

Principal's Message

Welcome to the 2008-09 school year at Gray Avenue Middle School. The staff is committed to offering our students a challenging academic program within a positive, safe environment. We are also committed to providing opportunities that foster student growth in social, emotional and physical domains.

Gray Avenue teachers, administrators, and support staff have high expectations for all students' behavior and academic achievement. Students must come to school on time and ready to learn. The school provides many opportunities for students to learn new skills, make friends, and participate in a variety of school activities.

I look forward to meeting each of you and hopefully getting to know your parents as well. You are always welcome to drop by my office, and the same offer goes out to all parents.

Your school success, in part, depends on you taking the time to read through this handbook carefully. It contains information you will need throughout the school year.

Arrival to and Departure from School

When arriving at school, students are to go directly to the quad area or blacktop located toward the rear of the school. Students are not to loiter on the lawn areas in front of the school, or in the parking lot. Students will not be permitted in the halls or in school buildings prior to 7:40 a.m. unless given permission to do so by a teacher, an administrator or office personnel. Attendance office business is the only exception to this rule.

Bus students are to report to their designated bus loading location as quickly as possible (2:15) to meet their buses. Bus students are to wait for and enter their buses in an orderly fashion.

Students who do not ride buses are expected to leave the buildings immediately after school is dismissed (2:15) unless they are involved in a school-sponsored activity or under the direct supervision of school personnel.

Students walking to and from school are to use Gray Avenue as their main entrance or exit route to and from school. Students are to cross only at the Gray Avenue crosswalk located directly in front of the school.

Attendance Procedures

It is the parent's/guardian's responsibility to ensure that students attend school promptly and regularly. (Educational Code, Article 6, Section 48290). Following any absence, the student should bring a signed parent note to school stating their full name,

address, reason and date of absence. In addition,

parents may call the attendance office at 822-5240, ext. 129 to leave this information on voice mail or with the attendance clerk. Any absence which is unclear will be treated as truancy. The following definitions will be used to classify your absence:

Excused illness - Medical, dental, personal illness.

Non-illness-excused - An absence for observance of a religious holiday, funeral of immediate family member, or court appearance.

Non-illness-unexcused - All other absences except truancy.

Truancy - An unauthorized absence from school without parent knowledge or permission.

The attendance clerk will keep a record of all absences. Serious attendance problems will be referred to administration for action, and referral to all appropriate agencies will be made. Students who do not meet the minimum attendance days, 85% of the school year, will not qualify for promotion and promotion-related activities.

Registration Card (Emergency Card)

It is important that registration cards (emergency cards) are kept up to date at all times. The school needs to know any changes in address, phone numbers, both parents' place of employment and friends or neighbors, who can be contacted in the event of your student's illness or emergency. When any of the above information changes, the office should be notified.

Medication at School

Before a child can be administered any prescription or non-prescription (i.e., Aspirin) medication, a request form signed by both parent and a medical doctor must be on file at the school. A request for medication form may be picked up from the school office, or obtained through the physician prescribing the medication. The prescription medication must be brought to the school office in its labeled container along with the signed medical request form.

School Insurance

Students will have the opportunity to purchase accident insurance approved by the Yuba City Unified School District's Board of Education at the beginning of each school year. Students participating in athletics will be required to have insurance purchased through the school or other agencies.

Closed Campus

All students are expected to remain on the Gray Avenue campus from the time of their arrival at school until they are dismissed at 2:15 p.m. Permission to leave campus **will not** be granted without parental knowledge and

approval. Leaving campus without permission will be considered TRUANCY and parents will be notified.

All students leaving campus or returning to school during the day must sign out at the front office. If a student calls home to be picked up from school, his/her parent must sign him/her out through the office prior to the student's leaving campus.

Schoolwide Rules and Regulations

1. SHOW COURTESY AND RESPECT TO OTHERS
2. RESPECT OTHER PEOPLE'S PROPERTY
3. FOLLOW THE DIRECTIONS OF ALL SCHOOL PERSONNEL
4. KEEP OUR SCHOOL NEAT AND CLEAN
5. HANDS-OFF POLICY
6. GUM IS NOT ALLOWED ON CAMPUS
7. BE TO ALL CLASSES ON TIME
8. FIGHTING OR THREATENING IS NOT PERMITTED ON CAMPUS OR WHILE GOING TO AND FROM SCHOOL
9. STUDENTS WILL NOT USE PROFANITY, OBSCENE LANGUAGE OR GESTURES
10. SMOKING AND USE OF DRUGS AND ALCOHOL IS NOT PERMITTED.

Bicycles, Scooters, Skateboards, Roller Blades Motorized Vehicles

Bicycle and skate board racks are provided and bicycles skateboards and scooters must be parked in these racks. Bicycles, scooters & skateboards should be properly locked at all times. The following are not permitted on campus at anytime:

1. Bicycle riding.
2. Riding skateboards.
3. Motorized vehicles, motorcycles or motorbikes.
4. Roller Blades

The following items and other electronic devices should not be brought to school. If they are, they will be confiscated and held in the office.

Radios, Personal music devices, Cameras, Pagers, Laser Pointers, Electronic Games and Devices, CD players.

Cell phones are only allowed to be used before and after school and at lunch. They are not to be used during class time or in the hallways between classes.

Dress Code

The dress code requires that students keep themselves well groomed, neat and clean at all times. Any form of dress or hairstyle, which is contrary to good hygiene or

which is a distraction, disruptive in appearance, or detrimental to the purpose of schooling or the proper conduct of school activities, will not be permitted.

- no "spaghetti straps" (straps must be substantially wider than bra straps), no low-cut tops, tube tops or halters.
- the midriff or stomach should not be exposed (even when hands are raised over the head).
- no sheer or "see-through" blouses or shirts, unless an appropriate top is worn underneath the shirt.
- no short shorts (they should provide sufficient modesty when the student bends over).
- skirts must be long enough to reach the fingertips when a student stands with her hands at her sides.
- pants may not "sag" (if underwear is exposed when the shirt is lifted, the pants are sagging).
- attire should not have pictures or words that refer to drugs, alcohol, tobacco, sex, violence or gangs.
- no similar clothing or combination or pattern worn by a grouping of students.
- no individualizing of apparel to designate affiliation with a gang or similar outside organization.
- shoes and sandals must have a strap across the heel.
- pants and shorts must be hemmed - they may not be frayed or cut-off. Pants may not drag on the ground to the point that a student may trip on them.
- no bandannas, of any kind.
- hair is not to be dyed in unnatural colors (for example, green, purple, pink).
- hat policy - students may wear hats that have a brim that encircles the entire hat. The hat should be tan or white and have no logos or colors. Gray Avenue hats will be made available for purchase and are the only hats that can be worn with a logo. Hats should have no writing on them other than the owner's name. Baseball hats and visors are not allowed. Hats can be worn OUTSIDE ONLY! Hats are not allowed inside the hallways, classrooms or MP Room.

If a student wears inappropriate clothing, the following will occur:

1. The incident will be documented; student will be counseled and asked to change. The student's parents will be contacted and given the option to bring appropriate clothing or the student may be offered clothing provided by the school for the day, if available.
2. Upon the second violation of the school's dress code, the previous procedures will be followed AND the student will receive an increased consequence.
3. If a student continues to violate the school's dress code after a formal parent conference has been held, the school's administration may utilize alternative and

increased methods of discipline including on-campus or off-campus suspension.

Sexual Harassment

All complaints of sexual harassment should be reported to a school counselor or administrator. Complaints will be promptly and thoroughly investigated and properly resolved. No student will suffer reprisals for reporting any incidents of sexual harassment or making any complaints. All members of the school community shall treat any matter involving sexual harassment confidentially.

Forms of sexual harassment include, but are **not limited to, the following:**

1. **Verbal harassment** - Derogatory comments, jokes, or slurs; graphic verbal commentaries about an individual's body sexually degrading words used to describe an individual.
2. **Physical harassment** - Unnecessary or offensive touching, or impeding or blocking movement.
3. **Visual harassment** - Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures, and suggestive or obscene letters, notes, or invitations.
4. **Sexual favors** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
5. **Reprisals** - Making threatening reprisals after a negative response to sexual advances.

Classroom Expectations

Students are expected to conduct themselves in a manner, which shows respect for the rights of others. Each teacher will discuss their own classroom standards, however, the following general rules will apply:

1. Students should complete all assigned work on time.
2. Students should pay strict attention to the teacher at all times.
3. Students should be regular and punctual in attendance.
4. Students should cooperate with teachers and other students and demonstrate good citizenship and conduct at all times.
5. Gum and gum chewing are not allowed in class.

Tardy Policy

Students are tardy if they are not in their seats, with all appropriate materials, when the 7:45 a.m. bell rings. When a student misses the first 29 minutes of class it will be recorded as a tardy. After that, he/she will be considered truant or absent.

Excused Tardy - Students will be marked with an excused tardy if: they have a pass signed by the attendance secretary, which excused the tardy.

Unexcused Tardy - Students who exhibit a habitual pattern of unexcused tardiness will face disciplinary action. This disciplinary action may include counseling, detention, parent conferences, in-school suspension, Saturday school, and/or exclusion from participation in extra-curricular activities.

Detention/In-School Suspension

The student's teacher can arrange detention for disciplinary action or to help the student with grades.

The in-school suspension center is a room where students are placed to avoid home suspension when a school rule has been violated. A student may be placed in in-school suspension by the classroom teacher or an administrator. Students placed in in-school suspension lose all privileges including: breaks, having lunch with their friends, and going to regular classes. While attending in-school suspension, work will be brought from the classes, and an adult on duty supervises students at all times. Parents will be notified, through the mail, and a parent - student - teacher and/or administrator conference will be scheduled if necessary.

Saturday School

The purpose of Saturday School is to give students who have been suspended, excessively tardy, or truant an opportunity to make up school time and work while improving their standing. Students who violate the Standard of Conduct for Gray Avenue Middle School are subject to a variety of disciplinary actions. Students will be assigned to Saturday School at the direction of the principal or assistant principal. Students and their parent(s) will be notified as to the date of the Saturday School they are to serve no later than the week preceding it. The notice will be sent home with students for a parent/guardian signature.

Respect for School Property

It is our hope that, with the cooperation of the student body, we can maintain our campus in a way that will show pride in our school. Please place your litter in the trashcans provided help us by keeping the campus, classrooms and rest rooms, clean and neat. Parents will be billed for any damage caused by vandalism, including graffiti. Remember that the school you vandalize belongs to you. Any student caught taking food/items beyond the double red line will be assigned to litter detail (pick up trash items).

Homework

Homework is assigned for up to 1 1/2 hours total for all classes. Homework is more than doing the assignment; it is studying each subject on a regular basis. Homework is a part of classroom instruction, intended to reinforce understanding and mastery of the course of study in each of your classes. Classroom teacher will assign homework activities to reinforce what has already been learned in the classroom. Material that is unfamiliar **should not be assigned as homework**. Homework may constitute the following: work assigned for class but not completed by the student; work which the teacher expects to be done outside of the class time; and long-term assignments or projects.

Make-Up Homework Policy

When a student is absent from school, it is his/her responsibility to contact teachers regarding make-up work. The time allotted for making up missed work will vary depending on the circumstances surrounding the absence and the actual time out of school. In most instances one day of absence will allow one day to make up work. Each student will make arrangements with his/her teachers for turning in this work. A request for homework form may be sent to each teacher from the office.

Eighth Grade Promotion

Promotion Activity/Certificate Requirements:

1. Maintain a 1.75 GPA or higher.
2. Attend 85% or more of all student attendance days for the year.
3. May not be suspended at the time of an activity.
4. Must pay all fees and fines.
5. Must complete all Saturday School assignments.

Appeal Process (for promotion):

1. Submit in writing to the principal a petition stating the student's name, the date and the specific and detailed reason for the appeal, the issues surrounding the request, and the stipulation of board policy not fulfilled (attendance, grades or other).
2. After the petition is received, an appointment will be made with the committee by the Principal's Secretary.

Student Activities

Gray Avenue provides students the opportunity to participate in student government and other school activities. The privilege of participation in extra-curricular activities is open only to those students who meet academic and citizenship standards.

Student Body Cards

A Student Body Card is distributed to each student as he/she enrolls. Students who lose, destroy or misplace their card may obtain another. Replacement card cost is \$2.00.

Student Government

The Student Council is composed of the following officers; Student Body President, Vice President, Commissioner of Athletics, Secretary, Commissioner of Recognition, Commissioner of Activities, and Treasurer. Classroom representatives selected by students, under the direction of advisory teacher, make up the Student Council, which regularly meets to up-hold the Student Body Constitution.

Dances

The Student Council with staff and the parent-teacher organization plans dances. A number of dances may be held during the school year. Dances will be for Gray Avenue students **only** and will usually be held after school from 2:45 - 5:00 p.m. Student Body Cards are required for admission. All school rules and regulations apply to dances. Students will not be permitted to attend if they have been suspended, have cut school, have an unclear absence or been habitually tardy since the last dance.

Dance Eligibility

Students must be at school at least half a day, on the day of a dance or extra-curricular activity, in order to attend or participate. Students must maintain appropriate attendance and behavior for the school days prior to each dance. The following will make a student ineligible to attend a dance:

Any Unexcused Absences, More than 3 Tardies, Any Days of Suspension

Scholastic Eligibility

In order to participate in interscholastic sports or cheerleading a student must have a "C" average at the end of each grading period.

(Other Extra-Curricular Activities):

A number of extra-curricular activities are available to Gray Avenue students. They include:

1. Student Council
2. After School Athletics
3. "BlueJay" Afternoons

Counselors

Counselors are available to help students with academic, personal, or social problems. Counseling may be individual, in groups, with parents, or with teachers. If students wish to see a counselor, they may sign up on the counselor's log. They will be called in for a conference as soon as possible. Students may also drop by the counseling office before school or after school without an appointment. Parents can reach their child's counselor by calling 822-5240. Trust is an important part of the counselor-student relationship. Nothing that is discussed will be told to anyone else except in certain situations when law requires it. Counselors will review those situations with students.

Care of Books

All textbooks are loaned to students by the Board of Education. Students are expected to keep textbooks in good condition. If a book is lost or damaged, the student will be billed. Grades will be withheld if these charges are not paid. Eighth grade students must have clearance form signed to be eligible for promotion.

Library/Computer Lab

During the first weeks of school, students new to Gray Avenue will receive orientation to the library and the computer lab.

Students are afforded the opportunity to access information through the use of books, periodicals, CD and other technology. Learning how to obtain, analyze, evaluate and then use appropriate information is necessary for success in school.

To access internet, students must present the signed parent permission form in their agenda. To check out books from the library, students must present their student body card. Courtesy to others, care and thoughtfulness makes a better library/media resource center for all.

Yuba City Unified School District Internet Policy

Internet provides access to computer systems located all over the world. Users (and parents of users, if the user is younger than age 18) must understand that.

YCUSD cannot control the content of the information available. Some of the information is controversial and, sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. The YCUSD does not condone the use of such materials and takes all reasonable precautions to filter access to these materials however, it cannot be guaranteed that the user will not access inappropriate material. The responsibilities

accompanying freedom of speech and access to information will be taught. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the YCUSD. Following is a listing of YCUSD goals and the types of information students will be able to access:

YCUSDnet Goals:

1. To support the implementation of YCUSD Schools' Performance Standards and the California Standard Course of Study.
2. To enhance student-learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking.

I. Acceptable Use - YCUSDnet will be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of the Yuba City Unified School District. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to the following:

- A. Violating copyright laws
- B. Forwarding personal communications without the author's prior consent
- C. Using threatening of obscene material
- D. Distributing material protected by trade secret
- E. Utilizing YCUSDnet for commercial purposes
- F. Providing political or campaign information

II. Netiquette Rules - Users must abide by network etiquette rules. These rules include, but are not limited to the following:

- A. Be polite; rudeness is never acceptable.
- B. Use appropriate language; do not swear, use vulgarities or other abusive or inappropriate language.
- C. Do not reveal personal addresses or phone numbers
- D. Do not disrupt the use of the network.
- E. Assume that all communications and information accessible via the network is private property.

III. Privileges - The use of YCUSDnet is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions.

IV. Agreement - Students must sign the acceptable use policy. Parent or guardian must also sign the acceptable use policy prior to students under age 18 accessing Yuba City Unified School District Internet.

I, _____ (typed or printed name), understand and will abide by the Yuba City Unified School District Internet Acceptable Use rules and regulations. I further understand that any violation will result in the loss of access privileges and school disciplinary action.

Staff or Student Signature: _____

Staff or Student ID#: _____

Date: _____

I, _____ (typed or printed name), have read the Yuba City Unified School District Internet Acceptable Use rules and regulations for Internet use and understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept full responsibility for my child's compliance and, hereby, give my permission for my child to use the Internet.

Parent/Guardian's Signature: _____

Date: _____

Gray Avenue Middle School Family-School Compact

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership, and it is imperative that the school, parents, and students assume their responsibilities.

Parent Responsibilities

- . Maintain and foster high standards of academic achievement and positive behavior.
- . Attend conferences, review the student agenda, school work and progress reports.
- . Provide a place and set aside a specific time to do homework.
- . Require regular school attendance.
- . Spend time each day with my child reading, writing, listening or talking.

Parent/Guardian's Signature: _____

School Responsibilities

- . Maintain and foster high standards of academic achievement and positive behavior.
- . Respectfully and accurately inform parents of their child's progress.
- . Have high expectations for students and staff.
- . Respect the cultural differences of students, their families and staff.
- . Help students resolve conflicts in positive, nonviolent ways.

Principal's Signature: _____

Student Responsibilities

- . Be on time and work hard in class. Complete all assignments.
- . Follow school rules.
- . Discuss with parents what is going on at school.
- . Respect the cultural differences of students, their families, and staff.
- . Work to resolve conflicts in positive, nonviolent ways.

Student Signature: _____