



GODDARD MIDDLE SCHOOL

2022-2023

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The degree to which a school influences the lives of people depends on the people themselves, because the quality of the school reflects the quality of the people . . .

The middle school years can be an exciting and meaningful time for those who take advantage of their opportunities. It is a time to form lasting friendships, establish high ideals, and to grow physically and mentally. It is a time, not only to enjoy activities with other young people, but also to develop self-control and judgment. This will nourish the achievement of purposeful goals in adult life. We have a motto at Goddard entitled "Excellence in Action". As you spend three years of your education here, we encourage you to adopt this motto for your life and strive for excellence.

Subject to Change Disclaimer: The policies, regulations, and procedures in this handbook are subject to change throughout the school year to keep policies in compliance with State and Federal laws and with the rules and regulations of the Glendora Unified School District and Robert H. Goddard Middle School.

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WELCOME TO GODDARD!

Goddard Middle School is your school and we want you to enjoy it, benefit from it, and have pride in it. Our school exists because the people of Glendora and the entire State of California believe in having the finest educational facility possible, and they are willing to work together to do this. Your part in this partnership is to do your best in school, take care of your school, and demonstrate respect for our rules.

HISTORY

"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow."

This quote from Robert H. Goddard (1882-1945), considered the father of modern rocketry, captures his attitude toward life. It is one from which we can all learn. He was laughed at for his dreams of rocket flight and space travel, yet before his death, he was able to see that his work had brought man to the threshold of space. His interest in rockets began at the age of seventeen and continued for the rest of his life. He conducted experiments and research, which led directly to the development of intercontinental missiles, satellites and the exploration of space. He was the first to develop liquid fuel and multistage rockets.

Despite all of his accomplishments, Dr. Goddard was never given the recognition he deserved during his lifetime because so many people thought his ideas impossible and impractical. Today, some people think we would be far more advanced in our explorations of space if his countrymen had listened to him. Nevertheless, his dreams of yesterday have become today's realities. Your dreams of today can become tomorrow's realities if you follow Dr. Goddard's example. This is a worthwhile goal for us all. We trust that you will put forth your best possible effort this year.

SCHOOL EXPECTATIONS

All Titans are expected to uphold our Titan virtues to SOAR: Strive to make an impact, Own your actions, Always be respectful, and Rise to the challenge. A student develops a positive self-image by making appropriate choices. Accepting responsibility for choices is an integral part of the learning process. Home and school should work together to impress upon students the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship. Guidelines at Goddard are simple, fair, and specific with clearly defined rewards and consequences.

OFFICE STAFF

Principal	Dr. Akhverdyan
Assistant Principal	Mr. Zernickow
Secretaries	Mrs. Perry – <i>Principal's Secretary</i> Mrs. Turunen – <i>AP Secretary, ASB</i> Mrs. Brumfield – <i>Attendance, Registration & Records</i>
Health Clerk	Mrs. Jeckell
Counselors	Mrs. Tamburello Mrs. Gonzalez Mrs. Reed
Library Technician	Mrs. McKissick
Custodian	Mr. Uribe

COMMUNICATION

Goddard utilizes many forms of communication to parents. A weekly electronic email (The Rocketeer) is sent and contains the bulletin announcements. The calendar, handbook and important events, including sports schedules, are available at www.goddardtitans.net. Announcements are made daily during 1st period, and watch our marquee for events. You can also get information through the ParentSquare app or follow us on Facebook, Twitter, or Instagram.

VISITOR PASSES

Visitors must stop by the main office, sign in, and obtain a visitor's pass. Identification and an approved volunteer form are required to volunteer on campus. We DO NOT have the facilities to accommodate students from other schools to visit us during the school day or during various activities. Any person on campus without permission is subject to arrest (Penal Code 653G & 636.8)

APPOINTMENT REQUESTS

Students who want to make an appointment to see the Principal, Assistant Principal, or Counselor may fill out a reverse call slip in the office.

ATTENDANCE

ATTENDANCE

ATTENDANCE = ACHIEVEMENT

With greater emphasis on academic standards, school attendance is crucial. Research shows students who are absent miss out on valuable learning opportunities and don't achieve their full potential. In addition, budget cuts have hurt our district. **We only receive funding if students are actually in class.** For every day a child is absent, we lose approximately \$40 per day, regardless of reason (such as illness), even with a note excusing the absence.

Under no circumstances should students come to school if they are sick, but unnecessary absences affect their educational progress as well as hurt our district. Pupils are required by law to attend school regularly and on time. Attendance investigations will be initiated for excessive and habitual absences. PLEASE ENCOURAGE STUDENTS TO ATTEND SCHOOL EVERY DAY!

TRAVELING TO AND FROM SCHOOL

Students are to go directly to/from school without loitering. Once a student is on campus, he/she is not to leave without checking out at the office. Unless involved directly in a school activity, a student should not be on campus any earlier than 8:00 a.m. and no later than 2:55 p.m.

Appropriate conduct and safety after school while waiting for parents/guardians or at the bus stop is expected as a common courtesy and consideration for others. Students are held accountable for their behavior and actions as they travel to and from school.

DURING AN ABSENCE

1. Parent/guardian should call in when a child is absent and will not be at school and give the reason, **before 10:00 a.m. on the day of absence.** A parent/guardian must call in each day that their child is absent. You may also leave a message on our 24-hour voice mail after school hours (626/852-4500). If you are unable to call, please be sure to send a note with your child to bring to the office before school.

2. In cases of extended absences for **three** consecutive days or more, homework assignments may be requested through the office. Please allow one day for this material to be compiled. Calling early will ensure homework is ready.

RETURNING TO SCHOOL AFTER AN ABSENCE

If the parent/guardian has not already called in, pupils are required to bring a note from parent/guardian the day of return to school after an absence. The note must list the date of absence, specific reason for absence, and be signed by parent or guardian prior to first period.

LEAVING SCHOOL

A student planning to leave school during school hours needs to get an "Off-Campus" form at the office **before school!** The note from the parent or guardian must give the student permission before he/she can be authorized to leave campus. Parents or guardians

need to come to the office and check out any student leaving early. **You may not leave campus without checking out in the office.**

OFF-CAMPUS PROCEDURES:

Bring a note to the attendance office before school.

1. Come to the office at the time of your off-campus.
2. A parent/guardian must sign you out.
3. Check in with the attendance office upon your return (if during school hours). If you do not return the same day, checking in at the attendance office is not necessary.

Students will not be released to anyone other than those indicated on the Emergency Card. This is for the protection of our students. Students may only be picked up by an adult over the age of 18 during school hours.

TRANSFERS

Before a pupil transfers to another school, the student must bring a note from their parent or guardian stating their new address and requesting a transfer. The student should plan to bring this notification in time so that they can spend one school day checking out. All books need to be returned before a child can completely withdraw from school.

HEALTH AND EMERGENCY INFORMATION

HEALTH OFFICE

After receiving a hall pass from their teacher, students may go to the Health Office to be seen for:

1. First aid in emergencies or any personal health problems
2. Permission to go home because of illness

MEDICATION

School personnel may assist students who must take prescribed medication during the regular school day. **The school must receive the district form entitled "Authorization to Administer Medication during School Hours" signed by both a physician and parent detailing the amount and time schedules by which such medication is to be taken. Medication must be in the original prescription bottle. A guardian must bring in medication in the original bottle to the Health Office. Parent and Health Clerk will then verify medication.** Guardians may also complete the district authorization waiver which allows a responsible student to self-administer medication.

Students may not carry medication of any type without the waiver form.

EMERGENCY CARD

Every student must have an emergency card completed online. If your address or telephone number has changed, please see that the proper corrections are made online as quickly as possible to prevent loss of time in case of emergency. If a parent or guardian should be out of town, the school must be informed of the temporary guardian. Only those listed on the Emergency Card may pick up a student from school. Students may only be picked up by an adult over the age of 18 during school hours

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

DRILLS (FIRE OR EMERGENCY SITUATIONS)

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly. The teacher in each classroom will give instructions to the students.

FIRE/EARTHQUAKE/ MAJOR DISASTER

Stay calm and follow your teacher's instructions. **DO NOT RUSH** outside. When the emergency is over, the teacher will decide when it is safe to evacuate to the blacktop. Follow instructions. If **OUTSIDE**, stay in the open. Move away from buildings, trees and wires. **DO NOT RUN.**

Correct emergency building exiting procedures are listed near each exit door. Remember, **STAY CALM, FOLLOW DIRECTIONS.**

Should the fire drill, earthquake, or emergency occur before school, between periods, at lunch, or after school, proceed directly to the designated teacher's basketball blacktop area:

Before School: Go to 1st period teacher's area
Passing Period: Go to next period teacher's area
Lunch: Go to 4th period teacher's area
After School: If not already on the way home, proceed to blacktop area for further instructions

If you are out of class for some reason when such an emergency takes place, report to the teacher whose class you are in at the time. During a drill, there should be no talking, running or pushing. The last person out should close the door. Students will only be released to those listed on their disaster card.

GRADES AND CITIZENSHIP

ARE YOU PREPARED?

Your preparation for this school year increases your chances to demonstrate Excellence in Action. The following is a checklist of supplies that you may need in your classes.

Check with your individual teachers to see what they require. Each day before school check to make sure that you have the items necessary to complete your work successfully. This will contribute to the citizenship and scholarship grade that you desire. *Failure to be prepared for class work on a continual basis will result in disciplinary action.*

Suggested Supplies

100-pgs college ruled spiral notebook
Colored pencils Erasers
Gym Clothes Straight Edge Ruler
Pencils/Ballpoint Pens Notebook Paper
Pencil Sharpener Compass/Protractor
Reading Book
Classroom Folder/Subject Divider
Assignment Notebook/Student Agenda (required of all Goddard students). Replacements can be purchased in the office for \$6.00.

TIPS FOR SUCCESS

By getting organized, you can have a great three years at Goddard.

1. Keep all school materials together in one special place so nothing gets lost.
2. Keep a neat notebook. Organize each subject with a separate divider. Place all homework in one area.
3. Carry your assignment notebook with you to every class and keep track of upcoming tests and reports. Don't forget to record daily assignments.
4. Prepare a special quiet place at home for homework. Be sure you have plenty of fresh supplies available. Select a certain time daily for homework; for example, 4:00pm to 6:00pm every afternoon. Use this time to read or study if you finish your next day's assignments. Remember that consistency will improve your productivity.

HOMEWORK

Homework may be assigned in any of your classes. Learn to budget your time. Make sure that you write down assignments in your

agenda carefully! The school website, www.goddardtitans.net, Canvas, and the Grade Portal are forms of communication that allow both students and parents to stay current with what's going on at Goddard.

AERIES GRADE PORTAL

Aeries Grade Portal online or the smartphone app allows students and parents to access a student's grades and assignments. If you need help activating your Aeries Portal account, please contact the Goddard office.

PROGRESS REPORTS

Progress reports (available in the Parent Portal during the fifth week of each grading period) are used to inform parents of negative student performance. If parents/guardians require further information, please contact the teacher or counselor for assistance.

REPORT CARDS

Report cards are available on the Parent Portal approximately one week after the end of the quarter.

PROMOTION ACTIVITY POLICY

At the conclusion of the 8th grade year, promotion activities will be held. However, 8th grade students **MAY NOT** participate in promotion activities if they have had a suspendable offense in the last 10 days or their poor academic performance results in:

1. Two (2) or more "F" grades on their first semester report card **AND** two (2) or more "F" grades on their second semester report card. **OR**
2. Three (3) or more "F" grades on their second semester grade check before promotion.
3. Any "U" and (2) or more "N" in citizenship.

A final decision regarding participation in the promotion activities will be made one week prior to the promotion activity date. The 8th Grade Promotion Party is a middle school promotion and not a formal affair. We discourage any type of formal wear and might suggest attire worn to a family dinner out. All attire must comply with Goddard dress code.

BEHAVIOR AND EXPECTATIONS FOR CITIZENSHIP

OUTSTANDING - "O"

- Student stays on task and puts forth effort.
- Student listens and follows directions and rules the first time.
- Student is responsible, organized, and respectful to other students and the teacher.
- Student participates and adds to the class in a positive manner.

SATISFACTORY - "S"

- Student is usually on task.
- Student listens and follows directions and rules most of the time.
- Student is usually responsible, organized, and respectful to other students and the teacher.
- Student participates appropriately in class and seldom needs to be corrected by the teacher.

NEEDS IMPROVEMENT - "N"

- Student has to be reminded regularly to stay on task.
- Student constantly needs reminders to follow directions and rules.
- Student continually needs reminders to be organized, responsible, and respectful to other students and the teacher.
- Student frequently interrupts class through disruption.
- Student makes no effort to be on task.

UNSATISFACTORY - "U"

- Student does not follow directions and rules.
- Student is negative and disrespectful towards the teacher and/or other students, and makes no attempt to change behavior.
- Student consistently disrupts class, interrupting other students' right to learn.

Citizenship marks are used as a component to determine eligibility for the following student activities. These include, but may not be limited to, interscholastic athletics, Moka exchange, Science Camps, Student of the Month, ASB Elections, End of the Year Amusement Park, Recognition Events, and Office Aide/T.A. selection.

STUDENT ACTIVITIES

ACTIVITIES

During your time at Goddard, you will have a chance to participate in a variety of school activities. Listen to the daily announcements and check the Rocketeer and social media for upcoming events.

ACTIVITY POLICY

Any student in violation of Ed. Code 48900, which includes any suspendable offense, may be restricted from all extra-curricular activities and functions beyond the 8:30 a.m. to 2:37 p.m. school day for a period of 10 calendar days. This exclusion may include but not be limited to dances, interscholastic sports, club events, science camps, end-of-the-year amusement park, 8th grade promotion and party, ASB elections, etc.

EXTRACURRICULAR ACTIVITY REQUIREMENTS

To participate in any extracurricular activity such as our Goddard league teams, every student must maintain at least a 2.0 GPA and receive NO FAILING grades during the season. A grade check will take place during the season. Unacceptable conduct may also be cause for removal. Players must maintain satisfactory citizenship. 2 or more NEEDS IMPROVEMENT or 1 UNSATISFACTORY may result in dismissal from the team. A citizenship check will take place during the season. **You must be in attendance for a minimum of four complete periods to participate in any extracurricular activity.**

BULLETIN

Information concerning school activities and upcoming events is presented in the Rocketeer, which is emailed weekly and posted inside the front office. Information can also be found on the Goddard website. Special announcements are also delivered over the P.A. system.

ASB CARD

At the beginning of the year, you will have the opportunity to purchase a student body card/yearbook for **\$55.00**. Your purchase of a student body card/yearbook indicates: (1) Your loyalty to your school and support of activities, assemblies, MOKA program and awards at Goddard throughout the year, (2) ID/Library card, (3) The assurance that you will receive the yearbook at the end of the year and (4) Your eligibility for discount rates on admissions to dances and other school sponsored activities (including select high school activities).

New cards with student pictures will be distributed during Schedule Pick-up Day and again on Make-Up Picture Day when pictures are taken.

DANCE AND PARTY RULES

1. Only Goddard students presently enrolled are permitted at school dances/parties. Goddard students are also not permitted to attend other schools' dances.
2. Appropriate dress is required. The same dress code standards that apply during the school day apply at dances.
3. Any student who leaves the gym area during the dance will not be permitted to reenter.
4. Students must have their parent/guardian pick them up promptly at the end of the dance.
5. All dances/parties are supervised by staff members.
6. All school rules are in effect at dances. Any student who misbehaves or violates a school rule will be sent home

STUDENT RECOGNITION

immediately from the dance, parent/guardian will be contacted and the student is subject to disciplinary action at school, as well as being excluded from the next dance or school activity.

- Refreshments are for sale but **must be consumed outside the gym**.
- Do not bring confetti to the dance or otherwise litter the gym floor. Decorations are to be left alone -- they are there to add to the atmosphere.
- Students will not be admitted to the dance/party more than 15 minutes after the dance has started.
- Students are to wear soft-soled shoes to protect the gym floor. No hard-soled shoes or bare feet allowed.
- Hands are not to be placed lower than the partner's waist and kissing/dancing inappropriately is not permitted.
- Students must be in attendance the day of the dance for a minimum of four complete periods or they will not be allowed to attend the dance.**
- Dance attendance is a school privilege. Students who have NOT displayed proper citizenship may be asked not to attend the dance(s).
- Tickets are sold at lunch during the three days prior to the dance and are NOT sold at the door.

SCIENCE "CAMPS"

Each year Goddard's 6th and 7th grade students are encouraged to sign up for the Science Camps.

Admission fees are required at each camp (scholarships available) and students must maintain a 2.0 academic GPA (no D's or F's) and satisfactory citizenship (no U's, and no more than one N) in order to attend. Each camp is restricted to limited occupancy, so listen carefully to the announcements as the date for each camp approaches.

These trips are overnight and students must display the highest levels of character (integrity). Therefore, the administration will determine the selection of students.

MOKA SISTER CITY

The City of Glendora is fortunate to have established a "Sister City" relationship with Moka, Japan. Goddard Middle School has participated in this project over the past thirty years. We are very proud to be a Sister School with Moka Higashi Junior High School. We know that both schools have benefited from this international relationship. As with any invited guest on campus, we trust that when representatives from Moka visit Goddard, all of our students will treat them with respect and warmth.

ASB/STUDENT GOVERNMENT

The business of the student body is conducted by the Associated Student Body Officers. Elections for the 7th/ 8th Grade Student Body Officers are held in the spring. 6th Grade elections are held in September. To be eligible to run for any elected or appointed position, a student must have at least a 2.5 grade point average and maintain satisfactory citizenship. ASB students are required to adhere to the ASB contract signed by students and parent/guardian.

ELECTED ASB OFFICERS FOR 2022/23:

President:	Luke Svoboda
Vice-Pres:	Collin Harper
Secretary:	Peter Collins
Treasurer:	Cole Van Woerkom
Activities:	Reed Thompson
Publicity:	Grace Valdovinos
7 th Gr. Rep:	Cash Lewallen
7 th Gr. Rep:	Adelynn Proctor
7 th Gr. Rep:	Sophia Kouyoumdjian

SCHOOL COLORS AND MASCOT

Goddard's colors are blue and gold and we are known as the Goddard Titans, named after the Titan rocket invented by Dr. Robert H. Goddard. Every Friday, you are encouraged to wear your Spirit gear and get into the spirit!

The Goddard Staff is proud to recognize our students. Below is a sample of the ways in which our students can be recognized for their achievements, efforts and citizenship.

BIRTHDAYS/CELEBRATIONS

All students' birthdays are recognized through the morning announcements and students receive a special treat during their birthday month. **We appreciate you keeping all family celebrations for special events, such as balloons, flowers, lunches, etc., at home.**

"EXCELLENCE IN ACTION" POST CARDS

Teachers will periodically send out postcards to parents of students who have made some type of achievement or improvement.

EXCELLENCE REFERRALS

Students showing excellence in achievement or improvement will periodically receive excellence referrals from teachers. These positive forms of recognition are presented to the students by the Assistant Principal or Principal.

RECOGNITION LUNCHES

Four times each year, individual students are invited by a staff member to attend a special lunch given to honor the students for outstanding accomplishments.

PERFECT ATTENDANCE

All students with perfect attendance will receive an award at the end of the school year. **Students must attend at least four full periods every day for the entire school year.**

Any class cut will exclude a student from this award. Students on Independent Study do not qualify for perfect attendance.

Students with perfect attendance in consecutive years are recognized. All perfect attendance awards will be presented at the year-end events.

END OF THE YEAR AMUSEMENT PARK TRIP

All students who attain a 3.0 academic GPA or higher and have no U's or 2 or more "N's" in citizenship **for the first three quarters** are eligible for a trip to the end of the year amusement park. This will be on a school day and each student is responsible for purchasing their own ticket (scholarships available).

This trip is a privilege, thus, if any student has displayed questionable citizenship during the year, they will be denied the opportunity to attend. **If a student does not qualify, they are expected to attend school on the day of the end of the year amusement park trip.** Students participating in the end of the year amusement park trip are expected to board the buses in the morning and return on the buses. Unfortunately, no exceptions will be allowed.

HONOR ROLL

Students who earn a 3.0 (B) academic grade point average are eligible to join their grade-level Honor Society Club. This club meets regularly and sponsors special activities throughout the year.

PRINCIPAL'S HONOR ROLL

Students who **earn a 3.83 or 4.0 weighted academic grade point average for all of the first three quarters** will be honored by being listed on the Principal's Honor Roll. These students must have at least five A's and one B. Students on the Principal's Honor Roll will be honored at a special event held during the fourth quarter.

STUDENTS OF THE MONTH

Each month six students (two students from each grade level) are honored by the staff for outstanding citizenship and achievement. When choosing these students, the staff considers whether the student:

1. Has a positive attitude
2. Accepts responsibility
3. Works up to ability level
4. Exhibits self-direction and self-discipline
5. Respects the rights of others
6. Is a positive role model
7. Is in good academic standing (no D's or F's, and no N's or U's in citizenship).

SCHOOL RULES AND DISCIPLINE

DISCIPLINE PHILOSOPHY AND POLICY

Everyone benefits from good discipline in the school setting. Students learn more and develop a feeling of pride because they are part of a positive environment. Instruction is more effective because teachers are able to spend time and effort helping students instead of dealing with behavior concerns. Social events are more fun because unpleasant disruptions and unruly people do not spoil them. Properly administered discipline enables the students to work, play and live in a pleasant, safe atmosphere where they enjoy greater personal freedom without intimidation or fear.

Every student will be made aware of how they should behave while attending Goddard, and then be held accountable for their actions. Good behavior will be rewarded and poor behavior will have consequences. Discipline will be firm, fair and consistently enforced.

GENERAL SCHOOL RULES

Students are to obey and follow directions of all members of the school staff. This includes teachers, administrators, custodians, aides, secretaries and district personnel. Disobedience toward any teacher or staff member will not be tolerated.

GENERAL CLASS RULES

Every teacher will have their own set of simple and fair rules for students to follow. However, the following rules and statements will be applied in all teachers' rooms.

1. The teacher has a right to teach.
2. Each student has a right to learn.
3. No student has the right to prevent any other student from learning.
4. No student has the right to prevent any teacher from teaching.
5. Students will enter the room quietly and sit down at their desks.
6. Students will be on time to class and in their seats when the bell rings.
7. Students will keep hands to themselves and not touch anyone else's property.
8. There will be no candy, food or drinks allowed in classrooms unless specifically permitted by that teacher.
9. The teacher is the manager. Follow the rules established by the teacher.
10. Be attentive and cooperative. Do your work and do not annoy others.
11. Practice good manners. Have a respectful attitude and be courteous to other people.

AR TESTING IN THE LIBRARY

Please note that in order to promote academic integrity, students must check with the librarian before taking an AR quiz outside of regular class time. Additionally, students **MUST** display their ID card at all times while using these programs. Students without an ID card will not be allowed to test during independent library time. Students who have lost their ID may see the Registrar for a new one.

BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles, scooters and skateboards are never to be ridden on school grounds before, during or after school, including intramural activities. They must be walked in front of school (before and after

school). If bicycles, scooters or skateboards are ridden on school grounds, they will be confiscated for 24 hours or held until picked up by parents. School grounds include all parking lots, play areas, and sidewalks (from the west bike rack to the end of the east parking lot). This includes all school-sponsored events both before and after school. A locked bike rack and skateboard rack is provided. Do NOT bring your skateboards, scooters, or bikes into classrooms or hallways.

BULLYING/CYBERBULLYING

The definition of bullying is: *Repeated actions or threats of action directed toward a person by one or more people who have (or are perceived to have) more power or status than their target in order to cause fear, distress or harm. (Bullying can be physical, verbal, psychological or any combination of these three. Bullying behaviors can include name-calling, obscene gesturing, malicious teasing, rumors, slander, social exclusion, damaging a person's belongings, threats and physical violence.)*

It is our goal that all students feel safe and secure and have healthy peer relations at school. If you feel that you are being bullied or harassed by another student, please report it immediately to the office. You may also speak to your teacher or any staff member. Remember that words have a life of their own – think before you speak. Also remember that once sent on digital media or devices, words/pictures can never be taken back.

CANDY

1. No student should ever be in possession of large quantities of candy.
2. Candy sold for fundraising OR personal profit is NOT ALLOWED and will result in Saturday detention.

CARE OF PROPERTY

Any student, who willfully cuts, defaces or otherwise damages personal property or other property belonging to the school district, such as books, is liable for suspension or expulsion and the parent or guardian shall be liable for all damages so caused by such pupil.

Students are not to bring marking pens to school except as requested by teachers for special projects. Permanent markers should never be brought to school.

CARE OF TEXTBOOKS

Textbooks are issued free of charge to all students. Students have sole responsibility for their textbooks. Students are advised to write their names immediately into all textbooks issued to them. Students should not store their textbooks in teachers' classrooms. The cost of textbooks is high, with prices ranging from approximately \$30.00-\$90.00. Lost and damaged books are charged at the full replacement value. Be aware that a student's total responsibility may be over \$300.00. All damaged books will be assessed a charge. Unusable books will be charged at the replacement price. If a lost book is found in good condition, a refund will be issued.

CHEATING POLICY

It is important for every student to develop a sense of honor and integrity and to get the most possible out of school. Students learn nothing by cheating and grades earned in this way are meaningless. Any student caught cheating will: receive a zero on the work involved, a note written by the student will be sent home to be signed by parents and returned to the teacher, and three hours detention will be assigned. Besides the obvious cheating, included under cheating is anyone who allows another to copy their paper, forges a note, and anyone who cuts on the cross country course in P.E. is also guilty of cheating.

CHROMEBOOKS

Students are expected to be prepared by bringing their Chromebooks and chargers to school every day. Lost or damaged

Chromebooks should be reported immediately. If a student forgets to bring their Chromebook, a loaner may be issued for the day from the library. If a student continues to come to school unprepared, the following consequences will apply:

- 1st Offense: Warning, loaner Chromebook issued for the day, guardian notified via warning referral
- 2nd Offense: Warning, loaner Chromebook issued for the day, guardian notified via warning referral
- 3rd Offense: Warning, loaner Chromebook issued for the day, guardian notified via referral, lunch detention
- 4th Offense: Warning, loaner Chromebook issued for the day, guardian notified via referral, 1 hour detention
- 5th Offense: Warning, loaner Chromebook issued for the day, guardian notified via referral, 2 hours detention
- 6th Offense: Warning, loaner Chromebook issued for the day, guardian will be contacted for a conference with school administration (Saturday School will be assigned)

CLEAN CAMPUS

We ask each student to do their part in keeping the corridors and grounds clean. With as many students as we have on campus, it is a full time job for everyone. Those responsible for littering will be expected to clean up other persons' litter as well as their own. **TAKE PRIDE IN YOUR SCHOOL, HELP KEEP GODDARD CLEAN!**

COMPLAINT POLICY

It is the philosophy of the Glendora Unified School District to secure at the lowest administrative level, equitable responses to complaints directed against employees by parents/guardians. Prior to filing a written complaint, the complainant should attempt to speak with the specific employee involved concerning the complaint.

COMPUTER USE AGREEMENT

A Computer Use Agreement and Permission Form are required for computer use. Both parent and student signatures are required. Forms are included as part of the online registration process each year and are valid for the year unless revoked by parents or staff for computer violations.

CUT POLICY

A student will be assigned a cut if they are missing from class for any unauthorized period of time. A conference will be arranged with the Assistant Principal on an as-needed basis. Any cuts will result in a Saturday School detention. Don't be truant. **IT'S NOT WORTH IT!!**

DELIVERIES

In an effort to maximize instructional time and minimize disruptions to classes, **delivery is discouraged unless it is an emergency.** We will not disrupt a class to deliver any items. We will send notification to students informing them they can pick up deliveries between passing periods, at lunch, or after school. It's important that your child comes to school every day prepared for learning.

In the event that your child does forget their lunch money, our cafeteria PIN system will allow them to overdraw their account for up to two complete lunches. Online payments can also be made through the GUSD website.

DETENTION PROCEDURES

Detention is to be completed as assigned. Failure to do so may result in more detention being assigned, lunch detention being added, or the student being excluded from activities and assemblies or eventual suspension from school. If a student has office and class detention, the student should serve detention with a teacher first,

then bring a note from the teacher to office detention. The student will then make up missed office detention at the end of his/her detention time.

Yearbooks will be withheld until the detention is completed. A student will sign a form acknowledging the reason(s) for office detention. The form includes the following:

1. The student will arrive no later than 2:40 p.m. and understands detention will be over at 3:40 p.m. unless the student is late due to prior class detention.
2. If the student misses detention, or is asked to leave, the time will be doubled.
3. If the student must be excused from detention, they will bring a note from parent/guardian and they will serve detention the following day. If the student does not attend the following day, the time will be doubled.
4. If absent on the date(s), the student will come in on the next day of attendance at school.
5. The student understands when and where their detention is and it is their responsibility to notify their parent/guardian that they will be staying after school.

DRESS CODE

The following are the standards of dress for students:

1. Avoid wearing dangerously long pants or loose fitting clothing. Pants and other clothing must be worn at a level that avoids exposing of undergarments or skin. Pants or shorts that are excessively large at the waist, hang down far enough to cause a hazard to walking or running, or are excessively baggy should not be worn to school. **Clothing with holes, ragged or frayed edges, or rips that show skin above mid-thigh level is not allowed on campus.**
2. Shirts must cover a student's stomach and cannot expose the side, back or midriff. Tank tops must have a minimum of 1" straps.
3. All garments must be of an appropriate length to avoid exposing undergarments, or creating a distraction. **Shorts must have a 2" inseam with a straight hem.** Outer garments must conceal undergarments. Clothing that is skin-tight or revealing is not appropriate for students to wear to school.
4. Clothing that has the appearance of being undergarments or pajamas are not appropriate school wear. Appropriate undergarments must be worn.
5. Students need to wear shoes that fit securely with non-skid soles. Tennis shoes are ideal. Sandals must have a strap securing the heel, regardless of the model or style. Heels over 1" are not safe and are not allowed.
6. No bandanas or jewelry with spikes are allowed on campus.
7. Shirts or blouses that advertise or allude to items illegal for minors (such as alcohol or tobacco), contain profanity or suggestive double meanings, violence, hate speech, or feature any weapons (guns, knives, etc.) are NOT allowed.
8. Hats, hoodies or beanies may NOT be worn indoors; these items may be worn outdoors only.

DRESS CODE VIOLATION CONSEQUENCES:

- 1st offense: Warning, student will be asked to change out to Goddard clothing. Student clothing will be returned when loaner clothing has been washed and returned to the office. Guardian notified via warning referral.
- 2nd offense: Warning, change out, guardian notified via warning referral
- 3rd offense: Warning, change out, guardian notified via referral, lunch detention
- 4th offense: Warning, change out, guardian notified via referral, 1 hour detention
- 5th offense: Warning, change out, guardian notified via referral, 2 hours detention
- 6th offense: Warning, change out, and your guardian will be contacted for a conference with school administration; Saturday school will be assigned

The District takes a strong stance against gang-affiliated clothing and/or other styles of dress or grooming affiliated with gangs/hate groups due to safety concerns for students while at school, or going to and coming from school. Because of changing trends in such attire, specific clothing, jewelry, accessories and/or grooming style restrictions may change during the school year. Notice will be given to students and parents or guardians as soon as it is reasonably possible after these trends have been identified with the assistance of local law enforcement authorities.

Teachers may use their discretion in deciding if a student's dress is appropriate. Any time a member of the staff believes that a student is disrupting the educational process by their appearance, or when the student's safety is concerned, the teacher may send the student to the office. Students whose dress is inappropriate will be removed from the class until the dress is corrected and/or will be given a Goddard shirt to wear (clothing will be returned after the clean Goddard shirt or shorts are returned).

ELECTRONIC DEVICE POLICY

Students are permitted to have a cell phone or smart watch in their possession on campus during the school day while attending school-sponsored activities or while under the supervision and control of a school district employee. Such devices shall be **in a backpack, deactivated (turned off-vibrate/silence is not considered off)** and their use strictly prohibited on campus. Any device that is on, activated, in use, or openly displayed, will be confiscated and held in the office. Guardians are urged not to **telephone** or send **text messages** to students and students are not to use the phone during the school day for any reason. Cell phones are not to be used for video/photo purposes on school grounds at any time.

1st offense: Confiscation, parent notification by phone call and warning referral; student may pick up device after school.

2nd offense: Confiscation, parent notification by phone call and referral; student serves 1 hour office detention; student may pick up device after school.

3rd offense: Confiscation, parent notification by phone call and referral; student serves 2 hour office detention; device will be held in school office during school hours for 2 weeks.

4th offense: Confiscation, parent notification by phone call and referral; student serves Saturday detention; device will be held in school office during school hours for 1 month.

Goddard Middle School is not liable for lost, damaged or stolen cell phones. Students will be held responsible for their own cell phones. Repeated violations may result in Saturday School or suspension.

FOOD

Food is to be consumed in the lunch area only. All food and beverages are to be consumed and containers disposed of in the proper trash can (recyclable or other). Students are not to take food into classrooms unless specifically permitted by that teacher. Also, shelled nuts and seeds are not allowed on campus.

GAMBLING

Gambling/card playing on school grounds, coin flipping, etc., is not allowed and may be cause for suspension.

GUM

Gum chewing is not allowed anywhere on campus before, during, or after school. If you chew gum, you will receive a lunch detention for the first offense and one hour after school detention for every offense thereafter. Four offenses will result in a Saturday School.

HALL PASSES

No student is to be out of any class without a pass. In cases where it is essential for a student to be out, the proper pass must be obtained from the teacher. If a student leaves any classroom,

including the gym, or lunch without a pass, the student will be considered to be cutting the class.

HARASSMENT - EC 212.5, 48900.2

Harassment is defined as conduct sufficiently severe or pervasive enough to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. Some examples of harassment may include but not be limited to:

1. Unwelcome leering, flirtations, or propositions.
2. Unwelcome slurs, threats, derogatory comments, or degrading descriptions.
3. Unwelcome jokes, stories, drawings, pictures, or gestures.
4. Touching an individual's body or clothes in an inappropriate manner.
5. Purposely limiting a student's access to educational tools.
6. Retaliating against an individual who reports a violation.

- ***Any complaint regarding harassment should be reported to the Principal or Assistant Principal immediately.***

LIBRARY RULES

The library hours are 8:00 a.m. – 3:45 p.m. daily. Students are invited to use the library before school, after school and during lunch to check out books, read, study, do homework, use the computers, and work on research projects.

The lunch schedule is posted outside the library's north doors each week. The library is occasionally closed before or after school with advance notification given when possible.

Appropriate conduct in the library is based on common courtesy and consideration for others. The library is to be a place where people can work and study without distractions.

Library books are checked out for two weeks at a time. The date the book is due is stamped inside the front cover.

Students may generally borrow three books at a time. Students who show they are responsible may borrow more and students who fail to return books on time or who return books in poor condition will be limited to less than three at a time. Students are sent courtesy reminders if their book becomes overdue. After three reminders to return or renew their book, students will be given a 15 minute Friday detention in the library. Repeat offenders will be referred to the Assistant Principal for further disciplinary action.

At the end of the year, all library books and textbooks should be returned to the front desk in the library. DO NOT give books to teachers to return for you. When students check in their books, the system will clear the student of that book. Students must return the exact book number that was issued to them. Yearbooks will be held until outstanding books are returned or paid for.

LUNCH AND CAFETERIA RULES

Lunch is a time of eating, relaxing and enjoying friendships. In order for lunch to be a positive experience for all, the following guidelines have been established:

1. Orderly conduct is expected. No running, shouting, throwing food, sitting or standing on top of tables.
2. Tardiness to lunch will be enforced like any other class.
3. Littering is prohibited. Do not throw trash at or over other students from your seat. Put all lunch refuse in the trash containers as you leave your table. Please recycle plastic bottles and aluminum cans in designated barrels.
4. **NO cuts in line.**
5. Stay in designated areas during lunchtime.
6. Have good table manners. Sit down during lunch and don't annoy others.
7. No loitering in the doorways to the cafeteria. No food or drink is to leave the boundaries of the lunch area.

8. Noon aides have the right to enforce all of the above rules. Timeout, pick-ups or referrals will be assigned for improper behavior in the lunch area.
9. Students on P.E. excuses will not be allowed to participate in sports activities at lunch.

LUNCHTIME RULES

1. No running down the hill.
2. No pushing in line.
3. No kicking volleyballs or basketballs.
4. Upper football field is out of bounds.
5. Stay away from P.E. classes/classrooms in session.
6. Sit while socializing on the hill.
7. Equipment can be checked out with an ID/ASB card.
8. If you damage or break any equipment, you are responsible for either replacement or payment.

MATCHES / CIGARETTE LIGHTERS / EXPLOSIVES

Possession of matches, cigarette lighters, firecrackers or other explosive devices while on campus is a violation of school rules. Parents will be notified and students may be suspended. Students discovered lighting fires on campus will be suspended and referred to the Police and/or County Fire Department, pending possible further disciplinary action by the district and Glendora Police Department.

PERSONAL ITEMS

Do not bring personal items such as sports equipment (tennis balls, footballs, etc.), toys, etc., to school. These have no place in the classroom, usually cause disruptions, and may be lost, stolen or damaged. Such items will be confiscated and returned to their owners at a later date.

Balls and play equipment brought to school must be kept in a bag during the school day, or they will be confiscated. Balls are not to be used in the hallways, lunch area, or in front of school.

POSSESSION OF DRUGS/ NARCOTICS/ ALCOHOL

Students in violation of Ed. Code #48900, Section C, who "possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind" during any school activity on or off campus, will be suspended for the maximum five (5) days pending possible further disciplinary action by the district and/or the Glendora Police Department. Students will also be held accountable to Goddard's school suspension policy.

PROFANITY

Profanity is not permitted. Any use of inappropriate language will result in a referral and detention.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students must refrain from public displays of affection (PDA) at school, such as kissing, hugging, etc. Parent/guardian will be notified and detention will be assigned as needed.

RUNNING ON CAMPUS

To help ensure student safety, all running activities are limited to the outside fields and black top area. Running during P.E. is absolutely appropriate! Running to classes, across campus, or to lunch lines is **NOT APPROPRIATE**.

SATURDAY SCHOOL

A student may receive Saturday School detention in conjunction with or separate from office detention. They must report to school on Saturday morning at a predetermined time.

SECURITY AND SAFETY

To assist in protecting the health, welfare, and safety of all students, staff, and visitors, and to safeguard campus facilities and equipment,

video cameras/recording equipment, smoke, and/or vape detectors may be used at various locations when deemed necessary.

SMOKING

Any student smoking/vaping or in possession of cigarettes, e-cigarettes, tobacco or vapor products is strictly prohibited and will be punished to the full extent allowed by law and Ed Code.

SUSPENSION

Education Code 48900 (a-e)

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.

TARDY POLICY

You are tardy when you are not in your seat, quiet and attentive when the tardy bell rings. If you are tardy to first period (any tardy after 8:30 a.m.), you must check in at the office with a note or excuse from your parent and you will receive a pass for your first period teacher.

NO FREE TARDIES

- 1st Tardy: You will be assigned a 10-minute classroom detention.
- 2nd Tardy: You will be assigned a 20-minute classroom detention.
- 3rd Tardy: You will be assigned a referral + 1 hour office detention.
- 4th Tardy: You will be assigned a referral + 2 hours detention.
- 5th Tardy: You will be assigned a referral + 3 hours detention.
- 6th Tardy: Your parent will be contacted for a conference with school administration (Saturday School will be assigned).

ZERO PERIOD TARDY POLICY

At the 5th tardy, student warned and placed on contract.
At the 10th tardy, student is removed from zero period.

TARDIES ACCUMULATE BY SEMESTER.

WALKWAY RULES

1. The staff member on supervision duty is in charge.
2. The following activities are prohibited in the walkways: playing games, littering, eating, running, chewing gum, pushing, loud and unruly conduct, shouting, using sports equipment, and standing on benches.
3. **Proceed to your next class without delay.**
4. Students are to leave the school grounds within 15 minutes after their last class, unless they are part of a supervised school activity or serving detention.
5. Stairways, ramps and main entrances in the front of the school must always be kept clear for visitors.

WEAPONS

Weapons of any type, i.e.: knives, chains, handcuffs, etc. are not allowed on campus or at any school function. This includes look-alikes and will result in suspension and may include a recommendation for expulsion.

DEFINITIONS OF POSSIBLE DISCIPLINARY ACTIONS

Informal Talk – A school official (teacher, administrator, or counselor) may talk to the student and try to reach an agreement regarding how the student should behave. Recorded in administrative record.

Conference – A formal conference may be held between the student and one or more school official(s). During this conference the student must agree to correct their behavior. Recorded in administrative record.

Detention – Students may be detained in school for disciplinary or other reasons for a maximum of one hour after the close of the school day in accordance with Board Policy with parent notification or 15 minutes without notification.

Parent Involvement – Parents(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, their parents(s), appropriate school personnel and any other individuals concerned. Recorded in administrative record. A student performance contract may be used.

Removal from Class(es) – The student may be removed from one or more classes, but remain at school under the supervision of a school official, or receive appropriate disciplinary action, such as: 1) serves one or more detention; 2) assigned Saturday School; 3) has privileges suspended; 4) may be removed from class for semester. Recorded in student file; parent notified in writing.

Saturday Detention – At the discretion of the administrator or designee, students may be assigned to detention on Saturday in place of suspension or as an optional disciplinary action.

SARB – School Attendance Review Board may be established to help students with school attendance or behavior problems.

In-School Suspension – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses when suspension is permitted.

Suspension – The student will be informed that they are subject to a suspension (five days or less). The student will also be informed regarding the due process procedures. An attempt is made to notify the student's parent/guardian, by telephone, that the student is subject to a suspension. Notification to the parent/guardian includes instructions regarding the due process procedure. Recorded in student record.

Involuntary Transfer to Continuation School/Opportunity Class/Community School*, Another School Semester Suspension* - A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student to receive special behavioral and/or educational services. Parents/students have an opportunity to appeal in accordance to Board Policy.

The following procedures are general guidelines. School administrators have discretion with respect to the application of these guidelines on a case by case basis. All incidents will include a parent phone call and student counseling. All incidents will be noted in student's Aeries intervention and discipline record.

Offense	1st	2nd	3rd
Ed. Code 48900 A Caused, attempted to cause, or threatened to cause physical injury to another person (fighting) [serious injury: 48915-A1]	1-5 days suspension Counseling Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation	5 day suspension Possible hearing recommendation
Assault on school personnel (PC 241.2) [48915-A5]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 B Possession of "weapons" [knife: 48915-A2]	3 day suspension Police report Possible hearing recommendation	5 day suspension Police report Hearing recommendation	
Possession of dangerous object [knife: 48915-A2] [firearm: 48195-C1]	1-5 day suspension Police report Possible hearing recommendation	3-5 days suspension Police report Possible hearing recommendation	
Brandishing a knife [48915-C2]	5 days suspension Police report Recommend expulsion		
Poppers, stink bombs, lighters, matches	Saturday school, Possible 1 day suspension	1-3 days suspension	3-5 days suspension
Possession of firecrackers or other explosives [explosive: 48915-C5]	3-5 days suspension Possible hearing recommendation Police report	5 days suspension Recommend expulsion Police report	
Ed. Code 48900 C	3 days suspension	5 days suspension	

Possession, selling, furnishing, or under the influence of alcohol or drugs [possible 48915-A3], [selling: 48915-C3]	Possible police report Recommend hearing	Police report Recommend expulsion	
Ed. Code 48900 D Sale or distribution of drugs or alcohol or substances purported to be drugs or alcohol (look-alikes) [48915-C3]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 E Robbery or extortion [48915-A4]	1-5 days suspension Possible police report Possible hearing recommendation	5 days suspension Possible police report Recommend expulsion	
Ed. Code 48900 F Damage to school property or private property	Saturday School, Alternative to suspension, Restitution	1-5 days suspension Restitution Possible police report Possible hearing recommendation	3-5 days suspension Restitution Possible police report Possible hearing recommendation
Ed. Code 48900 G Stealing or attempting to steal	Saturday School Possible suspension Possible police report	1-3 days suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 H Possession or use of tobacco Possession or use of e-cigarette or vaping device	Saturday School, Alternative to suspension Possible police report	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report
Ed. Code 48900 I Obscene Act	Office Detention or possible suspension	Possible 1-3 days suspension	Possible 3-5 days suspension
Habitual profanity towards other students	Office Detention	Saturday School, Possible 1-3 days suspension	Possible 2-5 days suspension
Profanity towards staff	Saturday School	Possible 1-3 days suspension	Possible 2-5 days suspension
Ed. Code 48900 J Possession of drug paraphernalia containing no drug	Possible suspension	1-5 days suspension Possible police report	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 K Disruption of school activities, Defiance of school authority	<i>Behavior that disrupts school activities or in which a student willfully defies the authority of a school employee can be grounds for suspension if the behavior is chronic. Other means of correction should be used and documented prior to a suspension. See the Progressive Discipline section below for additional details.</i>		
Ed. Code 48900 L Received stolen property	Possible suspension Possible police report	1-3 days suspension Possible police report	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 M Possession of an imitation firearm	5 days suspension Possible police report Possible hearing recommendation	5 days suspension Police report Possible hearing recommendation	5 days suspension Police report Recommend hearing
Ed. Code 48900 N Committed or attempted to commit a sexual assault or committed a sexual battery [48915-C4]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 O	Possible suspension	1-5 days suspension	3-5 days suspension

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 retaliating against that pupil for being a witness or both	Possible police report Possible hearing recommendation	Possible police report Possible hearing recommendation	Possible police report Possible hearing recommendation
Ed. Code 48900 Q Engaged in or attempted to engage in hazing	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 R Engaged in an act of bullying, including but not limited to bullying by means of an electronic act directed at a pupil or staff member	Office Detention, Saturday School, Possible suspension Possible police report Possible hearing recommendation	Saturday School, Possible 1-5 days suspension, Possible police report Possible hearing recommendation	Possible 3-5 days suspension, Possible police report Possible hearing recommendation
Ed. Code 48900 S Aids or abets the infliction or attempted infliction of physical injury to another person	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.2 Sexual harassment	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.3 Hate violence (including racial, ethnic, religious, and sexual slurs) Caused, threatened to cause, or participated in an act of hate violence	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.4 Harassment Intentionally engaged in harassment, threats, or intimidation	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation

Other Discipline Violations	1st	2nd	3rd	4th
Forgery	Office Detention	Office Detention	In-school suspension Possible suspension	In-school suspension or possible suspension
Defiance / Disruption / Inciting	Warning, Possible office detention, Possible class suspension	Saturday School, Possible class suspension	Saturday school or In-school suspension Possible suspension	Possible In-school suspension or Suspension
Misuse of Technology	Lunch detention or Office detention Possible class suspension	Office Detention or class suspension Possible school suspension	Saturday School, Possible suspension	In-school suspension Possible suspension

Cell phone violation / Electronic media device/ear phones	Confiscation Call to parent Warning referral Return to student after school	Confiscation Call to parent Referral 1 hour detention Return to student after school	Confiscation Call to parent Referral 2 hour detention (Cell Phone Detention 2 weeks) Return to student after school	Confiscation Call To parent Referral Saturday School (Cell Phone Detention 1 month) Return to student after school
Cheating on Assignments	3 hrs office detention Failing mark on assignment	Saturday School Failing mark on assignment	Possible Class suspension Failing mark on assignment	Possible in-school suspension or Suspension & failing mark
Tardies	10 min teacher detention	Lunch Detention or 20 min teacher detention	1 hr Office detention	2 hrs Office detention
Truancy (Period)	Saturday School	Saturday School SART contract	Possible in-school suspension or SART contract	Possible suspension or SART contract
Gum	Warning	Lunch Detention teacher to call parent	1 hr Office detention Call to parent	2 hrs Office detention Call to parent
Dress code violation	Change clothes Warning Call to Parent	Change clothes Referral #1 sent home Call to parent	Change clothes Referral #2 sent home Lunch detention	Change clothes Referral #3 sent home 1 hour detention
Disruption while with a substitute teacher	Office detention Teacher call home	Saturday School	Possible suspension	Possible multiple day suspension
Missed Detention	Office detention If missed, move to step 2	Double missed office detention	Saturday School	Possible suspension
Hands off policy	Ranges from warning to possible suspension	Ranges from lunch detention to possible suspension	Ranges from Office detention to possible suspension	Ranges from Saturday School to possible suspension

If infractions continue, move to Ed Code 48900(k) with other codes cited as appropriate.

Grounds for Involuntary Transfer to Another School within the District:

1. Student in possession of or under the influence of drugs or alcohol
2. Student has accumulated 10 or more days of suspension within the school year
3. Other serious offenses at the discretion of the school principal

Grounds for Pre-Expulsion/Expulsion from the District (Education Code 48915):

- (A1-A) Causing serious physical injury to another person
- (A1-B) Possession of any knife or other dangerous object
- (A1-C) Possession of any controlled substance
- (A1-D) Robbery or extortion
- (A1-E) Assault or battery upon a school employee
- (C1) Possessing, selling, or otherwise furnishing a firearm
- (C2) Brandishing a knife at another person
- (C3) Selling a controlled substance
- (C4) Committing or attempting to commit sexual assault
- (C5) Possession of an explosive