

STUDENT HANDBOOK

ACADEMIC INTEGRITY

Students are expected to demonstrate honesty and integrity while in attendance at Rancho San Joaquin Middle School. Each student is expected to do his or her own work on individual assignments. This includes test taking, homework, class work, and the original creation of essays, research papers, and other writing assignments. There is no distinction between giving or receiving unauthorized help; the one who helps to cheat will be held as accountable as the one who benefits from the cheating. All work submitted by a student should be a true reflection of his or her own effort and ability. If submitted work is not, then the student has demonstrated unacceptable academic behavior. The following criteria are considered unacceptable academic behavior:

- A. Claiming credit for work not the product of one's own honest effort.
- B. The lending, copying, or giving of answers or information on any assignments or test to acquire credit.
- C. Providing unwarranted access to materials or information so that credit may be dishonestly claimed by others.
- D. Forging or falsifying of any school/teacher records or forms.
- E. Behaviors such as talking, looking on another's paper, or any action that gives the appearance of dishonest behavior during a testing situation.
- F. Knowledge and tolerance of any of the above.

Students who violate this academic honesty policy will be held to the following consequences**:

First Offense

- ❖ Zero Credit Earned at Teacher Discretion
- ❖ Staff Notifies Parent
- ❖ Behavior Documented in Discipline Record
- ❖ Referral to Administration
- ❖ Work Habits and Citizenship Marks (TBD)

Second Offense

- ❖ Zero Credit Earned at Teacher Discretion
- ❖ Staff Notifies Parent
- ❖ Behavior Documented in Discipline Record
- ❖ Meeting with Administration
- ❖ Academic Honesty Essay
- ❖ Detention or In-House Suspension from Class
- ❖ Work Habits and Citizenship Marks (TBD)

Third Offense

- ❖ Zero Credit Earned at Teacher Discretion
- ❖ Staff Notifies Parent
- ❖ Behavior Documented in Discipline Record
- ❖ Meeting with Administration and Parents
- ❖ Suspension for Defiance (at Administration's discretion)
- ❖ Work Habits and Citizenship Marks (TBD)

** Students that help others cheat by providing them with their work will be subject to the same consequences as those who benefit from the cheating.

ATTENDANCE

Attendance will be taken and reported to the office each class period. When a student is going to be absent, his/her parent or guardian should phone the Attendance Office at 936-6501 by 9:00 AM each day of the absence. If a parent is calling to report an absence and receives the message machine, he/she should give the student's full legal name, the date, and reason for absence.

Excused Absences are granted for:

- Personal illness
- Doctor or dentist appointment
- Death of immediate family member
- Religious holiday

Unexcused Absences are granted for:

- Family business
- Family illness or help at home
- Family travels during school days
- Athletic competitions

Notes must be submitted within three days of the absence to excuse the absence.

We do not offer Independent Study contracts for extended family traveling. These absences are considered unexcused and students are responsible for making up work to maintain course grades. As such, teachers are not responsible for providing homework packets to students prior to their anticipated extended absences.

Students with three or more unexcused absences or a total of ten absent days altogether will receive a Student Attendance Review Board (SARB) letter which will put the student's attendance on watch for the remainder of the year.

Students are responsible for being on time to class each period and being prepared with their materials. When students are detained by a staff member, they should obtain a written pass **BEFORE THEY GO TO THEIR NEXT CLASS**. If they do not have a note from a teacher, they will be marked tardy.

Students who have zero tardies in any of their classes during a trimester will be invited to a "No Tardy Party" where they will be rewarded and celebrated for their achievement.

For every three tardies a student accrues for a class during a trimester, the student will earn a detention. Further consequences such as Saturday School will ensue should the behavior not be corrected.

Excessive tardies to Zero Period P.E. may result in removal from the class as well as an elective.

Students who need to be dismissed from school early must notify their teacher ahead of time. When the parent/guardian arrives in the Front Office, a pass will be sent for the student's dismissal. All parents must sign their children out of school before leaving with their child.

BEGINNING AND ENDING OF SCHOOL:

School starts at 8:25 AM and ends at 2:59 except on Wednesdays. On Wednesdays, school starts at 9:25. Refer to the school calendar for minimum and modified school days. Students should plan to arrive at school about 8:15 AM and leave by 3:05 PM. Adult supervision is not provided beyond these times.

BICYCLES

Students must park *and lock* bicycles in designated bicycle parking areas. The police recommend U-shaped locks that cannot be cut. Lock your wheels and frame together and secure it to the bike rack. Do not leave your bike unlocked at any time, whether it is inside a bike rack area or not. Register your bike

BICYCLES (cont.)

with the police department and keep a record of its serial number. California Code requires all minors to wear a helmet when riding a bike. Be sure to obey all traffic regulations when riding to or from school.

BOUNDARIES

Students are not permitted in the MPR or hallways at lunch and must remain within all marked boundaries at all times of the day. Failure to comply with these rules will result in consequences.

BULLYING / CYBER BULLYING

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, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member. *IUSD Board Policy 5145.8*

Any student who fails to meet this expectation will be held to consequences that include, but are not limited to: detention, Saturday School, suspension, and/or expulsion.

BUS CONDUCT

For the safety of all people riding the bus, you must obey the following rules:

1. Form a single line at the curb to board the bus.
2. A bus pass must be presented to the driver in order to board the bus.
3. Remain seated and facing front at all times.
4. Talk quietly and behave in an orderly manner.
5. Do not eat, drink, or chew gum.
6. Keep your head, arms, and hands to yourself and inside the bus at all times.
7. Do not throw or toss objects of any type inside or outside the bus.
8. Do not tamper with the bus seats, window, or other equipment.

Violation of any of the above rules can result in a warning or suspension from District Bus Transportation.

CALENDAR OF SCHOOL EVENTS

Check the school website, Principal's Newsletter and Web Calendar for current updates and changes.

CLOSED CAMPUS POLICY

Rancho is a closed campus. ALL parents must sign in with the office before entering the campus. Students are not allowed to leave the campus during the school day unless their parent comes to school to sign them out. This policy includes before the start of school and the lunch period. Students are not allowed to go home for lunch unless their parent picks them up from school. This also means that non-Rancho students (i.e., high school friends, cousins, or students from other schools) are not permitted to visit the school.

Items that need to be delivered to students (ie. lunch, homework, textbooks, etc.) must be brought to the Front Office. Students are NOT permitted to meet parents in the parking lot.

COMMUNICATIONS WITH HOME

Canvas is an online management system that provides information regarding each student's classes. Teachers post homework and classwork assignments on Canvas so students can access materials on-line. The Parent Portal is a program that allows for students and parents to access academic, disciplinary, attendance, and health-related information on the child. Both of these programs can be accessed through Rancho's website, www.iusd.org/ra.

DETENTION

Detention may be a necessary consequence if a student is not demonstrating expected school-wide behaviors. Students may be detained during lunch time or for up to one hour before/after school. If a student receives a detention, the parent will be contacted and the student will need to arrange transportation to or from home.

DRESS CODE

All students are required to attend school and school activities dressed in a manner that is conducive to and promotes a positive learning environment. Appropriate school dress and personal appearance is clean, is not hazardous to student safety, and does not disrupt instruction. Refrain from wearing the following unacceptable clothing items:

- * Clothing with gang affiliation
- * Clothing with racially, ethnically, or sexually degrading slogans/images
- * Clothing with inappropriate, obscene, or profane language
- * Clothing which exposes undergarments
- * Clothing displaying or referring to illegal activities, substances or violence
- * Flip-flop shoes without a sturdy sole and/or is fewer than 1/2 inch thick
- * Pants worn below the hip (sagging)
- * Tops with no straps, spaghetti straps, or halter-style tops
- * Tops that do not remain in contact with waistline of bottoms (bare midriffs)
- * Tops, skirts, dresses, or shorts that are provocative or revealing
- * Clothing considered undergarments or sleepwear
- * Absence of shoes

In an effort to support our students with Dress Code, students may bring clothing to school (prior to the beginning of the academic day) for inspection by a staff member. If the staff member determines that it is not appropriate, the child can change into suitable clothes without it going on his/her discipline record, and thereby will avoid any consequences.

EMERGENCY INFORMATION

Current emergency information, including names, employment, addresses, and home and work phone numbers must be provided by parents or guardians. If any of this information changes during the school year, please update it via the Parent Portal, or contact the main office (936-6500) with the updates. By California Educational Code, in the event of an emergency (natural disaster, physical injury, or illness), we can release your child only to those persons identified in Aeries as Emergency Contacts.

HALL PASSES

Students are expected to be with their assigned class during all instructional times unless they have a pass approved by a teacher or administrator. Students should always report to their scheduled class and receive a hall pass from that teacher before reporting to the health office.

HARASSMENT AND HATE-VIOLENCE

All students and employees of the District have the right to work, to attend school, and to participate in the educational process in a safe environment that is free from hate-motivated behavior. Every effort shall be made to promote mutual respect among staff and students and between and among students to encourage safe and harmonious relations that support human dignity and equality.

Behavior or statements that degrade, intimidate, and/or harm an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Bullying, repeatedly picking fights with, or repeatedly taunting another person shall not be tolerated. *IUSD Board Policy 5145.6*

Any student who fails to meet this expectation will be held to consequences that include, but are not limited to: detention, Saturday School, suspension, and/or expulsion.

HEALTH SERVICES

There is a first aid kit in each classroom so teachers can care for minor "band-aid" needs. If students become ill or need medical care that cannot be handled in the classroom, they must get a note from the teacher and report to the office. If school personnel assess your child and determines your child needs to be sent home, parents will be contacted and it is expected they arrive in a timely manner so the child can be dismissed.

-Students are not to have any medication in their possession, including aspirin. If it is necessary for students to take medication during school hours, obtain the proper forms from the office and have them completed by parents and a physician. All medications must be in the prescription bottle and will be administered according to the physician's directions.

- If a child is injured and needs crutches, a doctor's note of authorization will be required. The doctor's note must be submitted to the health clerk or nurse prior to the student using the crutches on campus.

HOMEWORK

Homework is an important part of the learning process. The purpose of homework is to reinforce classroom learning and/or prepare for the next day's class and new learning. Homework will be reasonable in scope and students are expected to complete homework independently unless stated otherwise by the teacher. Students are provided this Student Planner in which to record their assignments. Parents should check the Student Planner daily for information about assignments and due dates. Expect homework nightly on a regular basis. Students are responsible for completing their homework and turning it in on time. Students who have been absent are responsible for making up all the homework and assignments missed during the absence. Students should ask their teachers for their assignments when they return from an absence or call a class buddy during the absence for class assignments.

HONOR ROLL

At Rancho we strive to recognize excellence in work habits and academics. Students may qualify for:
Principal's Honor Roll for students who have earned a grade point average of 4.00 to 3.75.
Honor Roll for students who earn a grade point average of 3.74 to 3.00.

LIBRARY MEDIA CENTER

Rancho's Library Media Center is here to serve and support you by providing a rich variety of materials to enhance growth in knowledge and promote a lifelong love of learning. Mrs. Mayfield, our Library Media Center Specialist, provides an atmosphere where students can study, read, select books and use computers in an intelligent and responsible manner. A wide variety of information is here for research plus recreational reading. We have 40 computer stations with 2 networked printers and a copier.

LIBRARY/MEDIA CENTER (cont.)

The Library Media Center is open 30 minutes before school, at snack and lunch, and 45 minutes after school. We have several special opportunities students will want to be sure and *check out!* Rancho READS is our reading incentive program with rewards and celebrations throughout the year generously funded by our PTA. Rancho RESEARCHES is our research incentive program using “A Google a Week” research challenge with fun rewards. Throughout the year, the library is transformed into “Café Rancho,” a performance venue, where different Rancho students perform musically, artistically, and culturally while students bring lunch and enjoy a treat.

Be sure to *check out* the Library Media Center often. Please feel free to ask for assistance; Mrs. Mayfield is always there to serve and support students!

LOCKERS

Each student is assigned a locker for books. Students may purchase a lock from the school. They should not share their locker or lock combination with other students. The person to whom the locker is assigned will be responsible for the contents of the locker and for keeping the locker neat and clean both inside and outside. Be sure to keep all money and valuables, such as cell phones and other electronic devices, locked in a locker. Rancho is not responsible for any missing, lost, or broken items. Students may also purchase a lock to use in the P.E. class. These lockers are to keep clothes and backpacks secure only during P.E. class. These lockers are used by all students and are only available during your P.E. period. While you are participating in P.E. activities, your clothes and backpack should be in a LOCKED locker. While not in P.E. your P.E. clothes should be kept in your book locker.

HOW TO OPEN YOUR COMBINATION LOCK

Begin at zero (0). Turn to the right two whole turns and stop at your first combination number. Then turn left one whole turn past your first number and stop at your middle number. Now turn right and stop at your last number. Pull down on the lock and it should open.

LOST AND FOUND

Found valuables such as electronic devices, purses, wallets, watches, money, clothing, and books should be turned into the Front Office. If students are missing an item, they need to check with the office to see if it has been turned in. They should also check with their P.E. teacher and in the barrel at the side of the stage.

LUNCH PERIOD

Students may not leave the campus during the lunch period unless their parents or guardians come to school and sign them out. Students may bring a sack lunch or purchase food and beverages. Students are responsible for their own trash. During lunchtime a variety of competition sports, spirit activities, free play, clubs, and socializing is available. Students should stay within the boundaries at all times. Failure to do so may result in consequences.

MONEY

Students should bring only enough money to school to meet the need of the day. Excess money and valuables should not be brought to school. Parents can electronically add money to a “mySchoolBucks” lunch account so students do not need cash on campus to buy lunch.

NONDISCRIMINATION NOTICE

The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination, harassment, intimidation, and bullying of any student based on the student's actual or perceived

NONDISCRIMINATION NOTICE (cont.)

characteristics such as race or ethnicity, color, ancestry, national origin, nationality, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related condition, physical or mental disability, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The District does not discriminate in enrollment in or access to any of the education programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework (where applicable). The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.

SATURDAY SCHOOL

Students who repeatedly break rules, have excessive tardies, fail to report to regular detention, or have behaviors that rise to more significant levels will be required to serve a Saturday School. Saturday School is three hours long and will be held from 8:25 A.M.-11:25 A.M.

SEXUAL HARASSMENT POLICY

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's sex. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Positive action will be taken when necessary to eliminate such practices or remedy their effects and may include (but is not limited to) detention, Saturday School, suspension, and/or expulsion.

STUDENT BEHAVIOR

We believe all students can behave appropriately and our Rancho RULES is a philosophy of positive behavior support. We will not tolerate any student interfering with the learning in the classroom or creating an unsafe situation. Individual teachers will introduce students to their classroom expectations and provide these written expectations on Back to School Night for parents.

Handling misbehavior: If a teacher has utilized all of his/her classroom management techniques and strategies and a student repeatedly misbehaves, he/she may be referred to the office for administrative intervention:

Such misbehaviors may include:

- * Continuous classroom disruptions
- * Creating an unsafe learning environment
- * Open defiance, disrespect, or non-compliance
- * Truancies or excessive tardies
- * Physical contact
- * Profanity or vulgarity
- * Violation of our technology use agreement or electronic devices policy
- * Violation of our Academic Honesty Policy
- * Dress code violations

Consequences may include, but are not limited to:

- * Parent involvement
- * Detention or Saturday School
- * Written reflection
- * Assignment of school or community service
- * Referral to counselor
- * Loss of privileges
- * Suspension either on or off campus
- * Behavior Contract
- * SARB Referral for Discipline
- * Police notification

STUDENT GOVERNMENT

Through active participation in student government each student can make a worthwhile contribution and at the same time gain experience in the understanding of the democratic process. Our Associated Student Body consists of those officers elected by last year's 7th grade student body and representatives chosen from a highly selective application process overseen by a committee made up of multiple staff members.

SUSPENSION AND EXPULSION

The Irvine Unified School District enforces a "Zero Tolerance" policy. This means that students found to be in possession of any firearm (including replicas), brandishing a knife, or involved in the sale of a controlled substance will be immediately suspended and recommended for expulsion from the district. The following acts occurring to or from school, at school, at a school activity, or that may cause great enough disruption at school may lead to suspension and/or expulsion per California Educational Code:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or furnished a knife, explosive, or dangerous weapon and/or imitations.
- Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
- Possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stolen or attempted to steal school or private property.
- Knowingly received stolen school or private property.
- Possessed or used tobacco and/or tobacco-related products
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Disrupted school activities or otherwise willfully defied the authority of school personnel.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding.
- Committed or attempted to commit a sexual assault, or committed a sexual battery.
- Misuse of an electronic signaling device (beeper, pager, cell phone).
- Under no circumstances are alcohol, drugs, drug paraphernalia, knives, guns, replica guns, or other weapons permitted on campus. Students in possession of the above items will be suspended and/or expelled from the school.

TELEPHONES / CELL PHONES / ELECTRONIC DEVICES

School phones are used by teachers and staff members for school business. Cell phones may be brought to school but are required to be powered off and stored in a secure location during the school day unless the student has been given permission to use it as a tool within the academic setting under adult supervision. The same rule applies to other electronic devices, such as iPods. Rancho is not responsible for lost, stolen, or broken items.

Items not permitted by the teacher will be confiscated and will be held in the Front Office. If it happens more than once, each time the child's parent will need to pick the item up from the Front Office. Three and more offenses results in detention, Saturday School, and/or suspension.

TEXTBOOKS AND MATERIALS

Students will be issued textbooks necessary for class studies and assignments for home use. The student is responsible for taking good care of his/her textbooks, including keeping them neat and secure at home. Students will be charged for lost or damaged textbooks. All materials must be returned to the Library Media Center by year end. Failure to do so will result in exclusion from end-of-the-year activities like Yearbook signing, Promotion Dance, and Promotion, amongst other events.

USE OF TOBACCO PRODUCTS AND ELECTRONIC CIGARETTES/VAPES

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education including youth development activities, and intervention and cessation activities and/or referrals.

The Irvine Unified School District strictly prohibits the use of products containing tobacco or nicotine, including, but not limited to smokeless tobacco, snuff, chew, and clove cigarettes, by students on any district campus or while attending school-sponsored activities, or while under the supervision or control of district employees. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products. However, this section does not prohibit the use or possession of prescription products, or FDA-approved cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property. *IUSD Board Policy 5136.6*