

Principal's Message

Welcome to the 2018-2019 school year at Gray Avenue Middle School. The Gray Avenue teachers and staff are excited to offer students another year of challenging academic programs within a positive and 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.

The school staff and I look forward to meeting each of you and getting to know your parents as well. It takes strong communication between home and school for students to be highly successful. Parents are encouraged to get involved in school activities and to communicate frequently with the classroom teachers.

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 School

When arriving at school, students are to go directly to the cafeteria, 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. The cafeteria and attendance office open at 7:00 and the library opens at 7:15.

Departure from School

Bus students are to report to their designated bus loading location as quickly as possible (2:15) to meet their buses. They 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, reason and date of

absence. In addition, **parents may call the attendance office at 822-5240, ext. 19107 to leave this information on voice mail** or with the attendance clerk. Absences must be cleared within 72 hours of the absence. 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. Agencies may impose penalties and fines up to \$2,500.00. **Students, who do not meet the minimum attendance days, 85% of the school year, will not qualify for promotion and promotion-related activities.**

Tardy Policy

Students are tardy if they are not in their seats, with all appropriate materials, when the bell rings at 7:48 a.m.. When a student misses up to the first 29 minutes of class it will be recorded as a tardy. After that, he/she will be considered truant or absent. If a student arrives to school after 8:30 it will be recorded as a cut, unless the parent/guardian verifies the tardy within *72 hours* of the tardy. This can be done by: accompanying the student to the Attendance Office, a written note signed by the parent/guardian or by calling the Attendance Office at 822-5240 ext. 19107

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.

Student with three or more tardies in a four week period will be eligible for Saturday School and will be *ineligible* for extra-curricular activities, such as *dances*.

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.

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.

School wide Rules and Regulations

Gray Avenue has implemented PBIS (Positive Behavior Intervention and Support) and will use a system of "Caught Ya" tickets to reward Safe, Responsible and Respectful conduct and "Infraction Slips" to address the negative behaviors of students outside of the classroom. Students will receive clear instruction on descriptions of behavioral expectations.

Caught Ya Tickets can be redeemed at the Reward Wagon during lunch on most Fridays. Rewards include:

- School Supplies
- Novelty Items
- School Spirit Items: Dance Tickets, Clothing Items, Yearbooks
- Field Trip participation: Millennium March, Sports Events, etc.

Infraction Slips

- The first two infraction slips are formal warnings
- Number 3= Minor Referral for counseling and parent notification
- Number 4+= Major Referral: Formal Consequences

Bicycles, Scooters, Skateboards, Roller Blades Motorized Vehicles

Bicycle and skateboard racks are provided and bicycles skateboards and scooters must be parked in these racks. Bicycles, scooters & skateboards should be properly locked at all times. These items are not permitted on campus at anytime.

Electronic Devices (radios, personal music devices, bluetooth speakers, cameras, laser pointers, electronic games, etc.).

Electronic devices should not be brought to school. Expensive electronics can be stolen or damaged and the school will not be responsible.

Cell phones are only allowed to be used before and after school, during break and at lunch. They are not to be used or seen during class time or in the hallways during passing periods.

Electronics and/or cellphones used during class or passing periods will be confiscated.

1st Offense = Return to student at the end of the day

2nd Offense = Return to guardian

3rd Offense = Referral and Return to guardian

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. Some examples are:

- Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Clothes shall be modest, both standing and sitting, and adequately cover undergarments at all times.
- No sheer, strapless, backless or low cut tops.
- No bare midriffs.
- Shirt straps on both shoulders must be a minimum of 1 inch in width.
- No "sagging" pants which allow for the exposure of undergarments or bare skin.
- Clothing shall not be worn that may be considered as dangerous or be used as a potential weapon (i.e. chains, spikes, spurs, etc.)

- Clothing shall not be worn that implies gang affiliation with colors, logos or symbols.
- Hats, head coverings and sunglasses may be worn outside, but require removal during school hours in all school buildings, except for hallways and gyms.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Standards of dress may be modified for special occasions (i.e. dances, field trips, dress-up days, etc.)

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 be regular and punctual in attendance.
2. Students should pay strict attention to the teacher. They should ask and answer questions and actively participate in all lessons and activities.
3. Students should complete all assigned work on time.
4. Students should cooperate with teachers and other students and demonstrate good citizenship and conduct at all times.

Detention/In-School Suspension

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

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: extra-curricular activities, 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 by phone, 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 fallen behind on assignments or who have been truant or excessively tardy an opportunity to make up school time and work while improving their standing. Students may also be assigned to Saturday School at the direction of the principal or assistant principal.

Saturday School is assigned to students who have one or more cuts, excessive tardies (4 or more tardies) or are not serving Pursuit in order to complete assignments. Students and their parents will be notified via; autodialer, a letter mailed home, and a contract given to the student the Friday before Saturday School. Saturday School starts at 7:55 promptly and ends at 11:55 in the cafeteria. Students will *not* be admitted if he/she arrives *late*.

Failure to serve an assigned Saturday School

Failure to serve a Saturday School assignment will result in a student receiving a Major Referral, and appropriate progressive discipline.

**Parents who wish to make alternate arrangements for a Saturday School assignment should contact the Assistant Principal's office prior to the assigned date.

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 trash cans provided; it will help us keep the campus, classrooms and restrooms, clean and neat. Food is only allowed the cafeteria. Parents will be billed for any damage caused by vandalism, including graffiti. *Remember that the school you vandalize belongs to you.*

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 Class/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.

End of Year Activities- All Grades

Requirements to participate

1. The student has been suspended off campus, three or more days, during the school year.
 2. Received five (5) or more major-referrals during the school year.
 3. Has not met the attendance requirements of 85%.
- ** If a student is unable to participate in the end of the year activities due to any of the circumstances, their parent may appeal the decision through the site based appeal process. This decision shall be final.

8th Grade Promotion

Promotion Certificate Requirements:

1. Maintain a 1.75 Cumulative GPA or higher.

2. A school attendance record of 85 percent of the days/periods in which a pupil is enrolled for the current school year.
3. May not be suspended at the time of an activity.
4. Must pay all fees and fines and return all school property.
5. Must attend promotion rehearsals and behave appropriately.

Appeal Process (for promotion ceremony):

1. Parent/Guardian must submit in writing to the principal a petition stating the extenuating circumstance for the appeal 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 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 Gray Avenue Leadership Students plan dances. Dances will be for Gray Avenue students **only** and will be held after school from 2:30 – 4:30 p.m. The cost is \$5. Tickets will be sold in 1st – 4th period PE and during both lunch periods only. All school rules and regulations apply to dances. Students must be at school at least half a day, on the day of a dance 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 days of On or Off Campus Suspension
- Any unexcused absences
- Habitual tardies
- Unclear library or equipment

Scholastic Sports Eligibility

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

-Students will not be eligible to compete or practice for school-sports teams on days they are suspended on or off-campus, or absent for any reason.

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. Students with unclear library fines will not be allowed to attend school dances. 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 offered 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.

Student Signature: _____

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: _____

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: _____

**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.