ALTIMIRA MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK

Chrissy Waters, Principal
Aaron Gildengorin, Vice Principal
Kimberly Smith, School Office Manager

Office Hours: 8:00 a.m. to 4:00 p.m.
Main office phone: 707-935-6020
Main office fax: 707-935-6027

Attendance office phone: 707-935-6024
Stand By Me Mentor Center phone: 707-935-9079
17805 Arnold Drive, Sonoma, CA 95476
www.altimiramiddleschool.org

Administration, Office & Support Staff

Suzy Murray, Counselor
Lisa Mertens, Psychologist
Samantha Albini, Campus Supervisor
Rose Yokoi, Health Technician
Yesenia Sanchez Trujillo, Office Receptionist

Cheryl Mendez, Attendance Technician & Registrar
Janet Aceves, School/Comm Liaison & Translator
Jose Pulido, Custodian
Lourdes Pulido, Kitchen Manager
Susan Little, Library Technician

For a complete listing of the AMS Faculty and Staff, please visit our website at www.altimiramiddleschool.org
Section 1- General Information

01. Attendance/Absences
If your student needs to leave school early during the school day for any reason, please submit a note with a parent/guardian signature on it and the date and time that your student needs to be in the office for dismissal. The note should be submitted to the Office of Attendance before the student reports to his/her class. Parents are urged to plan medical appointments and family vacations during school vacations. Important learning happens during student collaboration with other students in classes. Currently there is no formal means such as an Independent Study Program to make up missed schoolwork during “non-school”, authorized family vacations. Student’s grade in classes may be reduced for missed schoolwork during this time.

A. Zero Period Attendance
For students attending required zero period classes:
- Tardies- Students with three of more unexcused tardies of five or more minutes will receive progressive discipline consequences for each additional tardy.
- Absences- Every unexcused absence following one, students will receive progressive discipline consequences.

For students attending non-required zero period classes, unexcused tardies and absences may result in a loss of the class.

B. Tardy to School or to a Class
- Excused Tardiness: If a student is brought to school late and is either accompanied by a parent, has a note excusing the student for being late or the parent calls in an excuse, for an excusable reasoning, the student will not receive consequences.
- Unexcused Tardiness: Unexcused tardiness to school and to class will result in progressive discipline being assigned by the school administration.
- Excessive Tardiness: Altimira defines excessive tardiness as, two or more tardies in a week, or five or more in a month. Excessive tardies will result in the student being assigned progressive discipline by the administration. Parents need to work closely with the school in avoiding excessive tardiness because much valuable instruction such as graded warm-up activities, lesson goal setting and homework being assigned and collected, happens during the first 10 minutes of class.

C. Homework Requests for Absent Students
Homework requests may be made when a student is absent. A homework request may be made by emailing each individual teacher. Homework is also posted on Google Classroom.

D. Request for a Student’s Early Release from the School Day
If your student needs to leave school early during the school day for any reason, please submit a note with a parent/guardian signature on it and the date and time that your student needs to be in the office for dismissal. The note should be submitted to the office to expedite the dismissal and to eliminate the wait time for the parent/guardian. We understand that there are rare occasions when you cannot follow this procedure due to an emergency, etc. Please contact the school office staff as soon as possible to request to pick up your student.

E. Students Attendance Review Team (SART) Process
0-6 Absences: First letter is sent home informing parent/guardian of unexcused absences.

7 Absences: Parent/guardian will be contacted regarding a conference call with an administrator.

9 Absences: A second letter is sent home informing parent/guardian of unexcused absences. A Student Attendance Review Team (SART) conference, with an administrator, is scheduled. The SART conference will work with parent/guardian and student on goals to help improve attendance and to inform them of further consequences for unexcused absences.

10 Absences: A third letter is sent home informing parent/guardian of unexcused absences. The student may be referred to the School Attendance Review Board (SARB) to determine what supports are appropriate.

If the SARB intervention does not correct the problem, The SVUSD may make a referral to the District Attorney’s Office.

When a student has had 14 absences in the school year for illness verified by the following, any further absences for illness must be verified by a physician.

1. A written note from parent/guardian/parent representative.
2. A conversation, in person or by telephone, between the verifying employee and the student parent/guardian/parent representative.
3. A visit to the student’s home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made.

02. Health Office

A. Injuries

All injured and/or ill students must report to the Health Office. Students must not call home for parent pick-up or leave campus without checking in with the office. In case of a serious accident or injury, emergency services will be called to administer medical aid and parents will be notified as soon as possible. **Students who cannot participate in Physical Education class due to illness or injury must submit a note, signed by a parent/guardian, to their P.E. teacher. Exemptions from P.E. for more than 1 day require a doctor’s note.**

B. Medications

All medication (including asthma inhalers, over-the-counter, non-prescription and prescription pain relievers, cough drops, and cold/allergy medicines) needed by students must be given to the Health Technician upon arrival at school. **A parent/guardian must bring the medication to school with the completed authorization form.** The Health Technician may dispense medication only if the student has written instructions from a physician with both the physician’s signature and the parent/guardian’s signature on the instructions. **All medication must be provided in the original container, with the prescription label attached, and must be prescribed to the student to whom it will be administered.**

C. Doctor’s Notes
Doctor’s notes are usually submitted to the Attendance Clerk for absences, please make sure you touch base with our Health Tech to ensure the student’s ability to participate in all school activities.

03. Scholarly Culture

A. Lost & Found

Found items should be taken to the Lost and Found located in the Main Office. Unclaimed items in the lost and found will be donated to a local charity at the end of the school year. Students should not bring valuable or large amounts of money to school. Students should keep their wallets, backpacks, outerwear and other valuable items with them at all times. **AMS is not responsible for personal property of students or visitors.**

B. Bikes, Skateboards & Scooters

Students are welcome to ride bicycles, skateboards and scooters, etc. to school. However, they are never to be ridden on campus (including the bus circle, driveway and fire lanes) and are to be kept in the school bicycle rack near the bus circle during the school day. Bicycles are to be locked with a lock provided by the student and are not to be locked with other bicycles. Skateboards are to be locked in the skateboard rack located by the bus circle using a personal lock. Bikes, skateboards, scooters, etc. may not be stored in the office.

C. Nuisance Items

Items that are deemed to be a nuisance to the educational process and disrupt others are to be left at home. **If nuisance items are brought to school, they will be confiscated and returned only to the parents of the student.** Nuisance items include but are not limited to the following items: permanent markers, AXE or other spray deodorant, laser pointers, balloons and flowers, radios, cameras, rubber bands, electronic games, iPods, toys, balls, etc. **Balloons and flowers must be held in the office until the conclusion of the school day.**

D. Closed Campus Policy, Visitors & Guest

Altimira is a closed campus. Once students have entered the campus for the school day, they may not leave without a parent signing them out until the final bell rings at the end of the day.

All visitors, including parents/guardians, mentors, siblings, and students enrolled in other SVUSD school sites, must report to the office immediately upon arrival on school grounds to register and obtain authorization to visit the campus. **All authorized visitors must wear a visitor’s pass.** Altimira does not allow students to have friends, family members or any other children attend school with them.

E. Public Display of Affection

Altimira Middle School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. Being overly affectionate at school can be offensive to others. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to:

- Holding hands
- Kissing
• Hugging for an extended amount of time
• Hanging and clinging on other students

F. Bullying
Bullying may consist of on going physical violence such as punching, shoving and hitting; or on going verbal assaults, such as spreading gossip about a classmate, calling the classmate names or teasing the classmate. In the electronic age, bullying also consists of mean-spirited emails, text messages, or instant messages. Additionally, bullying may involve excluding a classmate from group activities or ignoring the classmate. We will not condon the enlistment of other friends to gang up on a classmate for them. We will not tolerate targeted bullying because of race, gender, sexual orientation, country of origin, language or any other discriminatory targets. This includes leaving discriminatory tinged graffiti on school grounds or verbally singling out a student because of their skin color, perceived sexual orientation, country of origin or any other discriminatory perception.

G. Profanity & Inappropriate Language
Profanity and inappropriate language will not be allowed or tolerated in school. Obscene materials including, but not limited to illustrations (drawings, painting, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity including, but not limited to, gestures, symbols, verbal, written, etc. is prohibited during school and at all school sponsored activities.

H. Unauthorized Group Affiliation/Gang-related Behaviors are prohibited. These behaviors may include:
• Group (3 or more) of students demonstrating intimidating behaviors and/or collective disrespect to others and/or actively recruiting of others to join the group
• Group of students collectively engaging in violating California Education Code
• Association with colors, symbols, names and shared identity that result in aberrant behavior

Students exhibiting these behaviors will be referred to the administration and school counselor, as appropriate, and parents will be contacted.
Section 2- Academics

01. Grades/Evaluation of Student Achievement

Three Report Cards are mailed to parents/guardians during the school year at the end of the trimester (November, March, and June). Between report cards, three mid-trimester Progress Reports are brought home by students to their parents/guardians (October, January, and April). Parents/Guardians should receive either a progress report or a report card every six to seven weeks.

02. PowerSchool Progress Reports & Report Cards

Below is a tool for students and parents to better understand grades in PowerSchool, Progress Reports and Report Cards. This is a guideline that the teaching staff at Altimira uses when evaluating most student work. Please check with your individual student’s teachers for more details.

A   --- An original and independently completed piece of work that shows mastery of the subject. Information is evaluated and synthesized into a final copy quality (FCQ) piece of work. Creativity and critical thinking are shown throughout the assignment. Student may have exceeded what is asked for in the assignment.

B   --- An original and independently completed piece of work that shows a deeper understanding of the subject. Information is summarized and analyzed into a final copy quality (FCQ) piece of work. Creativity and critical thinking is shown. Student may have exceeded what is asked for in the assignment.

C  --- An original piece of completed work that shows an understanding of the subject. Information is put into a final quality copy (FCQ) piece of work. Student has done the minimum of what the teacher has asked for.

D  --- A piece of work that shows partial understanding of the subject and the information. The work may be sloppy or disorganized. The work may have grammatical errors and only be partially completed. The student has missed key parts of the assignment and showed limited effort.

F  --- A piece of work that shows limited or no understanding of the subject. Directions were not followed and the work may be sloppy and disorganized. The work may be partially or mostly incomplete. The student missed many key parts of the assignment and showed limited or no effort.

03. Final Copy Quality Requirements for 6th-8th

Below are the general expectations that the Altimira teaching staff has for assignments that are turned in. Please check with individual teachers for more details.

Rules for writing by hand---
1. Use pen to write and only blue or black ink (math assignments may be in pencil) - unless otherwise instructed by the teacher.
2. Use regular paper -- 8 1/2 x 11, college ruled binder paper. If the paper is ripped from a notebook, make sure that there are no "snowflakes". Use scissors to trim off the ends.
3. Keep a one (1) inch margin on all four edges of your paper.
4. Use only one side of the paper.
5. Use a proper heading- MLA format.
6. Always proofread before handing in your final paper. There should not be any spelling errors, and few or no punctuation and grammar errors.
7. There should be no cross-outs or white-outs.
8. If there is a title on the document it should be centered and the same size as the rest of the document.
Rules for using a computer---
1. Rules 4, 5, 6, 7 and 8 from above.
2. Use a single space between words and after commas, semicolons and ending punctuation.
3. The line spacing for the body of the document is double spaced
4. Typing font should be size 12.
5. All margins should be one inch (1").
6. Make sure you proofread, spell-check, and run a ‘print preview’ before you print.
7. Save and backup your work. If your printer is not working, save your work in Google Docs or on a flash drive; or email (or share) it as an attachment to your teacher or yourself.

04. PowerSchool
PowerSchool is our digital grade book system that is utilized by all Altimira teachers to update and record assignments and grades. Teachers update the grades regularly providing an on-going progress check of the student. Parents and/or students can email their teacher directly using PowerSchool regarding the student’s progress in classes. Parents are encouraged to check their student’s progress on PowerSchool regularly. Information on how to access your child’s PowerSchool page is included in your child’s registration packet and also available in the main office.

05. Homework
Students will have homework daily and it should be done on a daily basis. Good grades are a result of students keeping up with their assignments. One of the greatest keys to being successful at finishing all homework and assignments is to record all assignments in the Daily Planner. Parents should check the planner daily. Students should keep the phone numbers of ‘study buddies’ from each class in their planner. These are the students they can call when they have questions about their homework assignments or if they were absent.

06. Academic & Homework Support
At Altimira Middle School we offer many ways for students to get extra academic support.

- **Counseling** - AMS has one school psychologist, 1.4 school counselors, a Migrant Education associate and multiple counseling interns (dependent upon placement by college). The Counseling Department provides both academic and socio-emotional counseling to AMS students. The Counseling Department also coordinates the Safe School Ambassadors program at AMS, which helps to combat bullying and create a positive school culture. The school counselor is responsible for scheduling students’ classes and assisting them with their course selections. If you have concerns about your students’ academic performance, class schedule, etc., please see the school counselor.

- **Student Study Team** - The Student Study Team (SST) assists students when they are struggling in school. The team consists of an administrator, the school counselor, the student’s teachers, a parent/guardian, mentor, or family member, and the student. Parents/guardians, teachers, or counselors can request a Student Study Team meeting. Ask for the Request for Consultation form in the office. The school counselor schedules and facilitates SST meetings and 504 Plan meetings.

- **AFTER SCHOOL EDUCATION & SAFETY (ASES)** - Our After-School Program provides extra academic support as well as enrichment activities. The program runs daily after school until 6:00pm. It is free of charge and open to all Altimira students. Students can sign up in the office.
07. Library Hours
The AMS Library is located at the front of the school, next to the Main Office. Library hours are Monday-Friday, 7:30 a.m. to 4:00 p.m. The Library is open to all students during Break and Lunch for quiet study time, book check out or dealing with computer issues. During class time, students must obtain a pass from a staff member for Library access.

A. Library Policies
Books and other materials may be checked out for home or school use; see Library Technician for details. Fines are 10 cents per day for all overdue books and materials; fines may be paid in the Library. Copies are 10 cents. All library and text books are due by May 15, 2020. Students who do not return books will be placed on LOP for end of the year activities.

B. Library Rules
During Break and Lunch Break students are to abide by the following rules: No cell phones, non-academic Chromebook use, food, drinks or gum are allowed in the library. If the student is breaking the rules they will be asked to leave. If the behavior continues students will not be allowed to be in the library for the duration of time agreed upon the Library Tech, Noon-Duty Supervisor or Administration.

08. Instructional Materials
Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with some normal wear and tear. When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials.

09. Chromebooks
The Sonoma Valley Unified School District authorizes students to use Chromebooks, provided by the district, as a necessary tool for instructional purposes. Chromebooks are issued to all students in middle and high school to use for learning purposes at both school and home. The use of district technology is a privilege permitted at the district’s discretion and is subject to the conditions and restrictions set forth in applicable Board Policies, Administrative Regulations, and the Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.
Each student who is authorized to use district technology and his/her parent/guardian shall sign the Acceptable Use Agreement as an indication that they have read and understand the agreement.

For more information regarding Chromebook use or to view the complete District Technology Handbook, please visit our district website at www.svusdca.org.

10. Promotion Activities 8th Grade
If an 8th grade student earns 5 or more failing trimester grades throughout 8th grade, they become ineligible for Promotion Activities. Students in this category may not participate in the Promotion Dance, the Promotion Ceremony or the Six Flags field trip.
Section 3- Communication

01. Altimira Middle School Online
A. AMS Website- The AMS website is the best way to learn about what is happening at school. The website is updated regularly and provides students and parents with information from links to important documents to photos of student activities. Please visit www.altimiramiddleschool.org.
B. PowerSchool-For information about students’ grades, attendance, daily bulletin, etc., please visit the PowerSchool Parent Portal.
C. Facebook- For updates and pictures of daily school events and activities please follow Altimira Middle School on Facebook

02. Altimira Middle School Student Handbook/Planner
Each student receives an Altimira Student Handbook with weekly and monthly planning sheets. Students are expected to write down their homework and other assignments daily. The planner also offers a specific section for daily or weekly parent/teacher correspondence as needed. The handbook also is your resource related to school rules, policies and activities.

03. Parent Link & Black Board Connect
Prior to important dates and events expect to receive an automated telephone message. Please listen to the entire message. This is also how we may need to contact parents in a school-wide emergency. If you are not receiving these calls, please make sure your phone number is up to date in our records.

04. Cell Phones and Other Electronic Devices
Cell phones or other personal electronic devices may not be used on campus except: in class when prompted by a teacher, in the main office once given permission, and during an emergency. These devices must be turned off once students walk onto campus and kept out of sight in the student’s backpack during class time, break, lunch and before school. If these items are used, seen or heard throughout the school day they will be confiscated and appropriate consequences will be applied. Cell phones confiscated more than once will require a parent/guardian pick up and progressive consequences will be applied. Cell phones are not to be used for any reason in restrooms or locker rooms. These devices should never be used to take photos or videos of any Altimira students or staff unless part of an assignment from a teacher. AMS is not responsible for lost or stolen cellular phones or other personal electronic devices and will not investigate issues regarding these devices.

Student Chromebooks are provided by the school district to be used for academic purposes only. These devices can be used in classrooms and at designated tables in the library. If students are using these devices on campus for anything other than academic purposes, the chromebook may be confiscated and appropriate consequences will be applied.

05. Parent to Student Communication during school
If you need to contact your student while school is in session, please call the Main Office and leave a message with office personnel. The message will be delivered to your student as soon as possible. Students may use the phone in the Main Office between 8:00 a.m. and 4:30 p.m. to call home. Please refrain from calling your student’s cell phone or sending text messages to your student during class time as this is in violation of both AMS and SVUSD policy and may result in your student being assigned consequences.
06. **Parent/Teacher Communication during the school day**
If you need to contact your student’s teachers while school is in session, please call the Main Office and leave a message with office personnel. You may also email your student’s teachers at any time by visiting [www.altimiramiddleschool.org](http://www.altimiramiddleschool.org) and clicking on the link provided to the staff directory.

07. **Daily Bulletin**
Announcements for staff and students including important dates, activities, and other necessary information are made in the Daily Bulletin. The Daily Bulletin is read to students at the beginning of each morning and is also available to parents to view on the PowerSchool Parent Portal. Parents can even sign up to receive the bulletin or daily grade reports as emails through PowerSchool.
01. Physical Education Clothes & Lockers
All students are required to acquire, label, and wear approved P.E. clothes. Shorts, t-shirts, sweatshirts and pants are available for purchase through the PE department. Locker numbers are assigned by the PE Department after a combination lock has been purchased. **Students must lock personal belongings in the assigned locker with the purchased lock.** All lost items should be reported to the P.E. Department or campus supervisor immediately.

02. Competitive Team Sports (7th – 8th Grade Students only)
Competitive Team Sports take place after school. Students participate in both home and away games. 7th and 8th grade students may participate in the following competitive team sports:
Fall: Girls’ Basketball, Soccer (coed)
Winter: Boys’ Basketball, Girls Volleyball, Wrestling (coed)
Spring: Track (coed)

03. Academic Eligibility for Sports
In order to qualify for placement on any team:
A. A student must maintain a grade point average of 2.0 or better and must be passing all classes for the entire season. Students falling below this standard will be suspended from the team for two weeks (14 calendar days). The player is expected to practice and attend games, but may not play. After the suspension period, a grade check will be made to determine whether the student has become academically eligible. If the student is still not eligible, the player will be removed from the team.
B. A student will be suspended from the team, but must practice and attend games, for 4 weeks for any of the following: three detentions, two Friday Schools, one out-of-school/in school suspension. A second infraction will result in permanent removal from the team.
Section 5- Student Activities, Rewards & Privileges

01. Pack Paws
Staff awards Pack Paw Cards to any student who has exhibited cooperative, helpful behavior. Pack Paw drawings are held at least once a week and announced when the daily bulletin is read. These will be drawn at random times throughout the school year.

02. Assemblies/Awards/Rallies/Lunch-Time Activities
The Student Leadership class plans assemblies, rallies, and lunchtime activities throughout the year that are intended to motivate students and cultivate school spirit. A variety of Assemblies are held throughout the year for fine arts performances, motivational speakers and other purposes. Awards Assemblies are held after the first and second trimesters to recognize students for academic achievement and life skills. At the end of the year, a special awards assembly will be held to recognize our outstanding 8th graders for their achievements in academics, life skills, service, athletics and attendance. Parents are encouraged to attend the Awards Assemblies.

03. Students of the Month
Each month teachers will select two students from each grade level to be honored as our students of the month. These students will be honored in a lunchtime rally, will receive a certificate, and will receive a pizza lunch the school day following the rally.

04. Student Government/Leadership Class
The student government organization consists of 5 cabinet members elected by the student body. The Student Leadership Class is an elective class open to all students who meet citizenship and grade standards. Two members of the leadership class also serve on the School Site Council. Students who participate must maintain a 2.5 GPA and be passing all classes.

05. Safe School Ambassadors
Working with the Counseling department, the Safe School Ambassadors® (SSA) program empowers student leaders from the diverse groups on campus and equips them with communication and intervention skills to stop bullying and violence among their peers.

06. Dances
The Student Leadership Class plans all dances, except the 8th Grade Promotion Dance. An annual, one-time permission slip must be signed by a parent/guardian and is kept on file for all dances. Tickets must be purchased prior to the dance and are generally sold for a week prior to the event at lunchtime.

07. Field Trips
Teachers may schedule educational field trips to support student learning. Teachers establish the requirements for students to attend field trips. Students may be excluded from field trips due to excessive discipline or attendance issues or low grades. Teachers notify students and parents in a timely fashion about the minimum requirements necessary for participation in the field trip. If a student will be missing another class for a field trip, he/she is responsible for collecting and turning in missed work.

08. End of the Year Awards (Student of the Year)
Once a year, Altimira Middle School selects two outstanding 8th graders as their students of the year. These students are recognized along with their families in a ceremony at a monthly school board meeting. Altimira also hosts an 8th grade awards night the week before promotion. Students winning 8th grade awards are invited with their families to an awards ceremony.
Section 6- Student Behavior Guidelines

01. ED Code 489000
The following guidelines are based upon the need to provide a safe learning environment conducive to learning for all students. Students are subject to discipline for any violation of school rules or Education Code section 48900 for acts that are related to any activity or attendance that occurs at any time, including, but not limited to any of the following:

1. While on school grounds
2. While going to or coming from school
3. During Lunch period
4. During, or while going to or coming from, a school sponsored activity
5. While on another school district property at any time.

02. Range of Consequences
Interventions for student misconduct are based upon a progressive discipline system at Altimira Middle School. The administration recognizes that middle school students are going through a tremendous growing and learning experience that includes issues with behavior as well. Consequences for specific incidents or problems will vary based upon the severity, prior actions, and previous interventions. Discipline consequences will range from: Warning, parent contact, teacher conferences and teacher initiated after-school detentions, administrative referrals and administrative initiated Lunch Detentions, campus cleanup detentions, counselor conferences, class period suspensions, Friday School, suspension from school and referral to the Board of Education for expulsion from school.

03. Range of Consequences

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<thead>
<tr>
<th>Student Behavior Guideline</th>
<th>Altimira Staff</th>
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<tbody>
<tr>
<td><strong>Administrative Referrals</strong></td>
<td>If a staff member has exhausted all efforts to curb a student’s poor behavior or the behavior is so severe that it requires immediate administrative response, a teacher may send a student to the office on an Administrative Referral. Teacher will follow up with the student’s parent or guardian. The administrator will review the severity of the incident and prior interventions and will assign consequences for the student that may range from a warning, class suspension, detention, Friday School or a suspension from school.</td>
</tr>
<tr>
<td><strong>Warning</strong></td>
<td>As a first level of progressive discipline at Altimira, an administrator will meet with a student and discuss the incident. The administrator will explain the impact of the student’s behavior on the learning</td>
</tr>
</tbody>
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| **Cell Phone** | 1. If student is using his or her cell phone without permission, the staff member will ask for the student’s phone and the staff member will turn it into the office. (Office staff will place the phone into a locked cabinet) The student will be able to pick up their phone at the end of the school.  
2. For a second offense, the student again will be asked for their phone by a staff member. It will be turned into the office. The student's parent/guardian must pick up the phone after school.  
3. For a third offense, the student again will be asked for their phone by a staff member. It will be turned into the office. The student's parent/guardian must pick up the phone after school. The student will be assigned a detention. Anything after this offense will result in progressive discipline. |
| **Lunch or Campus Clean-up** | Depending on the severity of an incident or past interventions that may have been used to work with a specific student, a student may be assigned a Lunch Detention and/or lunchtime campus beautification. |
| **After School Detention** | Detention is held in L1 on Tuesdays and Thursdays, five minutes following the final bell of the school day. The detentions last for an hour and are monitored by campus supervisors. Students will be expected to perform campus beautification projects for a good part of the detention period, weather permitting. Students may also be required to write an apology letter and/or complete homework assignments during this time. Students receive a detention slip from the assigning teacher, which they have the responsibility to show to parents. If the student fails to attend with a parent excuse, he or she may be re-assigned to the next available detention to date. If the student fails to attend the re-assigned detention, he/she will receive further consequences. **Students will only be allowed to complete their commitment for the After School Detention with a signed approval (signed detention slip that was sent home) from their parents/guardian.** |
| **School Counselor Conference** | When appropriate, administration will refer students to the School Counseling department for additional support. |
| **Incidents with Substitutes** | Any student discipline incident in a classroom being taught by a Guest (Substitute) Teacher, that results in a referral to the administration, will cause the student to be assigned to Friday School for the first offense. If the student has additional offenses in a class being taught by a Guest Teacher, he/she may be assigned further consequences for defiance of the school authorities. |
| **Friday School** | Students will be assigned to Friday School as a ‘stepped up’ consequence from previous detentions or warnings; or the severity of |
the incident requires a greater consequence. Friday School is an assigned consequence in lieu of suspension for minor yet serious offenses such as repeated classroom disruptions or defiance of any adult on campus. Once the student is assigned to Friday School, they must attend. Students may reschedule Friday school only once. If the student fails to attend with a parent excuse, he or she may be re-assigned to the next available Friday School date. If the student fails to attend the re-assigned Friday School, he/she will receive further consequences. Students are expected to complete homework and campus beautification for the two and one half hour session. Friday School begins at 3:00 p.m. and concludes at 5:30 p.m. Transportation home is available.

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<tr>
<th>Class Period Suspension</th>
<th>Please see SVUSD Discipline Matrix.</th>
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<tbody>
<tr>
<td>In School Suspension</td>
<td>Please see SVUSD Discipline Matrix.</td>
</tr>
<tr>
<td>Referral to Youth and Family Services</td>
<td>Administration will conference with the student and their family and make the initial referral to YFS.</td>
</tr>
<tr>
<td>Out of School Suspension</td>
<td>Please see SVUSD Discipline Matrix.</td>
</tr>
<tr>
<td>Referral to the Board Expulsion</td>
<td>Please see SVUSD Discipline Matrix.</td>
</tr>
</tbody>
</table>
Section 7-SVUSD Middle School Dress Code

Student dress and grooming must be appropriate for class and school activities, not be a safety or health hazard, and not cause a disruption to the educational environment (SVUSD BP 5132(a) and AR 5132(a)).

Site administration believes that the responsibility for appropriate and respectful dress rests primarily with student and his/her parents, and strongly encourages all students to dress appropriately for the primary activity of school, which is learning.

At minimum, all students MUST wear a shirt, pants/leggings/shorts/sweatpants/skirt/dress, and shoes.

Students MAY NOT wear clothing or accessories with wording or images that depict:
- Violence, weapons, or threats
- Alcohol, nicotine, other drugs, or any illegal item or activity, or associated advertisement
- Any indication of gang affiliation (names, numbers, area codes, multiple clothing items or accessories of the same color, etc.)
- Hate speech, profanity, crude or vulgar language, or pornography
- Racial, ethnic, religious or gender prejudice

In addition, students MAY NOT wear clothing including:
- Visible undergarments (e.g. due to sagging pants/shorts, etc.)
- Excessively short skirts or shorts. Fingertip length, with arms resting at sides, may be used as a guideline for determining mid-thigh length.
- Half-shirts or sideless shirts, see-through/fishnet fabrics, bare midriffs, bare or open-back shirts/blouses, spaghetti straps or tube tops. The front of the top must be at least as high as the top of the student’s armpit.
- Bathing suits
- Pajamas, slippers and blankets (except for specific school spirit dress-up days)

Clothing or accessories of any kind that are deemed by the Administration and/or law enforcement to indicate unauthorized group affiliation is not allowed. The principal may restrict student dress and grooming as necessary to comply with Board policy related to gang activity (SVUSD BP 5132). Students who demonstrate gang-related behaviors (see next section on this topic) will be referred to the administration; however, the administration acknowledges that wearing red or blue clothing items does not necessarily indicate any involvement in gang-related activities.

Any article of clothing that is deemed by the administration to be inappropriate may not be worn at school. The administrative staff may provide appropriate clothing to the student, which must be returned at the end of the school day.
<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Consequence</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Incident</td>
<td>Documented Warning</td>
<td>● Faculty and/or Staff member will direct student to the office&lt;br&gt;● Student will be asked to change</td>
</tr>
<tr>
<td>2nd Incident</td>
<td>After-school Detention</td>
<td>● Faculty and/or Staff member will direct student to the office&lt;br&gt;● Student will be asked to change&lt;br&gt;● Parent will be contacted through a Detention Notice</td>
</tr>
<tr>
<td>Additional Incidents</td>
<td>Referral to administration</td>
<td>● Faculty and/or Staff member will direct student to the office&lt;br&gt;● Student will be asked to change&lt;br&gt;● Parent will be contacted by an administrator</td>
</tr>
</tbody>
</table>
Section 8- Parent Engagement & Information

01. Parent Volunteers
Every family is welcome to come and join us in ensuring our students are achieving academically, emotionally, and socially. We have many ways parents can get involved: volunteering in your child’s classroom, joining a school committee, chaperoning field trips and dances, and attending parent teacher conferences and awards assemblies.

02. Student and Classroom Observations
If at any point a student is not demonstrating behavioural or academic success, or a parent has concerns over something happening in school, the parent is welcome to come observe. The parent should contact the school administration to inform them of their concerns, and set up a time to come observe. Parents need to give administration at least 24 hours notice for observation in order to make sure staff can be notified appropriately.

03. School Committees
   A. School Site Council (SSC)
      The School Site Council (SSC) provides parents with an opportunity to be involved in the academic program of the school. The SSC develops, monitors, and evaluates the Single Plan for Student Achievement (SPSA) to implement programs and services that support students. Up to three parents, who are voted on via ballot, can serve on this committee.
   B. English Learner Advisory Committee (ELAC)
      ELAC is the meeting place parents use as a platform to express their concerns and ideas to both the school and the district, to inform the decisions of the School Site Council (SSC.) English Language Learners benefits by ELAC as parents’ concerns are voiced to the SSC, resulting in an impact on decisions at both the school level and the district level. Anyone can attend ELAC meetings.
   C. Parent/ Teacher Organization (PTO)
   D. Parent University

04. Parent / Student/ Teacher Conferences
Every year we hold two rounds of Parent/Student/teachers Conferences. The first week is from and **October 14th through October 17th.** The Second will be from **March 9th through March 12th** Both of these weeks our students have early dismissal at 12:15pm all week. Conferences on Monday, Tuesday, and Wednesday are held from 1:00pm- 3:30pm. Thursday conferences are from 1:00pm to 6:00pm. All conferences are held in the multipurpose room. All conferences are in a drop-in basis. Teachers will be at their designated tables with their computers and the information necessary to conduct the conference. You and your student will have the opportunity to go around and visit with each teacher and speak about your students progress. Spanish interpretation will be provided. We highly encourage you to bring your student and have them be a part of this academic process.

05. Online Student Registration
Every year after Winter Break, SVUSD requires that all families update their student information through the PowerSchool Parent Portal. The district’s window opens on January and closes in March.

06. Registration Day *(before the first day of school)*
Every year before our first day of school. The Altimira Staff invites our families to join us in preparing for the new school year. At this time students can: order their PE clothes, reserve their School Yearbook, take their School Picture, get their Spirit Wear, get their new class schedule and all new students and Sixth grade students will receive their own Chromebook.
Altimira Middle School
School-Home Partnership Agreement

Altimira Middle School and the Sonoma Valley Unified School District recognize the importance of creating a partnership between the school, the student, and the parent/guardian. When families and schools work together, students achieve higher academic standards. Please review this agreement which outlines our commitment to you. We also ask that you and your student commit to the actions described in this agreement.

**Altimira Middle School and the Sonoma Valley Unified School District**

commit to:

- encourage and support parent involvement
- communicate district and school policies to every parent
- provide a safe and healthy learning environment for every student
- acknowledge each student’s strengths and needs
- provide appropriate materials and experiences
- communicate with and involve parents/guardians
- have a high expectation and help every student to develop a love of learning
- provide a warm, safe, and caring learning environment

**We ask our students to:**

- come to school on time, ready to learn and be a cooperative learner
- take learning seriously
- deliver communication between home and school
- bring necessary materials to classes, complete assignments and homework
- know and follow school and class rules

**We ask our parents to:**

- send your student to school regularly on time, ready to learn
- be involved in the educational process
- communicate with your student's teachers regarding his/her progress
- read to your student daily or see that your student reads independently for at least 20 minutes daily
- communicate the importance of education and learning to your student
- provide a place for your student can do homework without distractions
Escuela Secundaria Altimira
Acuerdo de sociedad entre el hogar y la escuela

La Escuela Secundaria Altimira y el Distrito Escolar Unificado del Valle de Sonoma reconocen la importancia de crear una sociedad entre la escuela, el estudiante y los padres de familia/tutor. Es importante que las familias y escuelas trabajen juntas para ayudar a los estudiantes a lograr altas normas académicas. Por favor revise este acuerdo, el cual describe nuestro compromiso con usted. Nosotros también le pedimos a usted y a su hijo/a que se comprometan a las acciones descritas en este acuerdo.

La Escuela Secundaria Altimira y el Distrito Escolar Unificado del Valle de Sonoma se comprometen a:

- aconsejar y apoyar la participación de los padres
- comunicar las políticas de la escuela y el distrito a todos los padres
- proveer un ambiente de seguridad y saludable para todos los estudiantes
- reconocer las habilidades y puntos débiles de cada estudiante
- proveer materiales y experiencias apropiadas
- comunicarse y participar con los padres/tutor
- tener una gran expectativa y ayudar a cada estudiante a desarrollar el amor por el aprendizaje
- proveer un ambiente de aprendizaje que sea cálido, seguro y afectuoso

Nosotros pedimos a nuestros estudiantes que:

- vengan a la escuela a tiempo, listos para aprender y ser estudiantes cooperativos
- consideren el aprendizaje como algo serio
- faciliten la comunicación entre la escuela y el hogar
- traigan los útiles necesarios a las clases, completen las asignaturas y tareas
- aprendan y cumplan con las reglas de la escuela y de la clase

Pedimos a los padres de familia que:

- envíen a sus estudiantes a clases regularmente y a tiempo, listos para aprender
- participen en el proceso educativo
- se comuniquen con el/la maestro(a) de sus hijos para informarse acerca de su progreso
- lean a sus hijos todos los días, o ver que su estudiante lee independientemente por lo menos durante 20 minutos todos los días.
- comuniquen la importancia de la educación y aprendizaje a sus estudiantes
- provean un lugar para que su estudiante haga la tarea sin distracciones
Chromebooks

The Sonoma Valley Unified School District authorizes students to use Chromebooks, provided by the district, as a necessary tool for instructional purposes. Chromebooks are issued to all students in middle and high school to use for learning purposes at both school and home. The use of district technology is a privilege permitted at the district’s discretion and is subject to the conditions and restrictions set forth in applicable Board Policies, Administrative Regulations, and the Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign the Acceptable Use Agreement as an indication that they have read and understand the agreement.
For more information regarding Chromebook use or to view the complete District Technology Handbook, please visit our district website at www.svusdca.org.

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El Distrito Escolar Unificado del Valle de Sonoma autoriza a los estudiantes a usar Chromebooks, proveídos por el distrito, como una herramienta necesaria para propósitos de instrucción. Los Chromebooks son entregados a todos los estudiantes en la escuela secundaria y preparatoria para usar en casa y la escuela para propósitos de aprendizaje. El uso de la tecnología del distrito es un privilegio permitido bajo la discreción del distrito y está sujeto a las condiciones y restricciones propuestas en las Políticas de la Mesa Directiva, las Regulaciones Administrativas, y el Acuerdo de Uso Aceptable. El distrito se reserva el derecho de suspender el acceso en cualquier momento, sin aviso, por cualquier motivo.

El distrito espera que todos los estudiantes usen la tecnología responsablemente para poder evitar problemas potenciales y responsabilidad. El distrito puede colocar restricciones razonables en los planteles escolares, material, y/o información a la que pueden tener acceso los estudiantes por medio del sistema.
Cada estudiante que es autorizado a usar la tecnología del distrito y sus padres/tutor deberá firmar el Acuerdo de Uso Aceptable como una indicación de que ellos han leído y entienden el acuerdo.
Para más información relacionada al uso de los Chromebook o para ver el Manual de Tecnología del Distrito, por favor visite nuestra página web en www.svusdca.org.