

# Carmel Middle School/



**A California Distinguished School**

## **A Guide for Parents and Students Welcome to CMS!**

This student handbook has been provided in an online format for the convenience of all CMS families. Our hope is to provide important information about our school as well as to assist with the organizational needs of our students. Parents and students need to review this material at the beginning of the school year. This will help us all start “on the same page.”

This handbook includes our Code of Conduct, which sets the tone for academic and behavioral success. Our behavioral focus will be on the district Pillars of Character, and “Cougar Pride.” The Code of Conduct comes into play when students have lost this focus and corrections are necessary. We encourage parents to stay informed about what is happening at CMS. The CMS website ([www.carmelunified.org](http://www.carmelunified.org)) and the Friday Parent Letter are two excellent ways to stay in touch. In addition, the Daily Student Bulletin for the following day is published on our website each day around 4 p.m. Parents should also feel free to call or email teachers, counselors, administration or office staff when further communication is needed.

Let’s work together toward success for all our students. Best wishes for a fulfilling and productive year.

## **A Glimpse at Carmel Middle School**

Address ..... P.O. Box 222740  
Carmel, CA 93922

Phone ..... (831) 624-2785

Location ..... 4380 Carmel Valley Rd.

Calendar ..... Trimester

Grades ..... 6-7-8

Enrollment ..... 626

School Colors ..... Red and White

School Mascot ..... Cougar

**Dan Morgan, Principal**

**Jennifer Kasper, Assistant Principal**

**Sarah Greco, Counselor (A-K)**

**Melissa Magreta, Counselor (L-Z)**

# CARMEL MIDDLE SCHOOL BELL SCHEDULES

## Regular Bell Schedule

(Monday, Tuesday, Wednesday, Friday)

Period 1	7:45 - 8:35
Period 2	8:40 - 9:30
Break	9:30 - 9:40
Period 3	9:45 - 10:35
Period 4	10:40 - 11:30
Lunch	11:30 - 12:00
Period 5	12:05 - 12:55
Period 6	1:00 - 1:50
Period 7	1:55 - 2:45

## Thursday Early Release Schedule

(Gathering Schedule)

Period 1	7:45 - 8:30
Period 2	8:34 - 9:17
Break	9:17 - 9:27
Period 3	9:31 - 10:14
Period 4	10:18 - 11:01
<b>Gathering</b>	11:06 - 11:19
Lunch	11:19 - 11:49
Period 5	11:53 - 12:36
Period 6	12:40 - 1:23
Period 7	1:27 - 2:10

\* Teacher Collaboration

2:20 - 3:15

## Minimum Day Schedule

Period 1	7:45 - 8:20
Period 2	8:25 - 8:55
Period 3	9:00 - 9:30
Break	9:30 - 9:40
Period 4	9:45 - 10:15
Period 5	10:20 - 10:50
Period 6	10:55 - 11:25
Period 7	11:30 - 12:00
Lunch	12:00 - 12:15

\* Busses leave at 12:15

## Assembly Schedule

Period 1	7:45 - 8:27
Period 2	8:32 - 9:14
Break	9:14 - 9:24
Period 3	9:29 - 10:11
Period 4	10:16 - 10:58
<b>Assembly *</b>	11:03 - 11:49
Lunch	11:49 - 12:19
Period 5	12:24 - 1:06
Period 6	1:11 - 1:53
Period 7	1:58 - 2:45

\* End of Day Assembly can be held  
During Period 7 Time Slot



# CARMEL MIDDLE SCHOOL GENERAL INFORMATION



## Academic Progress Information

We offer online access to student progress information. Parents/students can use the student's name and a password to see electronic "grade books." These grade books will show assignments and due dates. Teachers will update these grade books at least every couple of weeks so parents can also see the scores of completed assignments. Once in the system, parents can look at progress in other classes as well as attendance. The web address is <http://aeries.carmelunified.org>. CMS will provide more specific details early in the year.

Midway through each trimester we mail home progress reports. Teachers are required to send home progress reports for any student with a grade of C or below, or who have an N or U citizenship grade. Many teachers choose to issue progress reports for all of their students. A missing grade on a progress report indicates that your child has an A or B in that class and their behavior is at least satisfactory.

## Attendance

Whenever a student is absent, parents are requested to call the school before 9:00 a.m. on the day of the absence. Parents of students with unverified absences will receive an autodial call mid-morning asking parents to verify the absence. If the absence remains unverified, a second autodial call will be made in the evening. If no parent contact is made within 48 hours, the absence will be unexcused until the student brings a note from home or the parent calls the school to excuse the absence. The State recognizes only illness, doctor appointments, observance of a religious holiday, family bereavement, and quarantine as excused absences. All other absences, including family vacations, oversleeping, and personal reasons, are considered unexcused. When a student accumulates three unexcused absences in a school year he/she is considered truant, and the Monterey County Truancy Abatement Program process is initiated through the Monterey County District Attorney's office. CUSD Administrative Regulation [AR5113(c)] also states, "When a student has had 14 absences in the school year for illness, any further absences for illnesses must be verified by a physician or the school nurse." Failure to verify the subsequent absences will result in those absences being marked as unexcused and may lead to a student's designation as truant.

## Awards and Recognition

The following are a few school-sponsored awards designed to recognize those students doing an outstanding job at CMS.

**Student of the Month:** Students are selected by teachers each month to reward responsible behavior, good citizenship, or academic excellence.

**Academic Recognition:** At the end of the first and second trimester, students who earn a GPA between 3.0 and 4.0 receive an Academic Honors Certificate.

**Academic Honors Night:** Students on the honor roll for both first and second trimesters are recognized at this award ceremony. Outstanding student awards are presented to each grade level. Departmental and school wide awards are presented to eighth grade students.

## Bus Passes

Students must have a bus pass to ride the school bus to and from school. Bus passes will be checked daily. Students without a pass may purchase daily one-way tickets from the office during the school day.

## Character

At CMS, we stress the building of our students' character. During the year, all students are exposed to the "Pillars of Character" in class and throughout our school activities. The Pillars of Character are: Trustworthiness, Responsibility, Respect, Fairness, Citizenship, and Caring. When students demonstrate any of the Pillars, they may receive "Cougar Bucks" which are entered into a drawing for a variety of prizes. Students

are also recognized as “Students of Character” at our weekly gatherings. At CMS we like to recognize and reward positive behaviors, which can contribute to a healthy school experience.

### **Code of Conduct**

The Code of Conduct, found below, consists of school rules, procedures defining expected behavior, and consequences for misbehavior. We require students and parents to read the document together to understand CMS standards for good behavior, and sign on Page 1. These rules and procedures are Board adopted in accordance with the State of California Education Code. The Code of Conduct may also be found on our school website, [www.carmelmiddle.org](http://www.carmelmiddle.org), under the drop down menu “For Parents.”

### **Community Service**

CMS values community service. While we do not require community service, we strongly encourage it. Through various projects in the Habitat, as well as our annual “Serve-a-Thon” fundraiser, students complete several community service projects each year. We hope students will grow as human beings as they see the rewards of giving.

### **Counseling**

Counseling services are available for every student in the school. The purpose of the counseling program is to support and meet the needs of all our students. We also want our program to be proactive versus reactive. We use a collaborative approach by gathering input and support from teachers, students, parents, and community representatives. Our comprehensive Guidance and Counseling program facilitates student development in three broad areas: academic, personal/social, and career. These areas are aligned with the National Standards for School Counseling. We utilize two full-time counselors, a district psychologist, and outside providers as needed to provide services to students, parents, and teachers. These services include assistance with educational planning, study techniques, and/or personal/social concerns. See the “Counseling” link on our school web page for information on counseling services/program and strategies.

### **Course Outlines**

A course outline from each teacher will be sent home with students at the beginning of the school year. The outline will include information specific to the class regarding grading procedures, policies for late or incomplete work, extra credit information, homework guidelines, and any special materials needed for the class. In addition, many teachers and departments use the website “MySchool” to inform students and parents about assignments. MySchool can be accessed from the homepage of our website.

### **Extended Learning Center**

CMS provides after school tutoring through our Extended Learning Center (ELC). The ELC is located in the cafeteria and is open to students Monday through Thursday until 5:00 p.m. After completing and returning the ELC Contract, signed by both the student and parent, students are welcome to drop in for help from the tutor or just to have a quiet place to work. While the ELC Instructor records the check-in and check-out time of each student, it is a drop-in program and attendance is not monitored or required by the school.

### **Grading**

A, B, C, D and F grades are issued each marking period. A=Advanced/Outstanding, B=Proficient, C=Basic, D=Below Basic, F=Far Below Basic or Failing. We want all students to strive for grades of A or B. Grades below B do not meet our goals for student achievement. Citizenship grades of O for outstanding, S for satisfactory, N for needs improvement, and U for unsatisfactory are also given for each reporting period. Each trimester is graded independently and is recorded on the students’ permanent records.

***Academic and Citizenship grades are used when determining eligibility for sports and field trips.***

### **Health Information**

If a student becomes ill, he/she should ask permission from the teacher to go to the office. Parents will be contacted if a student is unable to remain at school. If a student is required to take medication at school, including over-the-counter medications: 1) A medication form must be filled out by a physician and parent, 2) An adult must bring the medication to the office, and 3) Medication must be administered by CMS staff

at the school office. Permission for a student to carry emergency medication must be obtained from the CMS Nurse. Please keep emergency contact information current in the office for occasions when our staff is unable to contact the parent.

### **Parent Reporting Requirements for Student Injuries and Illnesses**

Parents shall notify the office staff or school nurse regarding any student injury or illness. Parents shall inform school staff of any concerns, potential limitations and/or prohibited activities that may require accommodations. Of note, a physician's note may be required. The school nurse will communicate any accommodation plan to the site administrator and relevant staff.

### **Homework Policy**

Responsible completion of homework is an increasingly important character trait as a student progresses through middle school and into high school. In addition to class instruction, each student will be expected to complete some schoolwork at home to achieve satisfactory work. Some assignments are long range in nature and require planned study time for completion. Major assignments within each grade level are planned to avoid common due dates. Middle school homework should average one to two hours per night, four to five nights per week. Weekend homework may be necessary when make-up work needs to be completed, but is discouraged as a general practice. We will not assign regular homework over vacations. If your son/daughter is regularly having more than two hours per night, contact the teacher so a resolution can be reached.

### **Homework Information**

While a student is home sick, homework assignments can be viewed on Aeries Gradebook and/or MySchool. If you do not have Internet access, you may want to call another student in the class to check the exact assignment. Requests for homework by calling the office will be made for absences of two or more days, and must be made prior to 8:30 a.m.

### **Library and Media Center**

The library/media center is open from 7:30 a.m. to 4:00 p.m. Monday through Thursday, and 7:30 a.m. to 3:30 p.m. on Friday. Library books may be checked out for two weeks at a time. Students must take responsibility for lost, stolen or damaged books. ***All fines must be paid in order to participate in the end-of-year field trips or receive a yearbook.***

### **Lockers and Locks**

All sixth grade students will be assigned a locker in which to store their possessions and school materials. All seventh and eighth grade students will be assigned lockers upon request. Students must provide their own locks. Proper use of this locker is expected of each student. A violation of the following guidelines may result in a loss of locker privileges.

1. Use only the locker assigned to you and keep it locked at all times.
2. Keep your lock combination secret. Sharing lock combinations may lead to theft.
3. If a student has concerns about locker security, he/she should report it immediately.
4. Do not write or mark on, or in, lockers.
5. After locking your lock, spin the combination dial and double-check that it is securely locked.
6. Avoid locks that use letters for the combination as they are easy to see from a distance.

### **Make-Up Work**

Students who are absent from school will be required to make up the work they miss. It is the student's responsibility to see each teacher for missed assignments. If a student is absent for two or more consecutive days, homework may be requested by calling the office before 8:30 a.m. It will usually be available by 3:00 p.m. the same day.

### **Messages/Deliveries**

Sending messages and forgotten items to students while they are in class disrupts the learning process, and will only be done in emergency situations. Forgotten homework, P.E. clothes, and lunches are not considered an emergency. Any item dropped off for a student will be held in the office until the student can re-

trieve it during a passing period or break. A note will not be sent to the student to let him/her know the item is in the office. **Please arrange with your child to always check for forgotten items in the office.**

### **Parent-Teacher Conferences**

Conferences are scheduled on an “as needed” basis throughout the year. Parent Conferences are held in the fall. Specific information about these days will be published in the CMS Friday Letters and on the CMS Website. Parents are encouraged to keep in touch with teachers as needed over the entire school year.

### **Promotion for Eighth Graders**

In order for an eighth grade student to promote to high school, he or she cannot fail more than one class during the entire 8<sup>th</sup> grade year. A student who fails two or more classes during the year will not be eligible to participate in the ceremony and may be retained in 8th grade unless he/she successfully completes a credit recovery course for the failed subject(s) within 30 days of meeting with the Principal. This course will be completed outside of the regular school day and will require approximately 30-40 hours of independent study per course. Final trimester grades are not known until a few days prior to promotion, so credit recovery is not available for courses failed during the final trimester.

### **Promotion/Retention and Support Classes**

CUSD has minimum academic requirements that students must meet before being promoted to the next grade level. If a student receives a D or F grade in an academic subject, CMS will provide systematic intervention. This intervention may include study hall, support class, Opportunity Education class (Op Ed) or any combination of these as deemed necessary by school personnel. A student who receives a D or F grade may lose one or both electives in order to add intervention classes. If a student continues to fail language arts or math during the final marking period, summer school (if available) may be required.

### **School/Office Hours**

CMS is open to students from 7:30 a.m. to 3:00 p.m. (2:25 p.m. on Thursdays). Students who remain on campus in an unsupervised area after the 15 minute grace period will receive a warning slip. Three warning slips will result in a referral. The library is open from 7:30 a.m. until 4:00 p.m. Monday through Thursday, and until 3:30 p.m. on Fridays. The library is available for students who want to study or read, and is not a place for students to simply “hang out” after school and be with friends. Students must leave campus or be in a supervised setting (library, tutoring, classroom) 15 minutes after the dismissal bell.

### **School Site Council/ELAC**

This committee is formed under mandate of state law and is composed of parents, teachers, and administrators. School Site Council develops a Single Plan for Student Achievement and then allocates the school improvement funds for the school. ELAC is our English Language Advisory committee which meets to review and advocate for the needs of our English Learners. Committee meeting dates will be posted in the office and in the school newsletter.



## **NONDISCRIMINATION/HARASSMENT POLICY**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; 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.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

### **Grievance Procedures**

The Board hereby designates the following position as Director for Nondiscrimination to handle complaints regarding discrimination and harassment and inquiries regarding the district's nondiscrimination policies:

Director of Technology & Data Services 4380 Carmel Valley Rd. Carmel, CA 93923 (831) 624-1546

Any student who feels that he/she has been subjected to discrimination or harassment should immediately contact the Director, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Director or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination or harassment, the Director shall immediately investigate the complaint in accordance with either the Uniform Complaint Procedure (BP 1312.3) or site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination or harassment, and the resources that are available to students who feel that they have been the victim of discrimination or harassment. The district's policy may also be posted on the district website or any other location that is easily accessible to students.

Policy adopted: November 27, 2006  
Revised: September 5, 2012

**CARMEL UNIFIED SCHOOL DISTRICT**  
Carmel, California



# CARMEL MIDDLE SCHOOL CODE OF CONDUCT



## CARMEL UNIFIED SCHOOL DISTRICT

### **Mission Statement**

The Carmel Unified School District community produces lifelong learners who are prepared for the challenges of higher education, the workplace, and their role as citizens of an ever-changing global community.

### **Board of Education**

Karl Pallastrini, Tess Arthur, Sara Hinds, Annette Yee Steck

### **The Board of Education's Message**

The Carmel Unified School Board of Education is committed to providing a quality education in an environment that is safe and secure. Essential to this is the publication, explanation, and enforcement of school rules and procedures that define expected behavior and consequences for misbehavior. These rules and procedures have been adopted in accordance with the State of California Education Code.

## CARMEL MIDDLE SCHOOL

### **Our Mission**

Carmel Middle School develops well rounded, life long learners of good character by setting high expectations, engaging students in learning, providing high levels of support, and creating a safe and positive school environment.

### **Core Value**

We do what is best for kids.

### **We believe that:**

- High expectations stretch students to their greatest potential.
- All students can learn with the appropriate level of support.
- All students do not learn in the same way.
- High levels of student engagement leads to high levels of learning.
- Participation in diverse experiences leads to the development of well rounded students.
- Actively teaching and modeling positive character traits creates a safe and positive school climate in which all students can flourish.
- An active, healthy lifestyle promotes physical and emotional well being.

## Code of Conduct

The CMS Code of Conduct outlines the rules which shall be followed to provide a safe, orderly, and respectful environment so teachers can teach, students can learn, and so we can create a school everyone wants to come to every day. All school rules are based on district policy and state law. Parents and CMS staff reviews these periodically. Policies and rules are enforced fairly, uniformly and consistently without regard to race, beliefs, economic status, or gender. If a student violates a school rule or policy, or is involved in any misbehavior which disrupts school activities, he/she may be warned or issued a referral. More serious disruptions, defiance, cheating, bullying, etc., will result in an immediate referral. Staff will warn students for minor disruptions or defiance such as chewing gum, littering, horseplay, etc., and those warnings will be reported to the office to be recorded. Three reported warnings in a trimester will result in a referral

and lunch detention. Teachers, substitute teachers, staff, or bus drivers may warn students and/or write a referral to the administration. Warnings and referrals are cumulative by trimester.

All avenues shall be utilized to encourage the positive interaction of students. However, when misconduct occurs and a warning or referral is issued, the interventions we employ are intended to help the student learn from his/her mistakes and to exercise self-control. These interventions include, but are not limited to, the following: Advising and counseling students; parental contacts and conferences; lunch detention; the restriction of participation in school activities (including participation in after-school sports, and attendance at non-academic assemblies and school dances); restricted use of school technology; alternative learning environments; creative scheduling; and, when necessary, suspension, expulsion, and/or involvement of law enforcement.

The administration and staff at Carmel Middle School are committed to the belief that everyone has a right to be treated with dignity and respect. Students who show a lack of regard or respect for others will be counseled and helped to understand that to diminish one, diminishes all. Appropriate behavior is the responsibility of each student.

### **Truancy**

California State law requires students to attend school and all classes on a regular basis. California Education Code recognizes only illness, medical appointments, quarantine, observance of a religious holiday, or attendance at funeral services as excused absences. All other absences, including family vacations, oversleeping, personal reasons, or any absence not cleared within 48 hours are considered unexcused. A student will also receive an unexcused absence if he/she cuts class, arrives at school without a valid parent excuse 30 minutes after the start of school, or if he/she arrives ten minutes late to periods two through seven without a valid excuse from a staff member or parent. When a student receives an unexcused absence, parents are notified, a referral may be written, and detention may be assigned. After the third unexcused absence, California Ed Code considers a student truant and truancy proceedings are initiated with the Monterey County Truancy Abatement Program and the District Attorney's office. Please note: Teachers are not required to accept make-up work from a student who receives an unexcused absence. CUSD Administrative Regulation [AR5113(c)] also states, "When a student has had 14 absences in the school year for illness, any further absences for illnesses must be verified by a physician or the school nurse." Failure to verify the subsequent absences will result in those absences being marked as unexcused and may lead to a student's designation as truant.

### **Tardiness**

A student is considered to be tardy if he/she is not seated and prepared to work before the tardy bell rings (including first period). Tardies accompanied by a doctor's note or appointment card are excused; however, other tardies, whether the fault of the parent or student, cannot be excused. Tardies are cumulative by trimester. For each tardy that occurs, the following consequence(s) will apply:

1<sup>st</sup> and 2<sup>nd</sup> Tardy: Marked as Tardy.

3<sup>rd</sup> Tardy: Written warning from office and Email to parents.

4<sup>th</sup> and 5<sup>th</sup> Tardy: Lunch Detention and Email Home.

6<sup>th</sup> Tardy: Referral to Assistant Principal, Parent Contact, 2 days of Lunch detention.

7<sup>th</sup> Tardy: Referral, 1 week of lunch detention, and parent contact.

8<sup>th</sup> Tardy and beyond, Referral, 1 week of lunch detention, parent contact for each subsequent tardy, and Placement on Restricted Activities which is explained under section XV.

### **Dress Code**

The CMS Dress Code is designed to ensure that students attend school in attire appropriate for the learning environment. Students shall maintain good personal hygiene and shall refrain from the use of cologne, hair-spray, or other personal products that create a strong odor. Students shall refrain from wearing clothing or accessories that make reference to drugs, alcohol, tobacco, sex, or violent, oppressive and/or demeaning behavior, or expose the torso, cleavage, or upper thigh (including see-through materials).

Skirts, dresses, and shorts must be thumb-tip in length

Pants must be worn at hip level in a manner in which underwear is not exposed or would not be exposed if the shirt were raised (no sagging)  
Shirts must cover midriffs and cleavage at all times Muscle shirts and spaghetti strap tank tops are not allowed  
Bare feet, for reasons of health and safety, are not allowed on campus Pajama pants are not allowed  
With teacher permission, hats or hoods may be worn during class

#### Consequences for Violating the Dress Code:

First time offenders will receive a written warning and be required to change or cover up the clothing

Second time offenders will receive a referral and be assigned a lunch detention. Student will be required to change and student's parents will be notified.

Further offenses will, in addition to a referral, require the student to wait in in-school detention until students' parents bring appropriate clothing.

Further offenses may result in suspension

The above standards are also in effect for all extra-curricular events and activities. Determination of appropriate clothing will be made by school administration.

#### Prohibited Items and Actions

Students are prohibited from bringing lighters, fireworks, poppers, pepper spray or mace, tobacco, drugs, alcohol, knives of any kind, guns of any kind, or any other dangerous objects/toys. Possession of such items may result in a one to five-day suspension and the involvement of the Sheriff. Continued possession of such items may result in a recommendation for expulsion.

Students are also prohibited from chewing gum at school, and from bringing roller blades, laser pointers, digital cameras, body and deodorant sprays, or other personal property/toys not related to school activities. Skateboards must be stored in on the skateboard rack in front of the school. Students should not bring large amounts of money to school and are also prohibited from selling anything on campus.

#### Drug Canine Units

Use of drug-detecting canines is one part of a comprehensive approach to drug and alcohol issues in CUSD. Reaching the goal of zero use and/or possession of drugs and alcohol on campus depends on students, parents, and staff members working together. Per CUSD Board Policy, random searches by dogs do take place on campuses at unannounced times during the school year.

#### Cell Phones

Cell phones must be turned off and put away in a backpack or other location (cell phones in pockets) during regular school hours, defined by the signal of the first to last school bell. These items are the most commonly lost or stolen items at school, and we cannot and will not be responsible for such items. We strongly recommend that you keep all valuable items at home. Any time a student is found using a cell phone or music device, or with the item on or out, he/she will receive a referral and the item will be confiscated. On the first and second offenses, the student will be given a referral, assigned a lunch detention and may reclaim the item at the end of the school day. On the third offense, the student will be given a referral, assigned a lunch detention, the parent must pick up the item, and a Cell Phone Contract will be signed by the student and parent describing the consequences for further violations. Inadvertent or accidental ringing of a cell phone will result in a one-time warning. Subsequent incidents of this nature will be counted as a first offense in the above policy.

#### Academic Honesty

Students who copy work from others, lend inappropriate assistance to others, submit work that is not a clear reflection of their own knowledge or efforts, or engage in forgery are guilty of "academic dishonesty" and will be penalized. When a student violates the Academic Honesty Policy at any time during the student's three years at CMS, he/she will be disciplined in a manner consistent with the nature of the infrac-

tion, including but not limited to:

Receive a zero for the academic exercise, parents will be notified by the teacher, and a referral will be written.

Repeat offenders will be assigned a minimum of one day All Day in School

### **Detention. Disruptive Classroom Behavior**

When a student is disruptive in class, the teacher may elect to send the disruptive student to In-School Detention (ISD) for the remainder of the period. Upon arrival there, the detention monitor will contact the student's parents and inform them that their child was sent to ISD. The teacher assigning the ISD is responsible for notifying the parent via phone or email of the reason for the ISD. Every time a student is sent to ISD, a lunch detention is also assigned. If a student is sent to ISD three times within a trimester, a referral will be written and the student will be assigned to one week of lunch detention. A student and parent conference with the teacher(s), counselor, and/or administrator may be arranged. Additional in-schools beyond 3 will result in a referral and additional consequences up to, and including, suspension at administration's discretion. At each trimester, the student's slate is cleared of the in-school tally. Teachers have the right to suspend a student from their classroom for a total of two days, including the day of the disruption. Teachers MUST make parental contact and may request that a parent accompany their child to class, and/or arrange for a parent/teacher conference.

### **Teasing, Bullying, Cyber-bullying, and Harassment**

Teasing, bullying, cyber-bullying, and harassment will not be tolerated at CMS. Teasing occurs when a student makes fun of another student. Bullying occurs when a student is intimidated by verbal or physical conduct or actions. Harassment is negative verbal or physical conduct directed at another student. Students who engage in such behavior will be disciplined in a manner consistent with the nature of the infraction. Students who repeatedly engage in such behavior will receive increasingly severe consequences up to, and including, suspension from school and/or recommendation for expulsion from the district. Students who engage in sexual, racial, ethnic, and religious harassment will be dealt with more severely. At a minimum, students are subject to the following:

First offense: Receive a referral, assigned to lunch detention.

Second offense: Referral, All-Day In-School Detention, and Behavior Contract.

Third offense: Suspended from school for one to five days.

Fourth offense: Suspended from school for three to five days, possible Involvement of the sheriff, and possible recommendation for expulsion.

### **Internet and Technology Use**

Access to CMS computers and the network requires student signatures on the Digital Citizenship Agreement. Network administrators may review files and communications to insure that students are using the system responsibly. Violations may result in a referral, restricted computer and network access, and other disciplinary and legal actions when necessary. Violations of the Acceptable Use Policy include but are not limited to:

Using another student's username and password to access the network.

Trespassing in another's folder, work, or files.

Sending or displaying offensive messages, pictures, or media of any kind.

Use of obscene or profane language.

Harassing, intimidating or bullying others.

Accessing online chat rooms or social networking sites.

### **Chromebook Responsibility:**

Students are required to bring their fully charged Chromebook/Netbook to school each day. Students who forget their laptop at home or forget to charge the laptop may check out a loaner laptop in the library. However, students who repeatedly forget to bring or charge their laptop will receive written warning on the third occurrence, and lunch detentions on the fourth and fifth occurrences. On the sixth and subsequent occurrences a referral will be written, the student will meet with the assistant principal, parents will be contacted, and progressively increasing detentions will be assigned.

### **Physical Violence and Fighting**

Students who physically harm another person will, at a minimum, receive an All-Day In-School Detention. Students who engage in fighting will be suspended for one to five days. All parties involved in a fight may be suspended. Self-defense is limited to actions required to escape injury, and does not include fighting back when escape is possible.

### **Profanity and Inappropriate Language**

Students who use inappropriate and/or profane language will receive a warning or referral depending on the severity of the situation. Continued use of profanity/inappropriate language will result in progressive discipline that may include suspension from school.

### **Public Displays of Affection**

Students shall refrain from engaging in public displays of affection. Such displays include kissing, hand holding, romantic hugging, sitting on students' laps, or other behaviors that promote romantic relationships on campus. First time offenses result in a warning and parent phone call. Second offenses result in a referral and lunch detention. Further offenses will be considered an act of defiance and will result in more serious consequences including consideration of suspension from school.

### **Failure to Serve Assigned Detention**

Students who fail to serve an assigned detention will receive a referral and have that detention time doubled. Repeated failure to serve detention will result in an All-Day In-School detention or suspension.

### **Restricted Activities**

Our Student Activities Program is a positive component of the CMS Code of Conduct. The program rewards students who obey school and classroom rules with the privilege of participating in dances, athletic competitions, field trips and other extra-curricular activities. Students who choose to disobey school and classroom rules may be placed on the Restricted Activities list. Students are placed on the list when they reach their eighth tardy of the trimester, or by accumulating three referrals in a trimester, or by being suspended for any length of time. When a student is placed on the Restricted Activities list he/she will, at a minimum, lose the next school activity and may, at the discretion of school administration, be subject to additional consequences or loss of privileges and activities. Activities include, but are not limited to; school dances, field trips,\* athletic events, assemblies, etc. Students who receive another referral, or attempt to participate in an activity while on restricted activities, will have their restriction extended and may face additional penalties. Once a student completes his/her time on the Restricted Activities list and has demonstrated appropriate school behaviors, he/she will have the privilege of participating in all activities again.

**Students suspended from school during the final four weeks of school may lose the privilege of participating in any/all of their respective grade level activities.**

\*Field trip monies may be forfeited due to non-refundable policies and ineligibility. Specific trips may require higher standards than our regular eligibility requirements. Students may not earn more than one N or U, or combination thereof, in the third trimester in order to participate.

### **Athletics**

To be eligible for athletic participation, a student must be enrolled in Carmel Middle School, and have received a GPA of 2.0 or higher on his/her most recent trimester grade report (including progress reports and third trimester reports from the previous year), must have no F grades, and must have no more than one U citizenship mark. Students who are participating on an athletic team will be suspended from competition if they do not maintain the required standards throughout the season. A student who has been suspended

from competition due to academic concerns indicated on a **trimester progress report** will have a two week window to raise their grades to meet the required standards. The student will not be allowed to participate in games or practice at this time. Students may regain eligibility by providing the Athletic Director or Administration with an updated AERIES report indicating that grades have improved to meet the required standards. A student who does not meet the required standards as indicated on a **trimester report card** will be removed from the team.

If a student participating in athletics is suspended or assigned an ALL Day (ADIS) or Partial Day (PDIS) In-School Detention for:

1-2 days: He/she shall not be present at athletic games, practices, or tryouts for one week following the last day of the suspension or ADIS/PDIS.

3-5 days: He/she shall not be present at athletic games, practices, or tryouts for two weeks following the last day of the suspension or ADIS/PDIS.

A student who is suspended from school, or assigned an ADIS/PDIS more than 2 times during a season will be removed from the team for conduct unbecoming a CMS athlete.

Individual coaches may implement more severe consequences for inappropriate behavior at their discretion including recommending removal from a team to CMS administration.

If a student does not fully participate in P.E. on the day of practice/scrimmages/games he or she may not participate in any athletic activities of any kind.

### **Grounds for Suspension/Expulsion**

By State law the following offenses by a student are grounds for suspension or expulsion, whether they occur while on school grounds, while going to or coming from school, during the lunch period (on or off the campus), during a school-sponsored activity, or while going to or coming from a school sponsored activity:

(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.

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.

Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.

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

Committed or attempted to commit robbery or extortion.

Caused or attempted to cause damage to school property or private property.

Stole or attempted to steal school property or private property.

Possessed or used tobacco, or any products containing tobacco or nicotine products.

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

Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

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

Knowingly received stolen school property or private property.

Possessed an imitation firearm.

Committed or attempted to commit a sexual assault.

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.

Unlawfully offered, arranged to sell, or sold the prescription drug Soma.

Engaged in or attempted to engage in hazing.

Engaged in an act of bullying, including by means of an electronic act, directed toward a pupil or school personnel.

Aided or abetted the infliction or attempted infliction of physical injury to another person

committed sexual harassment, caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils.

Made terroristic threats against school officials or school property, or both.

## **Nondiscrimination/Title IX Notice**

- District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a 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 provides equal access to designated youth groups, such as the Boy Scouts, Girl Scouts and others.

The district's coordinator for nondiscrimination manages the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at:

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