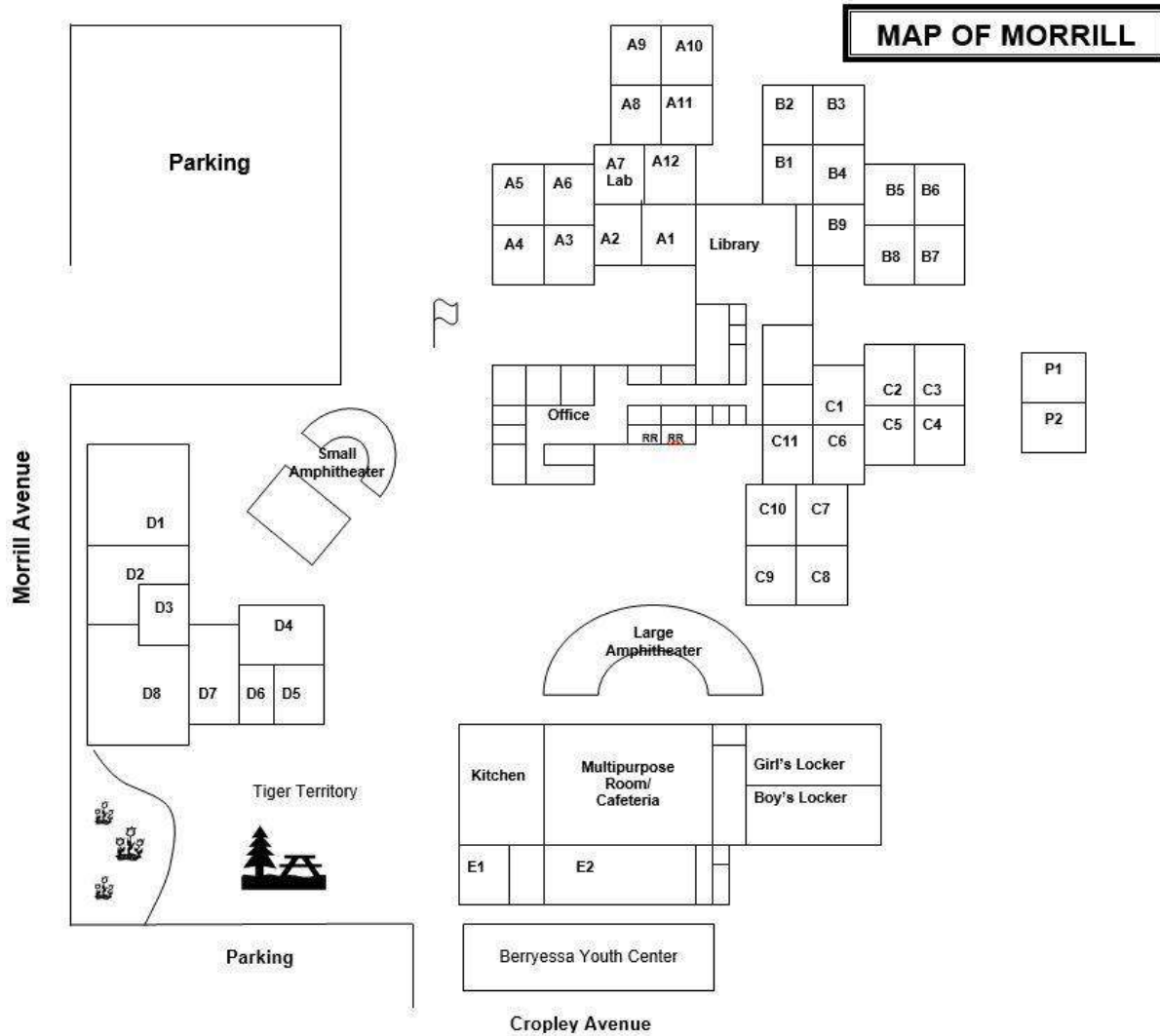




### Map



### Bell Schedule

Regular Days	Minimum Days	Mondays
7:45 AM: <b>Campus Opens</b>	7:45 AM: <b>Campus Opens</b>	7:45 AM: <b>Campus Opens</b>
8:00 AM - 8:08 AM: <b>Advisory</b>	8:00 AM - 8:08 AM: <b>Advisory</b>	8:00 AM - 8:26 AM: <b>Advisory</b>
8:11 AM - 9:06 AM: <b>1st Period</b>	8:11 AM - 8:52 AM: <b>1st Period</b>	8:29 AM - 9:21 AM: <b>1st Period</b>
9:09 AM - 10:04 AM: <b>2nd Period</b>	8:55 AM - 9:36 AM: <b>2nd Period</b>	9:24 AM - 10:16 AM: <b>2nd Period</b>
10:04 AM - 10:16 AM: <b>Break</b>	9:36 AM - 9:46 AM: <b>Break</b>	10:16 AM - 10:28 AM: <b>Break</b>
10:19 AM - 11:14 AM: <b>3rd Period</b>	9:49 AM - 10:30 AM: <b>3rd Period</b>	10:31 AM - 11:23 AM: <b>3rd Period</b>
11:17 AM - 12:12 PM: <b>4th Period</b>	10:33 AM - 11:14 AM: <b>4th Period</b>	11:26 AM - 12:18 PM: <b>4th Period</b>
12:12 PM - 12:42 PM: <b>Lunch</b>	11:14 AM - 11:44 AM: <b>Lunch</b>	12:18 PM - 12:48 PM: <b>Lunch</b>
12:45 PM - 1:40 PM: <b>5th Period</b>	11:47 AM - 12:28 PM: <b>5th Period</b>	12:51 PM - 1:43 PM: <b>5th Period</b>
1:43 PM - 2:38 PM: <b>6th Period</b>	12:31 PM - 1:12 PM: <b>6th Period</b>	1:46 PM - 2:38 PM: <b>6th Period</b>



## **School Guidelines**

### **The Basic Guidelines**

#### **Health and Safety**

As we have all experienced, the health and safety guidelines from the state and county change based on data. Please understand that any information contained in this handbook will be supplemented as we receive guidance from our district on how to best ensure the safety and health of our students, staff, and community.

#### **Arrival and Dismissal**

Students are expected to arrive on time, and be seated in class by 8:00 AM. School is dismissed at 2:38 PM (1:12 on a Minimum Day- every Thursday and select Wednesdays throughout the year). Students are not to remain on campus unless they are participating in school directed activities. Students who stay for study sessions with their teachers may remain on campus and can call parents to notify them. Students not involved in a school directed activity after school must leave campus by 2:50 PM (1:25 PM on Minimum Days). Should students refuse a request to leave, disciplinary action will be taken.

#### **Attendance**

Daily attendance is mandatory, based on the attendance requirements mandated by Senate Bill 727. There are some legitimate reasons for not attending school - illness, a death in the immediate family, doctor or dentist appointments, or a court appearance. Any other absence is considered unexcused and can lead to your student being labeled truant. Once that occurs, we must refer them first to the district office, then to the Santa Clara County Office of Education, and finally the Santa Clara District Attorney's office. To avoid that, please make sure to do the following:

##### ***Attendance Guidelines***

1. Call in every day of absence for a student with a valid reason to 408-923-1931
  - a. Make sure to include the student's first and last name, your first and last name, your relationship to the student, and the reason for absence
  - b. You have up to 72 hours from the start of your student's absence to call in the absence with a valid reason for it to be excused.
2. If your student is ill for 3 or more days, a doctor's note confirming the illness is required **(mandatory)**
  - a. You may also request missing work if your student is absent 3 or more days.
3. Schedule appointments or vacations after school hours, not during school time. **Vacations are not a valid excuse for absence.**

##### ***Attendance Consequences of Unexcused absences***

1. Mandatory student-parent/guardian-social worker meeting to discuss attendance and impose requirements for student and parent/guardian.
2. Referral to District Office for a Student Attendance Review Board.
3. Referral to the County Office for a Student Attendance Review Board.
4. Referral to the District Attorney's Office to pursue charges related to the welfare of your student.
5. If 10 or more consecutive days are unexcused, a student may be dropped and you will be required to re-enroll them.

#### **Bills**

Students may be billed during the year for damage to school property and will be restricted from optional activities until paid. Parents/Guardians are expected to pay their bills promptly. Receipts are given when payment is made.



### **Bicycles**

Bicycle racks are provided outside the office and by the Berryessa Youth Center. All bikes must be walked on school grounds when arriving at or departing from school and must be locked in a bicycle rack during school hours. Bicycles are allowed on campus at the student's risk. The school assumes no responsibility for lost or damaged bicycles. **By law, students riding a bicycle must wear a helmet.**

### **Child Abuse Reporting Law**

Penal Code Section 11166 - All employees are to report suspected child abuse to the proper authorities. Employees are trained annually on abuse reporting requirements.

### **Cutting School/Truancy**

Any student cutting or attempting to cut (leave without permission) any part of the school day shall be reported to their parents and disciplinary action will be taken (Ed. Code 12401-13).

### **Emergency Drills**

Emergency drills, including fire, earthquake, and intruder drills are held at various points throughout the school year. Each teacher is provided with an evacuation map that they will review with students at the beginning of each school year and post in the classroom for reference. Our goal during these drills is to ensure that students know what to do during an emergency by habit. Should an emergency occur, please go to the check-out area on the field by the baseball diamonds to gather your student afterward (located on Croyley Ave). We need to be able to account for all students to ensure we are giving accurate information to first responders, and the sudden absence of any student creates unfortunate consequences. **If a real emergency occurs, we will only release students to parents, guardians, or adults designated on their EMERGENCY CARDS.** Please ensure this information is up-to-date.

### **Glass Bottles and Containers**

Glass bottles and containers should not be brought to school. These items could break and cause injury. They may be confiscated and returned only to a parent or guardian.

### **Health Services**

**Emergency Cards** - Every student must have a completed, up-to-date emergency card on file in the school office. Please notify the office immediately of any change of home address, work address, telephone number(s), or e-mail(s). **Please note that a student will be released only to adults listed on the emergency cards.**

**Injury or Illness** - These are reported to the teacher or the office. Students coming to the office from class must have a pass. The only exception to this is before or after school, lunch, or break. Parents/Guardians will be contacted should their student(s) have a fever, vomit, stomach pains, or severe diarrhea, or should they receive a head injury or other major injury. They must pick up their students. If they cannot or cannot be contacted, the school reserves the right to call an ambulance as needed. **Fevers or vomiting require that a student remain home at least 48 hours after the symptoms have ended.**

**Medications** - By law, no school staff may give medication unless the student's doctor has given written instructions and parents/guardians have filled out a Medication Permit to Take/Administer Medication at School. This includes ASPIRIN, TYLENOL, or any allergy medication. **Unless they have a Medication Carry permit, students are not allowed to carry any medications.**

**Chronic or Long Term Illness** - Parents/Guardians of students who will be absent 10 or more consecutive days during the school year are to contact the school. The student's doctor must make a request in writing for home teaching; this request is to be made as soon as the doctor identifies the need for absences. If a student is absent due to illness more than 10% of the school year, additional absences must be excused by their doctor.



### **Lost and Found**

Items that have been found may be left in the classroom for one or two days, and then turned into the office. Lost clothes, shoes, lunch boxes, etc. will eventually be placed in the Lost and Found bins in the Multi-purpose room. **The school takes no responsibility for the loss of a student's personal items.**

### **Non-School Items**

***The school is not responsible for recovering non-school items.*** Items not related to school work should be kept at home. Some examples are sunflower seeds, gum, screwdrivers, toys, personal electronics (handheld gaming systems, mp3 players, pagers, etc.), laser pointers, trading cards, playing cards, and valuable personal items like jewelry or a large amount of money. ***The school is not responsible for recovering non-school items.***

### **Off-Campus Food Delivery**

State law AR 5030 states, "*If the foods and/or beverages are noncompliant, students must collect the foods and/or beverages off school campus or 1/2 hr after the end of the school day. All foods or beverages offered for sale at any school on any school day by a student or adult entity or organization must also be approved by the Governing Board, as set forth by Berryessa USD Board Policy 3554.*" We are **legally** not allowed to hand out food delivered to campus until a half-hour after school. Should a parent or guardian bring food and drop it off for a student, this rule does not apply. However, if a DoorDash, GrubHub, or other food delivery service, or an individual not on the student emergency form, should deliver food to campus we will refuse to give the food to the student until the appropriate time.

### **Selling, Bargaining or Trading**

Students are not allowed to sell, bargain, or trade any items while on the school campus. This includes personal items such as clothing, electronics or cards, and food items such as candy, drinks, or other foods. Sale of items on campus must have **prior approval of the school administration**. Students involved in non-approved sales will have their items and money confiscated and may receive disciplinary action.

### **Skateboards, Rollerblades, and Scooters**

Skateboards, rollerblades, and scooters must be dropped off in room D6 before school begins. All skateboards, rollerblades or scooters must be walked on school grounds when arriving at or departing from school and must not be in possession of the student during school hours. Skateboards, rollerblades, and scooters are allowed on campus at the student's risk. The school assumes no responsibility for lost or damaged skateboards, rollerblades, or scooters. **By law, students riding skateboards, rollerblades or scooters must wear a helmet.**

### **Tardies and Lates**

Each student is responsible for being on time to all classes and is expected to be in his/her seat when the class start bell rings. Habitual tardiness will become a truancy matter (see **Attendance**). Any student who arrives 30 minutes after the start of 1st period must report to the office before going to class. If it is unexcused, it will be marked as a Late. **3 Lates count as one unexcused day and will follow the actions in**

### **Attendance.**

Once a student begins to get marked tardy, our restorative justice coordinator will begin working with them and their families to assist them in attending their classes on time.

### **Telecommunications Use Agreement**

Written parent/guardian permission is required for students to use computer equipment connected to the internet and for internet access. It is important for parents/guardians and students to read and discuss the Telecommunications Use Agreement. It is extremely important that rules be followed. Failure to follow the rules of the Telecommunications Use Agreement will result in the loss of privileges to use school computers and the student internet.



**Telephone Use/Cell Phones/Handheld Technology**

The telephones in the office are for student use *only if there is a compelling reason to call home*. Parents/Guardians are advised to **not text or call students on their cell phones during school hours, as it is disruptive to their student’s and other students’ learning**. If it is an emergency, please call the office and your student will be called to the office when you arrive at the office. Within a classroom, teacher rules for handheld technology apply. Offenses and consequences will be strictly followed. Before school, during break and lunch, and after school, handheld technology will be allowed as long as **they follow these guidelines**:

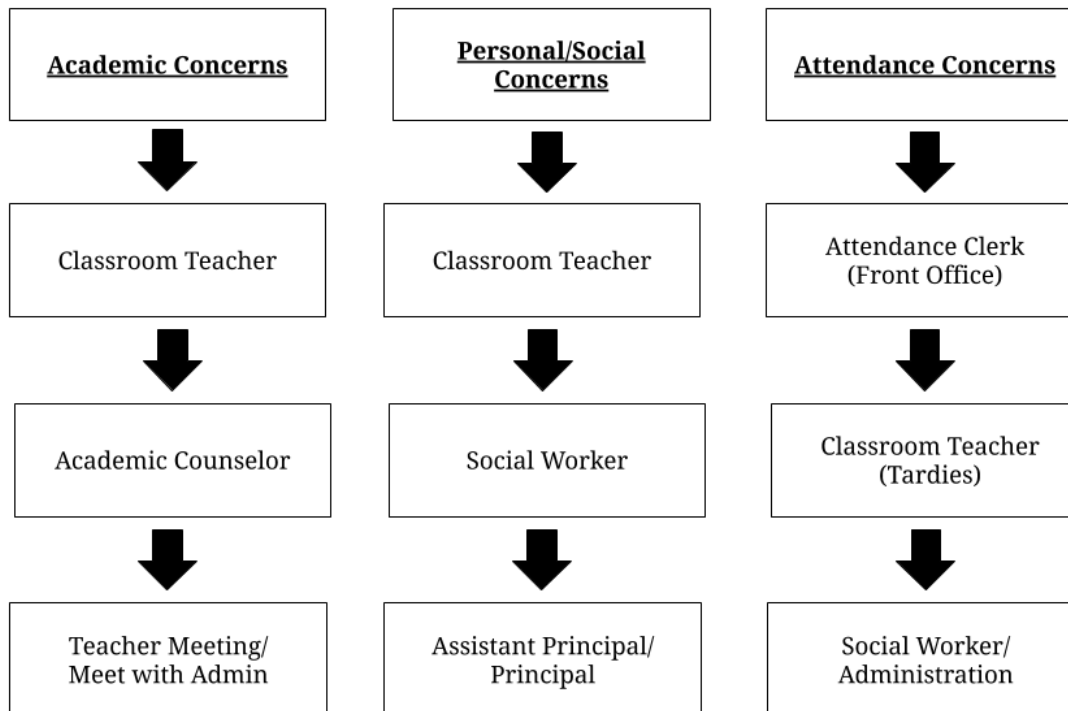
1. *No speakers may be used, only headphones/headsets.*
2. *No filming/taking photos of others*
  - a. *Phones will be confiscated until a parent/guardian meeting is held and items are deleted.*
  - b. *Depending on the situation, the misuse of handheld technology and Bullying/Harassment consequences may be applied.*
3. *No calls, texting, or messaging of any kind.*
4. *Videos, websites, apps, music, and games are allowed as long as they are school appropriate. Any violation of this will follow the Inappropriate Use of the Internet **and** the Misuse of handheld technology consequences*

**The school is not responsible for lost, stolen or damaged phones or electronic handheld devices.**

**Textbooks**

Textbooks are available for checkout to all students, with a digital textbook available for any families that prefer that format. Each student is responsible for ALL books issued to them throughout the school year. Lost, stolen, or damaged books should be reported to the teacher and a replacement will be issued.

**Who should students and parents contact with questions?**





## **The Academic Guidelines**

### **Academic Counseling**

Our school provides an academic counseling program for the purpose of guiding students and families through middle school and preparing them for later in life. The services of the academic counseling program include student and/or parent conferences concerning low and/or failing grades, schedule changes, scheduling new students, and helping students understand their academic and career goals.

### **Cheating/Plagiarism**

Taking another person's work and claiming it as your own without appropriate citation or excessive use is not honest and is not allowed. Students who take or copy another student's work, test, assignment, or project, or students who give their work, test, assignment, or project to other students for cheating/plagiarism, will receive an 'F' grade for the graded item. Additionally, the behavior will be referred to the office.

### **Homework**

In order to reinforce a specific concept from class or to complete work unfinished in class, teachers reserve the right to assign homework during the school week. **Homework assignments should be recorded each day on the daily assignment section in the Student Handbook or tracked via the method teachers utilize.** Some teachers may also use an online tool such as a website, Infinite Campus, or Edmodo to list and track homework. Please be aware of how each teacher chooses to share information in class.

### **Homework Centers**

On Monday, Tuesday, Wednesday, and Thursday after school, there will be homework centers available for any students who may need a quiet place or assistance with their assignments. Some students may also be recommended to attend and may need to check-in with the teachers who are in charge.

### **Library**

Students are encouraged to use the school library. The library is open to students during break and lunch. Chromebooks and iMacs are available for research, projects, and internet access. Books can be checked out and returned when due.

### **Physical Education Classes**

All students are expected to participate in physical education. If the student has a medical excuse on file with the office and the physical education instruction, a modified program will be provided. Students are expected to dress for P.E. in a standard uniform **or in solid black or solid grey gym clothes without large logos** (such as Nike, ADIDAS, etc). Students should wash their clothes at least once a week. Students will be assigned lockers for their gym clothes. **The school will not assume responsibility for items removed from the lockers.** P.E. clothes may not be worn in their regular classes, except with permission from the office. Students in violation will be sent to the office to change or to call home for a change of clothes if necessary.

### **Report Cards and Progress Reports**

Report cards are mailed home after each semester. Mid-semester progress reports will be sent home with students with information for parents/guardians on their student's current progress. If a student receives a 'D' or 'F' grade, it is suggested that parents contact the school to arrange a conference with the teacher to create an academic plan for improvement. **Families may also track progress throughout by signing up for Infinite Campus** (forms and access codes are in the office with a valid ID).

### **Student Handbook and Assignments**

All students are provided a student handbook and are expected to log the assignments from each class on the daily assignment section each instructional day or by utilizing their own method. Parents should review assignments each evening and if necessary, help students plan their time so they can complete their work. Parents/Guardians are encouraged to contact the teacher if they have questions. **If a handbook is lost and a replacement is desired, students may purchase one for \$5 in the office.**



## General Community Guidelines

### **After School Events**

After school events like dances, band or choir performances, or other activities, are a privilege based on good behavior and attendance. Should a student miss the school day or be on suspension, they are not allowed to attend these events. Additionally, if they are on the restriction list, they may not attend the event.

### **After School Sports**

A full range of boys and girls sports are provided throughout the school year. The minimum criteria for participation include a 2.0 GPA, no 'F' grades, and good behavior and attendance. Additionally, students and parents/guardians **must** attend a school sports meeting to understand expectations of student athletes and their parents/guardians. Students on a sports team must meet eligibility criteria for school activities and have medical insurance provided by parents. Should a student miss the school day or be on suspension, they are not allowed to participate in the game. Additionally, if they are on the restriction list, they may not be on the team.

### **Associated Student Body (ASB)**

The Morrill Middle School Associated Student Body provides for student activities, approves clubs and fundraisers, organizes Spirit Weeks and dances, facilitates leadership training, promotes the common good for the school, helps solve problems that arise, and plans for student body fund expenditures. Good behavior, attendance, and appropriate academic standing are required for Student Body Commissioners.

### **Birthday Celebrations**

Balloons, cakes and other birthday celebration materials are allowed, but have proven to be disruptive in class. They must be dropped off in the office before school and may be collected at the end of school.

### **Chill Zone**

To provide an area for students to de-stress during high stress situations, Morrill provides a Chill Zone run by our social worker. It is open during breaks and lunches as well as at need. Cell phones and gaming systems are not allowed and appropriate peer to peer behavior is strictly enforced. Should students violate the rules of the chill zone, they will receive a temporary ban which may become permanent depending on future behavior.

### **Closed Campus**

All students are required to remain on school grounds during the regular scheduled school day. In order for an adult identified on the student's emergency card to remove a student from school, the adult must sign out the student in the front office. Students who leave campus without permission will face disciplinary consequences. **No student is allowed to bring visitors to school for any reason.**

### **Dances**

Dances are an after school event and the following guidelines apply: Students are expected to be picked up by their parents/guardians promptly at the end of the dance. No student is allowed to leave the dance early, and **no one is admitted one-half hour after the dance begins unless dropped off by their parent or guardian.** Admission fees are paid at a lower rate in advance or at the door at the standard rate. All school rules, including dress code, apply to behavior at dances. Students with unacceptable behavior may be restricted from dances by the principal or assistant principal. **ONLY MORRILL STUDENTS MAY ATTEND OUR DANCES: NO OUTSIDE GUESTS PERMITTED.** Students who leave the dance and attempt to re-enter or those who are not picked up 15 minutes after the dance concludes, ***will not be allowed to attend the next dance.***

### **Flyers, Notices, or Invitations**

Flyers, notices or invitations may not be distributed at school without prior written approval of the principal or assistant principal.



### **Parent Visits**

Parent visits to classrooms are welcomed and encouraged. As a courtesy to teachers, our policy is to require that visits be arranged at least 24 hours in advance.

### **Romantic Interactions**

Students are expected to maintain a respectful attitude towards each other at all times. Should affectionate actions go beyond what is appropriate, students will be warned or parents/guardians will be contacted. Should the instance be extreme or repetitive, a conference with both sets of parents/guardians will be held with an administrator. If you have questions about what is appropriate, please see or e-mail an administrator.

### **Social Worker Counseling Services**

Our school provides a social-emotional counseling program for the purpose of guiding students through middle school and preparing them for later in life. The services of the social-emotional counseling program include: individual and group counseling to resolve conflicts, provide guidance and help with personal or social issues, and helping the student to understand himself/herself and others. To regularly access services a permission slip must be completed.

### **Staff Recognitions**

Throughout the year we will have multiple opportunities where we recognize students for positive contributions to the Morrill community in academics, behavior, and leadership. We would also like the community to have opportunities to recognize our staff members who are going above and beyond on our students behalf. There is a link on the Morrill website if you are interested in recommending any Morrill staff for special recognition.

### **Traffic Safety**

**Parents** - As you are dropping off your student in the morning, we ask that you drive slowly, obey all traffic signs and road directions, and watch out for students as they move towards the sidewalks. The safety of all students, not just your own, is paramount to a community focused on learning and student health and well-being.

**Students** - All students must use crosswalks going to and from school. Unsafe behavior puts you and others at risk. Please be sure you look carefully before crossing any street or driveway.





## Student Actions and Consequence Matrix

The following information is intended to present our school regulations and consequences clearly. **Please review this carefully.** All students are expected to understand and follow these guidelines. Students who have been found to have committed acts listed under the column labeled **Action** can usually expect to receive any of the consequences itemized in the column labeled **Consequences**. It should be noted that there may be degrees of action and/or previous patterns of behavior that will influence the resulting consequence. The school administrators will use their discretion in determining those consequences.

**Any suspension or On Campus Restoration days require parents/guardians and their student to attend a Restoration meeting with an administrator to determine supports and expectations for students as they return to their normal schedule.**

All school regulations and consequences apply to after-school activities and school directed events, as well as going to and from school or other schools. Appropriate behavior is expected of all students at school events.

*The Actions Matrix sets forth the guidelines for assessing consequences for attending to or violating School Board Policies. The school principal or assistant principal has the discretion to deviate from these guidelines by assessing an appropriate consequence other than that stated in the matrix, if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.*

Positive Actions	Consequences
- Perfect Attendance	<ol style="list-style-type: none"> <li>1. Entered into a weekly attendance raffle for prizes</li> <li>2. Entered into a monthly attendance raffle for prizes</li> <li>3. (Whole advisory with perfect attendance) Entered into Advisory Attendance Award raffle and may win a trophy and Principal Homework Passes for the whole advisory class</li> </ol>
- Positive Action within the Classroom	<ol style="list-style-type: none"> <li>1. Positive Behavior Referral</li> <li>2. Thank you contact home</li> <li>3. Attendance at Positive Behavior Assembly with treats</li> </ol>
- Positive Action outside of the Classroom	<ol style="list-style-type: none"> <li>1. Positive Behavior Referral</li> <li>2. High-five or fist bump from Administrators</li> <li>3. Thank you call home</li> <li>4. Attendance at Positive Behavior Assembly with treats</li> </ol>
- Strong, Positive Academic Performance (3.5 GPA)	<ol style="list-style-type: none"> <li>1. Placed on Academic Honor Roll</li> <li>2. Receives award and recognition on a Spirit Day</li> <li>3. Receives Morrill Academic Honor Roll student bumper sticker</li> </ol>
- Improvement in Behavior	<ol style="list-style-type: none"> <li>1. Positive Behavior Referral</li> <li>2. High-five or fist bump from Administrators</li> <li>3. Thank you call home</li> <li>4. Attendance at Positive Behavior Assembly with treats</li> </ol>
- Improvement in Academics	<ol style="list-style-type: none"> <li>1. Placed on Tenacious Student Roll</li> <li>2. Receives award and recognition on a Spirit Day</li> <li>3. Receives Morrill Tenacious Student bumper sticker</li> </ol>



Minor Actions	Consequences
<ul style="list-style-type: none"> <li>· Being in an area off limits to students</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work</li> <li>2. Student-Parent Meeting</li> <li>3. On Campus Restoration Day (OCR)</li> </ol>
<ul style="list-style-type: none"> <li>· Chewing gum/Littering</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Campus Restoration Work</li> </ol>
<ul style="list-style-type: none"> <li>· Failure to meet skateboard, rollerblade, scooter or bicycle guidelines</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Confiscation of item until end of day</li> <li>3. Confiscation of item until parent retrieval</li> </ol>
<ul style="list-style-type: none"> <li>· Inappropriate attire</li> </ul>	<ol style="list-style-type: none"> <li>1. Refer to <u>Dress Guidelines</u></li> </ol>
<ul style="list-style-type: none"> <li>· Inappropriate display of affection</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Warning and Parent/Guardian Contact</li> <li>3. Parent/Guardian Conference with both families</li> <li>4. Parent/Guardian contact and separate areas of Campus Restoration Work</li> <li>5. Schedule Change if appropriate</li> </ol>
<ul style="list-style-type: none"> <li>· Use of personal electronics without permission</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning to put item away</li> <li>2. Confiscation of item until the end of the day</li> <li>3. Confiscation of item until parent/guardian can retrieve item</li> </ol>
<ul style="list-style-type: none"> <li>· No show for Teacher Restorative Work</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete Teacher Restorative Work and an additional day of Campus Restoration Work</li> </ol>
<ul style="list-style-type: none"> <li>· Repeated violations of teacher behavior rules in the classroom</li> </ul>	<ol style="list-style-type: none"> <li>1. Teacher consequences</li> <li>2. Teacher consequences plus one day of campus restoration work</li> <li>3. Campus Restoration Work and Restriction List</li> <li>4. Teacher consequences plus On Campus Restoration Day (OCR)</li> </ol>
<ul style="list-style-type: none"> <li>· Habitual Tardiness</li> </ul>	<ol style="list-style-type: none"> <li>1. Teacher Restoration Work (if tardies are due to a specific period)/Campus Restoration Work</li> <li>2. Parent/Student Meeting</li> <li>3. Restriction List</li> <li>4. On Campus Restoration Day</li> </ol>



Moderate Actions	Consequences
<ul style="list-style-type: none"> <li>· Defiance of school authority and/or unsafe behavior</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work</li> <li>2. On Campus Restoration Day (OCR)</li> <li>3. Up-to 5 days of suspension</li> </ol>
<ul style="list-style-type: none"> <li>· Academic Dishonesty/Cheating/Plagiarism</li> </ul>	<ol style="list-style-type: none"> <li>1. 'F' grade for the test or assignment</li> <li>2. Teacher Restoration Work and placed on the Restriction List</li> <li>3. On Campus Restoration Day (OCR) and Academic Behavior Plan</li> </ol>
<ul style="list-style-type: none"> <li>· Forgery/Falsifying School Records or Documents</li> </ul>	<ol style="list-style-type: none"> <li>1. Restriction List and Parent Contact</li> <li>2. On Campus Restoration Day (OCR) and Parent Conference</li> </ol>
<ul style="list-style-type: none"> <li>· Harassment /Intimidation /bullying of another student</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work</li> <li>2. On Campus Restoration Day (OCR)</li> <li>3. Up-to 5 days of suspension</li> </ol>
<ul style="list-style-type: none"> <li>· Inappropriate use of the internet</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning and parent contact</li> <li>2. Temporary suspension of technology use and parent</li> <li>3. Extended /permanent suspension from technology</li> <li>4. Up-to 5 days of suspension</li> </ol>
<ul style="list-style-type: none"> <li>· No show for Campus Restoration Work</li> </ul>	<ol style="list-style-type: none"> <li>1. Additional Campus Restoration Work with administrative assistance</li> <li>2. On Campus Restoration Day (OCR)</li> </ol>
<ul style="list-style-type: none"> <li>· Off-campus without permission or cutting class</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work or Teacher Restoration Work and "CUT" on Attendance Record</li> <li>2. On Campus Restoration Day (OCR), "CUT" on Attendance Record and Parent/Student Meeting</li> </ol>
<ul style="list-style-type: none"> <li>· Profanity /abusive language or gesture /racial, sexual, or ethnic slurs</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work</li> <li>2. On Campus Restoration Day (OCR)</li> <li>3. Up-to 5 days of suspension</li> </ol>
<ul style="list-style-type: none"> <li>· Recording and sharing, and/ or failing to disperse from the area of a fight</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work</li> <li>2. On Campus Restoration Day (OCR)</li> <li>3. Up-to 5 days of suspension</li> </ol>
<ul style="list-style-type: none"> <li>· Returning to school or trying to enter a school activity while suspended (non-violent reasons)</li> </ul>	<ol style="list-style-type: none"> <li>1. Additional days of suspension</li> <li>2. Expulsion recommendation</li> </ol>
<ul style="list-style-type: none"> <li>· Throwing or placing any object, liquid or substance (including water or frosting) on another person (including food fights)</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work</li> <li>2. On Campus Restoration Day (OCR)</li> <li>3. Up-to 5 days of suspension</li> </ol>
<ul style="list-style-type: none"> <li>· Vandalism /defacement/ destruction of property</li> </ul>	<ol style="list-style-type: none"> <li>1. Campus Restoration Work and Parent/Student Meeting</li> <li>2. On Campus Restoration Day (OCR), Restriction List, and Parents/Guardians billed for damages</li> <li>3. Up-to 5 days of suspension, Restriction List and Parents/Guardians billed for damages</li> </ol>



Major Actions	Consequences
<ul style="list-style-type: none"> <li>Causing /attempting to cause /threatening physical injury to another including fighting, willful use of force or violence, and/or terrorist threats</li> </ul>	<ol style="list-style-type: none"> <li>On Campus Restoration Day (OCR)</li> <li>Up-to 5 days of suspension</li> <li>Possible police referral and/or recommendation for expulsion</li> </ol>
<ul style="list-style-type: none"> <li>Possession of, sale of, or igniting small explosives such as firecrackers, smoke bombs and/or stink bombs</li> </ul>	<ol style="list-style-type: none"> <li>Up-to 5 days of suspension</li> <li>Possible police referral</li> </ol>
<ul style="list-style-type: none"> <li>Possession /use of matches or lighters or any flammable substance specifically used for starting fires</li> </ul>	<ol style="list-style-type: none"> <li>On Campus Restoration Day (OCR)</li> <li>Up-to 5 days of suspension</li> </ol>
<ul style="list-style-type: none"> <li>Possession, use, sale, furnishing of a controlled substance including alcohol, tobacco, marijuana, intoxicants of any kind, or any “look alike” substance such as e-cigarettes, vape pens, etc.</li> </ul>	<ol style="list-style-type: none"> <li>On Campus Restoration Day (OCR)</li> <li>Up-to 5 days of suspension</li> <li>Possible Police Referral</li> <li>Recommendation for expulsion</li> </ol>
<ul style="list-style-type: none"> <li>Stealing /attempting to steal school or private property and/or extortion</li> </ul>	<ol style="list-style-type: none"> <li>On Campus Restoration Day (OCR)</li> <li>Up-to 5 days of suspension and Parents /Guardians will be billed for any lost or damaged items.</li> </ol>
<ul style="list-style-type: none"> <li>Committing or attempting to commit a sexual assault or committing a sexual battery</li> </ul>	<ol style="list-style-type: none"> <li>5 day suspension, police referral and expulsion recommendation.</li> </ol>
<ul style="list-style-type: none"> <li>Gang Related conduct /activity on all school campuses and during all school-sponsored events.</li> </ul>	<ol style="list-style-type: none"> <li>On Campus Restoration Day (OCR)</li> <li>Police referral</li> <li>Up to 5 days suspension</li> <li>Possible Expulsion Recommendation</li> </ol>
<ul style="list-style-type: none"> <li>Possession of, sale of, use, brandishing at another person, or furnishing imitation firearms or weapons at school.</li> </ul>	<ol style="list-style-type: none"> <li>5 day suspension, police referral and expulsion recommendation.</li> </ol>
<ul style="list-style-type: none"> <li>Possession of, sale of, use, brandishing at another person, or furnishing weapons such as guns, knives and other dangerous items at school.</li> </ul>	<ol style="list-style-type: none"> <li>5 day suspension, police referral and expulsion recommendation.</li> </ol>
<ul style="list-style-type: none"> <li>Possession of and/or electronic transmission of inappropriate sexual content at school or using a school device</li> </ul>	<ol style="list-style-type: none"> <li>On Campus Restoration Day (OCR)</li> <li>Up-to 5 days of suspension and suspension of access to technology</li> <li>Up-to 5 days of suspension, permanent suspension from technology and possible expulsion recommendation.</li> </ol>
<ul style="list-style-type: none"> <li>Possession of, sale of, distribution of, or electronic transmission of inappropriate sexual content of a minor, including the individual distributing or in possession</li> </ul>	<ol style="list-style-type: none"> <li>5 day suspension, police referral and expulsion recommendation.</li> </ol>

*The Actions Matrix sets forth the guidelines for assessing consequences for attending to or violating School Board Policies. The school principal or assistant principal has the discretion to deviate from these guidelines by assessing an appropriate consequence other than that stated in the matrix, if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.*



### **On Campus Restoration (OCR)**

On Campus Restoration (OCR) is a program that is provided to students as an alternative to traditional discipline in schools. While past practice has focused on punishment as a consequence for action, Morrill's focus is on students repairing the damage to the peer, school, and community relationships due to their actions. On Campus Restoration can range from on campus litter pick up as a result of a student littering, or a restorative conversation with the student, our coordinator, and a teacher that the student is habitually tardy to, all the way to remaining all day in the Restorative Center to work on classwork and holding behavioral conversations as a result of cutting school or being a threat to others. The benefits of this for students is in their being able to keep up with their classwork, meeting with the behavioral counselor and/or social worker, and by providing students with the opportunity to self-reflect, mediate, problem-solve, and goal set to begin building connections with the support system provided on-site. OCR may also require more parent/guardian involvement and discussion in order for us as a team to brainstorm and engage positive supports for your child's success.

### **Morrill Middle School Dress Guidelines**

Our primary focus is to provide all students with a safe and positive learning environment that helps each student learn to the best of their abilities. Over the years it has become apparent that a student's attire has a strong influence on their self-image as well as how much they focus on their learning. It is not the purpose to dictate specific dress requirements in this section, but rather to ensure that all students will be dressed in a way that contributes and builds their confidence to succeed while helping to generate a positive learning environment. These expectations also introduce students to dress expectations they will encounter in future employment and education.

Berryessa Union School District Board Policy 5132 states that "***The development of attitudes and behavior patterns in dress and grooming should be part of each student's total educational experience.***" In general, students are not to be attired in clothing that compromises their safety, their ability to respond in an emergency, their modesty or is disruptive to the educational process. In order to assist parents/guardians in planning their student's apparel in middle school the following guidelines are presented.

The primary standards for student dress and grooming are to be neat and clean while at school and to follow the Morrill Middle School Dress Guidelines. The standard dress expectations for all students at Morrill are:

- ❖ Student IDs and lanyards must be available immediately upon the request of any adult wearing identification as a Berryessa Union School District employee or first-responder
  - This is directly tied to campus security and is not up for negotiation
- ❖ No undergarments should be visible, whether partially or completely, including any of the following:
  - Tank tops or undershirts
  - Boxers, briefs, boxer briefs, thongs, etc.
  - Bra straps or bras
  - **Underwear of any type**
- ❖ Student's bellies and backs should not be visible
- ❖ Pants/shorts should not have holes, rips, or tears above the knee
- ❖ Hats or hoodies in class

Students are prohibited from wearing any of the following clothing or apparel, which may include but is not limited to:

- ❖ Clothing considered unsafe, dangerous, or a health hazard including flip-flops, open-toe shoes and sandals, or "slides"
  - This is non-negotiable: should an emergency event occur, students need to move at a fast and orderly speed to safety. The footwear above may result in tripping, loss of footwear, and/or disruption of the flow of traffic towards safety centers. The only exception is a medical exception with an obvious injury or a doctor's note.



- ❖ Contains offensive or obscene symbols, slogans, or words degrading any gender, cultural, religious, sexual, or ethnic values
- ❖ Contains language or symbols oriented towards violence, vandalism, sex, illegal substances, alcohol, tobacco, or marijuana
- ❖ P.E. or gym clothes within the general education classrooms unless with permission from administration
- ❖ Gang-related apparel such as
  - Majority 1 color outfits: Examples- red shoes, red shirt, and red hat, or blue shirt, blue pants, blue shoes, and blue belt.
  - Chains, jewelry or other accessories with gang symbols/references

### **Dress Guidelines Consequences**

Students who violate any aspect of the above dress guidelines will receive the following consequences, though the response may vary depending on the violation and student response to being notified of the violation:

1. Warning and a request to change outfit with removal from student body population until change has occurred
  - a. Options are changing into P.E. clothes, school provided alternatives, or calling home for a change of clothes
2. Parent/Guardian-Student-Administrator-Support Staff meeting to discuss other options for clothing, removed from student body population until changed
3. On Campus Restoration



## Attendance Guidelines Consequences

Any student absence **MUST BE CALLED IN at 408-923-1931**. This will help you avoid some of the consequences listed below.

To clarify the attendance policy, the following consequences will apply for the following offenses at the discretion of the principal or assistant principal:

<b>Attendance Concern</b>	<b>Consequence</b>
<ul style="list-style-type: none"> <li>• Habitual Tardiness</li> </ul>	<ol style="list-style-type: none"> <li>1. Teacher or Campus Restoration Work</li> <li>2. Parent/Student Meeting</li> <li>3. Restriction List</li> <li>4. On Campus Restoration Day (OCR)</li> </ol>
<ul style="list-style-type: none"> <li>• 3 Lates (arriving to school more than 30 minutes after the start)</li> </ul>	<ol style="list-style-type: none"> <li>1. Count as 1 unexcused absence day</li> </ol>
<ul style="list-style-type: none"> <li>• 3 unexcused absences</li> </ul>	<ol style="list-style-type: none"> <li>1. Submission of student to the Student Attendance Review Team               <ol style="list-style-type: none"> <li>a. 1st mandated truancy letter sent to family</li> </ol> </li> </ol>
<ul style="list-style-type: none"> <li>• Habitual unexcused absences</li> </ul>	<ol style="list-style-type: none"> <li>1. Submission of student to the Student Attendance Review Team               <ol style="list-style-type: none"> <li>a. 1st mandated truancy letter sent to family</li> <li>b. 2nd mandated truancy letter sent to family</li> <li>c. Mandatory meeting with School level attendance review team</li> <li>d. 3rd mandated truancy letter sent to family with referral to the District level attendance review board.</li> <li>e. Student attendance review board at the District Office</li> <li>f. Referral to the County Student Attendance Review Board</li> <li>g. Referral to the District Attorney's office</li> </ol> </li> </ol>
<ul style="list-style-type: none"> <li>• Missing 10% or more of school for any reason without request for home instruction due to major illness</li> </ul>	<ol style="list-style-type: none"> <li>1. Mandated 10% truancy letter sent to the student's family.</li> </ol>

Possible mandates from review team and review board include:

- ❖ Doctor's note for any illness that leads to students missing school
- ❖ Creating a bedtime routine
- ❖ Creating a routine to limit access to electronics to encourage rest
- ❖ Parent/Guardian shadowing their student for a day
- ❖ Recommendation to outside services to deal with issues brought up during meetings.

Please note that many of these expectations are set by California state education code (such as what is considered an excused or unexcused absence and the consequences for days missed) and are non-negotiable. Please call if you have questions or concerns: 408-923-1930.



## **8th Grade Promotion End of Year and Promotion Criteria**

Eighth grade students may participate in the promotion ceremony if they have the following:

- ❖ Higher than a 1.75 cumulative GPA for the 8th grade academic year or a cumulative middle school GPA of 2.0 or above
- ❖ No suspensions during promotion week

Eighth grade students will be restricted from some or all of the end of the year activities due to the following:

- ❖ Financial Obligations: Owing a debt to the school limited to:
  - Damage, defacing, or destruction of school or private property
- ❖ Placement on the Restriction List
- ❖ Excessive suspensions or behavior based referrals throughout the year

The 8th grade contract is given out at the beginning of the second semester. At that point the following applies:

Participating in the promotion ceremony is reserved for those 8<sup>th</sup> graders who have met all academic requirements. The following may place restrictions on their participation in other end of year events.

1. Suspensions or repeated referrals within the last 6 weeks
2. Three or more unexcused absences and/or excessive tardiness within the last 6 weeks

If your student has any of the above they may not be able to participate in 8<sup>th</sup> grade activities (i.e. Promotion Ceremony, 8<sup>th</sup> Grade Dance, and/or Field Trip). Students may be able to appeal a decision through a student meeting with the Principal.