

**TOYON MIDDLE SCHOOL
HOME OF THE WARRIORS**

**3412 DOUBLE SPRINGS ROAD, VALLEY SPRINGS CA 95252
PHONE (209) 754-2137 FAX (209) 754-5327**

**Lisa McInturf
Principal**

**Susan Bratset
Assistant Principal**

Dear Toyon Middle School Students and Parents,

Welcome to Toyon Middle School and the start of an exciting new year! We are pleased that you are part of the Toyon Middle School family. We have much to offer students and parents in our academic, co-curricular, and extra-curricular programs. We are glad you are here and we want you to be successful.

This handbook is designed to do just that! It explains the different procedures, activities, rules, and responsibilities that students and parents will need to know in order to make a positive adjustment to life here at Toyon Middle School.

The Toyon Middle School staff believes in promoting the growth and development of students by encouraging efforts to become responsible life-long learners and in supporting the development of mutual respect among all individuals. We have an outstanding faculty and staff who are looking forward to working with students and parents.

We hope your time at Toyon Middle School will be a successful and enjoyable experience. We are looking forward to getting to know our students and parents. If you have any questions, please discuss them with a teacher, administrator, or office staff member.

Office staff:

Alyson Batchelor, Elisa Ramirez, and Alesia Stockeland
Vince Bicocca, At-risk Counselor, SST Leader
Doug Clark, Athletic Director, SST Leader
Main phone number
Attendance
Principal ~ Lisa McInturf
Assistant Principal ~ Susan Bratset
District Office
Superintendent ~ Mark Campbell
Transportation Department

Office Hours: 8:00am – 3:30pm

754-2137
754-2137
754-2137
754-2137 extension 4242
754-2137
754-2137
754-2300
754-3504 extension 2339
754-2178

STUDENT REQUESTS TO SEE AN ADMINISTRATOR

To request an appointment with an administrator or someone in the office, fill out a blue "request to see" form available in the school office. You will be called in for your appointment when the staff person is available.

FOOD SERVICES

The snack bar is open for breakfast before school and during snack and lunch breaks. A variety of lunches and snacks are served daily. Additional information (including prices) will be provided the first week of school, or you may call the Food Services Office at 754-2120. **Applications for free or reduced-price lunches are available in the school office and at the district office.**

COURSE OF STUDY

The course of study consists of core subjects and elective(s).

SEVENTH GRADE CORE SUBJECTS:

7th GRADE CORE LANGUAGE	MATHEMATICS : Functional Math, Algebra
7th GRADE WORLD HISTORY	Readiness, Pre-Algebra A, Pre-Algebra, Algebra
PHYSICAL EDUCATION	SCIENCE: Life Science

EIGHTH GRADE CORE SUBJECTS:

8th GRADE CORE LANGUAGE	MATHEMATICS: Functional Math, Algebra
8th GRADE US HISTORY	Readiness, Pre-Algebra A, Pre-Algebra, Algebra, Geometry
PHYSICAL EDUCATION	SCIENCE: Physical Science

ELECTIVE COURSES INCLUDE:

Art (may be repeated)	Drama (may be repeated)
Band (Intermediate and Advanced) (yearlong)	Technology (Beginning and Advanced)
Choir (yearlong)	Landscape/Gardening
	Outdoor Projects

SPECIAL EDUCATION

Toyon Middle School is proud of its Special Education programs, which include our resource and special day class settings. Resource Specialists assist qualified students in accessing and learning the challenging core curriculum established by the Calaveras Unified School District and aligned with California State Standards.

HOMEWORK CLUB

Homework Club is available to students **most** Wednesdays and Thursdays from 3:15 to 5:30 P.M. at Toyon. The purpose of this opportunity is to provide students a quiet place to work on homework, projects, or any school assignment(s). A credentialed teacher is available to assist students who need help with an assignment or who may need additional assistance getting started on a project.

Students must have a permission form on file to attend. Permission forms are available in the school office. Students must sign up in the office by the end of **Morning Break EACH DAY** they plan to attend Homework Club. This ensures proper teacher staffing for the number of students attending.

Contact the district transportation department regarding late bus availability, bus stops and times at 754-2178.

STUDENT SUCCESS TEAM

Toyon Middle School has an active Student Success Team (SST) that meets regularly to discuss academic and behavioral concerns with parents and their child. Members may include a site administrator and/or classroom teachers. These members, along

with the parents and the student, discuss problems occurring at school that hinder success and develop strategies to improve academic performance and/or increase appropriate student behavior.

A site administrator, classroom teacher, parent, or student may initiate an SST meeting. Please call Vince Biccoca, Doug Clark, Susan Bratset, or Lisa McInturf if you think such a meeting would benefit your child. All may be reached through the school office at 754-2137.

CO-CURRICULAR

Some classes have activities on which students are evaluated outside the "normal" school day (such as band, choir and drama). Academic probation does not restrict participation in these activities.

ATHLETICS

Participation in school sports is a privilege, not a right. To earn that privilege, student athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character. Offerings include basketball, wrestling, volleyball, cross country, and track & field.

To participate in athletics, students must:

- demonstrate good citizenship: no school suspensions. The penalty for the first offense shall be a five-day competitive week suspension starting with the first or next athletic contest, and dismissal from the team on the second suspension during a sport season. In the event of a level "D" offense at school or at any school activity, the penalty shall be immediate dismissal from the team as well as ineligibility for all activities for the following 45 school days.
- have health insurance (information about student health insurance available in the office)
- have not received 2 or more "F's" and maintain a 2.0 G.P.A. (based on end-of-quarter posted grade reports, 4 per year)
- have "at standard" attendance (92% or better)
- Students must be in school on athletic event days (minimum 3 periods).
- If grades are posted during the middle of a season and a student/athlete cannot meet the eligibility requirements, the student/athlete is no longer allowed to participate in the sport.

ACTIVITIES

Students with outstanding grades, behavior, and/or attendance are rewarded. Toyon students in good standing are welcome to attend activities. Students who are ineligible to participate in activities are those who:

- are on academic probation
- have an activity restriction
- did not attend school on the day of the activity (or the day before an all-day activity)
- have less than 92% attendance
- owe fees or fines

Parents are encouraged to participate in activities as chaperones (volunteer forms may be required depending on the nature of the activity). For most activities, chaperones will ride the bus (if the activity is off campus), be "in charge of" a small group of students, help supervise, etc. Please notify the office if you are able to participate.

Signed permission slips (and fees, if any) are due before the activity. Parent notes and/or phone calls will not be accepted in lieu of the original permission slip. Each deadline varies but is generally within one week of the activity. There are no refunds after the due date deadline, except in the case of illness.

Enjoyment and safety are our primary concerns. Therefore, each participant and his/her parents will agree to abide by special activity guidelines. While on a Toyon field trip, students represent Toyon Middle School and the community. Therefore, we expect their behavior and actions to be positive reflections of Toyon students. All District and Toyon rules apply to students while participating in the activities.

It is the responsibility of each participant and his/her parents to read the Toyon handbook to become familiar with the rules and expectations. Any breach of the rules may result in students being excluded from **all** future field trips **and** extracurricular activities for the remainder of the year. If the offense takes place during an end of the year activity, the consequence will carry over to the following year. The consequences for field trip and activity violations could include a mandatory 5-day suspension **and** 20 hours of "community service."

- If a law is broken, the offender(s) **will** be turned over to the local police.
- The special field trip rules apply to **all** students participating in the activity **and** any witnesses to the offender (i.e. students who know a rule is being broken or witness a rule being broken and choose not to report it).
- The drug dog may search students' possessions before off campus trips.

RENAISSANCE REWARDS

A student with a GPA of at least 2.0, attendance at or above 92%, with no discipline points will be rewarded with a "renaissance reward card" allowing the student some extra privileges and eligibility to attend reward activities. Students who do not qualify one quarter may still earn eligibility the next quarter.

PARENT TRANSPORTATION

Parents may transport students to extra-curricular activities. In order to transport students in private cars, parents **MUST** have on file the proper district required form and provide proof of current driver's license, current DMV printout, and proof of insurance coverage. All forms must be updated annually. Forms and documentation must be obtained **IN ADVANCE** of the field trip or athletic event. The Personal Vehicle Use form is available on the district's web page under district forms.

In addition, parental permission must be obtained in writing for other students wishing to ride with an approved parent. No student will be permitted to ride with a parent who does not have current volunteer **transportation approval**. Volunteer driver forms are available in the school office.

TRANSPORTATION

Transportation is a privilege, not a right. Students are expected to respect the privilege and follow all transportation rules.

- **Cost:** Home to school transportation. Contact transportation at 754-2178 for a fee schedule.
- **Cost:** Fees may be charged for late buses, athletics, and/or field trips.
- **Late Bus:** Students must purchase late bus passes in advance of activities before school or during break only. Only students involved in a school sponsored, after school activity may purchase late bus passes. Students who attend Homework Club may be charged for the late bus.

Change of Bus Route: Students are expected to ride their regularly scheduled bus route. Students who need to ride a different route **must** have a parent note. Students without a note will not be permitted on a different route.

Emergency Change of Bus Route: Phone calls regarding route changes need to be received by 2:00 p.m., PLEASE!

PARKING LOTS

The upper parking lot has limited space. This area is used for special education busses, deliveries, and staff or visitor parking. Please DO NOT park, double park, or drop off in the upper lot. Please do not block access to this lot.

CLOSED CAMPUS

Students may leave the campus only with written permission from a parent or guardian. Permission to leave the school grounds during the school day is granted for: doctor/dentist appointments and personal emergencies. Parents/guardians must sign students out of school in the school office.

ATTENTION PARENTS

DUE TO THE OVERWHELMING AMOUNT OF MESSAGES, **PLEASE LIMIT STUDENT MESSAGES TO EMERGENCIES ONLY.** UNLESS YOU HAVE A MAJOR EMERGENCY, WE ASK THAT YOU PLEASE TALK TO YOUR STUDENT ABOUT APPOINTMENTS OR BUSINESS BEFORE THEY LEAVE FOR SCHOOL. PLEASE **SEND A NOTE** IF THEY WILL BE LEAVING SCHOOL EARLY. THANK YOU FOR YOUR COOPERATION

Show concern for your own safety and the safety of others by following the rules listed below:

- Have your ride meet you in the lower parking lot before or after school...do **NOT** use the upper lot unless you are arriving late or leaving early.**
- Walk; don't run (except during P.E.).
- Do not throw any objects including rocks, pencils, food, etc.
- Do not carry sharp or hazardous objects.
- Students may not be in classrooms without a staff member.
- Remain within established boundaries (i.e. within the orange or yellow lines).
- Skateboards and skates are not allowed on campus.
- Use only equipment furnished by or approved by the school and only under the direct supervision of a staff member.

DRUG FREE ZONE

Toyon Middle School is committed to providing a healthy, safe, and productive learning environment. The campus is designated as a "Drug/Alcohol/Tobacco Free Zone". This ban includes all school buildings, campus areas, and vehicles by all persons including employees, students, and visitors attending any activities, athletic events, or meetings. Dogs trained to find drugs, alcohol, and weapons may be randomly used to serve as a deterrent.

LOCKERS

The school does not provide lockers for personal items except in P.E. Students will need backpacks or tote bags to transport personal items to and from school.

P.E CLOTHES REQUIREMENT:

A change of clothes for PE classes is required. Athletic wear is required: shorts and t-shirt, plus laced workout shoes. Students will need a jacket or warm-up pants in cooler weather. Work out T-shirt must be loose-fitting and have the usual neck opening and short sleeves (no altering, tearing, cutting, or tying). No large emblems, words, or designs are permitted, unless they are Toyon Middle School related (any Toyon Middle School club, team, or event shirt). A plain t-shirt of any color that was not worn to school meets this requirement. Red, black, grey, or white is recommended. Work out shorts with elastic waistband must meet dress code rule in length. No spandex, no denim, no belt loops. (In other words, no "fashion" shorts.) Red or black is recommended. It is recommended that student name be printed on shirt and shorts in a visible area on the front to ensure that student has changed clothes for PE class and to prevent loss. TMS PE uniforms are available for purchase if desired. Transferring students may wear PE clothes from their old school.

PE LOCKERS

- You will be issued a P.E. locker and lock. Make sure all valuables are locked in the lockers.
- You are responsible for what is "in" as well as "on" the locker.
- Locks must be returned at the end of the school year. Damaged or missing locks will require a \$5.00 replacement fee.

PROTECTION OF VALUABLES

Students are **not permitted** to bring electronic equipment such as, but not limited to, iPods, MP3 players, Walkmans, digital cameras, C.D. players and C.D.s, electronic games or devices, lasers, or tapes. Skateboards, or unauthorized sports equipment, collectables, etc. are also not allowed at school.

Toyon Middle School and the Calaveras Unified School District assumes no liability or financial responsibility for theft, loss, costs, and expenses arising out of any liability or claim of liability for damage to any personal electronic device (such as phone, I-Pod, etc.).

The privilege of carrying a personal electronic device onto the school campus may be revoked and/or the device may be impounded if the rules are not followed or if school administration deems it necessary to ensure school safety.

Confiscation of Property: Students should not bring personal property such as radios, toys or athletic equipment to school unless permission has been granted by the site administrator or designee. In any case, the school will not be responsible for personal property. The replacement or repair of personal property used at school is the responsibility of the owner.

- When a student brings personal property to school without permission to do so or if the possession of such property results in the disruption of the educational process, such property may be confiscated. Parents are to contact the school administrator/designee to arrange for the return of confiscated property.
- All personal items should be clearly marked with your name.
- Students who need to use cell phones for emergencies only, must check in at the office to do so. Students are not allowed to use cell phones without permission from a staff member while at school. The focus of TMS is on student achievement. Issues regarding stolen personal property should be directed to the Calaveras County Sheriff at 754-6500.

CAMPUS CLEANLINESS

Help keep the campus clean for everyone to enjoy...it's everyone's responsibility!

- All food and drink must be consumed within the yellow lines and be disposed of properly. No food or drink is allowed beyond the quad area.
- Cooperate with the custodians.
- Recycle...appropriate containers are conveniently located throughout the campus and classrooms.

Do not bring or chew gum at school. Do not bring or eat sunflower seeds in the shell.

HALL PASSES

It is the student's responsibility to have a pass when out of the classroom during class. Teachers will give students a pass only when it is absolutely necessary. Students without a pass will be considered out of bounds and subject to disciplinary action.

VISITORS

- Parents/Guardians are invited to visit our campus. Please notify us 24 hours in advance.
- On the day of the visit, obtain a visitor's pass from the office.
- Please remember that **Toyon is a "Drug/Alcohol/Tobacco Free Zone."**
- Students from other schools or any school-age person may not visit during school hours.
- Loitering on or near the campus will be reported to the office immediately.

PREPARATION FOR CLASS

Be thoroughly prepared each day for class by arriving on time and having:

- Homework completed
- A 3-ring binder (with subject dividers, binder paper, etc.)
- A student planner (A Toyon customized planner is available for purchase in the office.)
- A zippered case with pencils, erasers, pen, ruler, protractor (calculators are recommended)
- Teachers may recommend additional supplies for specific classes.

CHECK OUT

- If the student plans to move out of the school area, the student will be given a check-out slip to be signed by all of the student's teachers, the secretary, and the librarian.
- All books must be returned to the office.
- School records will be sent to the student's new school upon request after all books are returned and any outstanding fees/fines are paid.

PAYMENT OF FEES

- Students with outstanding debts may be excluded from participating in activities.
- A \$25.00 fee will be charged for returned checks, which may then be turned over to the District Attorney's bad check program. Eligibility for activities could also be affected.
- Some scholarships are available to help with the cost of activities and/or fees. Students may be assigned "community service" jobs in exchange for the scholarships. Parents must request scholarships in writing to the office before the activity.
- Please use equipment carefully; damage to equipment due to misuse will be charged to students/parents.

STUDENT PROGRESS REPORTS

Toyon Middle School has four quarter grading periods. Progress reports will be mailed home indicating student achievement approximately four to five weeks into each quarter grading period. **Parents of students receiving a "D" or "F" grade in any class should contact teachers immediately to discuss strategies to improve academic or behavioral performance. TEACHERS WANT STUDENTS TO BE SUCCESSFUL. PLEASE CONTACT THE TEACHERS WHENEVER YOU HAVE QUESTIONS OR CONCERNS REGARDING YOUR STUDENT'S PROGRESS IN CLASSES.** All teachers can be reached by email through the district website: calaveras.k12.ca.us

REPORT CARDS

At the end of each quarter, a "report card" will be mailed home. Quarter grades determine a student's G.P.A. (grade point average) for eligibility in sports, awards, honor roll, and promotion status.

PARENT CONFERENCES

Parent conferences will be **Tuesday, October 25th and Thursday October 27th, 2011, 1:30 to 4:30 pm and 5:30 to 7:00 pm** each day. At this time, parents will have the opportunity to discuss their student's performance in each teacher's class. Parents are encouraged to discuss academic progress with the staff on a regular basis. This parent contact is vital for positive student achievement and is not limited to conference time.

GRADE CHECKS

Parents are encouraged to visit the "Campus Portal," available both on the district and Toyon web pages (www.calaveras.k12.ca.us). Parents and students can see assignments, both current and future, check grades, check attendance, and other important information. Students can also check on their progress in classes by obtaining a "grade check" form from any teacher. Students are able to request grade checks weekly.

If students need help in classes, the following opportunities are available:

- Phone or e-mail the student's teachers
- Arrange for a parent-teacher-student meeting
- Attend homework club sessions after school
- Attend Saturday school (dates available in the office)

ATTENDANCE

Regular attendance will be rewarded. Parents are required to notify the school by phone or by note within 3 school days of return. After 3 days, the unverified absence will become unexcused. Excused absences include personal illness or injury, medical appointments, death of an immediate family member, court appearances, and observance of a religious holiday. All other reasons for absences are unexcused.

NOTE: Absences for reasons of family vacation are considered unexcused. For planned absences of any length, please contact the Toyon office for the required absence form. Saturday school will be offered as make up for students with any absences. Saturday school will be required as make up for students with unexcused absences. Teachers will be required to provide work for

any student with excused absences who choose to make up work in Saturday school. It is the option of the teacher to provide make-up work for students with unexcused absences.

Failure to provide verification of excused absences (illness, doctor/dentist appointment, etc.) will result in an unexcused absence. One day of Saturday School will be required for each day of unexcused absence and may lead to a referral to the School Attendance Review Board (S.A.R.B.). Absences exceeding 10% of the instructional time in a particular grade period for any reason may be grounds for failure. Saturday school attendance is considered make up for any type of absence. When a student has had 14 absences in the school year for illness, a physician must verify any further absences for illness.

SATURDAY SCHOOL

Saturday School may be assigned to a student for behavior violations, as well as unexcused or excessive absences. Students assigned Saturday School may reschedule their assignment. Students who do not attend a scheduled Saturday School and do not reschedule will be assigned 2 discipline points. Students may sign up to attend Saturday School to receive extra help with homework and assignments from a credentialed teacher. Parents are always contacted prior to the student being assigned Saturday School and are informed that their child is to bring schoolwork with them. Parents are responsible for transporting their child to and from Saturday School as there is no bussing on Saturday.

Saturday School is scheduled approximately three times per month from 8:00 A.M. to 12:00 noon. Room assignments for Saturday School are posted near the office door. Students are expected to follow all regular school rules while in attendance. Students who arrive late (or leave early) to Saturday School may not receive credit for their attendance.

PROMOTION

To promote unconditionally, students must achieve "at standard" points based on 4 criteria:

- ✚ Regular attendance (attend no less than 92% of the instructional time)
- ✚ Scores on the reading, writing, and math performance tasks
- ✚ Scores on the California Standardized Tests in language arts and math
- ✚ Academic grades in all classes, especially in language, history, math, and science classes

STUDENTS WHO ARE AT RISK FOR RETENTION:

- ✚ May participate in a student success team meeting (SST) to brainstorm intervention strategies
- ✚ May be assigned a remediation/intervention class.
- ✚ May be required to attend after school, and/or Saturday School tutoring sessions.

END OF SCHOOL YEAR ACTIVITIES:

- ✚ Awards Acknowledgement
- ✚ Evening dance at Toyon Middle School.
- ✚ 8th grade field trip off site.

DRESS CODE

The simple rule is "dress for success." Come to school prepared to be attentive in class, ready and able to learn. Avoid clothing, accessories, and styles that entertain or distract others and disrupt the educational process. The expression of a student's individuality through dress is sanctioned by the Board. However, restriction on student apparel and grooming while in school or when engaged in a school activity will be imposed whenever the mode of dress:

- ✚ Creates a safety hazard for students OR Disrupts campus order
- ✚ Constitutes a serious and unnecessary distraction to the learning process
- ✚ Promotes unhealthy or unsanitary conditions
- ✚ Conflicts with the District's philosophy and goals on the prevention of substance abuse and gang activity

DO NOT WEAR:

- ✚ Tank tops (straps must be at least 2 inches wide), halter-tops, crop tops (no bare midriff), mesh shirts, and other clothing that exposes undergarments. No plunging necklines or gaping armholes.
- ✚ Clothing that exposes undergarments.
- ✚ Clothing and accessories which are drug, alcohol, tobacco or gang related, contain sexually suggestive messages, or are otherwise offensive.
- ✚ Clothes that "sag" (pants must be worn at the waist and must not be more than 2 inches bigger than the waist size.)
- ✚ Short clothing: When a student's arms are fully extended and held at his/her sides, shorts and skirts must be at least fingertip length, regardless of how short or long the arms may be.
- ✚ Clothing must be clean and in good repair.
- ✚ Hats, worn correctly (bill forward and straight), may be worn outdoors.
- ✚ Students in violation of the dress code will change into clean physical education clothing.

PARENT STAFF CLUB--PSC

Toyon Middle School has an active PSC and invites all parents to be involved. Joining the PSC shows support for the goals of the parent/staff/student organization and allows for additional programs for students. The PSC generally meets on a monthly basis.

SCHOOL HEALTH INFORMATION

It is very important that our school office know about any chronic illnesses or conditions students have so that we can be prepared for any emergencies that might occur. Please contact our school office to discuss any illnesses or conditions that might cause your student difficulty at school. Generally, office personnel will administer first aid in case of an accident.

In the event of a serious emergency, paramedics will be called first, and parents will be notified as soon as possible.

FAMILY EMERGENCY CARDS MUST BE KEPT UP TO DATE WITH ACCURATE INFORMATION AND PHONE NUMBERS to enable the school to contact parents promptly. Missing or incorrect phone numbers, as well as phones with blocked numbers, can cause excessive delays. PLEASE DO NOT block the school phone number, as this can cause unnecessary delays.

MEDICATION

Education Code, Section 11753.1 allows schools to assist in the administration of medication prescribed by a student's physician. The medication should be brought to school by a parent in a pharmacy labeled container. In addition, the proper authorization form must be on file in order for medication to be administered by school personnel. These forms are located in the school office. Over the counter medications must also be placed in a pharmacy labeled container and have the proper form on file in

order to be administered at school. Students who carry inhalers for asthma must have a physician's order if the inhaler is to be carried with the student at all times.

STUDENT GOVERNMENT

Officers and representatives will be elected yearly. Representatives must have the ability to work independently as demonstrated by class work, behavior, and attendance. Representatives must: (a) work at or near academic ability, (b) demonstrate good citizenship AND (c) have "at standard" attendance rate (92% or better).

NON-DISCRIMINATION

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. The Board shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

UNIFORM COMPLAINT PROCEDURE

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs. The Board encourages the early, informal resolution of complaints at the site level whenever possible. Parents and students who have a complaint should first contact the site administrators at 754-2137.

STUDENT DISCIPLINE

- Students are expected to be courteous to all adults and peers, follow safety precautions, and show concern for others. A student may be suspended or expelled while going to, during, or coming from school or at a school sponsored activity, for any of the acts listed below, including but not limited to:
- Use, possession, or sale of tobacco, alcoholic beverages, narcotics, illegal drugs, or other intoxicants or paraphernalia
- Use or possession of articles which could be used as weapons (knives, sticks, jaw-breaker rings, etc.)
- Bullying (including acts of electronic bullying) (Education Code 48900 (r))
- Racial or sexual harassment as defined by School Board policy and the Education Code
- Vandalism of school or private property
- Profanity, vulgarity, or obscene acts
- Willful disobedience toward staff members
- Leaving the school grounds without permission of school administrators
- Fighting on the school grounds or on the way to or from school
- Possession or use of firecrackers, incendiaries and/or explosives
- Stealing or receiving stolen property, gambling, forgery, or extortion
- Disrupting school activities or otherwise defying the authority of the school staff

DISCIPLINE PROCESS: POINT SYSTEM

Every effort will be made to resolve behavior issues with as little disruption to the educational process as possible. For extreme or persistent misbehavior, a student will receive a more severe consequence. Discipline Points are assigned for each behavioral offense and are cumulative for the entire year. Students who accumulate 20 points, or students who enter at the end of the 1st semester and accumulate 10 points, will be recommended for involuntary change of placement to an alternative program or for expulsion. The following is a list of consequences for student misbehavior. Please note that consequences may be more severe depending on the offense and the circumstances.

THE FOLLOWING IS A LIST OF CONSEQUENCES FOR RULES VIOLATIONS:

Level A: ONE (1) DISCIPLINE POINT PER OFFENSE PLUS MINIMUM DISCIPLINE: ADMINISTRATOR CONFERENCE AND/OR ONE (1) DETENTION/SATURDAY SCHOOL AND/OR CLASS SUSPENSION

Dress code violation	Unprepared for class	Out of class without a pass
Inappropriate classroom behavior	Electronic device at school	Tardy (as defined by teacher)
Gum chewing / Littering	Use of profanity / vulgarity	Out of bounds
Inappropriate public display of affection (students may hold hands only)		

Level B: TWO OR THREE (2-3) DISCIPLINE POINTS PER OFFENSE PLUS MINIMUM DISCIPLINE: ADMINISTRATOR CONFERENCE AND/OR DETENTION/SATURDAY SCHOOL, SUSPENSION OR ACTIVITY RESTRICTION

Bus citation	Class cut	Computer / Internet violation	
Attempted fight	Cheating	Hazing / Gang activity / Harassment	
Class disruption	Disrespect to students / staff	Defiance of authority / Insubordination	
Tobacco possession or use	Threatening others	PE Non-Suit	No Show to Saturday School
Any second occurrence of Level A offense			

Level C: THREE TO FIVE (3-5) DISCIPLINE POINTS PER OFFENSE PLUS MINIMUM DISCIPLINE: DETENTION, SATURDAY SCHOOL OR SUSPENSION

Abusing or defacing school/personal property	Fighting (3-5 day suspension)
Physical injury (law enforcement called (p.c. 241.2)	Dangerous behavior
Any second occurrence of Level B offense	

Level D: OFFENSES ARE MAJOR VIOLATIONS AND ARE WORTH SIX (6) DISCIPLINE POINTS EACH. ALL LEVEL D OFFENSES RESULT IN A 3 TO 5 DAY SUSPENSION AND POSSIBLE REFERRAL TO THE POLICE AND THE SCHOOL BOARD FOR EXPULSION. ANY ACT DEFINED IN ED CODE 48900 TO INCLUDE, BUT NOT LIMITED TO:

Possession of or use of alcohol / controlled substances	Committing hate crimes
Assault / Battery of adults or students	Attempting or committing sexual assault
Terrorist threats toward school officials or school property	Threat to adults
Sexual harassment	Possession or use of weapons
Theft	Any second occurrence of Level C offense

MANDATORY RECOMMENDATION FOR EXPULSION

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915 (a)).

- ☛ Causing serious physical injury to another person, except in self-defense
- ☛ Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student
- ☛ Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058
- ☛ Robbery or extortion
- ☛ Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915 (c))

- ☛ Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- ☛ Brandishing a knife as defined in Education Code 48915 (g) at another person
- ☛ Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
- ☛ Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
- ☛ Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

SCHOOL PROCEDURE FOR THE ACCUMULATION OF DISCIPLINE POINTS

STEP 1: AT THE ACCUMULATION OF 5 POINTS:

- ☛ Parent/Guardian will be notified by telephone, note, or mail.

STEP 2: AT THE ACCUMULATION OF 10-12 POINTS:

- ☛ An Administrator/Parent /Student Conference, by phone or in person, will be held. The student will be warned of more serious disciplinary action if behavior continues. A behavior contract may be developed at this time, and a School Attendance Review Board (SARB) letter will be sent if appropriate.

STEP 3: VIOLATION OF SITE LEVEL CONTRACT:

- ☛ The student and parent/guardian will meet with the District Disciplinary Review Panel to review the student's behavior contract and to create a plan for the student to be successful. Change of school placement or possible expulsion will be considered.

STAFF ROSTER

Lisa McInturf	Principal		Susan Bratset	Assistant Principal
Doug Avrit	P.E. Teacher		Gary Johnson	Science Teacher
Karen Baca	Core Teacher		Tanya Kiernan	Counselor
Alyson Batchelor	Office Assistant		Haley King	Library/Media Specialist
Ron Beard	Custodian		Angela Lang	Band Teacher
Vince Bicocca	Counselor		Cyndy Larson	Technology
Dave Brainerd	Core Teacher		Nichole Markle	Choir, Drama Teacher
Meryl Leigh Brainerd	Core Teacher		Terri McCarthy	Yard Supervisor
Miranda Cardon	Math Teacher		Jeanine Murphy	Core Teacher
Cindy Churches	Math Teacher		Michelle Newby	Food Services
Doug Clark	Core Teacher		Linda Paulsen	Paraeducator
Jenifer Clark	School Psychologist		Elisa Ramirez	Office Manager
Michelle Coggin	Paraeducator		Julie Renberg	Math Teacher
Carlotta Coss	Food Services		Rick Rider	Head Custodian
Linda Davis	Food Services		Kristin Ridders	Science Teacher
Dawn Dickerson	Yard Supervisor		Lee Sanchez	Custodian
dustyn	P.E. Teacher		Ron Smylie	Special Education Teacher
Teresa Fasola	Core Teacher		Alesia Stockeland	Office Assistant
Karen Gonsalves	Math Teacher		Carol Tortorich	Math Teacher
Mark Gonsalves	Core/Math Teacher		Cynthia VanBuren	Special Education Teacher
Karen Hallsworth	Paraeducator		Karen Wallace	Science Teacher
Katie Harris	Special Education Teacher		John Walsh	Core Teacher
Kevin Hesser	Art Teacher		Jeannette Willard	Paraeducator /Food Services
Mark Jacobson	Math Teacher			

STAFF CAN BE REACHED BY EMAIL USING THE CALAVERAS UNIFIED SCHOOL DISTRICT WEBSITE:
(first initiallast name)@calaveras.k12.ca.us

TMS Bell Schedule – 2011-2012

Regular School Day			Minimum School Day	
1 st Period	8:17 – 9:10		1 st Period	8:17 – 8:53
2 nd Period	9:13 – 10:01		2 nd Period	8:56 – 9:27
Break	10:01 – 10:11		Break	9:27 – 9:37
3 rd Period	10:14 – 11:02		3 rd Period	9:40 – 10:11
4 th Period	11:05 – 11:53		4 th Period	10:14 – 10:46
7th Grade Lunch	11:53 – 12:30		7th Grade Lunch	10:46 – 11:16
5 th Period (8 th)	11:56 – 12:44		5 th Period (8 th)	10:49 – 11:21
5 th Period (7 th)	12:33 – 1:21		5 th Period (7 th)	11:19 – 11:51
8th Grade Lunch	12:44 – 1:21		8th Grade Lunch	11:21 – 11:51
6 th Period	1:24 – 2:12		6 th Period	11:54 – 12:26
7 th Period	2:15 – 3:04		7 th Period	12:29 – 1:01
CORE Development Days			Co-Planning Days	
August 5			August 12	
October 31			August 26	
March 9			September 9	
			November 18	
Parent Teacher Conferences			December 16	
Tuesday, October 25			January 27	
and Thursday, October 27			February 24	
1:30 to 4:30 and 5:30 to 7:00 pm			April 13	
minimum days October 24 through 28			April 27	
6th Grade Visitation			May 11	
May 23			June 7	
May 24				