necessary not just in school but beyond. Lessons are delivered once a week in 5th period, or “Pup Time”, and further reinforced by our student leaders in Leadership class. We want students to leave not just academically strong, but Character Strong.
4. **Appropriate behaviors are acknowledged:** Once appropriate behaviors have been defined and taught, students will be acknowledged on a regular basis by all staff members. Examples of acknowledgement include special treatment, raffles, postcards sent home, and "Scholar Dollars" that may be exchanged for goodies, school supplies and/or privileges.
5. **Behavioral errors are corrected proactively:** When students violate behavioral expectations, clear procedures are in place to provide them with education that their behavior was unacceptable and to prevent the unacceptable behavior from being perceived as rewarding. There must be clarity to students, families, teachers, and administrators about what will occur when behavioral violations are identified.
6. **Minor Behavior Violations:** After repeated behavior instruction and intervention by the classroom teacher, some behaviors will rise to the level of a Minor Violation. Minor Violations are recorded in the student information system for the purpose of record keeping and school-wide behavior data analysis.

The following are considered Minor Violations: inappropriate language, physical contact/horseplay, dress code violation, tech violation, insubordination/noncompliance, disrespect, disruption, property misuse, tardy, minor bus violation, cheating/plagiarism/forgery.

Classroom teachers may use any of the following consequences for Minor violations: counsel student, send to buddy classroom, parent contact, detention, time out of the classroom, “Think Like a Bullpup” worksheet, and others at the teacher’s discretion. Students are not sent to the office for Minor Violations.

7. **Major Behavior Violations:** Some behaviors and incidents require more immediate solutions and/or the attention of the administrator. These are called “Major Incidents.” The observing staff member completes a behavior referral and the student will be sent to the office. The administrator will speak with the student and contact the parent if needed, and determine an appropriate consequence. When a student returns to class s/he will be welcomed. A variety of factors are taken into account while processing a major referral, therefore the consequences that are assigned will vary from student to student.

The following are considered Major Violations: chronic staff managed behavior, abusive/profane language, fighting, physical aggression, major or repeated defiance, harassment (ability, sexual, gender, religious, racial, other), major or repeated disruption, property destruction, cell phone/personal device use, bullying (verbal, emotional, physical, cyber), skipping class, major bus violation, leaving school grounds, theft, obscene act, drug or alcohol possession/use/distribution, gang-related offenses.

Administration may use any of the following consequences for Major Violations: loss of privilege, time in office, conference with student, parent contact, detention, Saturday School, in-school suspension, out-of-school suspension, expulsion, and others. These consequences are at the discretion of the administrator.

#### 8. **Teacher and Staff Responsibilities**

- Teachers define, teach, model, and practice each of the Bullpup Scholar behavioral expectations.
- Teachers display and reinforce the classroom expectations.
- Teachers implement targeted classroom interventions consistently and with fidelity.
- Teachers teach common school-wide lessons on appropriate behavior.
- Teachers and Staff develop and/or use PBIS established strategies for recognizing students who exhibit Bullpup Scholar behaviors and classroom expectations.

#### 9. **Student Responsibilities**

- Sycamore Middle School students are expected to abide by all laws, follow all school rules, and behave in a responsible manner.
- Students are expected to respect the authority of all staff and immediately respond to all directions given by them.
- Students are also expected to respect the rights and property of others.

#### 10. **Positive Supports**

- **The Student of the Month:** On a monthly basis, teachers nominate students whom they feel best exemplify the Bullpup Scholar Commitments of Respect, Integrity, and Responsibility. All students who are nominated are provided certificates and attend the Student of the Month Lunch.
- **Scholar Dollars** are tickets that students are given when Sycamore staff notice a student is being a Sycamore Scholar. Students collect the Scholar Dollars and can exchange them for various rewards around school.
- **Parent Postcards:** A postcard mailed home acknowledging a student’s outstanding work and/or academic improvement.
- **Attendance Recognition:** We will recognize students' efforts in consistently being at school, on time, ready to learn. We host an occasional **No Tardy Party** for those without tardies for a period of time.
- **Awards Ceremony:** In late May, Sycamore Staff will acknowledge various students for their academic and behavioral success at an evening event.



## SYCAMORE MIDDLE SCHOOL BEHAVIOR EXPECTATION MATRIX

Setting or Activity	Responsibility	Respect	Integrity
<b>General</b>	<ul style="list-style-type: none"> <li>● Take ownership of your own behavior</li> <li>● Leave personal belongings at home</li> <li>● Be on time and ready to learn</li> <li>● Clean up after yourself</li> <li>● No gum</li> <li>● Cell phone use before and after school only</li> <li>● All bikes, scooters, and skateboards need to be stored at the bike rack</li> <li>● Bring Chromebooks charged daily</li> </ul>	<ul style="list-style-type: none"> <li>● Remove hat before entering the building</li> <li>● Enter rooms, buildings quietly</li> <li>● Enter and exit buildings on the right side</li> <li>● Keep campus clean</li> <li>● Respect others' personal space</li> <li>● Stay within the boundaries</li> <li>● CBs allowed in library and classrooms for school work.</li> </ul>	<ul style="list-style-type: none"> <li>● Acknowledge new people</li> <li>● Treat substitutes as if they are teachers and follow their directions</li> <li>● Use polite language</li> <li>● Manage personal hygiene</li> <li>● Lead by example</li> <li>● Be honest</li> <li>● Use preferred names and pronouns.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>● Have materials ready/prepared</li> <li>● Follow instructions</li> <li>● Participate fully</li> <li>● Use time wisely- bell to bell</li> </ul>	<ul style="list-style-type: none"> <li>● Know classroom rules and follow them - play by the rules</li> <li>● Use indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>● Respect others' personal space and property</li> <li>● Do your own work</li> <li>● Be responsible for your learning</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>● Cell phones put away</li> <li>● Respect office staff and visitors</li> <li>● Friends wait outside</li> </ul>	<ul style="list-style-type: none"> <li>● No food, drink, or hats/hoods</li> <li>● Enter calmly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>● "Please, thank you"</li> <li>● Ask permission</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>● Be aware of yourself, others, your surroundings, and belongings</li> <li>● Must have a pass to be in the hallway</li> <li>● Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>● Use indoor voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● No cell phone use</li> </ul>	<ul style="list-style-type: none"> <li>● Use the correct doors</li> <li>● Use kind words and actions</li> <li>● Open door for others</li> <li>● Allow for passing space</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Wait your turn and stay in line</li> <li>● Notify staff of any spills or incidents</li> </ul>	<ul style="list-style-type: none"> <li>● Do not cut in line</li> <li>● Clean up</li> <li>● Keep foods in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>● Use good manners</li> <li>● Never let someone sit alone</li> <li>● Throwing food is unacceptable</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Take care of equipment and books</li> <li>● Return as issued on time</li> <li>● Walk to library silently</li> </ul>	<ul style="list-style-type: none"> <li>● Use a whisper voice</li> <li>● Wait quietly for your turn</li> <li>● Stay in student designated areas</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the instructions of all staff members and adults in the room</li> <li>● Use bookmarks, reshelve books, and push in your chairs</li> </ul>
<b>Outdoor Areas &amp; Quad</b>	<ul style="list-style-type: none"> <li>● Move promptly to next class</li> <li>● Keep track of your belongings</li> <li>● Report all unsafe incidents</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in the appropriate boundaries</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the instructions/directions of all staff</li> </ul>
<b>Blacktop, Field &amp; Bus Area</b>	<ul style="list-style-type: none"> <li>● Return the equipment at the bell</li> <li>● Start walking in two-minutes early</li> <li>● Stay on campus</li> <li>● No food or drink</li> </ul>	<ul style="list-style-type: none"> <li>● Share materials with others</li> <li>● Pick up trash-use garbage cans</li> <li>● Your actions should not create unsafe conditions for others</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions of adults</li> <li>● Keep areas clean</li> <li>● No kissing, prolonged hugging, hand holding</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Be on time for your bus</li> <li>● Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>● No food or drink</li> <li>● Do not distract the driver</li> </ul>	<ul style="list-style-type: none"> <li>● Follow instructions</li> <li>● Be kind to all bus riders</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>● Take care of business and get out</li> <li>● Report vandalism to an adult</li> <li>● Use during the pass period</li> </ul>	<ul style="list-style-type: none"> <li>● Respect privacy</li> <li>● Use only student restrooms</li> </ul>	<ul style="list-style-type: none"> <li>● Wash your hands, use soap</li> <li>● Put paper towels in the trash</li> <li>● Keep water in the sink</li> </ul>
<b>School Assemblies &amp; Rallies</b>	<ul style="list-style-type: none"> <li>● Sit in assigned area</li> <li>● Enter and exit with assigned grade</li> <li>● Stay in seat unless asked to move</li> <li>● Listen and cooperate</li> </ul>	<ul style="list-style-type: none"> <li>● Leave backpacks in classrooms</li> <li>● No phones unless given permission</li> <li>● Participate safely</li> </ul>	<ul style="list-style-type: none"> <li>● Use positive comments</li> <li>● Be helpful to classmates and staff</li> <li>● Use good sportsmanship</li> </ul>

## **ANTI-BULLYING POLICY**

In accordance with Board Policy, Sycamore Middle School administration and staff are sensitive to and concerned about incidences of bullying on campus. We can only effectively stop bullying when we are made aware of the situation when it first develops. *Please, if you are aware of a situation involving bullying, contact Sycamore’s Administration, School Counselor, or your student’s teachers. Sycamore Middle School prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. If the complainant or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.*

### **Bullying Defined**

When one or more people repeatedly harm, harass, intimidate, or exclude others. Bullying is unfair and one-sided.

Examples could be through words or actions, including but not limited to:

1. direct physical contact such as hitting or shoving
2. verbal assaults such as teasing or name-calling
3. socially isolating or manipulating a student

Specific Examples:

- Making unsolicited written, verbal, physical, and/or visual contact. Examples include:
  - Written - intimidating/threatening letters, notes, or messages
  - Verbal - intimidating/threatening comments, slurs, innuendos, teasing, jokes, or epithets
  - Visual - leering or gestures
  - Physical - hitting, slapping, kicking, and/or pinching
- Retaliation, threats of retaliation, or implied threats of retaliation.
- Engaging in implicit or explicit coercive behavior to control, influence or affect the health and well-being of a student. These incidents will be acted on when they occur:
  - On the school grounds at any time
  - En route to and from school
  - During lunch period
  - During or while going to or coming from a school-sponsored activity

### **Cyberbullying**

- Cyberbullying is the same as above but includes “using technology” including but not limited to cell phones, computers, tablets, or any other electronic device.

### **Confidentiality**

Reasonable efforts will be made to keep a report of bullying and the results of the investigation confidential. Witnesses should be informed of the confidential nature of the investigation and should be asked to refrain from disclosing the nature of the investigation to others.

### **Retaliation Prohibited**

The initiation of a report of bullying will not reflect on the reporting student or witnesses in any way. It will not affect the student’s future relationship with the school system, grades, classes, or other matters pertaining to his/her status as a student in any program. It is a violation of this policy to engage in such retaliation.

## **DRESS CODE**

### **1. General Provisions**

- a. All clothing shall be neat, clean, and acceptable in appearance and shall be worn within the bounds of decency and good taste and appropriately conceal undergarments at all times.
- b. Any articles of clothing, including belts and jewelry, which display, advocate, denote, or advertise words or images of profanity, violence, graffiti, unlawful activity, tobacco, weapons, alcohol, drugs, sexually suggestive or racially or ethnically offensive slogans that interfere with school work, create disorder or disrupt the educational process are not allowed.
- c. Gang-related insignias, colors, indicators, etc. such as Roman numeral XIV, XIII, X14, X13, the words Sureños, Norteños, Norte, Sur, the colors red, blue, etc. are not permitted to be drawn, worn, or displayed at school.
- d. Attire which may be used as a weapon is not allowed. This includes but is not limited to chains, wallet chains, and items with spikes or studs.
- e. \*On dress-up spirit days, some rules may be temporarily waived (i.e. pajama day, bandanas on western day, etc).

### **2. Clothing and Footwear**

- a. Students must wear shirts which rest securely on the shoulder. Tops must cover the stomach area at all times. Spaghetti straps, tube tops, halter tops, racer-back, see through or off the shoulder blouses are unacceptable. Tank tops and sleeveless top straps must be a minimum of 2 inches wide and cover all undergarments. Students are not allowed to wear shirts which bare midriffs, show cleavage, or hang loosely under the arm. Mesh jerseys, lace tops, and open-sided shirts are also inappropriate unless worn over an appropriate shirt.
- b. Students may not wear pajamas to school.
- c. Skirts, shorts and jeans must adequately cover the body to the discretion of the administrator.
- d. Footwear must be worn at all times. Steel toe shoes, cleats or spikes are not permitted unless used, with the permission from the coach or athletic director, for an athletic event.

### **3. Headwear**

- a. Hats and hoods must be removed once inside school buildings.
- b. No inappropriate writing, accessories, etc. will be allowed on hats.
- c. Hairnets and bandanas are not permitted.

### **4. Dress Code Violations**

- a. Students who habitually violate the school dress code may face disciplinary consequences.
- b. Clothing items or accessories that are dangerous or inappropriate for school will be confiscated by school personnel.
- c. Students who are violating the dress code will not be permitted into class. Students must fix their clothing to be in compliance with the dress standards before returning to class.

## **PERSONAL ITEMS BELONGING TO STUDENTS**

Students should refrain from bringing personal items high in value to school. The school is not responsible for lost or stolen items. Students should keep their backpacks and other belongings in their possession at all times to ensure they do not get lost or stolen.

### **Bicycles, Skateboards, Scooters, and Rollerblades**

1. Lock your bicycle/skateboard/scooter for your own protection. The school is not responsible for it.
2. Based upon the District's liability insurance requirements, and for personal safety reasons, skateboarding, scooters, and rollerblading activities are not permitted on school grounds.

## **ELECTRONIC DEVICE POLICY**

1. No student will be allowed to use a personal electronic device or cell phone during the hours of 8:10 a.m. to 2:48 p.m. (from first bell to the last, including during lunch and passing periods).
2. Personal devices must be off and secured out of sight at all times. They may not be removed from pockets; therefore it is recommended that they stay in backpacks all day.
3. Therefore, there is no need to have headphones or earbuds at any time - these, too, are to be kept out of sight.
4. Teachers have the discretion to allow students to use their device for academic purposes only, not for listening to music or as a reward when they finish work, for example.
5. Students may use their personal device outside of school hours.
6. Of course, the best security for the device and all personal objects is to leave it home. Schools are not responsible for lost or stolen personal items.

If a student is holding or using an electronic device, it is considered a **MAJOR** violation. The device will be confiscated and delivered to the office. The violation will be recorded in the student's discipline record.

The consequences will be as follows:

1st offense:

- Device will be held in office until the end of the day.
- Student will sign for the device at the end of the day in the office.

2nd and subsequent offenses:

- Device will be held in office until the end of the day.
- A parent or guardian must sign for the device at the end of the day in the office. The office closes at 4:30 pm.

Recurrent offenses, at the discretion of administrator:

- The student may be required to sign the device into the office each morning and retrieve it at the end of each day for up to three consecutive weeks.
- The student will be subject to Saturday School, if offered.

Additional offenses will be considered an act of defiance and disrespect.

A student that refuses to comply with a request to surrender their electronic device by any member of the faculty and/or administrator will be considered defiant/disrespectful.

## **TOBACCO PREVENTION AND INTERVENTION**

Education Code 48900 and 48901 prohibit students from possessing, smoking, or using tobacco on school grounds, as provided in the following paragraph. Pursuant to Education Code 48900, students who violate this prohibition may be subject to discipline, including suspension or expulsion.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48900, 48901)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)  
Tobacco products include: (Education Code 48901)

- A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.
- An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
- Any component, part, or accessory of a tobacco product, whether or not sold separately.

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

## **TARDIES, ATTENDANCE AND ABSENCES**

### **Tardy**

A student may be marked tardy by the teacher if s/he is not inside the classroom when the bell rings. Upon a student's third tardy per class in a quarter, s/he will be assigned a detention and an additional detention for every tardy thereafter. This tardy sequence and consequence starts over each quarter. **Students may be assigned Saturday School for repeated tardies.**

### **Absence**

Only an absence due to any one or more of the following causes, when verified, is considered excused:

#### **GRIDLEY UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS**

**AR 5113(a)**

#### **Students - Absences and Excuses**

#### **Excused Absences**

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, Son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to (Education Code 48205):
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester??
  - e. Attendance at an employment conference
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

## **Procedure for Clearing an Absence**

When students who have been absent return to school, they are responsible for clearing the absence within two (2) school days, or that specific absence(s) will be unexcused thereafter. Verify the reason for the absence using at least one of the following methods:

1. A signed written note (in ink) from parent/guardian containing the following components: current date, student name, exact absence date(s) or hour(s) missed, and the reason for the absence(s).
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/legal guardian.
3. Written note from medical providers, court summons, employment appointment, etc.

## **ATHLETICS**

### **Overview and Purpose of Athletics at Sycamore Middle School**

At Sycamore Middle School participation in athletics is a privilege not a right. Every athlete must earn the privilege to complete. Those students who earn the privilege to represent your school through our athletic programs are expected to demonstrate the highest standards of behavior knowing that you represent Sycamore Middle School at all times. Student athletes will comply with all federal, state and local laws, school district policies and procedures and school regulations. As representatives of Sycamore School they will conduct themselves in a manner that reflects the common courtesies of decency, morality, cleanliness, honesty and respect for the rights and property of others.

To be of maximum effectiveness in providing a beneficial experience for student athletes, the athletic program will:

- Make the welfare of the student the ultimate consideration. The purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of those participating.
- Be a well-coordinated part of the school, compatible with and complementary to all aspects of a student's education.
- Be conducted in such a manner as to provide a sound rationale for use of funds, time, and facilities.
- Be nondiscriminatory, making the same benefits available to all students, regardless of race, gender, or ethnic origin.
- Foster training in conduct, commitment, character, perseverance, game ethics, and sportsmanship for participants and for spectators.
- Adhere to national, state, local rules and policies, under which the program is conducted.

### **Eligibility**

1. Student athletes must have a current physical on file.
2. Student athletes must earn a minimum GPA of 2.0 with no F's at each grading period to remain eligible. If a student does not meet these requirements at a grading period, she/he will be placed on probationary status and may continue to participate on the team. If upon the following grading period the athlete continues to not meet the academic requirements she/he will be removed from the team. Athletes are allowed one academic probation period per year.
3. If a student has 2 or more F's, he/she is not eligible to try out for a sport.
4. 8<sup>th</sup> grade students who have an F on the 4<sup>th</sup> quarter progress report will automatically be removed from the team to solely concentrate on academics.
5. Participation in 9th grade sports is dependent on the 8th grade athlete's fourth quarter grades.

## **School Attendance**

1. Student athletes must attend school for the full school day to be eligible to practice and participate in a contest that same day. The student athlete must be in attendance the last regular school day prior to a contest scheduled on a weekend or holiday to be eligible to participate.
2. Excused absences for appointments (such as doctor, dentist, etc) and other serious family obligations are possible exceptions, subject to interpretation by administration.

## **Practice and game participation guidelines**

1. Athletes are expected to be on time for practice, contests, and classes. Coaches may impose penalties for tardiness and absences up to dismissal from the team for excessive absences.
2. If an athlete is absent from school, he/she is expected to notify the coach as soon as possible.

## **Suspension from school**

Student athletes who are suspended from school will be ineligible to participate in any practice or contests for the duration of their suspension. The period of ineligibility is in effect during weekends and holidays.

\*Coaches may assign additional consequences in addition to those outlined in this policy.

## **Parent Responsibility**

Parents and guardians are essential partners in maintaining a safe, educational and enjoyable experience for students. When present at the District's events, including athletic games, practices, and co-curricular activities, they are expected to model the kind of citizenship and sportsmanship that is expected and required of students. Practices are closed to parents unless prior permission is granted by the coach.

## **Communication Involving Coaches, Athletes, and Parents**

Our goal is to establish clear lines of communication between coaches, athletes and parents.

Communication involving potentially emotional or disputable information should take place at a pre-scheduled time and place. Parents may not ask a coach to respond to concerns before or after practice or contests. Player concerns must be brought to the coach's attention first by the athlete. If concerns continue the parent may request a meeting with the coach.

# **STUDENT PARTICIPATION OPPORTUNITIES**

## **Student Dances**

When held, school dances occur from 4:30-6:30 p.m. on designated Wednesdays and are for Sycamore Middle School students only; guests are not allowed. If a student needs to be picked up early from the dance, a parent must be present or give verbal permission to the administrator or designee before the student will be allowed to leave. No student may leave the dance without parent permission. Students who leave the dance are not permitted to return. Students must be picked up immediately at the conclusion of the dance.

## **Student Government**

The student council is the governing body of Sycamore Middle School students. It is charged with the responsibility of furthering the interest and welfare of the school and each student. The student council consists of the President, Vice President, Secretary, Treasurer, Publicity Chair, Historian, Spirit Leader and representatives. School-wide elections are held for each of these positions at the end of the school year for the following school year.

## **California Junior Scholarship Federation (CJSF)**

Students are eligible to apply for membership in the California Junior Scholarship Federation (CJSF). CJSF is a statewide service organization that encourages excellence in academics and citizenship. Application for membership must be made each semester. Grades used to determine eligibility will come from grade level math, language arts, science and social science. Successful applicants will have earned at least 8 points in the four subjects with A=3 points, B=1 point, and C=0 points. Any D or F grade in any subject will automatically disqualify a student for CJSF. CJSF members are expected to maintain scholarly behaviors during their membership. Any student who maintains CJSF membership at least one semester of the seventh grade and at least two semesters of the eighth grade may qualify as a CJSF honor student at graduation ceremonies.

## **Eighth Grade Graduation and Special Eighth Grade Activities**

All eighth graders will be expected to participate in the graduation ceremony. However, the ceremony is a privilege, not a right.

The following are the minimum requirements for eighth grade graduation, participation in the graduation ceremonies, and special eighth grade activities:

- The promoting student must have achieved a minimum grade point average of 1.0 in all classes during the eighth grade school year.
- The promoting student may have no more than four “F’s” for the entire year and during the fourth quarter may receive no more than one “F” in all classes.
- A student may have no more than two “F’s” in a single subject throughout the year.
- The student may not have any outstanding fines (i.e. library or text books)
- Students who do not meet these requirements will not be allowed to participate in the graduation exercises and the related activities, and will not receive a certificate of graduation.

## **Rules Specific to the Last Four Weeks of School**

- A student will lose the privileges offered during the last four weeks of school including participation in the graduation ceremony, pool party, field trips, dances and athletics if he/she:
  - Receives a total of three “Major” behavior violations as outlined on page 7.
  - Is suspended (in school or out of school) for any reason during the last four weeks of school.
- As always, the administrator has the ultimate discretion.

## **ACADEMIC SERVICES**

### **Honor Roll**

Sixth, seventh, and eighth grade honor roll at Sycamore Middle School is based on a grade point average of 3.0 or better for all subjects in regular or special education classes. Grade point averages are computed on a quarter basis. Criteria for computing grade point average is A=4 points, B=3 points, C=2 points, D=1 point, F=0 points

### **Physical Education**

In order to promote optimum participation and positive personal hygiene, it is a requirement of all students to change into their own P.E. clothes with their name clearly visible to the teacher at the beginning of class. The use of sweatpants and sweatshirts during cooler weather are optional. At the end of the class period, students will change back into their regular school clothes. The P.E. teachers will distribute more specific guidelines and contracts to your student. Parents and students will be asked to sign and return the contract.



## Schedule Change Requests

Schedule change requests will not be considered after the second week of the year. Requests to change teachers will not be honored until a meeting has taken place between the family, teacher and administration. All approvals for requests are at the discretion of the administration.

## Textbooks, Chromebooks and Library Books

Each student is responsible for the books and Chromebooks checked out to him/her throughout the school year. Any lost or damaged items are to be paid for by the student. If items are not paid for, the student loses the privilege of participating in end-of-year activities (field trips, athletics, graduation, etc) and the report cards/diplomas will be held in the office until fines are paid.

## MENTAL HEALTH SERVICES

Gridley Unified School District has compassionate, well trained counselors to help students and their families with mental health concerns. **If you are in a life-threatening situation or experiencing a mental health emergency, please call 911 immediately.**

<b>24-Hour Crisis Services</b> 1 (800) 334-6622 OR 530-891-2810 560 Cohasset Rd. Suite 180 Chico, CA 95926 <b>Stabilization Line</b> 530-891-3277 <b>National Suicide Prevention Lifeline</b> <a href="http://suicideispreventable.org">suicideispreventable.org</a> 1(800) 273-TALK (8255) <b>Resource needs in Butte County</b> Dial 211 <b>Drug &amp; Alcohol Screenings</b> Chico 530-879-3950 Oroville 530-538-7277	<b>Red Nacional de Prevención del Suicidio</b> 1(888) 628-9454 (Español) <b>Crisis Text Line</b> Text HOME to <b>741741</b> anywhere in the US <b>North Valley Talk Line (Warm Line)</b> 1-855-582-5554 NON-CRISIS, PEER SUPPORT Open 4:30 p.m.-9:30 p.m. Every Day <b>Behavioral Health Youth Screenings (By appointment only)</b> Chico Youth 530-891-2945 Gridley Youth 530-846-7305 Oroville Youth 530-538-2158
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## Gridley Unified School Counselors

School counselors provide short-term individual and group counseling for at-risk students, provide behavioral techniques for teachers, parent consultations, education and resource linkage. If your student is in need of a mental health referral please contact Behavioral Health at 530-846-7305 or call your school counselor directly for assistance.

## FOOD SERVICES

Every school day, breakfast and lunch are available for all Gridley Unified School District students. These meals meet or exceed the new United States Department of Agriculture (USDA) standards for Child Nutrition Programs that include the School Breakfast Program and National School Lunch program. Breakfasts are served every morning from 7:45 a.m. until 8:09 a.m. **This year at Gridley Unified School District all students will be able to eat breakfast and lunch for free all school year. No meal application is required.**

## **USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **OFFICE RELATED**

### **Medications**

Medications, even aspirin and cough drops, are not given to students. No treatment can be given for injuries, infections, or illnesses. Students taking any medication including non-prescription medications during school hours must have a note from the doctor and their parents or guardians. **ALL MEDICATIONS, INCLUDING NON-PRESCRIPTION, OVER THE COUNTER AND INHALERS, MUST BE KEPT IN THE OFFICE.**

### **Visitors**

Parents are welcome at all times, but like any visitor to campus they must check in at the office and sign in and out. Sycamore Middle School does not allow other visitors or student guests on campus during regular school hours. The only exception to this is if the visitor/student guest is involved in a school-related activity, classroom curriculum project or presentation approved in advance by the administration. In addition, anyone on campus for any reason during school hours must check in at the office and sign in and out. Each visitor will be given a Visitor Badge (California Penal Code: PC 627.2, PC 627.4, PC 626.8).

### **Sexual Harassment Guidelines**

Any student who engages in the sexual harassment of anyone within the school community may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal.

Prohibited sexual harassment includes, but is not limited to “unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature” (Education Code 212.5, 48900.2).

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtation or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors including rumors spread via technology devices

- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

### **Tobacco Free School**

In compliance with California State Law, Sycamore Middle School is a tobacco-free school.

### **NON-DISCRIMINATION**

The Governing Board of the Gridley Unified School District is committed to equal opportunity for all individuals in education. Gridley Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, gender expression, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities. The following individuals represent the appropriate titles for communication process:

1. Title IX Officer: Superintendent, Mr. Jordan Reeves (530) 846-4721
2. 504 Coordinator: Kelly Haight (530) 846-3636

### **UNIFORM COMPLIANCE PROCEDURES**

Sycamore Middle School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. Sycamore Middle School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education, Consolidated Categorical Aid Programs
- Migrant Education, Career Technical and Technical Education and Training Programs
- Child Nutrition Programs, Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an education activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Principal, Sycamore Middle School  
Sycamore Middle School  
1125 Sycamore Street, Gridley, CA 95948  
(530) 846-3636

### **WILLIAMS COMPLAINT CLASSROOM NOTICE**

Gridley Unified School District

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California Education Code § 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
4. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
5. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
6. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at <http://www.gusd.org> . You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>.

### **SCHOOL ACCOUNTABILITY REPORT CARD**

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

The SARC information can be found on-line at:

<http://www.gusd.org/Parent-Info/School-Accountability-Report-Cards-SARCS/index.html>



**SYCAMORE MIDDLE SCHOOL**  
1125 SYCAMORE STREET - GRIDLEY, CA 95948  
(530) 846-3636 Fax# (530) 846-6796

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## Sycamore Middle School Parent/School/Student Compact

### As a school, we will:

- Provide a high-quality effective learning environment that is safe and that enables the student to meet the State's student academic achievement standards
- Provide ongoing two-way communication between teachers and parents utilizing phone, email, and ParentConnect
- Provide reasonable access to staff
- Provide opportunities for parents to volunteer and participate in school activities
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)

### As a parent, I will:

- Support my child's learning by ensuring that he/she has proper rest and nutrition
- Ensure that my child attends school on time and on a regular basis
- Support my child's learning by monitoring his/her academic progress
- Help set a positive tone for learning with my child
- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff
- Provide time at home for homework completion
- Support my child's involvement in extracurricular activities, and participate when appropriate

### As a student, I will:

- Follow the behavioral expectations at our school
- Seek additional support when needed (advocate for my learning)
- Make every effort to be on-time to school and attend all my classes, every day
- Make good choices
- Engage actively in my own education/learning
- Make the best of my middle school experience by getting involved and/or supporting extra-curricular activities

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name \_\_\_\_\_ Phone Number: \_\_\_\_\_



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## Acuerdo entre padres / escuela / estudiante de la escuela secundaria Sycamore

### Como escuela, nosotros:

- Proporcionar un entorno de aprendizaje eficaz de alta calidad que sea seguro y que permita al estudiante cumplir con los estándares de rendimiento académico estudiantil del estado.
- Proporcionar comunicación bidireccional continua entre maestros y padres mediante teléfono, correo electrónico y ParentConnect
- Proporcionar acceso razonable al personal
- Brindar oportunidades para que los padres se ofrezcan como voluntarios y participen en las actividades escolares.
- Proporcionar una relación de respeto mutuo entre todas las partes (estudiantes, padres, maestros y voluntarios).

### Como padre, yo:

- Apoyar el aprendizaje de mi hijo asegurándose de que tenga el descanso y la nutrición adecuados.
- Asegurar que mi hijo asista a la escuela a tiempo y con regularidad.
- Apoyar el aprendizaje de mi hijo al monitorear su progreso académico
- Ayudar a establecer un tono positivo para aprender con mi hijo.
- Participar en las decisiones relacionadas con la educación de mi hijo a través de una relación de respeto mutuo con el personal de la escuela.
- Proporcione tiempo en casa para completar la tarea.
- Apoyar la participación de mi hijo en actividades extracurriculares y participar cuando sea apropiado

### Como estudiante, haré:

- Siga las expectativas de comportamiento en nuestra escuela.
- Buscar apoyo adicional cuando sea necesario (defender mi aprendizaje)
- Hacer todo lo posible por llegar a tiempo a la escuela y asistir a todas mis clases, todos los días.
- Toma buenas decisiones
- Participar activamente en mi propia educación / aprendizaje
- Aprovechar al máximo mi experiencia en la escuela secundaria involucrándome y / o apoyando actividades extracurriculares.

Nombre de padre: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre de estudiante \_\_\_\_\_ Numero de teléfono: \_\_\_\_\_