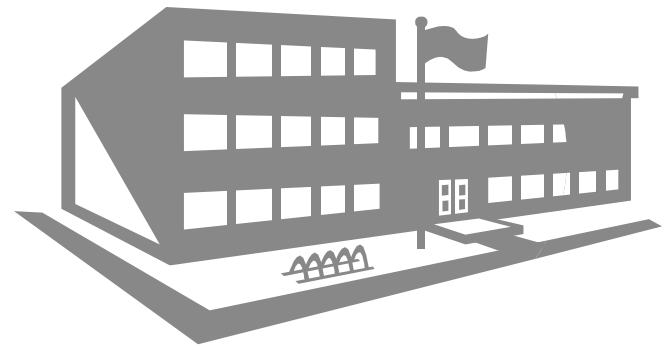


# **Modoc Middle School/**

# Handbook

# **2009/2010**



Revised 8/12/09

---

**MODOC MIDDLE SCHOOL MISSION STATEMENT**

---

We will establish and maintain a successful, safe and secure learning environment where a positive self image is of the utmost importance.

---

**CURRICULUM**

The middle school curriculum reflects a departmentalized program similar to what is expected in high school.

---

**GRADES and CITIZENSHIP**

---

A = Superior Work                      O = Outstanding  
B = Above Average Work              S = Satisfactory  
C = Average Work                      N = Needs Improvement  
D = Below Average Work              U = Unsatisfactory  
F = Failing Work  
I = Incomplete Work  
P= Passing

---

**ATTENDANCE**

The following absences are considered excused by the state of California:

1. Personal illness
2. Medical or dental appointments
3. Death in immediate family
4. Quarantine by an authorized health agency
5. Religious instruction approved by the parent and the governing board of the school district.

Students absent for any of the above reasons will have one school day for each school day absent to make up assigned work.

Advanced Assignment for Activities, (AAA) forms are available in the office for students to get work assignments prior to a scheduled absence.

Any student who has not checked into school by 8:25 a.m. will be marked absent. The parent/guardian must either

**Board of Trustees**

Alan Hopkins—President  
Erin Bevil—Vice President  
Karen Hays—Clerk  
Fernand Larranaga—Member  
Jerry Hall—Member

**Administration**

Lane Bates—Superintendent  
Mike Martin—Principal

**Modoc Middle School Staff**

Linda Alexander	Nikki Keller
Danny Baker	Troy Lowrey
Jim Blankenship	Wendy Lowrey
John Christie	Don Mason
Ronda Christie	Matt McCandless
Jesse Doss	Joanne Montague
Julie Gardner	Heidi Mullis
Bill Gouveia	Ardis Richardson
Kathryn Gouveia	Jan Ross
Deirdre Hill	Curtis Schmidt
Susan Hughes	Keith Weber
Jay Jones	Anjanelle Weiher

**REGULAR DAY**

8:25—9:10 1st  
 9:10—9:20 Break  
 9:25—10:10 2nd  
 10:15—11:00 3rd  
 11:05—11:50 4th  
 11:50—12:25 Lunch  
 12:30—1:15 5th  
 1:20—2:05 6th  
 2:10—2:55 7th

**MINIMUM DAY/  
TEACHER WORK DAY**

8:25—8:50 1st  
 8:50—9:00 Break  
 9:05—9:30 2nd  
 9:35—10:00 3rd  
 10:05—10:30 4th  
 10:35—11:00 5th  
 11:05—11:30 6th  
 11:30—12:05 Lunch  
 12:10—12:40 7th

**ADVISORY SCHEDULE**

8:25—9:00 1st  
 9:00—9:10 Break  
 9:15—9:50 2nd  
 9:55—10:30 3rd  
 10:35—11:10 4th  
 11:15—11:45 Advisory  
 11:45—12:20 Lunch  
 12:25—12:55 Advisory  
 1:00—1:35 5th  
 1:40—2:15 6th  
 2:20—2:44 7th

**ASSEMBLY SCHEDULE**

8:25—9:10 1st  
 9:10—9:20 Break  
 9:25—10:10 2nd  
 10:15—11:00 3rd  
 11:05—11:50 4th  
 11:50—12:25 Lunch  
 12:30—1:00 5th  
 1:05—1:35 6th  
 1:40—2:10 7th  
 2:10—2:55 Assembly

call the school or send the student with an excuse note when the child returns to school. The school may contact the parent or guardian by phone at home or at work to verify a student's absence, however it is the parent's responsibility to notify the school of the date and reason for the absence. Any absence that is not verified will be marked as unexcused. Three (3) unexcused absences will result in the SARB (School Attendance Review Board) process beginning.

---

**TARDY POLICY AND PROCEDURES**

Tardies are tracked by quarter, and period. Students receiving unexcused tardies will be disciplined as follows. At the beginning of each quarter, students start out with 0 tardies in each period.

- 1 = Warning
- 2 = Teacher assigned DT. Teacher contact parent.
- 3 = Teacher assigned DT. Teacher contact parent. "N" Citizenship mark
- 4 = Office referral. 2 DTs assigned. Office contact parent.
- 5 = Office referral. 2 DTs assigned. Office contact parent. 1st SARB letter. U Citizenship mark.
- 6 = Office referral. 2 DTs assigned. Office contact parent. 2nd SARB letter.
- 7 = Office referral. 2 DTs assigned. Office contact parent. 3rd SARB letter.

---

**BACKPACKS**

Students may not carry backpacks or book bags from class to class. Students are encouraged to carry a 3 ring binder which should include a pencil/pen keeper, dividers, planners, and paper. Students may carry backpacks to and from school, and they are to store their backpacks in their lockers.

---

**CAFETERIA**

Modoc Joint Unified School District provides two meals a day to students and staff members: break and lunch. The cost of break is \$1.25, and the cost of lunch is \$1.75, unless the student qualifies for the reduced or no-cost

program. The middle school is a closed campus, so students must remain on the site during lunch, unless they are checked out by a parent. Students may bring their own lunch, however, there is no refrigeration available. Milk may be purchased for \$.30 per carton.

Students may charge meals if necessary. Accounts will not be allowed to exceed \$15.00. Parents will assume full responsibility for payment of these charges. The cut off date for charges is four weeks prior to the last day of school. All charges need to be paid before that date. If charges are not paid, report cards may be held and other actions, as appropriate, may take place.

Student misconduct in the cafeteria may result in removal from the cafeteria, detention or cafeteria clean up.

### **CLOSED CAMPUS**

Once a student has arrived at school, he/she is not to leave unless arrangements have been made by the parent. Parents are to pick up students in the office and sign them out. If a student leaves campus without permission, the school may assume that he/she may be in danger and contact the parent and/or the city police. Students will not be released to persons other than those named on the emergency card. If there is a question regarding a release request, the parent or guardian will be contacted. If the parent or guardian is not available, the release will be denied.

### **DANCES**

Dances are generally held once a quarter. Dances are sponsored by school organizations and other outside agencies. The advisor or teacher is responsible for advertisement, refreshments and chaperons. For each dance that is school sponsored, there will be at least two certificated persons on site and five other adults/parents.

Dances are held from 7:00 p.m. to 9:00 p.m. Once a student enters, he/she will not be allowed to leave before 9:00 p.m. or until his/her parent signs him/her out. Doors will close at 7:30 p.m. Students who leave without permission will be banned from the next dance without exception. If a student leaves without permission, parents, and or law enforcement will be contacted immediately.

u As used in this section, "school property" includes, but is not limited to, electronic files and databases.

v A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

w It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

m Possessed an imitation firearm.

n Committed or attempted to commit a sexual assault or a sexual battery as defined by the Penal Code.

o Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from 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 pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which 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, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel.

s A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus
4. During, or while going to or coming from, a school

sponsored activity.

t A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a)..

If a student is to walk home after the dance, he/she must leave the school grounds immediately after the dance. Parents must arrange to have their students picked up by 9:15 p.m.

Eligibility requirements to attend dances are outlined in the EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES section of this handbook.

Unless pre-arranged 24 hours in advance with the Modoc Middle School Principal, only Modoc Middle School Students are allowed to attend dances.

All school rules apply to dances. If a student is given a total of 3 warnings to stop any combination of misbehaviors by either a chaperon or a teacher, parents will be contacted. The student will be removed from the dance and will become ineligible to attend dances for the remainder of the year.

---

### CONDUCT AT ASSEMBLIES

Attending school assemblies is a privilege. The rules which apply in the classroom also apply at all assemblies. Listed below are some reminders for good assembly conduct.

1. Pass quietly to the assembly area and remain quiet throughout the assembly.
2. Remain with the class and teacher.
3. Take seats quickly.
4. Do not bring food or drink to the assemblies.
5. Pay courteous attention to the speaker or program.
6. Show appreciation for the speaker or program by applauding at the proper time. (It is inappropriate to boo or whistle at any time.)

---

### DETENTION

Detentions are issued to students for misbehavior or breaking school rules. Detentions are held during the lunch break at MMS. Students report directly to the stage area in the cafeteria to eat their lunch. Students in lunch DT are REQUIRED to bring something academic to work on. Student behavior in detention is very simple to follow.

Students must bring work to work on while serving DT. If students arrive at DT with no work, one more detention will be assigned. Students will also earn one more DT for not showing up for detention on their own, and having to have someone get them from the other cafeteria tables or the yard to have them serve their detention. Students are not allowed to socialize AT ALL during DT. Disruptions like noise making, making faces and silly gestures at other students, etc. are not tolerated, and will earn the student one (1) more detention.

Detentions may be given for not following school rules, or individual classroom rules. A student who receives three or more detentions from one teacher may receive a U (unsatisfactory) citizenship grade for that grading period. Remember: 2 F's or 2 U's eliminates that student from **all** extra-curricular events.

**Detention no shows:** If a student continually fails to serve his/her detention, they may receive an in-school suspension; Education Code 48900(k). If a student has remaining detentions to serve the last week of school, he/she may be required to serve a special in-school suspension or detention before the end of the school year.

8<sup>th</sup> grade student behavior will determine their participation in the end of the year activities including, but not limited to the promotion ceremony, 8<sup>th</sup> grade trip, and 8<sup>th</sup> grade party.

**Suspension from class:** A teacher may suspend a student from class for the day for any of the acts listed under Grounds for Suspension and Expulsion, Education Code 48910. Suspension from class means the removal of a student from class by a teacher.

When suspending a student, the teacher will immediately report this action to the principal and send the student to the principal for appropriate action. The student will be appropriately supervised during the class periods from which he/she has been suspended.

The teacher of any class from which a student is suspended may require the suspended student to complete

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

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

b Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous objects, unless, in the case of possession of any object of this type, the pupil had written permission to possess the item from a certificated school employee, approved by the principal or designee.

c Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

d Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

e Committed 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 any products containing tobacco or nicotine products, except as provided in Section 448910.

i Committed an obscene act or engaged in habitual profanity or vulgarity.

j Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia as defined in Section 100-14.5 of the Health and Safety Code.

k Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or school personnel engaged in the performance of their duties.

l Knowingly received stolen school property or private property.

---

The superintendent or designee shall notify the parent/guardian in writing that this district's decision to withhold grades, diploma or transcript will be enforced by the new district. (Education Code 48904.3)

The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a pervious district to withhold them. When informed by the pervious district that its decision has been rescinded, the district shall release these documents. (Education Code 48904.3)

---

### **DISTURBANCE OF PEACE OF SCHOOL**

Class time is very valuable and should occur without disruption. Students who are continuously disruptive and/or defiant will be dealt with using the MJUSD School Conduct Guidelines. After a third instance of disturbing the peace, a Student Study Team meeting may be held. At the SST, the student and parents/guardians will be informed of the following process:

The next instance of disruption/defiance may result in a citation by the Alturas Police Department and referral to the Modoc County Probation Department. A subsequent violation of this nature will result in a second citation and referral to Probation. The Probation Department may then refer the matter to the Modoc County district Attorney. Penal Code 415.5

---

### **TUTORING/HOMEWORK CLUB**

To help accommodate students who need a quiet place to do homework or for students who need extra help, the middle school has a homework club from 8:00 am to 8:20 am Monday through Friday We also have homework club afterschool from 3:00 to 3:30 p.m. Monday through Friday. Title One aides are also available to students during the working lunch time from 11:50 a.m. to 12:25 p.m. Parents and students are encouraged to contact the office for further information.

---

### **SUSPENSIONS AND/OR EXPULSIONS**

Suspensions and expulsions are serious breaches of rules and regulations. Reasons for suspensions and or expulsions are detailed in the Education Code 48900 and include but are not limited to:

any assignments and tests missed during the suspension; Education Code 48913.

When a teacher requires a parent/guardian to attend school in accordance with Board policy, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is required pursuant to law; Education Code 48900.1.

---

### **DRESS CODE**

Modoc Joint Unified School District recognizes that students and their parent/guardians have a vital role in the judgment and enforcement of appropriate student hygiene, grooming and dress. Proper attention to personal cleanliness, health, safety, neatness and suitability of clothing and appearance in school and all school activities contribute to the reputation of the District and its students.

Modoc Joint Unified School District believes that minimal dress standards need to be established in order to provide a healthy and safe learning environment for students. These standards help establish a basic tone of behavior which fosters respect for self and others.

It is with these concepts in mind that Modoc Middle School establishes the following dress standards:

1. Apparel and jewelry shall be free of writing, pictures, or insignia which are crude, vulgar, profane, sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. The wearing of apparel associated with gangs or other similar groups or organizations is recognized as an educational disruption and is not appropriate for school wear.
2. Spandex or skin tight pants or shorts, or pajama bottoms are not appropriate for general school wear.
3. Hats and sunglasses must be kept in lockers during school hours. Hats may be worn outside during lunch break and/or P.E. at the teacher's discretion.

4. **Clothes shall be sufficient to conceal undergarments. Tank tops are prohibited, for girls and boys. Girls: Tank tops, see-through or fish-net fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs or skirts or shorts shorter than mid-thigh are prohibited.**
5. Pants may not be oversized, sagging or baggy. Pant legs may not be slit or cut off (including shorts).
6. Shoes or sandals must be worn at all times and they shall be class and activity appropriate. Slippers are not appropriate for school wear.

Non compliance of these standards will result in a conference, change of apparel, and/or disciplinary action. Modifications to these guidelines may be made during the school year as needed. Every effort will be made to notify students and parents of these changes in a timely manner. If applicable, a rationale for the new modifications will be included.

---

### **DRUGS AND ALCOHOL**

The use and/or possession of any controlled substance (drugs and/or alcohol) in any form will not be tolerated. Any student found to be under the influence or in possession of any controlled substance or paraphernalia will be recommended for expulsion.

---

### **EIGHTH GRADE TRIP/PROMOTION CEREMONY / PROMOTION PARTY**

The 8th grade class trip is a school sponsored event. Eligibility requirements for extra-curricular and co-curricular activities apply to this event. Any student who has not met the eligibility requirements to walk at the promotion ceremony will not be allowed to participate in the 8<sup>th</sup> grade trip. The promotion party is sponsored by the MMS Community Support Club, and is held outside of the school. Rules for eligibility will be established by The MMS Community Support Club.

---

### **TOBACCO**

As of January 1, 1987, possession of tobacco on school grounds by students is prohibited by state law. The first time any student found to be in possession of any form of tobacco they will be referred to Tobacco Education. If that student is found to be in possession again, stronger action will take place, including suspension.

---

### **VISITORS**

All persons entering school buildings or school grounds must check in at the office. Any person, not enrolled in the school, who loiters in or around the campus without permission may be subject to contact by law enforcement personnel. Any person not leaving the campus upon request by a member of the school staff may be liable for criminal prosecution.

Student visitors are not allowed during the school day or closed events.

---

### **WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

When school property has been damaged or not returned upon demand and/or fees have not been paid, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the restitution that may be due.

This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until restitution is made.

If restitution is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts.

If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. (Education Code 48904)

When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.

---

## TEACHER CONFERENCES

Parents are encouraged to stay in close communication with the school. Whenever a parent feels the need to monitor their child's progress or wants a progress report, please call the school. Please do not wait for report cards to arrive to contact the school if you have concerns.

Teachers are available on an appointment basis to meet with parents. Although it is preferred that you meet first with the teacher and try to resolve any questions at that level, you have the right to request the presence of the principal. Please contact the teacher at least 24 hours in advance.

---

## TELEPHONE USE BY STUDENTS

Student use of the telephone is restricted. Messages will be taken and with the secretary's permission, a student may return calls only during class breaks. In case of an emergency, the student will be called to the office.

---

## TITLE ONE

Students who fall below grade level in core subjects are served during the regular school day by teachers and instructional aides. These services are provided by federal funds under the Educational Consolidation and Improvement Act, Title I.

During this time, the instructional aides are providing direct tutorial help to identified students under the direct supervision of certificated teachers or they work with grade level groups and allow the teacher quality time to work with the students who need remediation. The aides are qualified para-professionals, trained by the certificated staff to give our students the best possible help. The Title I Parent Advisory is part of the MMS Site Council which meets one time a month. If you have any questions about this program, please contact the school's Title I Coordinator.

---

## PROMOTION CEREMONY

The Promotion Ceremony is a school sponsored event. In order for students to participate in the Promotion Ceremony they must be eligible to academically promote by satisfying the 8<sup>th</sup> grade to 9<sup>th</sup> grade promotion standards.

---

## ELIGIBILITY FOR EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Extra-curricular activities are those that occur in addition to the regular program i.e. sports, dances, assemblies, special field trips, 8<sup>th</sup> grade trip, etc. California Interscholastic Federation requires that any student, grade 6 through 12, participating in sports, have and maintain a C grade, or a minimum of a 2.0 grade point average.

District policy has extended this requirement to any other activity that requires students to participate after school hours, in addition to the regular course offerings.

In order to be eligible to participate in extra-curricular and co-curricular activities, a student shall:

1. Have and maintain a GPA of at least a 2.0
2. Have no more than 1 F per grading period
3. Have no more than 1, U citizenship marks per grading period

The grade point average and determination of eligibility shall be based on grades earned in:

**1<sup>st</sup> Quarter:** grades and citizenship marks determine eligibility for girls basketball, dances, and any other extra-curricular activity taking place during the 2<sup>nd</sup> quarter of the current year.

**1<sup>st</sup> Semester:** grades and citizenship marks determine eligibility for boys basketball, wrestling, dances, and any other extra-curricular activity taking place during the 3<sup>rd</sup> quarter of the current school year.

**3<sup>rd</sup> Quarter:** grades and citizenship marks determine eligibility for co-ed track and field, dances, and any other extra-curricular activity taking place during the 4<sup>th</sup> quarter of the current school year.

**2<sup>nd</sup> Semester:** grades and citizenship marks determine eligibility for participation in volleyball, flag

football, dances, and any other extra-curricular activity taking place during the first quarter of the following year.

Students and parents must be aware that athletic participation is determined by the CIF guidelines that will be in effect throughout middle school and high school.

An athlete who has earned detentions may jeopardize his/her privilege to remain an active member of the team. Coaches may bench or deny students the opportunity to participate in practices and games as a consequence for demonstrating behavior that warrants detention. Students participating in extra-curricular or co-curricular activities are expected to demonstrate proper behavior at all times.

---

**EXTRA-CURRICULAR ACTIVITIES  
MIDDLE SCHOOL SPORTS**

- FALL:** Volleyball, Flag Football  
**WINTER:** Girl's Basketball, Boy's Basketball  
**SPRING:** Co-ed Track and Field, Wrestling
- 

**STUDENT CONDUCT AT EXTRA-CURRICULAR AND CO-CURRICULAR SCHOOL SPONSORED ACTIVITIES**

All students are reminded that school-sponsored activities (athletic events, dances, assemblies, field trips, etc.) regardless of location or time, are under the jurisdiction of the school. All students attending such functions will be expected to follow all school regulations governing proper school conduct. Violations of regulations will result in disciplinary action.

---

**ATHLETIC PROCEDURES/PROBATIONARY CONTRACT PHILOSOPHY:**

Middle School Athletics provide students the opportunity to build individual skills while experiencing team play at a competitive level. Coaches will make every effort to play those athletes who 1) have attended all practices, 2) have demonstrated a strong work ethic and 3) have demonstrated team attitude. Students wishing to participate in a sport must have received a physical and turned in a completed physical form to the Athletic Director to participate in practice and events.

through the school principal or counselor. (E.D. 56300). Upon the identification of a student's exceptional need(s), an Individualized Educational Program (IEP) team shall be appointed to consider the student's needs, determine the content of his/her IEP and make placement decisions. (BP 6150, AR 6159).

---

**SUSPENSION/EXPULSION/DUE PROCESS  
(INDIVIDUALS WITH EXCEPTIONAL NEEDS)**

Students with exceptional needs who have engaged in misconduct shall be subject to the provisions of the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973 (E.C. 48900-48925.34CFE Section 104.25, AR5144.2)

---

**STUDENT RECORDS**

Student records are kept in the office. Parents and guardians have the right to review student records at any time during the school year.

---

**STUDENT STUDY TEAMS**

Student Study Teams (SST) are composed of the principal or his/her designee, parent, student and as many of the student's teachers as possible. The resource teacher assigned to our school and, at times, the school psychologist may also attend. These meetings are called if a teacher or parent feels that a student needs a more in-depth review of current academic matters or behavior problems. A parent and/or school official may ask for non-school personnel to attend the SST. Parents and students must be aware that this is a team process that needs input from the school and home to address concerns that have become evident. This should not be viewed as a negative procedure, but one in which the student's needs are of the utmost importance and where we are seeking solutions, not judgments. If a teacher is unable to attend, he/she will have appropriate written commentary at the meeting.

---

Investigations by police where students are questioned may take place in incidents where a student is other than a witness. An effort will be made to contact the parent or guardian of the involved student.

---

### **SITE COUNCIL**

To ensure effective communication and community participation in planning for improvement of school programs, each school participating in categorically-funded school improvement planning or in a school-based coordinated program shall establish a School Site Council with membership as follows:

1. The Principal
2. Teachers selected by their peers
3. Other school personnel chosen by their peers
4. Parents/guardians or students attending the school, chosen by such parents/guardians, or community members chosen as representatives by such parents/guardians.
5. In secondary schools, students attending the school chosen by their peers.

The Site Council meets one time per month. If you have questions regarding Site Council please call (530) 233-7201 Ext. 301.

---

### **SPECIAL EDUCATION: COMPLAINTS**

State regulations require the district to establish procedures to deal with complaints regarding special education and/or 504. If you believe that the district is in violation of a state or federal law governing the identification or placement of special education and/or 504 students, or similar issues, you may file a written complaint with the district. State regulations (5CCR, Sec. 30080, BP 6159.1, AR6159,AR6259.2)

---

### **IEP MEETING**

#### **IDENTIFICATION OF INDIVIDUALS WITH EXCEPTIONAL NEEDS**

**Special Education:** Any parent suspecting a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services

Modoc Joint Unified School District does not provide accident insurance for students. Myers Stevens Company offers student accident insurance. Information and enrollment forms are available at all MJUSD school sites.

Academic probation is available for students ineligible for extra curricular or co-curricular activities. Academic probation shall not exceed one quarter in length. A pupil who does not achieve satisfactory educational progress during the probationary period shall not be allowed to participate in extra-curricular and co-curricular activities in the subsequent grading period. No more than one (1) probationary period for a student will be permitted during the 6<sup>th</sup> through 8<sup>th</sup> grades. If a student wants to go on athletic probation he/she should contact the MMS Athletic Director.

---

### **EXTRA-CURRICULAR/CO-CURRICULAR CODE OF CONDUCT**

Modoc Joint Unified School District Board Policy (BP 5145.1) for the extra-curricular and co-curricular code of conduct is as follows:

All students shall conduct themselves in a manner that does not violate any of the following:

- A. Cause, attempt to cause or threaten to cause physical injury to another person.
- B. Unlawfully possess, sell or otherwise furnish any controlled substance, alcoholic beverage, or intoxicant of any kind.
- C. Offer, arrange or negotiate to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sell, deliver, or otherwise furnish to any person another liquid, substance, alcoholic beverage or intoxicant.
- D. Commit robbery or extortion.
- E. Cause or attempt to cause damage to school property or private

- property.
- F. Steal or attempt to steal school property or private property.
  - G. Possess or use tobacco.
  - H. Commit an obscene act, or engage in habitual profanity or vulgarity.
  - I. Unlawful possession of, offer, arrange or negotiate to sell any drug paraphernalia.
  - J. Disrupt school activities, or willfully defy the authority of school personnel.
  - K. Knowingly receive stolen school property.

When it has been determined that the student has violated any of the above related to a school activity, the student may face the following consequences:

1. For the first offense, the student may be suspended for one to five activities.
2. For the second violation, the student may be removed from participation in all extra-curricular/co-curricular events for up to 180 days.

**Additional rules for participation:**

Athletics at Modoc Middle School are considered a privilege. The following is a list of rules and regulations that each athlete must adhere to:

1. Participate in daily practice and contests are subject to the school education code. (For example: If a student has been suspended from school, he/she may not participate in athletics until he/she returns to school.)
2. Any student representing Modoc Middle School must exemplify the highest standards of moral integrity and good sportsmanship, both in and out of school. Any negative conduct may result in disciplinary action.
3. All athletes must be in attendance at school for at least 5 periods on the day of a game or practice unless extenuating circumstances prevent this.

---

**RESOURCES FOR INDIAN STUDENT EDUCATION, INC. (RISE)**

Resources for Indian Student Education, Inc., a non-profit corporation formed in 1995 to increase the academic achievement, self-image and career awareness of American Indian youth through culturally appropriate strategies. RISE is one of the thirty Indian Education Centers in California funded through legislation to honor historical treaty laws with intertribal activities that respect the traditions of all Nations and Tribes. Enrollment does not require formal documentation. Students of Indian heritage, in grades K-12, are eligible for RISE services under the following criteria:

- \*a student identifies him/herself by tribal affiliation
- \*a student’s records claim Indian heritage upon

enrollment in MJUSD

- \*a student expresses a desire to advance educational and cultural learning.

Enrollment forms may be picked up at the RISE office, 109 North Street, Alturas, CA 96101 or call (530) 233-2226

---

**SCHOOL PROPERTY**

Students are responsible for school property checked out to them. For the most part, this consists of textbooks, workbooks, science and math equipment, library and media materials, sports uniforms, equipment and lockers. Parents will be billed for replacement and/or repair costs of all items lost, damaged or vandalized.

Many times school property is damaged when students fail to put their items in assigned lockers. This is especially true of musical instruments and textbooks. Textbooks must be covered and may result in a warning or detention if not covered.

---

**SEARCHES**

A search of a student’s locker may take place at any time. Lockers are the property of the school. A search of a student will be done with an adult witness and involve the emptying of pockets, book bags, purses and easily concealable areas of clothing. Searches will be in compliance with Education Code 49050.

(CORE classes are Computers/ELA Study Skills, Math, Science, English and Social Studies).

**8<sup>th</sup> grade to 9<sup>th</sup> grade:**

1. Writing proficiently
2. Constitution test
3. Students who pass all classes in the 8<sup>th</sup> grade will earn a total of 14 credits. To be promoted, a student must have no more than two semester F's. Of the two F's, only one can be from CORE classes. (CORE classes are Computers/ELA Study Skills, Math, Science, English and Social Studies).

The middle school staff is committed to providing the best possible education to all students. Students have an obligation to take advantage of what is being offered to them. This requires students to come to class prepared to work by bringing with them a binder, paper, pencil and class materials as assigned.

Modoc Middle School students will receive four report cards during the school year. One report card will be provided each quarter. Grading periods will be approximately nine weeks apart. Incomplete grades on report cards must be made up within 2 weeks of the end of the reporting period or the incomplete grade automatically becomes an F.

---

**RESOURCE AND REFERRAL SERVICES**

The school maintains close working relationships with many public and private agencies within the community. Referrals may be made to agencies deemed proper to the well-being and safety of our students. Our referrals may be made upon parent or student request.

These agencies may include counseling, social services, probation, child protective services, mental health, county schools, juvenile court, city police, sheriff's department, health department and animal control.

The majority of referrals are positive and made at the request of the student and/or parent.

---

Legal or permitted excuses qualify.

4. School equipment/uniforms checked out by the athlete is his/her responsibility. He/she is expected to keep the equipment clean and in its best possible condition. Any loss or damage, other than normal use, will be his/her financial obligation. Until these obligations are met, the athlete will not be issued a uniform for another sport.
5. The athlete must take the provided transportation to and from the athletic contest. If the athlete is going to the event with a parent or guardian, or anyone other than the parent or guardian, or home with anyone other than the parent/guardian, the student must have on file a STUDENT EXCURSION & TRANSPORTATION AGREEMENT BY NON-DISTRICT SPONSORED DRIVER WAIVER FOR EACH EVENT. If an athlete is going home with a parent, or emergency contact person, the parent or emergency contact person must sign the athlete out with the coach. The C.I.F. rule for students on long term Independent Study is that the student must attend a minimum of one class period on site each day in order to participate in sports.

---

**504 TEAM MEETINGS**

**IDENTIFICATION OF INDIVIDUALS WITH SPECIAL NEEDS: SECTION 504 OF THE REHABILITATION ACT OF 1973**

Parents, guardians, teachers, and others may request screening for any child they believe to have a disability that significantly interferes with his/her learning by contacting the school principal or counselor. Education Code 56301 and Board Policy 6164.4.

A school based intervention student study team will act as the 504 Team to make determinations regarding the identification and evaluation of the student's individual

educational needs under the standards of Section 504.

The 504 Team will be composed of persons knowledgeable about the student, the student's school history, the student's individual needs, the meaning of evaluation data, and the options for placement and services.

The 504 Team will promptly consider the referral and based upon a review of the student's existing records, including academic, social and behavioral records, make a decision as to whether an evaluation under this procedure is appropriate. In those cases where additional assessment is required to make such a determination, the additional tests or observations will be agreed upon and will be conducted. If a request for evaluation is denied, the 504 Team will inform the parent or guardian of this decision and of the procedural rights.

---

### **FUND RAISING**

Fundraising will be handled through the MMS Community Support Club. If your son/daughter commits themselves to sell an item in order to raise money for a school activity, as parents, you are ultimately responsible for the item(s) and money collected.

---

### **HALLWAY BEHAVIOR AND HALL PASSES**

Hallway noise and rough-housing disturbs others, creates bad public relations and is dangerous. Failure to comply with requests from staff members to lower the volume or refrain from pushing, shoving or harassing others will result in detention referrals.

During class time, all students MUST have a hall pass in their possession, issued by their teacher, anytime they are in the hallway. Any student in the hall without a hall pass will receive a referral.

---

### **HOMEWORK**

The middle school concept is one that stresses the transition between elementary school and high school. Part of the transition is being responsible for academic progress both in and out of school. Homework is one step in helping students develop better academic skills and to practice responsibility away from school. It also allows the parent to

offense. On the second offense, the item will be confiscated and the parent will be required to come to school to get the item. Further offenses will be handled through the MJUSD Conduct Guidelines and will be considered defiance, Ed. Code 48900(k).

Use of deodorants and other hygiene products by students is encouraged. Stick, roll on and pump products are to be used. Aerosol products are not allowed at school.

Flowers and gifts sent to the school will be given to the student during the last period of the day.

Bicycles, skateboards, roller blades and scooters may not be ridden on school property. Skateboards, roller blades and scooters are not to be stored in lockers and are discouraged as a student's means of transportation due to the unavailability of secure storage space. They may not be taken from class to class.

---

### **PROMOTION/RETENTION**

#### **Promotion Standards:**

Students shall progress through the grade levels by demonstrating growth in learning and meeting the grade level standards and benchmarks of expected learning achievement. The principal or designee shall identify students who are at risk of retention at each grade level.

The demonstration of individual student learning growth is to be measured by:

#### **6<sup>th</sup> grade to 7<sup>th</sup> grade:**

1. Students who pass all classes in 6<sup>th</sup> grade will earn a total of 14 credits. To be promoted, a student must have no more than two semester F's. Of the two F's, only one can be from CORE classes. (CORE classes are ELA Study Skills, Math, Science, English and Social Studies).

#### **7<sup>th</sup> grade to 8<sup>th</sup> grade:**

1. Students who pass all classes in the 7<sup>th</sup> grade will earn a total of 14 credits. To be promoted, a student must have no more than two semester F's. Of the two F's, only one can be from CORE classes.

---

## MEDICATION

If it becomes necessary for a student to take any medication (including Tylenol, antacids, inhalers, etc.) during the school day, the parent/guardian must come to the office and request a Physician's Request for the Administration of Medicine by School Personnel form. This form must be completed by a physician and the form and medication must be returned to the office before a student is allowed to have medication administered.

Students have the right to refuse any sort of physical examination if and when the student has become ill or injured during school hours.

---

## NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, race, color, religion, national origin, ethnic group, marital and parental status, physical or mental disability or any other unlawful consideration. The board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. (BP 4030)

District programs and facilities shall be readily accessible to individuals with handicaps. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing can obtain information about the programs, facilities and activities available to them.

---

## PERSONAL PROPERTY

The school is not responsible for personal property. We discourage students from bringing money in any appreciable amounts and expensive jewelry.

Students are not allowed to use or display during school hours: CD's, walkmans, pagers, cell phones, i-pods, cameras, or other electronic devices. If a student is using or displaying one of these items, it will be confiscated and returned to the student at the end of the day, on the first

participate in their child's education while stressing the importance of doing well in school with his/her school work.

Each student is given a student planner at the beginning of each school year. It is part of the classroom grade to keep the planner up to date with all homework assignments. This is yet another way for parents to check to see if their student has homework.

Although homework loads are increased proportionately with each grade level, it is safe to expect that some type of homework will usually be assigned at least three times per week per class.

Teachers try to avoid assigning outside work on Fridays, unless the student has make-up work to complete. Assigned homework is expected to be turned in on time. When homework is not turned in on time, students will be assigned a "Working Lunch", which will enable the student to finish any late assignment, which will be considered a "missing assignment."

**Working Lunch:** Students will be assigned a working lunch when classroom assignments are not finished and turned in on time. Missing assignment sheets will be sent to the office by the classroom teacher, and placed in a folder for that particular student. Students will be released for lunch, get their lunch, and report directly to a working area on the stage in the cafeteria. Lunch will be eaten in this area, and work on the assignment will be done during this lunch period. When students finish the assignment(s), they will be released to the yard for the remainder of the lunch time. If assignments are not finished during the working lunch time, the work may be taken home to finish as homework, but the student will continue to have assigned working lunch until the assignment is turned into the working lunch supervisor. This can be done anytime during the remainder of the day, or before lunch time of the following day. Students will have an instructional aide available during the working lunch time period to help with any assignments they need help with.

The supervisor will immediately route finished work back to the teachers in order to clear students assignment to working lunch. Students who skip, or try to skip working lunch will be issued a lunch time detention for defiance. This detention will be served during a working lunch, or as a separate detention

#### **Incentive Program/No Missing Assignments In Any Class**

Modoc Middle School staff has developed an incentive program for students who have no missing assignments in any class. The Friday before progress reports, or grade reports are to be sent out to parents, will be the cut off date for students to have all assignments turned in. Any student who has no missing assignments in any class, will be released early for lunch for the remainder of the week, and all of the following week.

---

#### **HONOR ROLL**

In recognition of academic excellence, students who attain a B+ average or a grade point average above 3.2 and no D's, F;s, or U's will be eligible for the Honor Roll.

Any student who is caught cheating will be ineligible for the honor roll for that quarter, may receive a zero for the class that day, an unsatisfactory citizenship grade, and/or detention(s).

---

#### **IMMUNIZATIONS**

Immunizations are required by the State of California. As of July, 1999, all incoming 7<sup>th</sup> graders are required by law to have received a 2<sup>nd</sup> M.M.R. (measles, mumps and rubella) vaccination and to have started the Hepatitis B shot series before they can be admitted to school.

---

#### **INDEPENDENT STUDY/LONG TERM/HOME HOSPITAL STUDY**

Any student has the right to home or hospital instruction should he/she have a temporary disability that prevents him/her from attending school. Doctor verification is required.

Long term Independent Study may be provided on an individual needs basis. Approval for entry into this program may include parents, administration and staff.

---

#### **LIBRARY PRIVILEGES**

The use of the school library is a necessary tool for a successful education. Students are expected to demonstrate appropriate behavior and care for materials.

The library is open during school hours and for one half hour before and after school.

Library materials are for student use and are the responsibility of the student who checks them out. If the materials are lost or damaged, the student who checked them out is responsible for replacing the damaged/lost material. Report cards may be held until all materials are returned or fines are paid.

---

#### **LIMITED ENGLISH PROFFICIENCY STUDENTS ECONOMIC IMPACT AID**

Our district has numerous students who have a primary language other than English. State and federal statutes regulate services that must be provided to students. The goal is to help these students become proficient in English as soon as possible.

Our students are evaluated as to the best manner and method of meeting their academic and developmental needs. For most of these students, the language of instruction is actually English. However, this instruction is reinforced by the use of bilingual instructional aides in small group tutorial programs based on the Individual Learning Plan that addresses each student's unique situation. These plans are supervised by a recognized qualified teacher who is familiar with the primary language and culture of these children.

---

#### **LOCKERS**

Lockers are the property of Modoc Middle School. Students may not change lockers once assigned or share lockers with other students. Broken pencil pieces or other items may not be placed in locker doors to allow a student access without using the combination. Students who put pictures of questionable nature in the school locker may find the pictures removed and detention(s) assigned. Obscenity, nudity, violence, anything gang related, or insulting will be considered of a questionable nature.