

Dear Students:

On behalf of the faculty and staff, welcome to Sunnymead Middle School Academy of the Visual and Performing Arts! It is our goal for you to have positive learning experiences both academically and socially. We have an excellent staff who are committed to developing a positive school environment in which you can both enjoy and benefit from your educational experience. We will be working with you to ensure that you have a successful year.

This School Agenda has been developed as a resource for you. It is an organizer that contains valuable information that will help you to keep the school rules at your fingertips as well as helpful hints to support you in being successful at Sunnymead. We encourage you to take the time to review this handbook with your parent, and be sure both of you are familiar with its contents. **You should carry your Agenda with you at all times.** The agenda should be placed in your three-ring notebook.

Please feel free to contact your teachers or your counselor if you have questions and/or concerns. The entire Sunnymead staff is excited that you are a part of our community. We wish you a successful school year.

Sincerely,  
Administration

### **District Mission Statement**

The mission of the Moreno Valley Unified School District, embracing diversity, is to prepare students academically and socially to contribute at the highest level as productive members of society, through partnership of empowered students, educators, parents, and community responsible for the learning process.

### **Sunnymead MS Mission Statement**

Sunnymead Middle School Academy of the Arts is committed to do “*Whatever it Takes*” to create an empowered community of life-long learners.

### **Sunnymead MS Vision Statement**

Students at Sunnymead Middle School Academy of the Arts experience challenging, relevant, and rigorous standards-based curriculum.

Staff members collaborate and differentiate to ensure academic and social success for all students, giving

attention to individual learning styles in a positive, caring, and supportive environment.

Staff members at Sunnymead Middle School Academy of the Arts strive to promote a continuous partnership of open dialogue among the school, the family, and the community.

Staff members and students of Sunnymead Middle School Academy of the Arts will collaboratively demonstrate, teach and practice respect for all.

### **PROMISE Initiative**

In 2006, Sunnymead Middle School entered its first year as a pilot school for the PROMISE Initiative. The vision of this initiative is to ensure that English Learners representing more than half a dozen languages on our campus, achieve and sustain high levels of proficiency, in language/literacy development and academic content instruction. Through a school specific action plan, and a dedicated PROMISE team, the focus will be on Empowering Pedagogy and High Quality Preparation and Support. To learn more about the PROMISE Initiative, please visit [www.promise-initiative.org](http://www.promise-initiative.org).

### **MVUSD 3R's Compact**

#### **Preamble**

The Board of Education of the Moreno Valley Unified School District hereby adopts this Compact which reaffirms a shared commitment to the principles of dignity for the individual and respect for the diversity of the community. It reinforces the need for civic framework that guides district efforts in working effectively with the community. Toward this end, we support this Compact which sets forth principles for addressing conflict in public education.

#### **Principles**

**Rights:** All members of this diverse community have an inalienable right to constructive expression as a forum for determining educational opportunities for all students.

**Responsibilities:** Each stakeholder of the educational community has the responsibility to value, appreciate, and protect the views and ideas of others as they want them safeguarded for themselves.

**Respect:** Each member of the educational community must recognize that debate and disagreement are vital in a democracy. However, debate and disagreement can be framed in the context of mutual respect for the opinion of others. How we debate is as important as what we debate.

**Goal:** Our goal is to enable people of all backgrounds, cultures, religions, and personal convictions to treat one another with mutual respect. To do so demonstrates the importance of civility and respect to our students who trust us and look to us for leadership and direction.

## GENERAL INFORMATION

We are here to help you! The first person you should see if you are having difficulty at school is a teacher or counselor. Teachers and counselors will help you solve your problem or refer you to the appropriate person who can help you. Your parent can also help you solve a school problem by contacting your teachers, your counselor, or by leaving a phone message in the office.

We have five counselors on campus. Our four guidance counselors are here every day and will meet with you individually, in small groups, or with your parents. Our Student Assistance Program (SAP) Counselor does small group and individual counseling on such topics as drug use, self-esteem, anger management, and grief.

### School Hours

8:55 A.M. to 3:30 P.M. (*Mon, Tues, Thurs, and Fri*)

8:55 A.M. to 12:55 P.M. (*Every Wednesday*)

You are to arrive at school no earlier than 8:00 A.M. There will be NO supervision before 8:00 A.M. You have **10 minutes** to leave campus after school, unless you are involved in an after-school activity that is supervised by staff.

**REMINDER:** Once you arrive at school, you are not allowed to leave campus to get breakfast, go to a friend's house, or anywhere else.

## Daily Bell Schedule

SOS	8:20—8:50
Homeroom	8:55 – 9:02
Period 1	9:08 – 10:00
Period 2	10:06 – 10:58
Period 3	11:04 – 11:56
Period 4A	12:02 – 12:54
1 <sup>st</sup> Lunch	11:56 – 12:36
2 <sup>nd</sup> Lunch	12:54 – 1:34
Period 4B	12:42 – 1:34
Period 5	1:40 – 2:32
Period 6	2:38 – 3:30

## Flex Wednesday Schedule

SOS	8:20—8:50
Period 1	8:55 – 9:30
Period 2	9:36 – 10:11
Period 3	10:17 – 10:52
Period 4	10:58 – 11:33
Period 5	11:39 – 12:14
Period 6	12:20 – 12:55
Lunch	12:55 – 1:35

## Identification Cards/Lanyards

You will be given an I.D. card and lanyard that is to be used for campus identification, entry into dances, and other school-wide activities. You will be given an ID card after school pictures are taken. If you lose your I.D. or lanyard, please contact the office. There will be a \$5 fee for replacement I.D. cards and a \$3 fee for replacement lanyards. You are **REQUIRED** to carry your I.D. card/lanyard around your neck at all times. You must also present your I.D. card upon request by any school staff person.

## Books and School Supplies

Textbooks are furnished to you without charge. You are responsible for the proper care of the books and for their return at the designated time or when withdrawing from school. Any fees from books, P.E. locks, or checks returned for insufficient funds will be turned over to a collection agency. Book covers should be kept on all books. **Textbooks are NOT to be kept in your P.E. locker, except during your P.E. class period.**

When books are lost or not returned, you are liable for the costs. Periodic textbook checks are held, and you are assessed fines for lost, stolen, or damaged books. If you owe for textbook/library fines/replacement costs, you will forfeit end-of-year

privileges, including promotion activities, and your report card will not be issued, if fees are not paid. You are responsible for bringing the following supplies to school every day:

- 3 ring binder with 6 dividers
- Loose-leaf notebook paper
- 2 pencils
- 2 pens (black or blue ONLY)
- SMS Student Agenda  
(Available at school)
- Bookbag or backpack
- Other supplies at teacher's request

### **Book bags**

Lockers are not available to store textbooks, materials and/or personal belongings. It is suggested that students have book bags in which to carry their books and other supplies. You should not leave your book bag unattended. The school is **NOT** responsible for lost or stolen book bags, textbooks, or personal belongings.

### **Library**

The school library is open from 8:10 A.M. until 4:00 P.M. You may use the library before and after school. On most days, the library will also be open during lunch. At other times of the day, you must have a written pass from your teacher to go to the library. If you misbehave or cause a disturbance in the library, you will not be allowed to remain.

### **Money on Campus**

The school is **NOT** responsible for money that is lost on campus. Money should not be brought to school except when necessary for lunch. When you **MUST** carry money, you should keep it in a wallet in your front pocket rather than in a back pocket or purse.

### **Emergency Cards and Change of Address**

It is very important that the school office have your correct address and your parent's home and/or business telephone numbers in case of emergency. You will be released only to a person 18 years or older **WHOSE NAME AND NUMBER APPEAR ON THE EMERGENCY CARD, AND CAN SHOW PICTURE ID.**

Please report any change of address and/or telephone number immediately to the school office. **It is important to keep you emergency card up to date.**

### **Student Window**

The Student Window is located on the north side of the administration building. It is also known as the

attendance window. **All student business in the office must be done through the student window unless otherwise directed.** You must have a valid pass to come to the student window or office during class time.

### **Telephone**

Office phones are not for student use. Students will be permitted to call home after 6<sup>th</sup> period from their 6<sup>th</sup> period teacher's classroom. If the teacher is unavailable due to after school duty, then the student will be asked to wait 15 minutes after the dismissal bell before using the office phone.

### **Cell Phone Usage**

Cell phones are not to be used during the school day. Students may carry cell phones, but they must be turned off or put on silent-mode. Cell phones may be used before or after school only. The school is **NOT** responsible for lost or stolen cell phones.

### **Rainy Day Arrangements**

Make arrangements **IN ADVANCE** with your parent as to where he/she should meet you on a rainy day or in an emergency situation.

### **Lost and Found**

The lost and found department is located OCS (Room 3). If you find or lose something, check there first!

Large amounts of clothing and other articles are accumulated in the lost and found department. These articles are kept on a trimester basis, after which time they are sent to charitable organizations.

To prevent loss:

- 1) Mark all items of clothing with indelible ink or by sewing on name tapes.
- 2) Purses, watches, glasses, pencils, pens, etc. should also be identified with the student's name.

### **Food Services**

**School lunches:** The school lunch requirements provide for meat and/or meat alternative, vegetable and/or fruit, enriched bread or bread alternate, butter or margarine, milk and other foods needed to complete the lunch. Lunch cards may be purchased at the school cafeteria; checks should be made payable to Moreno Valley Unified School District. The school does not assume responsibility for notifying your parents when your lunch card has been completely used. Keeping a record on your home calendar might be helpful. The school does not have funds for loaning lunch money to you.

Free and reduced lunch program privileges are non-transferable. Only those of you on free or reduced lunch programs are allowed to participate, and you will be issued a lunch card. **YOU MUST HAVE YOUR LUNCH CARD EVERY DAY.** The abuse of special lunch program provisions may result in the loss of program privileges.

#### **Notice of Price Increase—Breakfast & Lunch**

At the Board Meeting on May 23, 2006, the Board approved a price increase effective July 1, 2006:

Middle School Breakfast	\$1.25
Middle School Lunch	\$2.25

**School breakfasts:** You may purchase breakfast at school. There is also a free and reduced price breakfast program, with provisions as for the lunch program. **Breakfast service will be from 8:10 to 8:40 A.M. each school day.**

#### **Lunch and Breakfast Policy**

ID cards are required to obtain meals. **The lunch line doors will close 10 minutes before the lunch period ends.** During meals, all food is to be eaten at the lunch tables or in the multipurpose room. Food will be confiscated from you for disregarding this policy, and you may be asked to help clean the campus.

**Sunnymead is a closed campus;** therefore, you are not to leave campus for lunch. If your parent wishes to take you out to lunch, your parent must sign you out in the office. Upon returning to school, you must be readmitted in the office.

#### **MIDDLE SCHOOL HEALTH OFFICE**

The Health Office is staffed daily by a Health Clerk Technician. The Health Clerk Technician's immediate and major task is to provide first aid for accidents and/or sudden illnesses. The Health Clerk also administers medications, makes sure all immunizations are up to date, keeps records, and assists the nurse as directed. The school nurse is assigned to our campus on selected days. The school nurse is always available by telephone or pager for consultation and emergency response and is responsible for directing the health care at the school. You must report to the Health Office only after being given a valid pass. If you come to the Health Office between periods, you will receive an unexcused tardy slip to your next class. You should try to come to the Health Office during lunch for routine problems, e.g. Vaseline to lips, broken fingernails, new dressings to old injuries, etc. You must be evaluated through the

Health Office to be released from school to go home when sick. You may not declare yourself ill, call home, and be released.

#### **Medical appointments**

Your doctor and dentist appointments should be made after school hours whenever possible.

**NOTE:** You will only be released to those persons 18 years of age or older who are specifically designated on the emergency card by the parent or guardian. Your parent must come to the main office and/or the Health Office to sign you out of school. It is important to keep your emergency card up to date.

#### **Medication**

If it is necessary for you to take medication of any kind at school, it **MUST BE DISPENSED BY THE SCHOOL NURSE, HEALTH TECHNICIAN, OR OFFICE PERSONNEL.** All medication must be kept in the office. Your parent is required to fill out and sign a district short term medication (for antibiotics) form to authorize school personnel to give the medication. If the medication needs to be given for a long period of time (more than 10 days), the school must also have a medication form signed by a physician.

#### **Bicycles**

California law requires the wearing of helmets. If you are found out of compliance, you may have your bicycle held for parent pick-up or until you have a helmet.

Bicycles may be ridden to school. They are to be **LOCKED UP** inside the bicycle compound during the school day. The bikes must be locked up before **8:55 a.m.**, or they will be locked outside the gate. Each bicycle must be locked securely with a lock and chain. Bicycles may **NOT** be ridden in the driveways, in the quad, or anywhere on the campus. Every effort will be made to secure your bicycle; however, responsibility for your bicycle rests with you. The school is **NOT** responsible for lost, damaged, or stolen bicycles.

**Skateboards, scooters and rollerblades are NOT allowed on campus.**

## **Emergencies**

At school, there are two types of drills and a series of bells that signal a particular emergency or indicate safe return.

**FIRE: Continued short rings. Evacuate the building in a quiet, organized manner. See your teacher.**

**EARTHQUAKE OR BOMB: For an earthquake drill, an all-call will be made. Your teacher will give further instructions.**

**ALL CLEAR:** One long ring. Remain quiet in drill position until this bell sounds.

## **Physical Education**

California Education Code requires you to participate in physical education. You are required to wear the appropriate P.E. uniform and athletic shoes with laces each day during your Physical Education class. You may be excused from P.E. if you are ill or injured. Parent notes excusing you from P.E. will be honored by the teacher for one to three days. A doctor's note is required to excuse you from P.E. for more than three consecutive days or for recurring health problems.

**P.E. Locks:** 6<sup>th</sup> grade students will be provided a combination lock. 7<sup>th</sup> and 8<sup>th</sup> grade students need to provide or purchase from PE their own combination lock. You must provide your teacher with the combination and then you will be issued a locker for the school year. No textbooks may be kept in your P.E. locker. No key locks are permitted; it must be a combination lock.

**P.E. Clothes:** The Sunnymead Middle School physical education uniform consists of shorts or sweat pants, T-shirt, white socks, and laced gym shoes of any color. Sweat shirts and sweat pants are not required, but are recommended on cold days. All items of the uniform should be marked with the first and last names of the student. P.E. clothing is not to be worn in other classes, and the clothes worn to other classes are not to be worn in PE.

Royal blue shorts, gray T-shirts and sweats will be available for sale at school. All items will feature the Sunnymead logo. If you wish to purchase clothing at another location, please try to get school colors: royal blue and gray. If you transferred to Sunnymead mid-year, you may wear P.E. clothing from your previous school.

**Lost or Stolen Clothes:** Periodically, students' uniforms are lost or stolen. This problem could be nearly eliminated if these basic rules were followed:

1. Use permanent ink to mark last name, first initial, on the left side of the item.
2. NEVER GIVE LOCKER COMBINATIONS TO OTHERS.
3. Never loan clothes to others or leave them in friends' lockers.
4. Always lock up your clothes.

If uniforms are lost, you are required to bring a note from home explaining the situation and giving a date when new P.E. clothes can be provided. You must bring replacement clothes from home to wear for class until the appropriate uniform is brought to class. It is your responsibility to check the lost and found for missing clothes.

## **STUDENT ACTIVITIES**

Sunnymead Middle School will provide co-curricular, extra-curricular, and school wide/grade level motivational programs of activities and athletics to eligible students. You are encouraged to participate in programs, activities, and organizations (clubs) that contribute to your social and emotional growth. Activities will be structured so as to improve peer interaction and character development.

### **Co-Curricular Activities**

A co-curricular activity is defined as a program that may be associated with the curriculum in a regular classroom. Co-curricular activities may include band, chorus, drama, and informational assemblies.

### **Extra-Curricular Activities**

An extra-curricular activity is not part of the regular school curriculum, is not graded, does not offer credit, and does not take place during classroom time. Extra-curricular activities may include clubs, yearbook, and ASB. To be eligible to hold office in a club:

1. You must have maintained a "C" (2.0) grade point average (GPA) during the preceding trimester. To confirm eligibility, you should show most recent report card to the advisor.
2. You must not be under suspension or have three consecutive days of OCS.
3. You must not be identified as a habitual truant (as determined according to Education Code 48260).

### **School wide/Grade Level Motivational Activities**

These activities are motivational in nature and designed to assist you with the acquisition of social (interactive) skills and encourage your “connectedness” to the school’s educational program. School wide/grade level motivational activities may include dances, reward assemblies, and non-educational excursions (such as grade level end-of-year trips).

**Eligibility** for school wide/grade level motivational activities may include, but is not limited to, the following criteria:

1. You must not be under suspension or have three consecutive days of OCS.
2. You have not been identified as a habitual truant (see above).
3. You do not owe fines and/or replacement fees for books or other school items.
4. You must maintain a 2.0 GPA.

### **Student Government**

Student government provides an opportunity for you to participate in the affairs of your school and to become involved in the decision-making process. Associated Student Body (ASB) officers are comprised of both elected and appointed members from the student body who serve as representatives of the student body in determining school activities and appropriate school functions. Elections for ASB will be held at the end of the school year, and members will serve for the following school year. All members must maintain a 2.0 GPA and follow all guidelines set forth by the advisor.

### **School Clubs**

You have the opportunity to join a variety of school-sponsored clubs and organizations. Such clubs function through student leadership under the direction and advisory of a certificated staff member and/or interested community member.

There are two categories of school clubs at Sunnymead Middle School:

- \* Academic clubs designed to meet the needs of students interested in academic areas (such as AVID or Renaissance).
- \* Special interest clubs designed around some activity in which there is strong student interest.

### **Honor Roll/Principal’s List**

Receive a GPA of 3.0 and above, and you will have your name published on the Honor Roll. Receive a 3.5 or higher GPA, and you will have your name

placed on the Principal’s List for Academic Excellence and will receive special recognition.

## **ATTENDANCE AND READMITTANCE**

### **Attendance**

You are responsible for attending school each day of your enrollment (180 days a school year) unless you are ill, or have a doctor or dental appointment or court appearance.

Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you as students to understand the importance of good school attendance and to make every effort to attend school daily.

### **Excused Absence**

Your absence from school or class shall be considered excused for apportionment purposes for the following reasons:

1. Illness.
2. Quarantine under the direction of a county or city health office.
3. Having medical, dental or optometric services rendered.
4. Attending funeral services of a member of the student’s immediate family.

### **Extended Absence Requiring Homework**

If your absence will exceed two days, you (or your parent) should contact the school office telling them your name, grade, and the anticipated day of return. During the call, request homework, which may be picked up after school the following day. Arrange to deliver your completed and properly identified homework (be sure to include teacher’s name and period) and pick up additional assignments as the absence continues.

### **Absence Requiring Early Dismissal**

When it is necessary for you to leave school early for a medical appointment or other reasons, you must bring a note — signed and dated by a parent or guardian — stating what time you need to be dismissed and for what reason. The teacher from whose classroom you will be dismissed will send you to the office at the required time. Your parent must sign you out for early dismissal. You may leave only when a parent, or person on the emergency card, with proper ID comes to the office to take you out, unless otherwise determined by an administrator.

### **Absence Procedures**

If your parent has not called the school to excuse your absence before you return to school, you must bring a note with this important information:

1. Date note is written
2. Your name (first and last)
3. Day, date, and period(s) of absence if not a full day
4. Reason for absence
5. FULL signature of parent or guardian

Give the note to your homeroom teacher upon your return to school.

### **Tardy Policy**

It is very important that you be on time every day. The school and teachers enforce consequences for being late to school or class. Students who are tardy to any class period will be disciplined under the teacher/team discipline ladder. After being tardy three times to a class period, students will be referred to administration. Students who continue to be tardy will receive stricter consequences.

### **Truancy Policy**

If you cut classes, you will be expected to make up the missed class time by serving after-school detention or campus beautification.

Your parents will be notified when you have been truant. Please note that arriving thirty or more minutes late for first period also constitutes a period cut.

Repeated trancies of tardiness and/or trancies from class or school will result in students being placed on a contract and referral to School Attendance Review Board (SARB).

### **Student Passes**

When it is necessary for you to be out of class, you must have a WRITTEN pass that is signed and dated by a staff member. All other types of passes are unacceptable. It is your responsibility to have an appropriate pass. Your agenda has a student pass section included. **You should carry your agenda with you at all times.**

## **ACADEMIC INFORMATION**

### **Fourteen Ways to Be Successful at School**

1. To be successful at school, I NEED TO BE ON TIME TO CLASS.
2. To be successful at school, I NEED TO BRING MY SUPPLIES TO CLASS.
3. To be successful at school, I NEED TO BRING THE BOOK USED FOR THAT CLASS.

4. To be successful at school, I NEED TO DO THE HOMEWORK REQUIRED FOR THAT CLASS.
5. To be successful at school, I MUST LEARN TO RESPECT AUTHORITY.
6. To be successful at school, I MUST LISTEN AT ALL TIMES SO I CAN LEARN WHAT THE TEACHER IS TEACHING.
7. To be successful at school, I MUST LEARN TO ACCEPT CONSEQUENCES OF MY BEHAVIOR.
8. To be successful at school, I MUST DO ALL OF MY WORK TO THE BEST OF MY ABILITY.
9. To be successful at school, I MUST LEARN TO WORK QUIETLY IN CLASS AND IGNORE OTHERS WHO TRY TO DISTRUB ME.
10. To be successful at school, I MUST LEARN TO FOLLOW DIRECTIONS.
11. To be successful at school, I MUST STUDY FOR TESTS IN ORDER TO DO MY BEST.
12. To be successful at school, I MUST COME TO SCHOOL EVERYDAY READY TO LEARN.
13. To be successful at school, I SHOULD BRING ONLY APPROPRIATE SCHOOL-RELATED MATERIALS AND SUPPLIES.
14. To be successful at school, I MUST CONTROL MY OVERALL BEHAVIOR ON CAMPUS EVERYDAY AND STRIVE TO ENJOY SCHOOL AND HAVE POSITIVE INTERACTIONS WITH OTHER STUDENTS AND STAFF.

### **Study Habits**

- A. Study in a quiet area.**
- B. Establish a routine.**
- C. Plan your study time.**

Here are some important points to remember in making out your study schedule:

1. Before the week begins, make a tentative schedule for the following week.
2. Fill in the fixed times first: that is eating, sleeping, etc.
3. Fill in proposed study times. Remember to try to study the same subjects at the same time each day. Be sure to indicate what subject is to be studied and for how long.
4. Plan review periods weekly and also before tests.
5. Finish log by filling in times for relaxation-recreation, hobbies, and hanging out.

The following questions may help you formulate a wise and workable study plan:

1. Do you have difficulty estimating the amount of time needed to complete an assignment?
2. Are the hours after school used effectively?
3. Are there make-up periods for lost study time?
4. Is time generally spent as planned?
5. Do you have adequate breaks? Are they planned ahead of time?
6. Is too much time spent on activities other than those planned?
7. Is there too much emphasis on recreation?
8. How does your use of time compare to that of other students?

### **HOMEWORK HELP**

If you are in need of extra help, Homework Help sessions will be available BEFORE school from 7:20 AM– 8:20 AM and AFTER school from 3:40 PM to 4:40 PM Tuesday and Thursday. See Guidance or the Administration Office for more information.

### **AVID Tutoring**

Avid tutoring will be available during lunch and after school from 3:40 p.m. to 4:40 p.m. on Tuesday, and Thursday. See the AVID Coordinator for more information.

### **Writing Standards**

Moreno Valley Unified School District has established the following format for writing assignments:

1. Write all formal assignments on 8-1/2" by 11" lined white paper. Do not use paper torn from a spiral notebook.
2. Write in blue or black ink (unless otherwise directed).
3. Use a one-inch margin along both the right and left sides of the paper.
4. Use the top right-hand corner of each paper for:  
First and last name  
Subject  
Date  
Period
5. Indent the first line of each paragraph.
6. Use legible penmanship.

### **Cheating Policy**

Cheating includes any or all of following:

1. Copying all or any part of another student's work.
2. Allowing anyone to do all or any part of your work
3. Allowing all or any part of your work to be copied by someone else.

4. Plagiarizing – turning in someone else's work as your own or copying from a published work without giving credit.

Consequences for cheating may include, but are not limited to, loss of all or partial credit, detention, referral, or other disciplinary action. Parents will also be notified.

### **Homework Policy**

Homework is intended to reinforce and extend basic instruction. Family participation and discussion is encouraged. Assignments will also help develop good personal study habits and may include occasional special projects. Assignments and the time required for completion may vary according to teacher requirements and student ability. Homework is assigned regularly, and it may be anticipated that students at the middle school will have four to nine hours of homework each week.

You are expected to:

1. Listen carefully to all directions about assignments.
2. Ask questions if the assignment is not clear.
3. Keep a record of assignments.
4. Have a definite time and place for study, free from interruptions and supplied with working materials.
5. Utilize study skills in preparation of assignments. Turn in assignments when they are due.
6. Make use of such aids as a dictionary, libraries, maps, and general reference materials. Consult with people who are authorities or are experienced in various fields.
7. Organize and prepare homework assignments that meet standards of expectation.
8. Take the initiative to make up work missed due to an absence.
9. Study independently unless a group projects has been assigned.
10. Discuss homework assignments with parents.
11. Complete and return all homework assignments.
12. Produce a high quality of work incorporating the highest level of accuracy and neatness of which they are capable.
13. Develop good study habits and a sense of responsibility for their own achievement.
14. Make up all missed assignments (when allowed) and return them to the teacher as directed.

Your parents are expected to:

1. Provide conditions at home conducive to study — the needed space, materials, and quiet time.
2. Encourage completion of all homework assignments.
3. Assist teachers in developing student initiative and responsibility.

### **Make-up Work**

When you are absent for one or two days, you are to contact your teachers upon returning to school. Make-up assignments may be requested for absences of more than two days. Additional make-up work assignments will not be given until the prior assignments are submitted.

### **Grade Point Average Computation**

Grade point averages (GPA) are computed according to the following procedures:

- A= 4 grade points
- B= 3 grade points
- C= 2 grade points
- D= 1 grade point
- F= 0 grade points

Divide the total number of grade points earned by the number of letter grades assigned to determine the grade point average (GPA).

### **Testing Program**

Sunnymead Middle School students are tested annually (in the spring) to assess academic progress. The CST, a California Standardized Test, is used in all the grades, and serves also as the District's proficiency test.

### **Standards**

Moreno Valley Unified School District has set standards of achievement for all students in grades Kindergarten through 8th grade to be achieved by the end of each school year. All students are expected to meet grade level standards.

### **SCHOOL RULES AND DISCIPLINARY PROCEDURES**

Your behavior is a reflection of your pride towards yourself, your peers, and your school. School-wide and classroom discipline is necessary to ensure your safety and the best possible learning environment. You are, at all times, responsible for your own behavior.

Your good behavior and your respect for the feelings of others (students and all school personnel) will help

to maintain the positive school climate we all need for a successful school year.

### **Responsibilities and Expectations**

1. I am respectful, responsible, and courteous.
2. I am prepared.
3. I am a good listener.
4. I stay on task.
5. I keep myself and others safe.
6. I do my best work always.

### **Sunnymead Middle School Rules**

1. Follow the directions of all school personnel.
2. Attend and **BE ON TIME** for all your scheduled classes.
3. Respect all personal and school property. Help maintain a clean campus.
4. **Sunnymead is a closed campus.** You are to remain on campus for the entire day, including lunch. No Sunnymead student may be on another school campus during school hours. **Once you arrive at school, you are not allowed to leave to get breakfast or go to a friend's house, or anywhere else.**
5. You are to be on campus only for your scheduled classes unless you are participating in an authorized school activity. **You have 10 minutes to leave campus after school unless you are involved in an after-school activity that is supervised by staff.**
6. Food is to be eaten only at the lunch tables or in the multipurpose room.
7. "Walk" bicycles on campus. No bicycles are allowed in the quad or pavilion area. By law, bicycle helmets are mandatory when riding bicycles.
9. During the day, all bicycles must be locked and placed in the bicycle compound. Each bicycle must be locked with its own chain and lock. The school is NOT responsible for lost, damaged, or stolen bicycles.
10. You are responsible for your own property and for school materials issued to you.
11. **NOT ALLOWED AT SCHOOL:** skateboards, scooters, rollerblades, skates, wheelies, radios, cameras, tape/CD players, music tapes/CD's, water balloons, electronic games, electronic signaling devices, laser pens, aerosol cans, stink bombs, hobby/collectibles, toys or other items that are not related to classroom instruction and learning. These items will be confiscated.
12. Chewing gum, sunflower seeds, dry Kool-Aid, etc. are NOT allowed.
13. Hazing (initiation) and/or intimidation of any student will not be tolerated.

14. Fighting, play fighting, and horseplay are not allowed.

15. For the safety of all, Sunnymeade practices a **“Hands Off” policy**. When you touch others in any way, you are putting yourself at risk for disciplinary action.

16. Courteous, respectful, and responsible behavior **AND** language is required at all times.

### **Lunchtime Behavior**

During lunch, all food is to be eaten at the lunch tables or in the multipurpose room. Food will be confiscated from you if you disregard this policy, and you may be asked to help clean the campus. Also, please observe the following:

1. You are expected to bring your own lunch or money. No “begging” of any kind will be tolerated.
2. You are expected to stand in line and make your own lunch purchases.
3. Food is to be eaten only at the lunch tables or in the multipurpose room.
4. You are expected to exercise good table manners and to clean up after yourself.
5. If you fail to follow these guidelines, you will be asked to pick up trash and/or wash tables.

### **Bus Conduct**

Riding the school bus is a privilege for those who qualify for transportation to and from school. Please do not ask for exceptions to the school bus rules. Section 142263 of the State Board of Education on Regulations Governing Pupil Transportation states; **AUTHORITY OF DRIVER:** When you are transported in a school bus, you are under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of you while you are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for you to be denied transportation. A bus driver will not require you to leave the bus en route between home and school or other destinations.

### **Substitute Teachers**

You are expected to follow the directions of substitute teachers and be cooperative in class. If you disrupt the educational process, you will be appropriately disciplined.

### **Stop the Gossip!**

It topples governments, wrecks marriages, ruins careers and reputations, causes heartache,

nightmares, spawns suspicion, and generates grief. Before you repeat a story, ask yourself:

**Is it true?**

**Is it fair?**

**Is it necessary?**

**If not, Keep Quiet.**

### **Positive Discipline**

A program of positive reinforcement is used to encourage, reward, and recognize good citizenship. It must be remembered that the vast majority of students obey all school rules all the time. It is important that you understand the connection between demonstrating self-discipline and the positive results of following the rules. Examples of positive reinforcement activities in place at Sunnymeade include:

Various Awards

Dances

Student Government

Recognition Assemblies

Field Trips

Leadership Privileges

Academic Awards

Extracurricular Activities

Athletic Programs

School Clubs

### **Disciplinary Procedures**

Rules are for the safety and well-being of everyone. Infractions of the rules will lead to certain consequences and disciplinary procedures. Listed below are the procedures that you will need to know:

- 1a. **DETENTION** may be given for tardies, class disruptions, incomplete work, lunch problems, etc. Detention can be assigned before school, at lunch, or after school (with parent notification).
- 1b. **TEACHER CLASS SUSPENSION** may be given when you continue to disrupt a teacher’s classroom after being warned.
2. **REFERRALS** are reports written by school employees about your behavior. A referral usually states that you have an attendance, behavior, and/or academic problem. Sometimes referrals are handled by counselors; serious behavior problem referrals are handled by the Principal, Assistant Principal, or designee.
3. **OCS (ON CAMPUS SUSPENSION)** can be used in lieu of suspension for certain offenses. OCS is held during the school day in a classroom isolated from the general student population. Assignment to

OCS is made by an administrator for a period of one to five days. You will remain in the OCS room during the length of the school day, including lunch period. Restroom breaks are scheduled. When in OCS, you are expected to complete all assignments provided by your teachers. When you are disruptive in OCS, you are subject to more severe disciplinary action.

4. **CAMPUS BEAUTIFICATION** - is for when you have been truant, owe unserved detention, have excessive tardies, or are assigned at the administration's discretion.

5. **SUSPENSIONS** will occur for infractions involving Education Code, Section 48900, "a" through "e".

6. **SUSPENSIONS** may occur for infractions involving Education Code, Section 48900, "f" through "s".

7. **EXPULSION:** There are certain serious acts of misconduct for which you may be expelled from this school district. This is an administrative and School Board decision and is for the most severe violations of school rules.

### **Unauthorized Items at School**

All unauthorized items brought to school will be confiscated by staff, such as, but not limited to: skateboards, scooters, rollerblades, skates, wheelies, radios, tape recorders/CD players, electronic signaling devices, laser pens, aerosol cans, weapons or weapon look-alikes, drugs and drug paraphernalia including, but not limited to pipes, rolling papers, and lighters, stink bombs, toys, telephones, chains, and related items, may or may not be returned directly to you. Parents may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. The school is not responsible for materials confiscated from you while at school. The primary objectives of requiring you not bring restricted materials to school are to ensure that you focus on educational tasks, to assure your safety, and to prevent the loss of or damage to private property.

### **DISTRICT DRESS AND GROOMING RULES AND REGULATIONS**

You are expected to attend school in clean, neat clothing. It is the mission of the school district not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that your dress and

appearance affect your attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect your health and welfare. Final decision as to whether your dress or grooming is, in fact, disruptive or distracting shall be made by the principal or designee.

You are to abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.
2. Shoes must be worn at all times. For safety purposes, sandals must be held in place with a heel strap. Steel-toed shoes or boots, flip-flops, slippers, or houseshoes are not permitted.
3. Lettering or printing will be allowed on shirts, sweatshirts, and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed (ie: Player 69, Playboy, etc.). This district reserves the right to declare unacceptable any item of clothing, printing or accessory depicting any logo that has been identified to be gang related.
4. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than 2" below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.
5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times.
6. Dress or skirt length shall be within the bounds of decency and good taste and no shorter than the end of the extended fingertips.
7. No bare midriffs. No low-cut or revealing tops. No "off-the-shoulder" blouses.
8. No garment may be worn that is cut-off, ragged, or torn. This includes garments purchased frayed or torn.

9. No “see through” or “fish net” type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts or tank tops are permitted.

10. No gang related apparel (as determined by district guidelines).

11. Baseball hats are to be worn with the bill facing forward. Hats are not to be worn inside or during classtime. Other head coverings such as kerchiefs, bandannas, skullcaps, or do-rags are not allowed.

12. Piercings or jewelry that pose a safety hazard may not be allowed.

### **Wearing of Shorts**

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.
2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school. The shorts length should not be shorter than the end of the extended fingertips.
3. Short shorts are not to be worn at school. Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

### **Colors**

You will not be allowed to wear clothing or apparel identified by school personnel as “colors”. The term “colors” is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Violating any part of this dress code will result in one warning and being sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in you being referred to administration.

### **Gang Symbols**

The Governing Board desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use or disruptive behavior. The Board, therefore, prohibits the presence of any apparel, jewelry, accessory, (i.e., bandannas, hair nets, chains, etc.), notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group. Should any item be declared gang related due to the manner in which it is used or worn, proper

notification of parents and students will be made prior to enforcement.

Wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership will result in you being referred to administration. In order to refrain from giving gangs publicity, any gang graffiti shall be quickly removed, washed down, or painted over as soon as discovered.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Weapons and dangerous instruments include, but are not necessary limited to:

1. Firearms - pistols, revolvers, shotguns, rifles, “zip guns,” “stun guns”, tasers, laser pen lights, and any device capable of chemically propelling a projectile. For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart guns, and non-operating devices made to look like a firearm which might be used for intimidation.
2. Cutting and puncturing devices, dirks, daggers, legal knives, illegal knives (knives longer than two and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade and any other device capable of cutting or puncturing.
3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, i.e. pepper spray, cap guns, caps, containers of inflammable fluids, and other hazardous devices.
4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchaks, and club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.
5. Other - any other objects that could be used to inflict harm.

### **ZERO TOLERANCE**

If you are found by the Hearing Officer to have committed the following offenses, you will receive an automatic two semester expulsion from District schools:

1. Knowing or voluntary possession of a weapon, a “look alike” weapon of any kind or dangerous object, before, during, or after school hours without the written permission to possess the item from a certificated school employee, with the principal or designee’s concurrence.

If you see or become aware of a weapon at school, don’t touch it or remain in the presence of a person or group, if a weapon is present. You must notify school personnel immediately of the discovery of the

weapon for the safety of all concerned. In case of possessing a gun or brandishing a knife, a one-year expulsion will be given.

If you find a weapon on the way to or from school, you must immediately notify the principal's office or call 911 to report it to local law enforcement.

"Weapon" means any firearm, look alike or real, whether loaded or unloaded; knife; any chemical substance; any device or instrument designed as a weapon or through its use capable of threatening or providing bodily harm or death; or any device or instrument that is utilized to threaten, strike terror, or cause bodily harm or death; such as but not limited to the following:

- \* Small pocketknives
  - \* Fireworks, fire crackers or fire bombs
  - \* Throwing darts
  - \* Nuisance items and toys
  - \* Unauthorized tools
  - \* Mace or pepper spray
2. Possession or under the influence of illegal substances, alcohol or drugs, upon the second offense. This applies to all incidents, including "holding" the illegal substance for a friend or attending school events under the influence of alcohol or drugs. Selling a controlled substance will result in a one-year expulsion.
  3. Threatening to cause, or causing a physical injury to another person (includes sexual battery - one year expulsion required).
  4. Participation in graffiti incidents upon school property, buildings, structures, or equipment.

### **SEXUAL HARASSMENT**

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Engage in the sexual harassment of anyone in or from the district, and you may be subject to disciplinary action up to and including expulsion. The Board expects students or staff to immediately report incidents of sexual harassment to administration or to another district administrator.

If you feel that you are being harassed, you should immediately contact the administration at school. If a situation involving sexual harassment is not promptly remedied by administration, a complaint of harassment can be filed in accordance with AR 1312.1 - Complaints Concerning School Personnel or AR 1312.3 - Complaint Procedures. The principal or designee shall determine which procedure is appropriate.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint

process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. B.P. 5145.7(a) Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

