

C. T. ENGLISH MIDDLE SCHOOL

2019-2020

STUDENT / PARENT HANDBOOK

23800 SUMMIT ROAD
LOS GATOS, CA 95033
408-353-1123
FAX 408-353-5024
www.loma.k12.ca.us/cte

School Hours: Monday, Tuesday, Thursday & Friday
8:15-2:45

Wednesday- early release day 8:15-1:30

**C.T. English Middle School is a
Tobacco Free School**

WELCOME

The entire staff of C.T. English Middle School welcomes you! We hope that this handbook will help you to understand our traditions, rules and expectations. Our students and athletic teams are called Cheetahs. These Cheetahs represent the pride our staff and students have in themselves, their families and the community! Our colors are purple, gray and white. You are now one of us!

At C.T. English you will assume increasing responsibility for yourself, your learning, your behavior, and your future. Rather than looking to parents and teachers to direct and control you, you will be encouraged to develop greater self-direction and self-discipline. These are the qualities you will need to become a productive and happy adult.

WHAT IS A MIDDLE SCHOOLER

What is a middle schooler?
I was asked one day.
I knew what he was.
But what should I say!

He is noise and confusion.
He is silence that is deep.
He is sunshine and laughter.
Or a cloud that will weep.

He is swift as an arrow.
He is a waster of time.
He wants to be rich.
But cannot save a dime.

He is rude and nasty.
He is polite as can be.
He wants parental guidance.

He is aggressive and bossy.
He is timid and shy.
He knows all the answers.
But still will ask "why".

He is awkward and clumsy
He is graceful and poised.
He is ever changing.
But do not be annoyed.

What is a middle schooler?
I was asked one day.
He is the future unfolding
So, do not stand in the way.

By: an anonymous 8th grade student

2019-2020 SCHOOL STAFF

Superintendent: Lisa Fraser

Principal: Karren Zook

Instructional Team

| | |
|----------------------|----------------|
| Tony Arias | Holly Hulewat |
| Marilyn Burgess | David Kissner |
| Randy Cohen | Nancy Lanovaz |
| Kris Denues | Casey Lelake |
| Elizabeth DePiazza | Rodica Nefian |
| Melanie Dudley | Helen O'Dea |
| Wendy Grant-Richards | Wayne Thompson |

Student Support Services Coordinator: Stacy Blasi-Markell

School Secretary: Julie Bourque Librarian: Sharon Ammirati

Athletic Director: Nancy Lanovaz

MISSION

Our schools, as the center of the community and the hub of activity, are a place through which involvement and commitment create a positive and nurturing climate that fosters mutual respect. Here our students will develop a sense of belonging, a spirit of community, a desire for excellence and a lifelong love of learning. Education at Loma Prieta Joint Union Elementary School District is a team approach. Our team is composed of teachers, parents, students and members of the community working together to provide a program that achieves and reaches beyond academic excellence.

STATEMENT OF PHILOSOPHY

The staff at C.T. English Middle School is committed to providing an exciting and enriching educational experience for all our students. We are committed to providing a safe and orderly environment. In order to achieve this end, staff and students must work toward maintaining a productive calm environment that is exemplified by:

- ❖ Respect and courtesy for each other
- ❖ Responsible and on-task behavior
- ❖ Appropriate manner and language
- ❖ Safety

The C.T. English Middle School administration, teachers and staff, combined with the Loma Prieta community wishes to establish and maintain a consistent, fair and firm policy of student discipline. Our goal is to promote positive behavior and to encourage open communication between teachers, parents and students. The approach includes clarity of policies and rules, student warnings and counseling, parent notification, and appropriate consequences, as well as a system of positive awards and recognition to promote a healthy learning environment.

The following is the discipline code, which will be used by C.T. English administrators to consistently and fairly assign consequences for violating school rules or committing prohibited acts. Teachers will enforce school rules and may establish additional rules within their classrooms. When a teacher determines administrative intervention is necessary, the teacher will refer students to the teacher leader or administration for the application of these consequences. Consequences are assigned progressively depending upon how often behaviors are repeated, or how severe the violation.

The assignment of all consequences for negative behavior is at the discretion of the school administration.

Consequences may include:

- *Warning*
- *Campus clean up*
- *Parent/guardian notification*
- *Parent/guardian conference*
- *Loss of school privileges (eligibility for sports, school wide assemblies, year end events, etc.)*
- *Detention (after school and/or lunch)*
- *Saturday school*
- *In-house suspension*
- *Suspension*
- *Expulsion*

Avoid Self-Defeating Actions

Self-defeating actions are primarily hurtful only you, the student. These behaviors interfere with your education. Ultimately, they will come back to bite you. The effect of these behaviors grows over time. If they become habit forming, your educational experience and outcomes are likely to be impacted.

Being late to class

All students are expected to arrive on time, and ready to participate in all classes. This means that you will be in the room, in your assigned seat or PE placement, and prepared to begin class when the bell stops ringing. Individual exceptions may be made as appropriate.

Skipping/missing detention when assigned

When assigned detention, students are expected to arrive at the assigned time. Choosing to miss detention may result in a doubling of the consequence or an increased level of administrative intervention.

Cutting class

Students are expected to follow their assigned schedules. A class cut is defined as a purposeful choice to miss class that results in an unexcused absence, or an unexcused tardiness, from any class period in the school day. Students arriving late to school, and are signed in to the school office by a parent or guardian, are considered “tardy” and not intentionally cutting class. At times there are extenuating circumstances for students needing to leave class. The administration will work with the student and parent in those circumstances to support productive behavior.

Absences considered “cuts” include students who choose to miss school though their parent believes they are at school. Or, a student attends school for part of the day then misses part, or all, of one or more classes without being signed out by a parent. It is not a cut if a student has a valid reason to miss a portion of a class and has an excused absence/late slip from school staff (counselor, teacher, administrator).

Students who cut classes will be referred to the administration and will receive progressive discipline including notifying the parent and determining what additional consequences (see above) will be assigned. Repeated behavioral incidents will result in progressive levels of administrative intervention. Class cuts are considered unexcused and missed work may not be made up.

Truancy

Students are legally required to attend school day unless formally excused. A student will be considered truant when absent for a three school days without a legal excuse communicated in writing, via phone, or in e-mail to the school office. A student may be legally excused for: 1) personal illness, 2) illness or death in the family, 3) impassable roads or severe weather conditions, 4) religious observances, 5) attendance at a health clinic or doctor's office, or 6) a required court appearance. Legal absences must be documented prior to, or within three days, of the student's return to school.

C. T. ENGLISH EXPECTATIONS

School rules are enforced at all times including:

- ❖ While on school grounds, including before and after school
- ❖ While going to or coming from school, both on the bus and walking
- ❖ During, or while going to or coming from any school activity, dance, field trip, etc.

- ❖ CT English and the LPJUESD School Site Council have adopted the position of the National Association for Sports and Physical Education regarding Dodge ball. Dodge ball does not provide health benefits to most players. Additionally, we have found the practice of using a student as a target to be counter to the goals of a safe and caring learning environment. Dodge ball with a human target may not be played during school PE classes or recreational events.

BE PREPARED FOR CLASS

Prepare for each day by bringing these materials to every class:

- ❖ Appropriate binder and materials as required by each teacher
- ❖ Lined paper suitable/required for each subject
- ❖ Plastic zippered bag with pencils, pens, rulers, erasers
- ❖ Assignment Agenda book purchased by parents at beginning of the year.
- ❖ Book covers are required for all books issued to students

MAINTAIN AN ATMOSPHERE FOR LEARNING

- ❖ Students should not be out of class without a note.
- ❖ Students should not disturb classes in session and move quietly during class time.
- ❖ Students should obtain bus passes and special requests from the office before school, at recess, or during lunch.

OBSERVE THE STANDARDS OF INDIVIDUAL TEACHERS

All teachers will distribute a copy of his/her individual classroom rules, procedures, and expectations regarding student behavior. Students need to note the differences between teachers and respect the individuality of each classroom teacher's expectations. Copies of teachers' classroom rules, regulations and expectations will also be handed out to parents at Back-to-School Night in September. Questions regarding a teacher's expectations of behavior should be directed to that teacher.

RESPECT SCHOOL PROPERTY AND KEEP IT CLEAN

- ❖ Students are responsible for all textbooks and library books issued to them. All books must be returned in serviceable condition or a replacement charge will be assessed. No writing is allowed in any book. If any book is damaged, lost, or stolen, the student will be required to pay for it. All fines or debts must be paid before a student participates in any school-sponsored activity or receives a yearbook.
- ❖ **Students are responsible for keeping our campus clean** and orderly by properly disposing of garbage, by not defacing buildings and equipment, and by not destroying plants and flowers. Gum and sunflower seeds are not allowed on campus at any time. Students littering the grounds will be warned. Repeated offenses will result in school/community clean up and/or detention time.

RESPECT STUDENTS AND STAFF AND THEIR PROPERTY

- ❖ Treat everyone's belongings with respect.

- ❖ Use polite, courteous language whenever you speak to anyone - students, teachers, staff, and parents on campus. Inappropriate or threatening language will not be tolerated, and detentions will be assigned.
- ❖ Solve problems with others in a positive, non-violent way.
- ❖ Students who show disrespect for property and/or people are subject to school/community clean-up time and/or detention.

APPROPRIATE BEHAVIOR OUTSIDE THE CLASSROOM

Our school standards are in force from a student's departure from home until they arrive home again. Students may arrive no earlier than 8:00 a.m. After school, students should be involved in an after-school sport, school activity, homework club, and working with a teacher, *or be on their way home by 3:00pm.* **The school does not provide supervision for children before or after school. For safety, and to reduce the chance of a problem, students are not permitted on campus after school. Parents are expected to pick up their children promptly at the end of the school day if the student does not have a school related reason to remain on campus. Both School campuses are closed until 4pm each day.**

- ❖ Walk! Don't run! All students are to walk to and from classes and are to be cautious on the playgrounds. We are a small and congested school and want each one of our students to feel safe. Parking lots are off limits during school hours.
- ❖ The following are examples of inappropriate behavior at C.T. English and will result in loss of social privileges, detention, or community clean-up or similar assignment:

- ❖ **Interfering with teaching/learning process**

- ❖ Chewing gum
 - ❖ Running in the halls
 - ❖ Disrespectful behavior
 - ❖ Cell phone use during class time
 - ❖ Holding doors shut
 - ❖ Throwing rocks or other objects
 - ❖ Playing in/with water
 - ❖ Spitting
 - ❖ Tackle games
 - ❖ Abusive language
 - ❖ Loud yelling or hazing
 - ❖ Hanging on basketball hoops

- ❖ In accordance with Board policy the use of skateboards and rollerblades are prohibited on the district property, including the C.T.E. campus.
- ❖ ***The school will not accept responsibility for the loss of personal property, including but not limited to, electronic devices of any kind, cameras, cell phones, toys and TV's. These items should be left at home.***

The following items/behaviors are **PROHIBITED** at C.T. English and will result in a suspension from school, and may be a recommendation for expulsion:

- ❖ Possession or use of firearms
- ❖ Possession or use of explosives
- ❖ Possession or use of dangerous objects
- ❖ Possession or use of knives
- ❖ Possession or use of tobacco or VAPE related products
- ❖ Possession, use, or under the influence of a controlled substance
- ❖ Sexual Harassment
- ❖ Damaging school property
- ❖ Fighting
- ❖ Threatening to fight
- ❖ Hurting another student, even if not done maliciously

APPROPRIATE BEHAVIOR AT LUNCH

- ❖ All students are expected to go to the eating areas within five minutes after the lunch bell rings.
- ❖ **All litter must be put in the trashcans provided.** Students who litter the campus will be assigned campus clean up.
- ❖ Students are required to stay in supervised areas and out of "off limits" areas as listed below:
 - ❖ Office (unless for business)
 - ❖ Roofs of buildings
 - ❖ Parking lot/driveway
 - ❖ Classrooms that are not supervised
 - ❖ Loma Prieta campus
 - ❖ Gym area when an adult supervisor is not present
 - ❖ **Hillsides beyond the blacktop**
- ❖ During wet, cold, windy or rainy days, students will be notified that they are to eat lunch in assigned rooms or the Gym. Students are responsible for the cleanliness of the rooms. Students will be dismissed when rooms are tidy and weather permits.

***Amendments to these practices can be made at any time by the Principal and will be communicated to both students and parents when they occur.**

ATTEND SCHOOL REGULARLY AND ON TIME

- ❖ **Parents must notify the C.T.E. office either by phone or written note the day their child is absent from school. CT absence line 408-353-1123 X1**
- ❖ **Students absent 3 or more days may be required to provide doctor's verification of illness.**
- ❖ **Only illness or family emergencies are legally excused. There are no exceptions. Parents cannot "excuse" their children's absence.**
- ❖ The state school attendance law requires that students are to attend school regularly. Students who have three or more unexcused absences in a school year are considered **TRUANT** and may result in legal action. ***Students absent more than 10% for any reason must be reported to the state.***

- ❖ Tardies can be a problem for middle school students as they move from class to class. In order to promote learning and value teaching time, it is important that all students arrive to class on time. **A student is tardy if he/she is not in his/her seat ready to work when the bell rings at 8:20 am every day.**
- ❖ A student arriving after the tardy bell should go **DIRECTLY TO THE C.T.E. OFFICE** for an admittance pass to class.
- ❖ Generally, late students are unexcused except for medial emergencies or appointments. The principal will make every effort to work with students and parents to decrease or eliminate morning tardiness, as they are highly disruptive to the entire class as well as to the student who is tardy. Students who are tardy may lose participation points in a classroom and will not be able to make them up. Students with excessive tardies may be required to provide a doctor's note.
- ❖ If a student is going to be absent from school due to unavoidable circumstances for five days or more, it is a parent's responsibility to request an INDEPENDENT STUDY AGREEMENT in order to receive credit for missed schoolwork. Students are to bring a note from a parent/guardian to the C.T.E. office to initiate this process. This note must be presented **at least one week in advance** of the expected absence.
- ❖ *We ask that each family do their best to eliminate unnecessary absences. Please make appointments after school hours rather than during the school day. Please also look at the school calendar before scheduling family vacations. Vacations are unexcused absences.*

ACCIDENTS, ILLNESS, AND MEDICATIONS

1. If an illness or injury occurs after a student arrives at school, he/she is to report to his/her teacher or to the office. The office will call parents in the event a student is ill or injured.
2. UNDER CALIFORNIA LAW, WHEN PRESCRIBED MEDICATIONS MUST BE GIVEN DURING SCHOOL HOURS, PROPER FORMS ARE TO BE **FILLED OUT BY PARENTS AND DOCTOR**. THESE FORMS MAY BE OBTAINED FROM THE C.T.E. OFFICE. All medications must be kept in the C.T.E. office.
3. The school cannot provide any form of aspirin, Tylenol, etc. With parent permission, students may carry an inhaler in their backpack if necessary.

HOMeward BOUND MESSAGES...STUDENT MESSAGES

1. Important notices may be sent home on any day. **Please help your child remember to share all information from school with you.**
2. Lunches, forgotten homework, clothing, etc. may be brought to the C.T.E. office. **Parents are not to go into classrooms and disrupt instruction.** It is the responsibility of the student to retrieve items. Lost and Found items will be displayed for one week at the end of each quarter. Items not retrieved will be donated to local non-profits.
3. PARENTS AND STUDENTS ARE ASKED TO MAKE FAMILY ARRANGEMENTS (rides, appointments, family connections or messages) before students leave for school. If a student must receive an emergency message, we will call the student's name over the loud speaker.

SCHOOL PHONE

The office phone is used for school operations and business. It is not for student use unless in an emergency, or if the student does not have access to a cell phone and must contact their families. The office phone may only be used with the permission of the school secretary.

CELL PHONES

Cell phones MAY NOT BE ON DURING CLASS unless specifically designated by teacher. Any cell phone left turned on during class will be confiscated and placed in the office for the day. The second offense will result in loss of privileges (e.g. attending school dances, beach days and other school events), and will result in loss of cell phone privileges per the device policy. Cell phones may not be used during any school wide emergencies or drills.

There will be NO TEXT MESSAGING during class – see above.

GUM

Gum chewing is **not permitted at any time on the C.T.E. campus**. Careless disposal of gum in drinking fountains, on furniture, in the computer room, or on floors presents a sanitation and cleaning problem along with costly repairs. Students chewing gum are given "gum clean-up duty" and may also receive a detention.

BICYCLES, SCOOTERS, & SKATEBOARDS

A bike rack is provided at the front of the school. Bikes, etc. are to be locked at all times. Loitering at the bike rack is prohibited. The school cannot be responsible for theft of all or part of bikes or other items, nor damage while items are parked at the school. Bicycles & above items are not to be ridden on campus **until after 4pm**, and students should EXERCISE EXTREME CAUTION WHEN ENTERING AND EXITING THE CAMPUS. Students who ride bikes, scooter & skateboards to school must wear a helmet as required by California Law.

DRESS CODE

By enforcing a dress code, our goals are to promote school safety, improve discipline, and enhance the learning environment, while at the same time, discourage distractions that inhibit learning. The following guidelines help maintain an environment where learning can take place and students are safe. They specifically outline what is appropriate to wear, or not wear, to school. Unless otherwise stated, **school dress code will be enforced at C.T. dances and other school sponsored events**.

A student wearing clothing that does not meet the guidelines, as determined by an administrator or a staff member, will be asked to either call home for appropriate clothing, change into P.E. clothing, or wear clothing provided by the school for the remainder of the day. Repeat offenders will be subject to appropriate disciplinary action. If in doubt-**DON'T WEAR IT!**

Any student can appeal their being out of dress code but must change until the appeal is heard. If the student loses the appeal, they will not be allowed to wear that clothing selection to school again. All dress code violations will be noted in the behavior log. Repeat offenses may result in formal disciplinary action.

1. Footwear must be appropriate to the activity and worn at all times. This is for student safety. Flip-flops and sandals without heel straps are considered unsafe foot protection for most activities. Students must have appropriate shoes for physical education and blacktop activities.
2. Clothing with disruptive or unhealthy logos or words may not be worn. Example: t-shirts that promote alcohol, tobacco, drugs, bigotry, gangs, sexual references, or suggestive behavior. Graffiti or "tags" will not be allowed on any item brought or worn to school.
3. Shorts or skirts worn by students must have at least a 3-inch inseam.
4. Students may not wear clothing that exposes their midriff or any skin/underwear under the armpits. Students are also not allowed to wear cut-offs, halter-tops, spaghetti straps, low cut tops/dresses, sheer clothing or sagging pants/shorts. Tank tops must have shoulder coverage of at least the width of two fingers.
5. All tops must have shoulder coverage of at least one finger.
6. Hats and hoods may not be worn inside any building at C.T.E. Students will be given one warning and then hats will be taken away.
7. Students may not wear belts with metal spikes or chains of any kind. They will be taken away. Belts must be size appropriate and tucked into belt loops.
8. No bathing suits may be worn at school.
9. **Any** clothing item deemed inappropriate by any staff member, at any time, and students will be asked to change clothes or turn the item inside out.
10. When in doubt if something is inappropriate for school - **Don't wear it!**

DISCIPLINE POLICIES

PHILOSOPHY

The C.T. English Middle School administration, teachers and staff, combined with the Loma Prieta community wishes to establish and maintain a consistent, fair and firm policy of student discipline. Our goal is to promote positive behavior and to encourage open communication between teachers, parents and students. The approach includes clarity of policies and rules, student warnings and counseling, parent notification, and appropriate consequences, as well as a system of positive awards and recognition to promote a healthy learning environment.

FIRST STEPS – IN THE CLASSROOM

1. All teachers will have slightly different classroom rules and standards of behavior. It is the student's responsibility to be aware of the rules and policies in each classroom.
2. All teachers will counsel students to correct inappropriate behavior.
3. When students continue to have issues of self-control or neglect to do classroom assignments, the teacher will contact the parent via email or phone. Parents, students or teachers may request at a conference anytime.

4. When a student has repeatedly violated school or classrooms rules, the student will be given a disciplinary referral assignment and/or sent to see the principal.

REFERRALS TO THE OFFICE

1. A disciplinary log is kept in the CTE office as an acknowledgement that a behavior problem exists and needs to change immediately. A disciplinary referral may also be written for a single incident that is so disruptive that the teacher can no longer conduct class with the student present. A referral may also be written for behavior that occurs outside the classroom.
2. A student receiving two or more disciplinary referrals may be subject to social probation, detention and/or suspension.
3. A student placed on social probation will be excluded from all "out of class" activities including assemblies, field trips, dances, fun nights, and after school sports for a period of 10 school days, for accumulation of minor infractions, but up to 20 days for a major infraction, or repeated offenses.

SUSPENSION

1. Suspension is an action of the Principal or his/her designee for up to five days per incident, not to exceed twenty days per school year. Students who are suspended from school will only receive 50% credit for assignments and tests they miss.
2. A student will be suspended from school for the following actions as determined by California Education Code: a chronic behavior problem, fighting, threatening or hurting another student, extreme defiance, possessing, using, or under the influence of an illegal substance (alcohol, tobacco, drugs, firearms, knives), committing a criminal act on campus (misdemeanor or felony), damaging school or personal property, or maliciously threatening or injuring another person on campus.
3. A parent conference, either in person or by telephone, will occur in all cases of suspension.
4. A student found in violation of federal or state laws will be brought to the office immediately. Either Santa Cruz or Santa Clara County sheriff's department will be notified, and a sheriff's deputy will be dispatched to the school. Every effort will be made to contact parents. If parents are not available, the officer has the option of releasing the student to the school or taking him/her to Juvenile hall in either Santa Cruz or San Jose where parents will be called to pick up the student.

EXPULSION

1. Expulsion is an action by the Board of trustees, subject to legal review and appeal.
2. Expulsion is a serious consequence for behavior or incidences deemed beyond the control of the school and the school district. When a student is expelled from the district, he/she is no longer allowed to attend any school within the district for up to one calendar year.
3. The Loma Prieta Joint Union School District maintains a strict expulsion policy which states:

"It is the responsibility and policy of the Board of Trustees to protect the learning process, private and public property, and the general welfare of students, parents, and staff members in the District by expelling from the District schools any student who exhibits behavior disruptive to the normal learning process, who is a threat to the property of others or to District property, or who is a threat or who commits acts which pose threats to the psychological or physical well being of himself/herself or others."

4. A student may be recommended to the Board of trustees for expulsion if it is determined by the school staff and administration that the student has caused or been involved with:
- Physical injury to others
 - Possession, use, sale of illegal substances
 - Possession or use of tobacco
 - Continually disrupting school activities, defiance
 - Receiving stolen property
 - Possession/sale of drug paraphernalia
 - Robbery or extortion
 - Obscene act
 - Sexual harassment
 - Theft
 - Possession of/or furnishing explosives

SEXUAL HARASSMENT

Sexual harassment of any kind is never acceptable. If a student bothers or intimidates someone with his/her words or gestures, which are of a sexual nature, he/she will immediately be brought to the office to meet with an administrator. Consequences could include suspension and may lead to a police report and/or expulsion.

ACADEMIC POLICIES

PARENT ACCESS TO GRADES VIA POWERSCHOOL

Parents are encouraged to frequently access PowerSchool to see their student's current grade at <http://loma.powerschool.com/public> Passwords to access Power School are sent home at the beginning of the year or when your student is enrolled, if you lost your password, please call CTE at 408-353-1123.

Academic Integrity

CT English strives to create an environment in which honesty and ethical behavior are the expected norms. Cheating in any form is contrary to our value and will not be tolerated. Appropriate consequences will be given to any student found cheating.

Students who cheat do not learn; they establish habits detrimental to the well being of themselves and society. Furthermore, because of the competitive nature of the academic process, students who cheat are inherently being unfair to other students. The need to be fair to all students demands that we do all that we can to eliminate cheating.

The teacher's professional judgment, with the concurrence of the school administration will determine whether cheating has occurred.

Cheating offenses are cumulative over all three years of middle school.

A breach of academic integrity includes, but is not limited to:

1. Cheating on tests, exams, or any other assessment activity:
 - Looking at someone else's paper during a test, exam, or any other assessment activity.
 - Letting someone else see or use one's work at any time during a test, exam, or any other assessment activity.
 - Talking with another student during a test, exam, or any other assessment activity.
 - Using any kind of cheat notes or unauthorized materials including personal technological devices.
 - Copying work assigned independently or letting others copy one's work or another's work. This includes copying or sharing computer generated information.
 - Giving or receiving test information from other students
 - Using deceitful practices to improve one's grade or someone else's grade.
2. Plagiarism, including but not limited to the following:
 - Submitting individual assignment or project not wholly one's own, without teacher approval. (Representing one's work as wholly one's own when it is not.)
 - Copying or paraphrasing sentences or passages from an un-cited source while writing a paper or doing research.
3. Deliberate deception, including but not limited to the following.
 - Tampering with, falsifying, or forging school documents.
 - Forging signatures on any school documents.

Consequences for Violation of the Academic Integrity Policy

Please note that these are guidelines only. Teachers and/or administrators may impose greater or lesser penalties as appropriate under the circumstances.

1. Penalty for cheating on tests, exams, or any other assessment activity including plagiarism or deliberate deception.

A. First Offense

- Zero on assignment
- Referral and parent contact
- Recorded on school discipline log
- Record will be considered in academic honors criteria

B. Second Offense in the same or any other class during middle school

- Loss of points or grade for assignment doubled
- Referral and parent contact
- Suspension

REPORT CARDS

1. Report cards are carried home by the students 3 times per year and mailed at year's end.
2. Monthly and yearly calendars indicate beginning and ending dates for each of the four quarters. These calendars are available to view at any time on our Districts web site.
www.loma.k12.ca.us

BEHAVIOR ASSESSMENT SCALE

Report cards also reflect student conduct that includes citizenship, responsibility and behavior. Students receive an E, P, S, M, or U in each class.

E - Excellent Behavior

- a. **Shows a high degree of self control;** not disruptive, stays on task, remains seated when appropriate, resists temptations to waste time in group situations
- b. **Very self-disciplined;** does assignments in and out of class without prompting, avoids procrastination, plans ahead.
- c. **An asset to class;** provides positive leadership, volunteers to take part in discussions, helps others, maintains positive relations with peers.
- d. **An exemplary attitude about school;** is positive and enthusiastic about school, sees the connection between grades and work habits today and future performance.

P – Satisfactory Plus Behavior (approaching excellence but not always consistent)

- a. **Shows a good degree of self control;** rarely disruptive, stays on task, remains seated when appropriate, resists temptations to waste time in group situations
- b. **Very self-disciplined;** usually does assignments in and out of class without prompting, avoids procrastination, plans ahead.
- c. **An asset to class;** often provides positive leadership, volunteers to take part in discussions, helps others, maintains positive relations with peers.
- d. **A positive attitude about school;** is positive and enthusiastic about school, sees some connection between grades and work habits today and future performance

S – Satisfactory Behavior

- a. **Shows some degree of self control**; usually is not disruptive, stays on task most of the time, remains in seat when appropriate, is mostly on-task in group situations
- b. **Somewhat self-disciplined**; usually does assignments in and out of class without prompting, generally does work on schedule, is learning to plan ahead.
- c. **Contributes to class**; occasionally takes a positive leadership role, participates in discussion when called on, helps others, usually supportive of peers
- d. **Has a generally good attitude about school**; likes school more for the chance to be with peers than anything else, often tends to take the short-term easy way and has difficulty seeing the long-term consequence

M – Satisfactory Minus Behavior (approaching satisfactory but slips into unsatisfactory occasionally)

- a. **Shows some degree of self control**; usually is not disruptive, stays on task most of the time, remains in seat when appropriate, is mostly on-task in group situations.
- b. **Somewhat self-disciplined**; often does assignments in and out of class without prompting, generally does work on schedule, is beginning to learn to plan ahead)
- c. **Contributes to class**; occasionally takes a positive leadership role, usually participates in discussion when called on, helps others, sometimes not supportive of peers
- d. **Has a generally good attitude about school**; likes school more for the chance to be with peers than anything else, often tends to take the short-term easy way and has difficulty seeing the long-term consequence

U – Unsatisfactory Behavior

- a. **Little self control**; frequently is disruptive and needs teacher intervention, has a hard time staying on task, is often out of seat, needs supervision in a group situation
- b. **Little self-discipline**; needs a great deal of prompting to get assignments done, frequently misses work, generally procrastinates
- c. **Does not contribute to class**; rarely takes a positive leadership role, participates only when called on or often makes remarks which are disruptive to discussion, does not usually help others or tends to distract others, engages in negative peer behavior
- d. **Has a poor attitude about school**; seems to dislike school, sees little connection between school and later life.

PARENT CONFERENCES

Parents, who wish to conference with teachers at any time during the school year, may contact teachers directly to schedule conferences.

WEEKLY GRADE CHECKS

1. In order to help you support your students learning, your student may be required to submit a weekly grade check signed by a parent/guardian. This grade check will cover all classes but be collected during one period as designated by grade level.
2. If your student is working below a C, we strongly encourage you to have your child's use C.T.English's academic support options. These vary by quarter so please ask your child's teachers what options are currently available.

GRADE POINT SYSTEM

Grades, grade point averages (GPA), and Honor Roll scores are calculated on a simple 4.0 scale. Each class, regardless of difficulty, receives the same value and GPA. At the end of each quarter grades are submitted by teachers and PowerSchool calculates the GPA and indicates the students eligible for Honor Roll.

| | | |
|----|--------------|-------|
| A | Superior | 4.000 |
| A- | Superior | 3.667 |
| B+ | Very Good | 3.333 |
| B | Good | 3.000 |
| B- | Good | 2.667 |
| C+ | High Average | 2.333 |
| C | Average | 2.000 |
| C- | Average | 1.667 |
| D+ | Poor | 1.333 |
| D | Poor | 1.000 |
| D- | Poor | 0.667 |
| F | Failing | 0.000 |

HONORS CLASSIFICATION

Students earning a GPA of 3.50 or above earn Honor Roll status, which is noted on their report card. For academic awards at 8th grade promotion, the GPA's for the 7th and 8th grade years are averaged. In addition, many awards are given in many categories, not just academic grades. Any breach of academic integrity will remove the student from honors classification for that quarter and may disqualify the student from consideration for any graduation awards. In the event of a tie, plusses and effort grades may be considered.

Valedictorian Award: This award is presented to the 8th grade graduate(s) who have the highest overall GPA from his/her 7th and 8th grade years. Ties may occur, we also count the number of A+ received to determine ties.

Salutatorian Award: The 8th grade graduate who has the second highest overall GPA from his/her 7th and 8th grade years is honored as the Salutatorian.

AWARDS TO GRADUATES

Graduating 8th Graders are eligible for the following awards and are nominated by staff except where noted:

| | |
|--------------------------------------|--|
| Anthony Kovac Award: | Most Outstanding Female Athlete. |
| William Anger Award: | Most Outstanding Male Athlete. |
| Casey Wise Award: | Awarded to the 8th grader who best exemplifies "inspiration and courage." This award is nominated by, and voted on, by the 8th grade students. |
| Olga Brecke Award: | Awarded to the 8th grade student who displays outstanding "respect and consideration for others." |
| Jesse Saltz Award: | Awarded to two 8th graders, a male and female, who best exemplify "kindness and friendship." |
| Adam Colbran-Patterson Award: | Awarded to the 8 th grader who exemplifies doing one's best while overcoming obstacles. |
| Brian Anthony Davis | Awarded to two 8 th graders who have shown positive character and an enthusiasm for life. |
| Cheetah Spirit Award: | Awarded to the All-Around 8th grader(s), displaying excellence in academics, athletics, behavior, attitude, or school/community involvement. |
| Leadership Award: | Awarded to a student who exemplifies outstanding leadership qualities and best promotes leadership skills among his/her peers. |
| Departmental Awards: | Awarded to an outstanding student in each department. |

PROMOTION and RETENTION

Students will be promoted to the next grade level if:

- ❖ Achievement grades overall for the year are at least a 1.75 average and a student does not have two or more F's in a core academic subject of math, science, social studies or language arts.

- ❖ Learning handicapped students shall be promoted or retained based on their individual potential and their Individual Education Plan.
- ❖ A student must also meet the promotion standards as outlined by the school district policy on promotion and retention.

NOTE: Students who do not meet promotion standards may be retained at their current grade level and repeat the grade level, be required to attend and pass summer school, and/or complete an individual summer plan in order to move on to the next grade. Student may also be required to attend a study skills class in lieu of an elective for the following quarter.

GRADUATION POLICY

Students are eligible to participate in the Graduation Ceremony and activities if they have met the criteria for promotion to the next grade by having a minimum of a 1.75 GPA and meeting the school district graduation expectations. Exceptions may include:

- ❖ Those students who have an incomplete status in any of their classes
- ❖ Those students who have not completed disciplinary assignments
- ❖ Those students who have an "UNSATISFACTORY" in Citizenship, which may include six or more referrals or serious acts of misbehavior.
- ❖ Those students who do not qualify for promotion, but who are passed due to the inadvisability of repeating the eighth grade
- ❖ Those students who have attended less than 75% of school days enrolled, or who have enrolled less than 15 days.

HOMEWORK AT C.T.E.

Doing homework is part of the job of a student. Its purpose is to give extra practice to reinforce what you have learned. As a result, it will not always be given a letter grade. Homework also:

- ❖ Helps to develop independent study skills, self-discipline, good study skills, and responsibility.
- ❖ Promotes a closer communication between home and school by giving parents a chance to see what their child is learning.
- ❖ Goes beyond the basic program such as a special research project.
- ❖ Serves as an indicator of a student's success on formal tests.
- ❖ Reinforces practices and reviews subject matter content previously taught in class.

Homework is generally assigned Monday through Thursday and occasionally over the weekend. Students can expect about 60-90 minutes per night in sixth grade, 90-120 minutes in 7th and 8th grade. It is advisable to set aside at least 2 hours a night for homework. Teachers at C.T.E. make every effort to communicate with each other in order to avoid "piling on homework" when large tests and/or projects are due. However, at times, this cannot be avoided, and students are advised to budget their time wisely. If you or your student are/is struggling with the homework load, please communicate with your child's teacher.

Students are encouraged to attend after school Homework Club each Wednesday, which provides a structured time and place for doing homework, as well as a teacher to help if needed.

It is the school expectation that most final draft forms of essays will be typed. The C.T.E. computer lab and/or library will be available for students who do not have a computer at home.

LIBRARY SERVICES

The C.T. library has a large collection of books and reference materials as well as many iMac computers with Internet access. All students are encouraged to use the library frequently. Students are asked to observe the rights of others and to read or study quietly. Library hours will be posted.

COMPUTER LAB AND CLASSROOM COMPUTERS

A technology component is integrated into most classes and electives. In order for students to be able to access the Internet, students and parents need to sign an Internet Agreement Form. CTE has computers with Internet connections in our Computer Lab and most classrooms. The lab is used to teach keyboarding, word processing, data base applications, spreadsheets, presentations, etc.

ACTIVITIES AND EVENTS

AFTER SCHOOL SPORTS

C.T. English participates in the West Valley Sports League. The sports program is administered by the Athletic Director who reports to the principal. Athletes are asked to make a donation towards participation in each sport. No student will be excluded from participation because parents chose not to donate to the athletic program. Uniforms are provided. Transportation for athletic events is the responsibility of the parents. All athletes are required to carry medical/accident insurance or buy school student insurance.

Academic requirements for athletes:

- ❖ Athletes are required to maintain a 2.0 GPA in order to try out and participate in sports. Students with an "F" grade may not try out without permission of the principal.
- ❖ Athletes falling below a 2.0 or receiving a "D" or "F" in any class at any time during the season are not allowed to compete for a two-week period, during which time the grade(s) should be brought up.
- ❖ A student with poor grades may meet with the principal to set up a special contract so that he/she may continue to participate. This can only be done once during the school year.
- ❖ Students may be removed from a team for poor sportsmanship.

- ❖ To participate in the sport activity for the day, students must attend at least four periods on the day of the activity.

C.T.E. generally offers the following sports:

| | |
|------------------------------|----------|
| ❖ Girls' Soccer | Sept/Oct |
| ❖ Boys' Volleyball | Sept/Oct |
| ❖ Boys'/Girls' Cross Country | Sept/Oct |
| ❖ Girls' Basketball | Nov/Dec |
| ❖ Boys' Basketball | Jan/Feb |
| ❖ Wrestling | Feb/Mar |
| ❖ Boys' Soccer | Feb/Mar |
| ❖ Girls' Volleyball | Feb/Mar |
| ❖ Boys'/Girls' Track & Field | Apr/May |

NOTE: Announcements will be made and sign up sheets will be placed in the office for tryout and practice dates. Team rosters and practice schedules will be distributed for each sport by the coach or athletic director. Games times and schedules, plus directions to other schools for games are posted on our web site: www.loma.k12.ca.us/cte

ASSEMBLIES, FIELD TRIPS AND SPIRIT ACTIVITIES

During the school year, students will have the opportunity to participate in assemblies, field trips and spirit activities that enhance the learning curriculum and promote the joy of learning. Students are required to maintain positive behavior standards and follow the school rules so they can enjoy their time at C.T. English to the fullest. Students on social probation or suspension will not be allowed to attend.

DANCES AND FUN NIGHTS

The Home and School Club sponsors several Dances and Fun Nights during the school year.

Only C.T. English students are allowed to attend. Friends, relatives, former students, or family guests may not attend. A minimum fee, usually \$8.00 is charged to cover expenses. Parents and school personnel supervise dances. In order to attend these events students must have a signed permission slip, which will be used the entire year.

To participate students must attend at least four periods on the day of the activity or the Friday before a weekend event.

Dress code applies at all school events!

STUDENT COUNCIL

Students are encouraged to get involved in the planning, leadership and decision-making aspects at C.T.E. by becoming either a student body officer or class representative. Meetings are held monthly. Student members are required to maintain positive behavior standards, be good listeners, and maintain a minimum GPA of 2.5.

Student Body Officers:

- ❖ President - must be an 8th grade student
- ❖ Vice-President - may be either a 7th or 8th grade student
- ❖ Secretary and Treasurer - may be in either 6th, 7th, or 8th grade

Class Representatives:

- ❖ Each homeroom chooses two representatives and an alternate to student council. One of the main responsibilities of this position is to report back to their homeroom with school information and ideas presented at student council meetings.

RECOGNITION ASSEMBLIES

Multiple times during the year at C.T.E., teachers and staff nominate students for outstanding achievement and effort in such areas as academics, behavior, attitude, willingness, or helpfulness. Assemblies for special recognition are listed on the monthly calendars. Assemblies usually take place toward the end of the day. Parents are always welcome to attend any recognition or assembly.

TRANSPORTATION

Riding the bus is a privilege! Parent and student cooperation is ESSENTIAL to ensure a safe ride for everyone. Students involved with chronic and/or serious problems will be denied the privilege of riding district busses. No refunds of bus fees will be issued to students who have lost bus privileges. Students who lose the privilege to ride the bus to school will also lose access to transportation on field trips and special events.

BASIC BUS RULES

1. No "ROUGH HOUSING" - no pushing, loud noises, fighting, profanity or throwing of any object.
2. STAY SEATED until the bus comes to a complete stop and doors open.
3. NOTHING MAY BE THROWN OR HELD OUT OF ANY WINDOW!
4. BEHAVE in a way, which displays responsibility, consideration and respect for others and the property of others.
5. LINE UP at the bus stop and wait to approach until the bus stops. Depart in a safe and orderly manner.
6. RESPECT property adjacent to bus stops. (Mailboxes, landscaping, fences, animals, buildings, etc.)
7. FOLLOW ALL DIRECTIONS from the bus driver!

CONSEQUENCES FOR BUS MISBEHAVIOR

Any violation of the rules will result in the following steps:

- ❖ Bus driver will talk with student; identify the problem and request cooperation. (Option: write name on clipboard)
- ❖ If the misbehavior continues, or if it serious the first time, the bus driver will refer the student to the principal. The driver may write a citation as a warning that a serious problem exists. The principal and/or the Director of Transportation will contact parents.

- ❖ If the second consequence is not effective and the misbehavior continues, the student will be cited and not allowed to ride the bus for at least one week (five school days).

SEVERE MISBEHAVIOR CONSEQUENCES

The student will see the principal immediately and/or will be off the bus for a period of not less than one week (five school days) if he/she is involved with severe misbehavior problems, which include, but are not limited to the following:

- ❖ Defiant behavior - refusal to follow directions, etc.
- ❖ Smoking or possession of tobacco products or any illegal substance.
- ❖ Possession of inflammable or explosive materials - matches, firecrackers, bombs bullets, party poppers, etc.
- ❖ Fighting or bullying or hazing (parents are liable for injury)
- ❖ Theft of personal or district property - scratching, cutting, or defacing upholstery or painted areas on bus. (Parents are responsible for repair and/or replacement)

Students who are cited THREE TIMES IN ONE SCHOOL YEAR may be denied the privilege of riding district buses.

NOTE: All these severe misbehaviors are offenses that may lead to suspension. Students will be suspended in addition to losing bus privileges if these behaviors occur while riding the school bus.