

Technology Middle School

Home of the Tech Tigers



Student Handbook

2024-2025

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Technology Middle School VISION, MISSION and CORE VALUES

VISION

Preparing students to become active and meaningful participants in their education and community.

MISSION

Pursuing relevant and engaging academics through investigative learning and technology while pursuing social literacy through a supportive school community that includes, staff and parents.

CORE VALUES

Be Safe

Be Respectful

Be Responsible

Be Kind

ACADEMIC PROGRAM

The academic program at Technology Middle School is designed to prepare students for success in high school and to provide the foundation necessary to exercise future academic and career options. We design our curriculum to meet the developmental and individual needs of young adolescents, and we expect our students to always do their “personal best” in their schoolwork. Teachers use the traditional A-F grading system to indicate student progress and effort in mastering essential learning standards. Our goal is for all students to achieve at a high level; therefore, *please note that “D” and “F” grades are not considered satisfactory*. In addition, our students benefit from a balanced program.

- 21st Century Skills: Creativity, Collaboration, Critical Thinking, and Communication are embedded throughout the curriculum.
- Reading, writing, speaking, and academic vocabulary development is emphasized across the curriculum.
- Electives: students who do not take Band, Yearbook or Leadership rotate through a trimester of enrichment courses including: Coding, Robotics, Art & Design, Makerspace, Drama and AVID.



Technology Middle School Bell Schedules 2024-2025

Regular Schedule (M, Tu, Th, F)	
1st Period	8:10 - 9:01
Tiger time	9:01 - 9:25
2nd Period	9:29 - 10:19
Break	10:19 - 10:34
3rd Period	10:38 - 11:28
4th Period	11:32 - 12:22
Lunch	12:22 - 1:02
5th Period	1:06 - 1:56
6th Period	2:00 - 2:50

Minimum Days (09/20/24, 10/25/24, 11/08/24, 12/13/24, 02/28/25, 05/16/25, 06/04/25,06/05/25)	
1st Period	8:10 - 8:45
2nd Period	8:49 - 9:23
3rd Period	9:27 - 10:01
Break	10:01 - 10:16
4th Period	10:20 - 10:54
5th Period	10:58 - 11:32
6th Period	11:36 - 12:10

Field Days	
1st Period	8:10-8:50
2nd Period	8:54-9:34
Break	9:34-9:49
3rd Period	9:53-10:33
4th Period	10:37-11:17
5th Period	11:21-12:01
Lunch	12:01-12:41
6th Period	12:45-1:25
Field Day Video	1:25-1:35
Field Day	1:35-2:45
Clean Up & Dismissal	2:45-2:50

Early Release Wednesday	
1st Period	8:10 - 8:45
2nd Period	8:49 - 9:23
Break	9:23 - 9:38
3rd Period	9:42 - 10:16
4th Period	10:20 - 10:54
Lunch	10:54 - 11:34
5th Period	11:38 - 12:12
6th Period	12:16 - 12:50

Rally Days	
1st Period	8:10-8:54
2nd Period	8:59-9:43
Break	9:43-9:58
3rd Period	10:02-10:46
4th Period	10:50-11:34
Lunch	11:34-12:14
5th Period	12:18-1:02
6th Period	1:06-1:50
Rally	1:50-2:50

Tiger Time

Tiger Time is a period of uninterrupted time used for silent sustained reading, silent sustained work, organizational skills/grade checks, social-emotional learning, and community building. Tiger Time is an important part of each day as it provides all students the necessary time to build relationships, connect with other students and staff, as well as receive guidance and instruction with organizational skills and monitor grades.

Library

The Library is for collaboration, networking, research and the use of computers.

- All books, except reference books, may be checked out for a specified amount of time.
- Overdue books and materials may result in the loss of privileges.
- Lost or damaged library materials must be replaced promptly. Students are required to pay the replacement cost.
- No food or drinks are allowed in the Info/Tech Center.
- Students are expected to follow all computer lab guidelines and abide by the CRPUSD technology use policy.

Field Trips

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills, and foster positive relationships between students and adults. Students must make a satisfactory attempt to complete class and homework assignments and maintain good citizenship in order to participate in off-campus activities. Students remaining on campus will have an alternative assignment and placement. It is very important that students turn in all their paperwork and monetary contributions before the stated due date for such items.

Homework

Homework reinforces the concepts taught in class. Homework at TMS provides students the opportunity to:

- o **Practice exercises-** following classroom instruction.
 - o **Preview activities-** preparing students for subsequent lessons.
 - o **Extend assignments-** transferring skills or concepts to new situations.
 - o **Integrate skills** toward the production of a creative response or a product.
- Our teachers coordinate the due dates of long-term assignments with their grade level team. Homework is generally not assigned on weekends and holidays, unless it is part of an ongoing project. We recognize that some students may *choose* to use weekends and vacations for projects, but this is not required. As a general rule, sixth graders can expect to have daily homework that takes about will 60 minutes. Seventh and eighth graders can expect to have daily homework that generally will not exceed 90 minutes. The teacher ultimately is the person responsible for deciding the amount of homework and personal discretion may vary from teacher to teacher.
 - **MAKE-UP WORK**
It is the student's responsibility to ask teachers for any missed assignments. If your student is absent for several days, a parent can also contact teachers via voicemail or email and request assignments. **Please allow 24 hours for teachers to get assignments ready.** These assignments can be picked up in the office. If absences occur at the end of a grading period, an "Incomplete" may be given on the report card. All incomplete work must be made up as soon as possible. "Incompletes" will be removed after ten days to reflect the grade achieved.

OPPORTUNITIES TO MAKE-UP FAILING GRADES:

Students who earn an F on any TMS progress report card or trimester report card will be referred for a Safety Net meeting to discuss possible interventions. Please contact your child's teacher in order to discuss grades. The email for teachers follows this guideline: first name_last name@crpusd.org.

Eighth Grade Promotion Ceremony

Promotion will be held on the last day of school. As you make plans for the promotion ceremony, please remember that while this is not a formal occasion, students should be nicely dressed. The school dress code is in effect. Students who have recent and/or significant discipline incidents may be disallowed from participating in the promotion ceremony. Students who have earned **6 or more “F” grades throughout the year (cumulative of 1st, 2nd, 3rd trimesters)** or **two or more “F” grades on their 3rd trimester report card**, may not be allowed to participate in promotion activities.

Physical Education

Students are required to dress and participate in Physical Education. Appropriate P.E. clothes consist of a TMS shirt, solid athletic shorts or pants and shoes appropriate for physical activity. P.E. uniforms with school name and logo may be purchased from Innovative Screen Printing (ISP). Please be sure to label all clothing with student's last name. P.E. clothes may not be worn over street clothes. Students with physical disabilities need a doctor's letter stating the reason for not dressing and participating in P.E., as well as the length of time the disability may prevent participation. We recognize that there may be times when a student is unable to participate in Physical Education due to an injury, a previous illness, or some other problem. Thus, parents may write notes for up to three days to excuse a student. An excuse for more than three days must come from a doctor and be turned in to the office. All students will be issued a P.E. locker to store their valuables in during the class period. Students are to purchase a school lock. Students should never leave electronic devices unattended while at school. Students are responsible for securing valuables in their assigned locker. We strongly recommend that students lock their electronic devices in PE lockers during PE class. *TMS is not be responsible for items left in backpacks or in lockers that have not been secured.*

Please see the below chart of consequences for not dressing and participating in P.E.:

1 st	unearned points
2 nd	unearned points, Notice of Concern and/or short lunch detention with P.E. teacher
3 rd	unearned points, Notice of Concern, lunch detention
4 th	unearned points, Notice of Concern, lunch detention, office referral
5 th	unearned points, Notice of Concern, lunch detention, class suspension and/or admin referral with possible Loss of Privileges for the trimester.

REPORT CARDS

The school year at Technology Middle School is divided into trimesters. Report cards and Progress Reports will be available on Power School (please see Important Dates on page 2). Individual teachers may choose to send home more frequent grade reports.

TEXTBOOKS/SUPPLIES

Students are issued textbooks. These textbooks are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the year, or when a student transfers to another school. Any student who does not return textbooks or materials, damages textbooks or other materials (such as computer equipment/Chromebook) will be charged replacement costs.

ATTENDANCE POLICIES

Good attendance is the first step to school success. **When students miss school, they miss valuable learning.** Technology Middle School follows state and board policy regarding attendance issues. When your student is absent, you must call 792- 4800 and notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school.

Absences

Excused Absences: *Excused* absences include illness, medical/dental appointments, funeral of immediate family, and quarantine. We cannot legally excuse absences for vacations, shopping trips, caring for younger siblings, visiting a parent's work site, etc.

Medical Appointments: If a student has an appointment with a dentist, orthodontist, doctor, etc., please provide a slip from the medical office stating the time of the appointment and the time the student left the appointment to return to school. This slip is needed for the absence to be excused.

Unexcused Absences: Any absence not excused under the first two areas must be marked and reported as unexcused. Common unexcused absences include late to school 30 minutes or more, oversleeping, car problems, or absences simply not explained to school staff.

Personal Reasons: We understand that family emergencies are inevitable. Please call or come in to talk with an administrator or counselor as soon as possible to have these absences approved. The following are justifiable: family emergencies, court appearances, or religious holidays.

Exclusion from School: State law requires that children be excluded from school for these reasons:

- Contagious health problems
- Lack of immunizations

Tardies/Class cuts

Students who are tardy lose valuable minutes of learning in the classroom. If the tardiness results in a substantial loss of the period (30 minutes or more), a class cut is issued. The only legitimate excuses for lateness or absence are sickness, doctor or dental appointments, death of a family member, court appearances, or family emergencies. We also make allowances for late buses.

Class Cuts: Class cuts occur when a student is late or absent from class 30 minutes or more without a pass. This offense results in the assignment of a detention. Any student arriving before 30 minutes but after the bell needs to be marked tardy.

Truancy

3 OR MORE UNEXCUSED ABSENCES: Any student who has 3 unexcused absences in a given school year, or who is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, is legally truant. A truancy letter is sent home alerting the family to the problem.

5 CONSECUTIVE SICK DAYS: If a student must miss five (5) consecutive school days due to illness, a doctor's note will be required when returning to school.

ILLNESS DAY LIMITS: If a student is absent 14 or more days during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence will be unexcused.

TRUANCY LETTERS: Truancy letters are sent out for any student who accrues 3 or more unexcused absences. Each additional unexcused absence, results in another truancy letter. After the second truancy letter, parents/guardians are required to meet with school administration. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

Students who are absent from school are not allowed to attend any after school event on campus the day of the absence including, but not limited to: sporting events' participation, dances, plays, club events or even being a spectator at a sporting event without permission from Administration.

BEHAVIOR & DISCIPLINE

Positive Behavioral Interventions and Support (PBIS)

PBIS is designed to explicitly teach & model behavioral expectations in the same way as content. Our expectations are: BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, BE KIND. We are a PBIS school that believes in teaching behavior expectations in the classroom and in every area throughout the building (i.e. hallways, cafeteria, gym, library, restrooms, offices and the library). The PBIS Matrix is located in the appendix.

Behavior Expectations

Students are expected to demonstrate positive behavior at school and on their way to and from school. We recognize that these skills are being learned, and that mistakes will happen. When these mistakes occur, depending upon the severity of the problem, a student may be verbally reminded, removed from the class or activity, loss of privileges, or have parents involved in a formal conference. We work with students to recover from mistakes, as mistakes are a vital part of learning. Students are expected to use appropriate behavior at all school-sponsored events and will be held accountable for any infractions. Please refer to the TMS BEST EXPECTED BEHAVIORS MATRIX in appendix.

Discipline Policy

Discipline policies and procedures are structured to support students to become better citizens and to protect the educational and human rights of the students and staff at our school. If a staff member finds that a student repeatedly violates a school rule or if the misbehavior is serious, the student will be referred to the office for disciplinary intervention. Disciplinary interventions are progressive. First occurrence, and/or minor offenses receive lesser consequences, while repeat or severe offenses may receive greater consequences. Minor intervention consequences include conferences with administrators, conference with parents, detention, and restorative actions. Major interventions include class suspensions, restorative actions, loss of privileges, behavior contracts, in school and out of school suspension. If major or repeated offenses occur, expulsion may be recommended. Incidents that occur off campus, but that are related to conflicts at school may involve school disciplinary actions. Additionally, some offenses may result in the involvement of the police.

Behavior Interventions

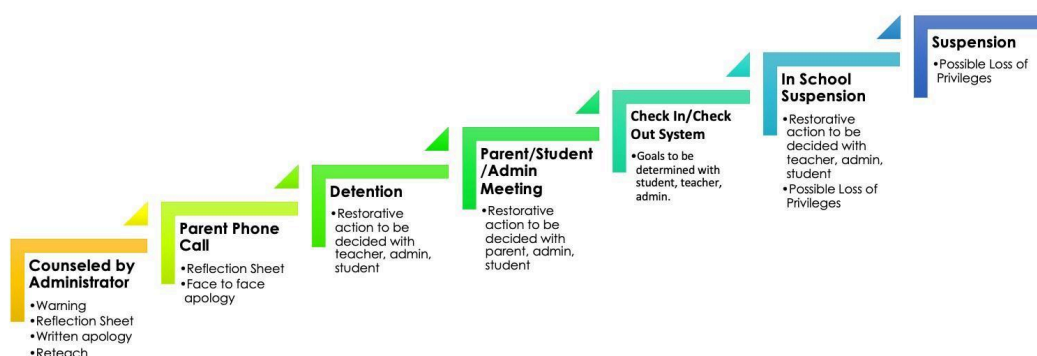
- **Informal Talk with Faculty or Staff:** In most situations, this is the first step to correct an inappropriate behavior.
- **Time Out:** Teachers and staff may remove students from an activity or lesson to refocus the student upon return.
- **Conference with Student:** Student meets formally with an administrator or counselor to discuss offenses and solutions.
- **Conference with Parent:** A formal meeting is held between the parent, the student, and appropriate school staff where the inappropriate behavior is defined, previous efforts to correct the behavior are reviewed, and future strategies to change the behavior are discussed and agreed upon. Often a contract is developed to summarize these findings.
- **Referrals to Office:** Staff may refer students to the office for repeated or more substantial offenses.
- **Conflict Resolution:** Administrators and counselors often hold conflict resolution meetings to develop student skills in de-escalating conflicts and finding resolution. Conflict Resolution does not preclude the possibility of disciplinary action.
- **Class Suspension:** Teachers, campus supervisors or other authorized staff members may remove a student from a classroom. Students may be sent out of the classroom on a 'referral' to the office.
- **Restitution (Work Detail):** Students may be assigned to work detail during their lunch period or after school. This could include litter abatement detail.
- **Restorative Action Plans:** Students who have wronged others will have an opportunity to be part of an accountability process.
- **Detention:** Detentions can be assigned either after school or at lunch.
- **Parent Notification:** Parents are notified of detention by email. Parents will be notified by a phone call from the teacher for a class suspension.
- **Failure to Serve Detention:** Failure to serve an assigned detention results in an *additional* detention assignment and/or suspension.
- **Suspension:** Suspension shall be imposed for violations of the education code as outlined above and in

board policy. A student may be suspended from attending school and school activities for a period of time from one to five school days. Both the student and parents are informed (by phone, letter, and/or conference) of the reasons and terms of the suspension. Students are expected to keep up with their class work while on suspension. Students on suspension must stay away from all school campuses and events during the suspension.

- **Expulsion:** Expulsion is an action taken by the governing board for severe or prolonged breaches of discipline by a student. Expulsion, except for single acts of a grave nature, is usually reserved for situations where there is a history of misconduct and where other forms of discipline, including suspension have failed. Students may be recommended for expulsion for having over 10 days of suspension in a school year.

Administrative Progressive Discipline

These steps are listed in recommended order, however, administration will use prior knowledge of the student and professional judgment to decide what steps to use and in what order.



Guidelines to Extracurricular Activities (Loss of Privileges)

6th Grade

At least 1 month before field trip or extracurricular activity (dance, field day, etc.) date, speak to students about expected behavior in order to attend the field trip or extracurricular activity.

Students must use expected behavior for 2 weeks before field trip/extracurricular activity.

If a student receives an office referral(s) for **defiance** or **unsafe behavior** in **the 1 month before the fieldtrip/extracurricular activity**, the student will be ineligible for the field trip/extracurricular activity.

If a student is suspended in the trimester of the fieldtrip/extracurricular activity, they will be ineligible for the field trip/extracurricular activity.

7th Grade

At least 6 weeks before field trip or extracurricular activity (dance, field day, etc.) date, speak to students about expected behavior in order to attend the field trip/extracurricular activity.

Students must use expected behavior for 1 month before field trip/extracurricular activity.

If a student receives an office referral(s) for **defiance** or **unsafe behavior** in **the two weeks before the fieldtrip/extracurricular activity**, the student will be ineligible for the field trip/extracurricular activity.

If a student is suspended in the trimester of the fieldtrip/extracurricular activity, they will be ineligible for the field trip/extracurricular activity.

8th Grade

At the beginning of the trimester, speak to students about expected behavior in order to attend the field trip/extracurricular activity.

Students must use expected behavior for the entire trimester of the field trip/extracurricular activity.

If a student receives an office referral for **defiance** or **unsafe behavior in the trimester of the fieldtrip/extracurricular activity**, the **student will be ineligible for the field trip/extracurricular activity.**

If a student is suspended in the trimester of the fieldtrip/extracurricular activity, they will be ineligible for the field trip/extracurricular activity.

- Assemblies/Rallies - all will attend; a student will receive 1 warning, if behavior continues, the student will be removed; student is not eligible for the next assembly.
- Behavior Contracts can be offered to students by teachers to help students stay focused on expected behaviors. Behavior Contracts should include: expected behaviors, what they look like, point value & rewards for doing so, check ins to evaluate together.

Tiger Bucks

In an effort to encourage and reward positive citizenship in our students, we use a positive reward system called "Tiger Bucks". Throughout the trimester, bucks may be earned as a result of behavior and responsibility factors. This program is intended to provide students immediate and gradual feedback with respect to their overall citizenship and behavior. We believe that students learn from making mistakes, and this feedback on their choices will assist in the learning of acceptable behaviors. This also provides parents and students with a quick and understandable gauge of how the student is performing as a TMS citizen. We encourage conversations between students and families regarding positive citizenship and offer positive reinforcement at home. Students can use Tiger Bucks to buy classroom supplies such as paper, pencil, notebooks, etc. as well as spend on the student store.

TECHNOLOGY MIDDLE SCHOOL PLAGIARISM/CHEATING POLICY

Plagiarism/Cheating includes:

1. Directly copying the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.
2. Paraphrasing the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
3. Using and failing to properly credit any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
4. Recycling previously submitted work. Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
5. Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

Consequences of Cheating/Plagiarism:

Below is a list of consequences that will be used at the discretion of the teacher and administrator in whole or in part:

1. A zero on the assignment
2. Referral to the office
3. Parent Notification
4. A meeting with the principal, guidance counselor, and parents

BULLYING/CYBER BULLYING Board Policy 5131 (a, b, c)

- o Bullying/harassment of other students or staff, including intimidation, so-called "cyber bullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden.
- o Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.
- o In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

ELECTRONIC DEVICES & CELL PHONES POLICY

Technology is a wonderful tool that can enhance the learning environment for students. TMS staff is constantly learning new ways to engage students and extend learning through the use of technology. With that however, sometimes technology can be used for inappropriate things. TMS staff wants to make sure that all students use technology safely and respect the privacy of other students. Because we want all students to feel safe, there are rules for the use of technology during the school day and school functions.

Technology Middle School is a one-to-one device school. Cell phone use is permitted before and after school ONLY. This means that from the start bell to the end bell each day, students MAY NOT use their cell phones or personal devices during the school day. Classroom use of these devices may be allowed at the discretion of the classroom teachers for instructional use only. Unless directed by the teacher that devices are permitted, cell phones and other electronic devices are to be turned off and in student's backpacks during class. During breaks, lunch, and passing period, cell phones are to be turned off and in backpacks. Cell phones should not be visible during the school day. Personal cell phone use is not allowed during class time. If there is a situation where you need to contact your student during class time or vice versa, please use the office phone.

If there is a situation where you need to contact your student during class time or vice versa, please use the office phone.

- Personal devices are allowed before and after school.
- Devices should be fully charged at home before coming to school. Students should not expect to charge devices during the school day, at break, or at lunch.
- **Due to confidentiality issues, no recorded images, pictures, or videos of TMS campus, teachers or students are to be taken or posted on social media or the internet electronically without prior administrative approval.**
- Airpods and similar wireless headphones are not permitted during school hours. Teachers may allow students to use wired headphones during class time for academic purposes. Wireless headphones are subject to the same discipline policy as phones.
- Use of headphones in class is at the discretion of each individual classroom teacher and only wired headphones are permitted.
- Students cannot play music out loud on their cell phone speakers or on portable speakers. Portable speakers will be confiscated if used on campus.
- Technology Middle School does not assume responsibility for any electronic devices brought to school. Devices should not be left out on desks or in unattended backpacks. All devices should be locked up in the student's assigned locker during Physical Education class.
- If students choose to use cell phones or electronic devices inappropriately, the following steps will be taken:

1st Violation of Tech Policy: Warning, student pick up at end of class

2nd Violation of Tech Policy: Student pick up at end of day

3rd Violation of Tech Policy: Parent pick up at end of day plus technology contract

4th Violation of Tech Policy: Parent meeting and Loss of Extra Curricular Privileges (minimum of 1 trimester)

Please know that some students will end up making poor choices and lose their privilege of having a personal device at school. We expect students to act appropriately and responsibly with cell phone use and use the THINK acronym:

- T – is it **true**?
- H – is it **helpful**?
- I – is it **inspiring**?
- N – is it **necessary**?
- K – is it **kind**?

DRESS CODE

Technology Middle School is an educational institution. We expect students to dress accordingly. Any clothing that interferes with the business of teaching or learning is unacceptable. ***Students who wear inappropriate clothing will be asked to change into appropriate attire. Parents will be contacted to bring a change of clothing to school if the office is not able to provide clothing for the student.***

- Students are not allowed to wear buttons, T-shirts or other types of attire, or display school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats which are obscene, sexually suggestive, demeaning to other cultures or drug or gang-related are inappropriate and not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.
- Clothing that exposes parts of the body (e.g., bare torsos, belly-buttons, see-through clothing, low cut armholes, strapless dresses) is considered to be improper dress.
- Strapless tops are not permitted.
- Undergarments should not be exposed.
- Shoes must be worn at all times.
- Attire, accessories, materials, or grooming reasonably identified as gang related through conspicuous display of colors, symbol, tags, statements, or style is not allowed.
- Hats and hoods are allowed on campus but may need to be removed in the classroom if not permitted by the teacher.
- Blankets are not allowed on campus. Students should wear warm clothing if they are cold.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration.

PROHIBITED ITEMS

Schools must be safe and supportive of learning. The following is a list of prohibited items but it is not an exclusive list.

- Weapons or devices that may be used to harm others including knives, box cutters, or razors. No pocketknives are permitted.
- Imitation weapons
- Matches, lighters, shockers, firecrackers, stink bombs, fart bombs, or other incendiary devices
- Sharpies, paint pens, spray paint, or other permanent markers commonly associated with graffiti
- Nuisance items that distract learning: These include cameras, toys, water balloons, squirt guns, or any items that is a distraction.
- Other items that present a danger to others or a disruption to school activities
- Tobacco, alcohol and drugs are strictly forbidden
- All body sprays – including deodorants, cologne and perfume

MAJOR DISCIPLINARY OFFENSES

Grounds for Suspension and/or Expulsion

By State law, students may be suspended or expelled from the school district for committing any of the following offenses (48900):

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j)
- (k) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (l) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (m) Knowingly received stolen school property or private property.
- (n) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (o) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (p) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (q) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (r) Engaged in, or attempted to engage in, hazing.
- (s) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group

(2) of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(3) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a

nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(t) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur 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 the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

FOOD/ GUM

Students are not permitted to chew gum on campus. Food is only allowed in the quad and in the MU. Students are not to take food over the blue lines. Students must eat in assigned eating areas and are expected to dispose of all trash properly. Students should avoid bringing food that needs to be heated, as we are not allowed to heat up food

for students. .

Sale of food and other items

- No student shall sell anything or bring anything to sell during the school day.
- School organizations may sell food or other items by special arrangement with food services at designated times.

COMMUNICATION

Communication with students and families is critical. The most efficient way we can communicate information is through email. Please be sure that we have your current email address on file at all times. Via email you will receive important information, updates, and newsletters from teachers and staff.

PARENT COMMUNICATION THROUGH GOOGLE FORMS

TMS uses email in order to communicate with parents/guardians in a more efficient way. The four main forms of communication can be found below with a description (please see examples in appendix).

Tardies

If a student comes in late to class and does not have a note it is classified as unexcused and will trigger an email response to the parent. The purpose of this form is to notify you of any time your student is late without a note. If a student receives three tardies in a week they will be issued a detention.

Notice of Concern

TMS teachers will send out Notice of Concerns using Google Forms if they see any student behaviors or academic problems that they feel the parent/guardian should know about. These can range from 3 or missing assignments to continuous classroom disruptions. The goal is to inform a parent/guardian of any concerns while also holding the student accountable to their own actions.

Positive Behavior Note

Positive behavior notes are sent out using Google Forms for any positive behaviors TMS staff sees from students. The notes can range from being helpful to a substitute to academic improvement in the class. The purpose is to better communicate with parents while also making a student feel proud of their achievements in class.

TMS Technology Violation

This email will be sent out for any technology violations in class or on campus. This can include refusing to put a phone away, using a Chromebook inappropriately, etc. The email will include where their device can be picked up, why it was taken, and where it was taken. Please know that if this is the student's third violation it will need to be picked up by the parent or guardian in the office after school. Overall, the purpose of this email is to inform you if the student is not following TMS technology policies and keeps the students accountable for their actions.

SCHOOL WEBSITE

The school website contains important information that is updated throughout the year. Many teachers have teacher webpages that are linked to the school website. Many will post assignments on their websites. To get to our website, go to tms.crpUSD.org.

MEDICAL CARE AND SCHOOL EMERGENCIES

EMERGENCY CONTACT AND RELEASE

In case of emergency, the school will attempt to contact parents. It is essential parents enter this information through the parent portal or speak to the school office to update contact information. **Students and parents**

must notify the attendance clerk of any changes in place of residence, phone number, or parents' business phone number. No student will be released to a person not listed on the emergency card.

EMERGENCY CLOSING OF SCHOOL

In the event of severe winter storms or floods or fires, tune your radio to KSRO, 1350 AM. This station will announce if any District school has been closed due to weather conditions.

INJURY OR ILLNESS AT SCHOOL

All injured/ill students are sent to the office. In case of serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. The district nurse is on-call at all times.

STUDENT MEDICATION

All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense the medication as the doctor prescribes. A physician and parent note must be on file in the office before any medication can be given. Students may be allowed to self-administer inhalers, EpiPens, or glucometers to monitor, test, or treat an existing medical condition only with a written request by the parent/guardian and with written approval of the student's physician. For further information, see the school medication sheet.

PARENT & COMMUNITY INVOLVEMENT

ELAC (English Language Advisory Committee)

The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to student learning English as a non-native language. All parents and students are invited to attend ELAC meetings.

PARENT, TEACHER, STUDENT, ORGANIZATION (PTSA)

Parents and students are encouraged to attend PTSA meetings. This important group plays an essential role in many activities for students that occur during the school year. Meetings are held monthly.

SCHOOL SITE COUNCIL

This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement and safety plans as well as setting school-wide goals.

VISITORS ON CAMPUS

To ensure campus safety, we monitor all visitors. Parents, guest speakers, and classroom volunteers must check in at the office before entering the classrooms. Siblings, cousins and other out of town visitors are **not** allowed to attend class with Technology Middle School students. High school students must have prior administrative approval before being on campus. Any former students who wish to visit teachers must wait until 3:00 before entering the campus.

VOLUNTEERS

Parents and Guardians who wish to volunteer need to make prior arrangements with a teacher or office staff. All volunteers must check in through the office before entering campus.

SCHOOL SAFETY

Students should conduct themselves in such a manner that is safe and promotes a positive environment. Students are expected to pass through the hallways and quad area in a calm and safe manner.

Closed Campus Policy

Technology Middle School is a *closed* campus. Students may not leave the grounds during the school day without prior permission. An off-campus pass is required if students are leaving the campus to go home or to an appointment. Rohnert Park Police may cite students who are off campus without permission and parents may be required to pay a \$50.00 fee.

Parents must check in with the office and obtain a visitor's pass in order to be on TMS campus. An appointment must be made in advance for teacher conferences. Out of respect to our teachers, please do not show up to a teacher's door at any time without an appointment.

Supervision Before and After School

Adult supervision is provided for students for a half hour before school. Any student at TMS before 7:40am or after 3:00 pm needs to be with an adult or have made previous arrangements to be on campus. Students are to follow directions while under supervision of school officials. This also includes after school activities such as dances and sports.

Tobacco Free School

The use of any tobacco products and the disposal of tobacco-related waste at any time in district-owned or leased buildings and on district property are prohibited. The prohibition applies to all employees, students, parents, and visitors at any instructional program, activity, or athletic event.

STUDENT LIFE

ACTIVITIES FOR STUDENTS

After-School Sports:

- o Academic Eligibility Requirements: A student, in order to be academically eligible to participate in extracurricular activities, must have earned at least an overall 2.00 grade point average on a 4.00 grading scale for credits attempted in the trimester immediately preceding the season. They may not be failing any classes.
- o Behavior and Citizenship Eligibility: A student must demonstrate good citizenship and behavior in order to be eligible and must maintain those high standards throughout the trimester of participation. The administration may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege. The administration shall determine the duration of the revocation. This citizenship expectation includes representing TMS honorably at games and in the community. We expect our athletes to exemplify the best sportsmanship and behavior in the conference.
- o Attendance Requirements: In order to be eligible to participate in a game or a practice, a student must be in school for a minimum of four periods the day of the activity. If the game or practice is scheduled for a holiday or weekend, the student must be in school for a minimum of four periods on the last day of required attendance prior to the event. NOTE: The principal or designee may waive this requirement, but the absences must be for an acceptable reason. The waiver must be obtained prior to the absence.

Noontime Activities:

Staff members may open their classrooms to students at lunch for club activities. Students also have the opportunity to participate in intramural games where fun is emphasized over competition. All students are welcome to participate in noontime activities.

DANCES

The dances are open to eligible TMS students only. Parent permission is required. At dances, students must wear clothes appropriate for school. Tickets are sold during the week preceding the dance. Students who do not attend the dance are not allowed on campus during the dance. Unless prearranged with an administrator, students must be in school for a full day to be able to attend the dance.

BIRTHDAYS AND CELEBRATIONS

Birthday celebrations can be a distraction at school. Balloons and flowers should not be delivered to school or brought to school. If they are delivered, they will remain in the office until after school. Please do not have pizzas, cupcakes, cakes, or large quantity of food, etc. delivered to share at lunchtime, as this creates disruption and Education Code does not allow such items on campus until 30 minutes after school. If these food items should they appear on campus, they will be held in the office until after school. Any party favors such as balloons not yet blown up are not allowed. The only exception is when they are used for school functions under the supervision of school staff. Any student found with balloons will be asked to turn them over for confiscation. (See confiscated items)

Treats should not be brought to school for other celebrations such as Valentine's Day or Halloween unless approved by administration. If these items are brought, they will be confiscated and will remain in the office until after school.

FOOD SERVICE

Food Service is available at TMS at both break and lunch. Applications for free or reduced meals are available in the office and on the district website. Students are not to bring large quantities of candy or other treats for distribution to others. Due to state law, our food service is responsible of the nutritional intake of TMS students ½ hour before school until ½ hour after school. *This means that students may not door dash or have food delivered to them during the school day. This applies to lunches or class parties. For class parties, food such as cookies or pizza can be ordered from Food Services at 588.5621.*

Please order 24 hours in advance.

LOST AND FOUND

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. The school is not responsible for personal property. Found articles should be taken to the office and placed in the lost and found. Students should write their names on all books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money to school.

TRANSPORTATION

Transportation to and from school is the responsibility of the student/parent. Bus schedules are located in the school office, online at <http://www.sctransit.com/routes.htm> or at the Rohnert Park branch of the Sonoma County Library.

BICYCLES and OTHER ALTERNATIVE TRANSPORTATION

Bicycles, skateboards, and scooters must be kept and locked in the school bicycle area during the day. Students must walk their transportation into the bike area and secure it with a lock. For safety of all people on campus, riding bikes, scooters, skateboards on campus is not allowed. We require students riding any alternative transportation to school to wear helmets. **Note that state law also requires a protective bike helmet for bikes and scooters.** All safety and traffic rules are to be followed by students. This includes riding bicycles in the direction of traffic in bicycle lanes, if provided, and crossing at designated intersections appropriately. Students and parents must assume total responsibility for lost, damaged or stolen transportation items including: bikes, scooters, skateboards and helmets.

BUSES

High standards of behavior on buses need to be maintained at all times for the safety of all. Bus drivers have complete authority over pupils riding the bus. Students are expected to follow all bus rules and procedures. The bus driver may recommend suspension from the bus for any student who fails to comply with bus rules and safety requirements.

Consequences will be administered at school for misbehavior on buses.

PARKING LOT/AUTO SAFETY

Please obey all traffic signs and laws when approaching and entering our school's student drop off and pick up areas. Please be alert and patient. Parking in Red Zones is prohibited. These areas are fire lanes that must be kept open, and RP Public Safety may ticket drivers stopping in these areas.

- o All vehicles must stop when a student enters the crosswalk. Cars must not make u-turns in front or near the school campus.
- o Drive slowly and be vigilant at all times.
- o Students may not exit or enter vehicles while the vehicle is in a vehicle lane. Please pull over to the curb before letting a student out of the vehicle.
- o Students should make eye contact with drivers before crossing the street. Pedestrians are to walk in the crosswalks, remain within the crosswalk and look both ways before crossing

CRPUSD BOARD POLICIES

<p>Student Attendance / Student Conduct Policies and Regulations</p> <p>We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at www.crpUSD.org. For a hard copy, please see your school's office manager.</p>	<p><i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i></p> <p><i>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el sitio Web del Distrito en www.crpUSD.org. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i></p>
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Absences and Excuses	Ausencias y excusas	BP 5113 / AR 5113
Chronic Absence and Truancy	Ausentismo crónico y habitual	AR 5113.1
Alcohol and Other Drugs	Alcohol y otras drogas	BP 5131.6 / AR 5131.6
Bullying	Intimidación/acoso	BP 5131.2
Conduct	Conducta	BP 5131
Discipline	Disciplina	BP 5144 / AR 5144
Gangs	Pandillas	BP 5136 / AR 5136
Nondiscrimination / Harassment	No discriminación / hostigamiento	BP 5145.3
Sexual Harassment	Acoso sexual	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	Suspensión y expulsión / proceso debido de ley	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	Uso de tecnología	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	Armas e instrumentos peligrosos	BP 5131.7 / AR 5131.7
Work Permits	Permiso de trabajo	BP 5113.2 / AR 5113.2

APPENDIX

Examples of email communication through Google Forms

Tardy

Ron Weasley was tardy to Period 3

Today at 1:37 PM

Dear Parent/Guardian,

Your student, Ron Weasley, was tardy to Period 3. Ron arrived to class at 1:37 PM. The reason your student said s/he was late was Went to the bathroom.

Attending class on time is crucial to your student's learning. Please remember that three tardies in a week will result in a school detention. For more information on Ron's attendance and current grades click the link to PowerSchools below.

[PowerSchools.](#)

Thank you for your support,
TMS Staff

Traducción automatizada

Estimado padre / tutor,

Su estudiante, Ron Weasley, llegó tarde al Período 3. Ron llegó a clase a la 1:37 PM. La razón por la que su estudiante dijo que llegó tarde fue al baño.

Asistir a clase a tiempo es crucial para el aprendizaje de su estudiante. Recuerde que tres llegadas tarde a la semana resultarán en una detención escolar. Para obtener más información sobre la asistencia de Ron y las calificaciones actuales, haga clic en el enlace a PowerSchools a continuación.

[PowerSchools.](#)

Gracias por su apoyo,
personal de TMS

Technology Violation

Harry Potter received a TMS Technology Violation

Today at 3:30 PM

Dear Parent or Guardian,

Your Student, Harry Potter, received a technology violation during school today. Their Phone was confiscated by Ms. Detjens in the classroom during 1st period. This is Harry's first violation by Ms. Detjens. The student's technology can be picked up by the student after class. Teacher Notes to the Parent or Guardian : Texting in class

We understand that technology has become a way of life, a technological convenience that has impacted our lives in one way or another. However, in the school environment inappropriate use of technology has become a distraction and interruption. The ringing of a cell phone during class, the text messaging, or a student playing games during a lesson takes away from the valuable time needed for instruction and most importantly, student learning.

Our overall goal is to create a safe environment, conducive to learning, and free of all distractions that hinder the learning process. If you have any questions feel free to email Ms. Detjens at stephanie_detjens@crpusd.org.

Thank you for your support,
Technology Middle School Staff

Traducción automatizada

Estimado padre o tutor,

Su estudiante, Harry Potter, recibió una infracción tecnológica en la escuela hoy. Su teléfono fue confiscado por la Sra. Detjens en el aula durante el primer período. Esta es la primera violación de Harry por la Sra. Detjens. La tecnología del estudiante puede ser recogida por el estudiante después de la clase. Notas del maestro al padre o tutor: mensajes de texto en clase

Entendemos que la tecnología se ha convertido en una forma de vida, una conveniencia tecnológica que ha impactado nuestras vidas de una manera u otra. Sin embargo, en el entorno escolar, el uso inadecuado de la tecnología se ha convertido en una distracción e interrupción. El timbre de un teléfono celular durante la clase, los mensajes de texto o el juego de un estudiante durante una lección le quita el valioso tiempo necesario para la instrucción y, lo que es más importante, el aprendizaje de los estudiantes.

Nuestro objetivo general es crear un entorno seguro, propicio para el aprendizaje y libre de todas las distracciones que dificultan el proceso de aprendizaje. Si tiene alguna pregunta, no dude en enviar un correo electrónico a la Sra. Detjens a stephanie_detjens@crpusd.org.

Gracias por su apoyo,
Personal de la Escuela Intermedia de Tecnología

Notice of Concern

Draco Malfoy received a TMS Notice of Concern

Today at 3:17 PM

Hello,

The purpose of this email is to communicate with you the concerns that Ms. Detjens has with Draco's behavior in class or on campus. If you have any questions feel free to email Ms. Detjens at stephanie_detjens. Thank you, and have a good day.

Please read the following information for more details on the teacher's concern with the student's behavior.

Date : 6/19/2019

Period: 4

Description of Concern: Missing 3 or more assignments, Disruptions during class
Prior Actions by Referring Staff: Verbal/Visual Warning, Conference with Student
Notes to parents or guardians : Making fun of other students in the class and not focusing on assignments

Traducción automatizada

Hola,

El propósito de este correo electrónico es comunicar con usted las inquietudes que la Sra. Detjens tiene con el comportamiento de Draco en la clase o en el campus. Si tiene alguna pregunta, no dude en enviar un correo electrónico a la Sra. Detjens a stephanie_detjens. Gracias tenga un buen día.

Por favor, lea la siguiente información para obtener más detalles sobre la preocupación del maestro con el comportamiento del estudiante.

Fecha: 19/6/2019

Período: 4

Descripción de la preocupación: faltan 3 o más tareas, Interrupciones durante la clase
Acciones previas del personal que lo remite: Advertencia verbal / visual, Conferencia con notas de los estudiantes a los padres o tutores: burlarse de otros estudiantes en la clase y no centrarse en las tareas

Positive Behavior Note

Hermione Granger received a TMS Positive Behavior Note

Today at 1:39 PM

Hello,

This email is to give recognition to Hermione Granger and the positive behaviors s/he has been showing in class or on campus. Below you will find more information about why Ms. Detjens has recognized Hermione. If you have any questions feel free to email Ms. Detjens at stephanie_detjens@crpusd.org Have a wonderful day!

Date : 6/11/2019

Period : 4

Positive Behavior: Showing respect, Has been helpful to students and/or teacher, Done exceptional work

Notes to Parents/Guardians : Great student!

Traducción automatizada

Hola,

Este correo electrónico es para reconocer a Hermione Granger y los comportamientos positivos que ha estado mostrando en clase o en el campus. A continuación, encontrará más información sobre por qué la Sra. Detjens ha reconocido a Hermione. Si tiene alguna pregunta, no dude en enviar un correo electrónico a la Sra. Detjens a stephanie_detjens@crpusd.org ¡Que tenga un día maravilloso!

Fecha: 6/11/2019

Periodo: 4

Conducta positiva: Mostrar respeto , Ha sido útil para los estudiantes y / o maestros, Trabajo excepcional realizado

Notas para los padres / tutores: ¡Excelente estudiante!



TMS Positive Behavior Matrix

	Be Safe	Be Respectful	Be Responsible
Tiger Pride	<ul style="list-style-type: none"> Follow directions the first time Keep your hands, feet and objects to yourself Use all equipment and materials appropriately Be within the boundaries and on paved paths 	<ul style="list-style-type: none"> Whole body listening Let others learn Use appropriate Language Be kind to others and yourself including visitors and district employees 	<ul style="list-style-type: none"> Do your best Be your best Give your best Keep an eye on and take care of your valuables
Assemblies & Rallies	<ul style="list-style-type: none"> Walk calmly & quietly with your teacher to the gym/MU Stay in your assigned area Stay seated If you need to leave, use the aisles to move safely to the exit 	<ul style="list-style-type: none"> Get quiet quickly Wait for the appropriate time to cheer and clap Keep comments & cheering positive 	<ul style="list-style-type: none"> Leave your belongings in the classroom Ask for help if you need it Demonstrate positive sportsmanship
Bathrooms	<ul style="list-style-type: none"> Place Trash in Garbage Can Keep Doorway Clear Keep Floors Dry Wash your hands 	<ul style="list-style-type: none"> Give others privacy Share the mirror and sink Keep walls, mirrors, and doors clean 	<ul style="list-style-type: none"> Leave phone in the classroom Be aware of the number of people in the bathroom Do your business, flush and then leave (Go... and then go) Clean up after yourself Notify staff of mess or problem
Bike Racks	<ul style="list-style-type: none"> Walk bikes, scooters, and skateboards on campus Avoid pedestrians & vehicles Wear a helmet 	<ul style="list-style-type: none"> Leave others' bikes, scooters, skateboards, and helmets alone 	<ul style="list-style-type: none"> Lock your bike/scooter & helmet Get your wheels and go
Blacktop	<ul style="list-style-type: none"> Be considerate of others in the area Use equipment properly 	<ul style="list-style-type: none"> Include others Play by the agreed upon rules Use expected language Stay out of the landscaping 	<ul style="list-style-type: none"> Food & drink stay in backpacks Move when the bell rings Take care of and return equipment
Classroom	<ul style="list-style-type: none"> Walk in the classroom All desk & chairs legs on the floor 	<ul style="list-style-type: none"> Cellphones & headphones off and put away Be Kind Encourage others Listen to the speaker 	<ul style="list-style-type: none"> Be on time Leave cellphones/headphones in class when you need to use the bathroom Be prepared
M.U.	<ul style="list-style-type: none"> Wait your turn in line Walk at all times Sit while eating 	<ul style="list-style-type: none"> Use "please" and "thank you" Place trash in garbage bins 	<ul style="list-style-type: none"> Clean up your spills or messes Ask for help if needed Keep area clean
Library and Labs	<ul style="list-style-type: none"> Use technology for educational purposes only T.H.I.N.K. <ul style="list-style-type: none"> Is it True? Is it Helpful? Is it Inspiring? Is it Necessary? Is it Kind? 	<ul style="list-style-type: none"> Clean your area after use Return materials to appropriate location Take care of our books, materials, and technology 	<ul style="list-style-type: none"> Food or drink stays outside Keep area clean
Office	<ul style="list-style-type: none"> Be aware of your surroundings and others Students need permission via note, walkie, or phone to come to the office 	<ul style="list-style-type: none"> Use a quiet voice Give others privacy 	<ul style="list-style-type: none"> Get permission to use phone Be patient and wait your turn
Quad	<ul style="list-style-type: none"> Walk at all times Keep games, sports, throwing & running on the blacktop 	<ul style="list-style-type: none"> Place trash in garbage When blacktop is closed, sports games/equipment is put away in the quad 	<ul style="list-style-type: none"> Keep your campus clean Use appropriate voice levels
Technology: Electronic Devices	<ul style="list-style-type: none"> T.H.I.N.K. Keep your login & personal information private Log off before you walk off Report unexpected use using STOP!T 	<ul style="list-style-type: none"> Follow adult directions Use device for appropriate research & kind communication Speakers stay home Keep device sound to yourself Hands off other's property and profile 	<ul style="list-style-type: none"> Bring your device to school charged every day Let staff know if your device isn't working Use device for educational purposes only