

MISSION STATEMENT

Modoc Middle School is committed to providing a safe learning environment where staff, students, parents and community accept the responsibility of preparing students for academic success. Modoc Middle School will prepare our students to take a role in society as productive high school students and citizens that can plan for their own future.

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 a positive team attitude. Students wishing to participate in a sport must have received a physical and turned in a completed physical form to the office to participate in practice and events. 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 extracurricular 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 probationary period for a student will be permitted during the 6th through 8th grades. If a student wants to go on athletic probation, s/he should contact the MMS principal.

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 8:20 a.m. will be marked absent. The parent/guardian must either 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 (Student Attendance Review Board) process beginning.

BACKPACKS

Students may not carry backpacks or book bags from class to class. Our hallways have limited passing space and it possesses danger. 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 breakfast is \$2.00, and the cost of lunch is \$2.50, unless the student qualifies for the reduced or no-cost program. Milk may be purchased separate from a meal. The middle school is a closed campus, students must remain on the site during lunch, unless they are checked out by a parent/guardian. Students may bring their own lunch; however, there is no refrigeration available. Student misconduct in the cafeteria may result in removal from the cafeteria, detention, or cafeteria clean up.

MJUSD expects parents/guardians to pre-pay their child's meal account. Once a negative balance occurs, staff members will contact parents/guardians to remind them to pay the negative balance and pre-pay for future meals if applicable. Once a negative balance exceeds \$15.00, parents/guardians may be referred to Child Protective Services for neglecting to provide for their children. Other consequences may occur, including, but not limited to, inability to participate in field-trips and end-of-year activities.

CHEATING

Individual academic excellence is important. A student may receive a zero on an assignment, "U" in citizenship, and after school detentions if he/she is caught cheating. Cheating entails:

1. Using unapproved cheat notes (writing notes on hand, arm, leg, paper, desk, etc).
2. Acquiring **answers** for an assignment or test.
3. Copying from another student, or knowingly allowing a student to copy.
4. Obtaining **information** about tests or assignments unfairly (asking a friend what question are on a test/quiz).

CLASS SUSPENSIONS

A teacher may suspend a student from class for up to two days. When suspending a student, the teacher will immediately report this action to the parent and office, then send the student to the office for appropriate action. The student will be supervised during the class periods from which s/he has been suspended. The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. 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.

CLOSED CAMPUS

Once a student has arrived at school, s/he 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 s/he may be in danger and contact the parent and/or law enforcement. 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.

COMMUNITY RESOURCES 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 in addition to staff determination. Agencies contacted 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 is positive and made at the request of the student and/or parent.

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 at any time.)

CURRICULUM

The middle school curriculum is in alignment with Common Core State Standards and reflects a departmentalized program to prepare students for high school.

DANCES

Dances are generally held once a quarter. Dances are sponsored by school organizations and sometimes by outside agencies. 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 6:00 p.m. to 8:00 p.m. Once students enter, they will not be allowed to leave before 8:00 p.m. or until their parent/guardian signs them out. Doors will close at 6:30 p.m. Students who leave without permission will be banned from the next dance. If a student leaves without permission, parents/guardians and/or law enforcement will be contacted immediately. If a student is to walk home after the dance, s/he must leave the school grounds immediately after the dance. Parents must arrange to have their students picked up by 8:15 p.m. Eligibility requirements to attend dances are outlined in the "Eligibility for Extra-Curricular/Co-Curricular Activities" section of this handbook. Unless pre-arranged 24 hours in advance with the 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 three warnings to stop any combination of misbehaviors by either a chaperone 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.

DETENTION

Student may earn lunch detention or after school detention for poor behaviors. Students who earn five after-school detentions at a time, may be put on 1 day in-school suspension in place of the after-school detentions.

DISTURBANCE OF PEACE AT 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).

DRESS CODE

Modoc Joint Unified School District recognizes that students and their parents/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 contribute to the reputation of the district and its students. The 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, and 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. Apparel and jewelry that present a safety hazard are prohibited.
2. Hats may not be worn inside.
3. Sunglasses are to be kept in lockers during school hours.
4. Tops: Tops shall be sufficient to conceal undergarments and torsos. Shirts, blouses and dresses must have fitted arm holes and cover the shoulder to the armpit. NO TANK TOPS. Sleeveless tops must have hemmed openings for arms. Fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, boat necklines, and bare midriffs are prohibited.
5. Pants/Shorts: Pants shall conceal undergarments. They may not be oversized, sagging or baggy. Legs may not be cut off (including shorts). Rips higher than mid-thigh in skirts, shorts, and jeans are prohibited. Shorts and skirts must be no shorter than mid-thigh. Spandex or leggings that are not see through are appropriate if top/shirt is mid thigh in length. Pajama bottoms are not appropriate for general school wear.
6. Shoes or sandals must be worn at all times and must be appropriate to the class or activity. Slippers are not appropriate for school wear.

Non-compliance with 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 will not be tolerated. Any student found to be under the influence or in possession of any controlled substance or paraphernalia will be referred to Drug and Alcohol Counseling and recommended for expulsion. Local law enforcement may also be contacted.

EIGHTH GRADE TRIP/PROMOTION CEREMONY/PROMOTION PARTY

8th grade student behavior determines whether a student can participate in the end-of-year activities. Students with outstanding fines will be excluded from the end-of-year activities. **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 8th

grade trip. **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 to the 9th grade. **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.

ELIGIBILITY FOR EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Students participating in extra-curricular or co-curricular activities are expected to demonstrate proper behavior at all times. Extra-curricular activities are those that occur in addition to the regular program, i.e. sports, dances, assemblies, special field trips, etc. California Interscholastic Federation requires that any student, grades 6 through 12, participating in sports maintain a C average 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 mark per grading period
4. Complete all of the previous year's credit recovery, where applicable

Performance in the prior grading period determines eligibility for the following grading period (see below):

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

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

At the end of 3rd Quarter: grades and citizenship marks determine eligibility for 8th grade End of Year activities, dances and any other extra-curricular activity taking place during the 4th quarter of the current school year.

At the end of 2nd Semester: grades and citizenship marks determine eligibility for participation in volleyball, cross-country, 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 any team. Coaches may bench or deny students the opportunity to participate in practices and games as a consequence for demonstrating behavior that warrants detention.

FUNDRAISING

Fundraising will be handled through the MMS Community Support Club (CSC).

Parents/guardians are ultimately responsible for item(s) and money collected if their child commits to sell an item in order to raise money for a school activity.

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	

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. Hall passes are required for any student leaving a class during class time.

HOMEWORK

The middle school concept is one that stresses the transition between elementary school and high school. This transition is supported by holding students 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 parents to participate in their child's education. Each student is given a student binder at the beginning of the school year that includes a planner. It is part of the classroom grade to keep the planner up to date with all homework assignments and important academic events. This is another way for parents to actively participate with their student's academia and have communication to and from the classroom. 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.

HONOR ROLL

In recognition of academic excellence, students who attain a B+ average or a grade point average above 3.5 and have 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 semester, and will receive a zero for the assignment, an unsatisfactory citizenship grade, and a lunch detention.

IEP MEETING

IDENTIFICATION OF INDIVIDUALS WITH EXCEPTIONAL NEEDS

Special Education: Any parent suspecting a child has exceptional needs may request an assessment for eligibility for special education services through the school principal or counselor. 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.

INTERVENTION PROGRAM PHILOSOPHY & CRITERIA TO ENTER AND EXIT

Students are evaluated on academic success in Math and ELA based on school, district, and state assessments, as well as staff classroom evaluations. Students can be placed in a math and/or ELA intervention class if their performance on assessments show that the students are

performing 2 or more years below their current grade level. Students will enroll in an intervention class in lieu of one or two of their electives. Students can earn the ability to “graduate” from an intervention class if they show enough growth to meet their current grade level.

LIBRARY

The school library is an essential part of a successful education. Students are expected to demonstrate appropriate behavior and care for library materials. The library is open during school hours on a limited basis. 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.

LOCKERS

Lockers are the property of Modoc Middle School. Students may not change lockers or trade/share with other students. Items may not be placed in locker doors to allow a student access without using the combination. Students who post pictures of a questionable nature in their lockers will be asked to remove the pictures and may face disciplinary action. Obscenity, nudity, violent depictions, and anything gang-related or insulting will be considered of a questionable nature. Beverages or materials that may leak are not allowed in lockers.

MATH PLACEMENT

Our adopted math curriculum is College Preparatory Math (CPM). There are four courses offered at Modoc Middle School:

Course 1 – 1st course to complete upon entering MMS

Course 2 – pre-requisite = successful completion of Course 1 and/or teacher recommendation

Course 3 – pre-requisite (s)

1. Successful completion of Course 1 & 2
2. Completion of Course 1 and a MAP score that places student at the mid-year norm for Course 3 AND a teacher recommendation

Algebra 1 – prerequisite(s)

1. Successful completion of Course 1, 2 & 3
2. Successful completion of Course 1 & 2 AND a MAP score that places student at the mid-year norm for Algebra 1 AND a teacher recommendation
3. Successful completion of Course 1 & 3 AND a MAP score that places them mid-year norm for Algebra I AND a teacher recommendation.

*Successful Completion is considered a 75% or above AND 75% or more of homework assignments completed with a score of 75% or above and turned in on time.

*Students whom elect to take the courses above their equivalent grade level are responsible for their own transfer to MHS during their 8th grade year for math class.

MEDICATION

If it becomes necessary for a student to take any medication (including over-the-counter medicines or inhalers) during the school day without the presence of the parent/guardian, 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.

MJUSD SCHOOL CONDUCT GUIDELINES

A one-page document that outlines disciplinary offenses and consequences is available in the office. The original document cannot be reproduced readably within this handbook format, so a synopsis of the guidelines is provided below.

Level #1—*Offenses* include class disruption, minor insubordination, bus misbehavior, dress code violations, detention no-shows, tardies, loitering, profanity, cheating/forgery/plagiarism, inappropriate objects brought to school, and other simple violations of school rules. *Minimum consequences* include a verbal warning, parent contact, classroom/program modifications, and the school will begin a record of interventions.

Level #2—*Offenses* include profanity directed at students/staff, unsafe/inappropriate acts, possession of tobacco or smoking, minor gang activity, hazing/harassment, gambling, unauthorized occupancy of the school facility, minor fighting, failure to identify oneself to school personnel, and truancy. *Minimum consequences* include a verbal warning and documentation, mandatory parent contact, possible parent escort, possible restitution/correction, detention, conflict management intervention, and a suspension of one to five days.

Level #3—*Offenses* include graffiti vandalism, major fighting, damage to school or private property, thefts, habitual profanity or vulgarity, obscene acts, receiving stolen property, continuous disruption of school activities, and defiance/insubordination. *Minimum consequences* include a mandatory parent conference, possible parent escort, possible restitution/correction, and a suspension of one to five days, possible referral to SARB, possible expulsion referral, possible referral to Community Support Services, and a possible SST referral. Once an SST is held, continued inappropriate student behavior may result in a citation by the Alturas Police Department and a referral to the Modoc County Probation Department.

Level #4—*Offenses* include minor explosives, sexual harassment, look-alike drugs, possession of tagging gear, bullying, cyber bullying, and alcohol. *Minimum consequences* include a parent conference, possible alternative education placement, referral to Community Support Services, possible restitution/correction, a suspension of five days, mandatory referral to SARB, possible expulsion referral, mandatory SST meeting, possible referral to the MJUSD drug diversion program, possible citation by the Alturas Police Department, and possible referral to the Modoc County Probation Department.

Level #5—*Offenses* include drug paraphernalia, major assault/battery, bomb threats, gang-related fights, weapons/dangerous objects/explosive devices, drugs/controlled substances/marijuana/stimulants, robbery/extortion, graffiti vandalism for major or second offenses, grand theft, and huffing. *Minimum consequences* include a parent conference, suspension of five days, optional extension of the suspension until board review, mandatory SARB referral, and a mandatory expulsion referral.

Making a false bomb threat is a federal offense punishable under United States Code 18-844e, with a penalty of up to ten years in prison, a \$250,000 fine, or both. This penalty also applies to juvenile offenders. Making a hoax bomb is also a violation of the California Penal

Code 148.1.

MONITORING STUDENT PROGRESS & TEACHER CONFERENCES

Parents are encouraged to stay in close communication with the school. Aeries is a tool parents can use to monitor their child's progress. Parents can see how students are doing in each class based upon the teacher's electronic grade book. If you are interested in parent access to the Aeries program, please contact the office for login information. Please do not wait for report cards to arrive to contact the school if you have concerns. Teachers are available to meet by appointment 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.

PERSONAL PROPERTY & ELECTRONIC DEVICES

The school is not responsible for personal property. We discourage students from bringing money in any appreciable amounts and expensive jewelry. Cell phones are to be turned off and stored in lockers for the duration of the school day. The staff recognizes that e-readers and other tablet devices allow students to access books digitally and even complete homework using offline office applications. Students are able to use such devices in the manner described above, but under no circumstances are they to access online content of any type or to use any camera or recording capabilities of the device without the authorization and direct supervision of a teacher or other staff member. Stand-alone music listening devices (iPods, mp3 players) and cameras are to be stored in lockers and are not for use during the school day without the authorization of a teacher or staff member. The first time a student uses an electronic device in violation of these rules; the device will be confiscated and returned to the student at the end of the day. On the second offense, the item will be confiscated and the parent will be required to come to school to get the item. Further violations will result in disciplinary action based upon the district's school conduct guidelines, board policy, and California education code.

Personal hygiene: 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.

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

Personal transportation: MMS staff members encourage students to exercise by walking or riding to school. Smaller conveyance devices like skateboards and scooters are not to be stored in lockers but must be brought to the office for appropriate storage during the school day.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

PBIS is a multi-tiered support system to help schools improve the academic, social, and emotional needs of students. One aspect of PBIS involves positive behavior incentives for students to guide them to improve themselves and school climate. The second aspect of PBIS is a discipline matrix used by school employees which ranks behaviors based on classroom handled problems up to office level problems. This will allow schools to evaluate the effectiveness of programs and identify areas for improvement.

PROMOTION/RETENTION

The following regulation has been formulated to ensure that graduation or promotion from the 6th, 7th and 8th grade be equated with a specified minimum standard of academic achievement.

During a student's 6th, 7th and 8th grade years, a unit of credit will be given for each semester class in which the student received a passing grade.

Modoc Middle School students will receive four report cards during the year. One report card will be provided each quarter. Grading periods will be approximately nine weeks apart.

To be eligible to pass the 6th and 7th grades and receive a diploma from the 8th grade, a student must obtain at least 40 credits of the 42 possible throughout their sixth, seventh, and eighth grade years. Transfer students will receive pro-rated credit from their prior school and the resulting combination credit will be used to calculate promotion eligibility. Eighth grade students must also pass the U.S. Constitution test to be eligible to receive a diploma.

Eighth grade students who earn fewer than 40 credits by the end of 8th grade and/or have not passed the U.S. Constitution test will not be allowed to participate in eighth grade promotion ceremonies/activities.

Credit Recovery

The credit recovery process to be followed for those students who do not meet graduation requirements or who are in danger of failing to meet the requirements shall be as follows:

1. Students failing or near failing will receive interim reports at least three weeks before the end of each quarter. Before the end of the second semester, all students who have failed two or more of the classes taken during the first semester will be counseled regarding the promotion policy. If credit through summer school is offered, the student and his or her parents/guardians will be advised during the second semester about possible enrollment so that credits may be earned toward promotion.
2. Immediately following each reporting period, all students who are in danger of failing to meet the promotion requirements, as well as their parents/guardians, will be notified. Students who have failed to meet requirements, as well as their parents/guardians, will be notified again at least two weeks prior to close of school.

Promotion to High School

For students not graduating from eighth grade:

1. If summer school is offered, the student will be advised to enroll and may receive one semester unit of credit in the prescribed class. Students may make up only one semester unit of one class. Students may make up only two semester units total.
2. If, by the start of the next school year, the student has failed to meet graduation requirements, a student study team meeting will be held to consider and discuss all available options open to the student. The student study team will consist of the student, his or her parents/guardians and appropriate administrators from Modoc Middle School and Modoc High School.
3. Social promotion may be permitted if the student meets conditions set forth by the middle school principal and/or a student study team.

RESOURCES FOR INDIAN STUDENT EDUCATION, INC. (RISE)

Resources for Indian Student Education, Inc. is 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 historic treaty laws with intertribal activities that respect the traditions of all Nations and Tribes. Enrollment does not require formal documentation. Students in grade K-12 of Indian heritage 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

RULES FOR PARTICIPATION IN ATHLETICS

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. Participation in daily practice and contests is subject to the California Education Code and board policy. For example, if a student has been suspended from school, s/he may not participate in athletics until s/he 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 five periods on the day of a game or practice unless extenuating legal or permitted circumstances prevent this.
4. School equipment/uniforms checked out by the athlete are his/her responsibility. S/he 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. Athletes are expected to take district-provided transportation to and from athletic contests. In order to get to the contest without using district-provided transportation, or if the athlete is traveling home with anyone other than the parent/guardian, the student must submit a Student Excursion & Transportation Agreement by Non-District Sponsored Driver Waiver for each event. If an athlete is going home with a parent or a person listed as an emergency contact on the student's emergency card, 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.

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; failure to do so will result in a warning or detention.

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. 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.

SHORT/LONG-TERM INDEPENDENT STUDY & HOME/HOSPITAL OPTION

Students have the right to home or hospital instruction should they have a temporary disability that prevents them from attending school. Doctor verification is required.

Short-term independent study is available for students who will be absent from school for a period of at least five consecutive school days. Board policy states that independent study terms are to be limited to one week in order to ensure that students do not fall behind their peers or increase their risk of dropping out of school; however, the principal may allow for a longer period of time based upon individual circumstances.

Long-term independent study is an option available to students who are unable to attend school for an extended period of time. Only students who are approved through the application process will be allowed to participate in the program.

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 establishes a School Site Council. The MMS Site Council meets one time per quarter. If you have questions regarding Site Council please call (530) 233-7201 Ext. 301.

SPECIAL EDUCATION—COMPLAINT PROCEDURE

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.

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

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.

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, s/he will have appropriate written commentary at the meeting.

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.

TARDY POLICY AND PROCEDURES

Tardies are tracked by quarter and period. Students receiving unexcused tardies will have the following consequences:

- At the beginning of each quarter, students start out with 0 tardies in each period.
 - First tardy = Warning
 - Second tardy = Teacher-assigned after school detention. Student contacts parent
 - Third tardy = Teacher-assigned after school detention. Teacher contacts parent and student receives an "N" in citizenship
 - Fourth tardy = Office referral and two after school detentions assigned. Office contacts parent/guardian
 - Fifth tardy = Office referral and two after school detentions assigned. Office contacts parent/guardian. First SARB letter mailed and student receives a "U" in citizenship
 - Sixth tardy = Office referral and two after school detentions assigned. Office contacts parent/guardian and mails second SARB letter
 - Seventh tardy = Office referral and two after school detentions assigned. Office contacts parent/guardian and mails third SARB letter

If students have not made it to class by the time the tardy bell has rung, they must acquire a tardy slip from the front office to enter the classroom

TELEPHONE USE BY STUDENTS

Student use of the telephone is monitored. Messages will be taken and with the secretary's permission, a student may return calls only during class breaks. Cellular phones can be utilized to call home, only if student requests permission and is supervised by a campus staff member.

TOBACCO

Possession of tobacco products on school grounds by students is prohibited by state law. The first time a student is found to be in possession of any form of tobacco, s/he will be referred to Tobacco Education. If that student is found to be in possession again, stronger action will take place, including suspension.

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 and during lunch time Monday-Friday. After school tutoring is open from 3:00 to 3:30 p.m. every school day. On minimum days after school tutoring will be open from 1:30-3:30pm.

VISITORS

All persons entering school buildings or school grounds must check in at the office. Visitors must remain in the office, unless other arrangements have been made. Student visitors are not allowed during the school day.

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. 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).

Modoc Joint USD

Board Policy

Bullying

BP 5131.2

Students

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee may investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Policy MODOC JOINT UNIFIED SCHOOL DISTRICT
Adopted: July 17, 2012 Alturas, California

Modoc Joint USD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

5. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-

sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Policy MODOC JOINT UNIFIED SCHOOL DISTRICT
Adopted: July 17, 2012 Alturas, California

Board of Trustees

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Tom O’Malley—Superintendent
Noelle Knight—Principal

Modoc Middle School Staff

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Chris Armstrong	Bill Gouveia
Maria Campos	Kathryn Gouveia
Lupita Chavez	Courtney Flournoy
Kristen Chambers	Amber Joiner
Connie Chilson	Nikki Keller
John Christie	Matt McCandless
Alissa Crnkovic	Julie O’Malley
Cindy Culp	Diana Rudin
Deirdre Curtis	Curtis Schmidt
Donna Ditmore	Amanda Spangle
Wendy Ewing	Keith Weber

Regular Day Schedule	
Intervention/Enrichment/Homeroom	8:10 - 8:45
Break	8:45 - 8:55
1 st period	9:00 – 9:44
2 nd period	9:47 – 10:31
3 rd period	10:34 – 11:18
4 th period	11:21 – 12:05
Lunch	12:05 – 12:42
5 th period	12:45 – 1:29
6 th period	1:32 – 2:16
7 th period	2:19 – 3:03

Minimum Day Schedule	
Intervention/Enrichment/Homeroom	8:10 - 8:45
Break	8:45 - 8:55
1 st period	9:00 – 9:30
2 nd period	9:33 – 10:03
3 rd period	10:06 – 10:36
4 th period	10:39 – 11:09
5 th period	11:12 – 11:42
Lunch	11:42 – 12:19
6 th period	12:22 – 12:52
7 th period	12:55 – 1:25

Assembly Day Schedule

Intervention/Enrichment/Homeroom	8:10 - 8:45
Break	8:45 - 8:55
1 st period	9:00 – 9:38
2 nd period	9:41 – 10:17
3 rd period	10:20 – 10:56
4 th period	10:59 – 11:35
Lunch	11:35 – 12:12
5 th period	12:15 – 12:51
6 th period	12:54 – 1:30
7 th period	1:33 – 2:09
Assembly	2:09 - 3:03