

PS7 Middle
Student – Parent Handbook
2017-2018



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Dear PS7 Families,

Welcome to PS7 Middle School for the 2017-18 school year! We are so happy you have chosen to be here with us for our upcoming school year. I hope you have enjoyed your summer break and are just as excited about this upcoming school year as we are! We are eager to come together as a Team, build meaningful relationships, and work our very hardest for each and every one of our students. **Education is the key to our students'** success and we are grateful to have the opportunity to support them as they learn and grow throughout their time at PS7.

At PS7, we are on a mission to build one of the best urban middle schools in the nation so we ask all members of our school community to work really hard. Our community includes administrators, teachers, staff, students, and parents. We know that we cannot do our very best work without the commitment of our families, faculty, and scholars. PS7 is a choice-and-commitment school and the harder we all work to fulfill our individual commitments the greater the success we will have. We are a Team and together we will accomplish great things for our students.

It is extremely important to us that our students are put on a college bound path. We are committed to working our very hardest each and every day to provide our students with a great academic program. We definitely expect a lot from our students because we know that the more we expect of them, the more they will achieve. Along with our high expectations, we have multiple systems put in place to support our students to be successful. Professional Work Club (PWC) is offered after school twice a week where students can receive tutoring from their content teachers. We also have extra reading support four times a week during the school day and students may also participate in small group support during class.

Please read through this handbook carefully and keep it for future reference. This handbook has been designed to communicate the basic policies that we all must follow to ensure that learning remains the focus. Every policy is in place for the benefit of our students and our work together. It is our number one priority to provide your scholar with a safe environment focused on learning. The items in this handbook help us do so. Please know that as we are continuously working to improve our program, changes may be made to our handbook. If and when changes are made, you will be notified and provided with a copy of any updates.

We greatly appreciate your support in upholding all of our school policies!
Get ready for an amazing year!

For the love of the children,

Kari Wehrly
Principal

GENERAL PS7 MIDDLE INFORMATION

Vision

To create one of the finest urban public middle schools in the nation.

Mission

To promote self-motivated, industrious, and critically-thinking leaders who are committed to serving others, passionate about life-long learning, and prepared to graduate from a four-year college.

School Rules

Listen, Respect, Work Hard

LISTEN: Students at PS7 are expected to listen to others; paying attention to what a person is saying so that they can hear it, consider it, and take action. Only one person speaks at a time during instruction, with the rest of the class tracking the speaker. Listening also includes hearing and following all directions. PS7 students will be on-task at all times during class and follow all instructions during breakfast, lunch, and transitions.

RESPECT: Students at PS7 are expected to show that they see themselves and others as important. They must be careful and thoughtful in their actions to create a safe and supportive learning environment for all. This includes students, teachers, all adult staff, as well as school and personal property.

WORK HARD: Tackling a rigorous curriculum and preparing for college is hard work. Here at PS7, we expect our students to do their best and increase their effort when met with a challenging encounter. We know that to be successful, students must put in the time, thought, and effort needed without giving up or letting up!

St. HOPE Public Schools' Five Pillars

1. High Expectations

St. HOPE Public Schools has high expectations for academic achievement and conduct that are clearly defined, measurable, and make no excuses based on the background of students. Students, parents, teachers, and staff create and reinforce a culture of achievement and support, through a range of formal and informal rewards and consequences for academic performance and behavior.

2. Choice and Commitment

Students, their parents, and the staff of St. HOPE Public Schools choose to participate in the program. No one is assigned or forced to attend. Everyone must make and uphold a commitment to their school and to each other to put in the time and effort required to achieve success.

3. More Time

St. HOPE Public Schools knows that there are no shortcuts when it comes to success in academics and in life. With an extended school day and school year, students have more time in the classroom to acquire the academic knowledge and skills that prepare them for competitive colleges, as well as more opportunities to engage in diverse extracurricular experiences.

4. Focus on Results

St. HOPE Public Schools focuses relentlessly on high student performance through standardized tests and other objective measures. Just as there are no shortcuts, there are no exceptions. Students are expected to achieve a level of academic performance that will enable them to succeed in the **nation's best colleges and the world beyond.**

5. Power to Lead

St. HOPE Public Schools strongly believes the measure of a person's success is in what he or she gives to others. Through community service, students develop a strong sense of civic responsibility and establish the foundation for a lifetime of meaningful community involvement. Students also deepen and demonstrate their learning, are empowered to become leaders, and impact the community in which they live.

PS7 Middle Bell Schedule

6th/7th Grade Monday, Tuesday, Thursday, Friday Bell Schedule

Time	Item
7:30-7:50	Breakfast/Homeroom
7:50 – 9:04	Class 1
9:04 – 9:07	Transition
9:07 – 10:16	Class 2
10:16 – 10:31	Nutrition Break
10:35 – 11:44	Class 3
11:44-11:46	Transition
11:46-12:20	Lunch
11:46 – 12:16 7 th grade	
11:47 – 12:17 8 th grade	
11:50 – 12:20 6 th grade	
12:25-12:55	Reading Block
12:55-12:58	Transition
12:58-2:07	Class 4
2:07-2:10	Transition
2:10-3:25	Class 5
3:25	School Wide Dismissal
3:30-4:00	Office Hours/PWC

8th Grade Monday, Tuesday, Thursday, Friday Bell Schedule

Time	Item
7:30-7:50	Breakfast/Homeroom
7:50 – 9:04	Class 1
9:04 – 9:07	Transition
9:07 – 10:16	Class 2
10:16 – 10:31	Nutrition Break
10:35 – 11:00	Class 2 Continued
11:00-11:03	Transition
11:03-11:47	Class 3
11:46 – 12:25	Lunch
11:46 – 12:16 7 th grade	
11:47 – 12:17 8 th grade	
11:50 – 12:20 6 th grade	
12:20-1:10	Class 3 Continued
1:10-1:13	Transition
1:13-2:50	Class 4
2:50-2:53	Transition
2:53-3:25	Reading Block
3:25	School Wide Dismissal
3:30-4:00	Office Hours/PWC

PS7 Middle Bell Schedule Continued

6th/7th Grade Wednesday Schedule

Time	Item
7:30-7:50	Breakfast/Homeroom
7:50 – 9:04	Class 1
9:04 – 9:07	Transition
9:07 – 10:16	Class 2
10:16 – 10:31	Nutrition Break
10:35 – 11:44	Class 3
11:44-11:47	Transition
11:47-12:56	Class 4
12:56-1:01	Transition
1:01-1:35 1:01 – 1:31 7 th grade 1:03 – 1:33 8 th grade 1:05 – 1:35 6 th grade	Lunch
1:40-2:15	Homeroom
2:15	School Wide Dismissal

8th Grade Wednesday Schedule

Time	Item
7:30-7:50	Breakfast/Homeroom
7:50 – 9:25	Class 1
9:25 – 9:28	Transition
9:28 – 10:16	Class 2
10:16 – 10:31	Nutrition Break
10:35 – 11:17	Class 2 Continued
11:17-11:20	Transition
11:20-12:55	Class 3
12:55-12:58	Transition
1:01-1:35 1:01 – 1:31 7 th grade 1:03 – 1:33 8 th grade 1:05 – 1:35 6 th grade	Lunch
1:40-2:15	Homeroom
2:15	School Wide Dismissal

ATTENDANCE

Being present at school every day is the first step to success!

Arrival

7:30 a.m. Front gate opens and students are greeted onto campus!

7:30 a.m.-7:40 a.m. - Students may eat a school-issued breakfast on campus between 7:30-7:40 am. Breakfast is served until 7:40 am only. Students are only permitted to eat a school-issued breakfast.

7:50 a.m. Period 1 begins promptly at 7:50 am. Students are expected in class and seated by 7:50 am. Any student not in class and seated by 7:50 am will be marked tardy.

Tardy/Late

Tardies and lates can negatively impact student progress as well as students' ability to earn quarterly awards. Work your hardest to be on time each day!

- Students arriving between 7:50 and 8:20 are considered tardy.
- Students entering after 8:00 must enter through the Sac High entrance and then check in to the PS7M Front Office to receive a tardy pass to enter class. The PS7M gate locks promptly at 8:00 am and must remain locked throughout the school day due to safety reasons.
- Students arriving after 8:20 are considered late. Students enter through the Sac High front entrance and check in with the front office to receive a late pass to enter class.

Absences

Parents and Guardians may excuse an absence by contacting the PS7 Middle School Office by phone or by sending a note to school. In order to excuse an absence, please contact the office within 24 hours of the absence.

Excusing by phone: The school office number is (916) 649-7856. Leave a message giving the following details:

- Parent/ Guardian name
- Student name and grade level
- Date (range) of absence
- Reason for absence

Excusing by note: Students are expected to bring a signed note from a parent/guardian or physician when they return to school. Notes should include:

- Parent/ Guardian name
- Student name and grade level
- Date (range) of absence
- Reason for absence

*PLEASE NOTE: When a student has 10 absences in the school year for illness **verified by methods listed above (other than a physician's verification)**, any further absences for illness must be verified by a physician in order to be excused.

Excused Absences/Tardies

School funding is based on attendance, so accurate record-keeping and state law requires parent confirmation of the reasons for the absences. State law permits absences or tardies only for the following reasons:

1. Illness
2. Quarantine, as directed by the Health Department
3. Medical, dental, or eye services rendered
4. Attendance at the funeral of an immediate family member.

Missed Assignments

If a student is absent for any reason, it is important that they complete any missed work so that they can learn missed material and keep their grades high!

- Students are responsible for retrieving, completing, and submitting all work missed due to any absence. They must retrieve all work the day they return to school or they will not have the opportunity to make up missed work.
- Students will have the number of days they were absent to make up work. For example, if a student is out for one day they will have one day to make up missed assignments.

Dismissal

At PS7 Middle, our teachers work hard to maximize their time with their students so **that every minute is valuable. It's important for students to remain in class until their dismissal time.** Students must go directly to the dismissal area to leave campus for the day, to Professional Work Club (PWC), or After-School Program if they are enrolled. All students must be picked up or must walk home from campus within 30 minutes of our dismissal time. After this time, supervision is no longer available. After exiting campus, students are not permitted back on campus due to safety reasons.

Dismissal Times

- 3:25 Monday, Tuesday, Thursday, and Friday
- 2:15 Wednesday, except for students who attend detention.

Early Dismissals

Early dismissals should only be requested in the event of an emergency or medical appointment. PS7 can only release students to their legal guardians or individuals their legal guardians have designated to do so. This must be done in writing in order to ensure student safety at all times. Parents or legal guardians must walk into the PS7 office to sign their student out for an early dismissal. Parents must enter through the Sac High entrance, as the PS7M gates are to remain locked

during the school day. Students will not be released from school unless a parent/guardian is present.

Consequences for Tardiness/Absences

Students who are frequently tardy or absent miss out on learning time and important announcements. Students with excessive tardies and absences may be put on an attendance contract. Under California law, adult guardians and parents are responsible for ensuring that minor children under their care attend school.

Consequences for Unexcused Absences/Tardies

- 3 unexcused absences – Truancy notification letter sent home and conference may be scheduled to discuss attendance issues. May result in an attendance contract.
- 5 unexcused absences – Second truancy notification letter sent home. Classified as truant and referred to the Student Attendance Review Team for more support and attendance contract.
- More than 5 unexcused absences -Third truancy notification letter sent home. Classified as habitual truant and referred to the Student Attendance Review Board. This step may trigger the legal process.
- 3 unexcused Lates (over 30 minutes) = 1 unexcused absence

Student Attendance Review Team (SART)

The Student Attendance Review Team (SART) is a component of a multi-tiered system of interventions to support improved attendance. The SART is a school-site based multi-disciplinary team that meets to identify students with poor attendance and implement a strength-based approach to identify and address the root causes of attendance issues.

Student Attendance Review Board (SARB)

The SHPS Student Attendance Review Board (SARB) is a formal attendance intervention that is initiated if SART meetings and other interventions have been exhausted and unsuccessful. The goal of SARB is to further support students and their families in finding solutions to chronic poor attendance patterns.

SCHOOL WIDE BEHAVIOR SYSTEM

The goal of each teacher at PS7 is to keep classes running smoothly and efficiently, preventing small issues from becoming bigger problems. Teachers and staff care about the little things that are keys to a successful, structured school. Our Paycheck System holds scholars accountable to high behavioral expectations while also rewarding students for outstanding behavior.

The Paycheck System via ClassDojo:

- Every student begins Wednesday morning at neutral with zero “dollars.”
- Throughout the week, students earn bonuses or deductions based on the choices they make in class and around campus.
- Teachers record this data through ClassDojo and calculate totals each week.
- Paychecks will be sent home in the Blue Communication Folder each Wednesday.
- Students earn rewards and consequences based on their paycheck average.

Choices tracked by the Paycheck system:

POSITIVE CHOICES	
+1 Above and Beyond Work Leadership Positive Attitude Teamwork Participation Working Hard	+2 Integrity Resilience +3 Saved all bathroom passes
NEEDS IMPROVEMENT -2	
Dress Code Violation Food or Gum in class Negative Attitude No Homework/Incomplete HW Not Following Directions Off Task Talking/Calling Out Unprepared	SERIOUS OFFENSES -5 Disrespect Not Respecting Property Physical Disrespect/ Improper touching Roaming the Hallways Late No Blue Communication Folder Other
<u>High Paycheck Rewards:</u> +5 or higher <ul style="list-style-type: none"> • +5 Daily Nutrition Break • Eligibility for school field lessons. • School wide culture celebrations. • Purchase items from the student store such as but not limited to homework pass, jeans or free dress pass. • Eligibility for end of quarter awards. 	<u>Low Paycheck Consequences:</u> below \$0 <ul style="list-style-type: none"> • Detention: Wednesday afternoon from 2:15 – 4:00 • Behavior contract or other behavior plans. • Saturday School

Consequences:

Teacher-Leaders and administrators at PS7 Middle commit to implementing the least invasive interventions (LII) when addressing student misbehavior. When student behavior persists beyond those interventions, a chain of progressive consequences will ensue. The following consequences are enforced in a manner that reflects the severity of the student behavior. Teacher-Leaders and Administrators may choose the consequences that will most successfully lead students towards expected PS7 Middle behavior. These policies and procedures are outlined to give PS7 teachers and administrators guidelines with disciplinary issues and to give parents a clear set of expectations regarding student behavior, as well as an understanding of the consequences of misconduct.

Deductions

If a student chooses not to follow school rules or meet expectations, the teacher or staff member will identify the negative behavior and record on Class Dojo.

Reflection

If a student earns three deductions in one class period or makes a choice that blatantly violates PS7 Middle expectations, he/she will be asked to take a break from class and reflect on their actions. They may sit at an area separate from the class or at their own desk. During this time, students are required to complete a reflection sheet where they can think about the consequences of their behavior and brainstorm positive alternatives to their actions. This time also gives them the opportunity to calm down and reset. Once they are ready to participate positively and respectfully, the student will rejoin the class.

Detention

If a student earns a weekly paycheck below 0, they are required to attend detention that Wednesday afternoon from 2:15-4:00. During this time, students reflect on their choices from the previous week and plan steps toward making more positive choices in the future. Families are notified the Tuesday evening prior if their scholar is required to attend. Failure to attend detention will result in a Saturday School.

Referral to the Dean/Administrator

When a student is consistently disrupting the learning environment, he or she may be referred to the Dean or another Administrator. This may occur after three deductions and a reflection that did not result in a change in behavior, or after a major disruption that halts or severely interferes with instruction. At this point, students are subject to corrective measures as determined by the administrator. These measures include but are not limited to: a formal letter of apology, loss of privileges, behavior contract, non-social lunch, Saturday School, or suspension.

Saturday School

Saturday School is a consequence used in place of suspension whenever possible as our goal is to keep students in class and learning. A student may earn Saturday School when his/her choices have caused a significant amount of missed learning time (ex: more than 1 referral in a week) or when the Dean/Administrator deems it necessary for the student to complete community service. Saturday School begins at 6:00am and runs until 10:00am. When a student earns Saturday School, attendance is mandatory. Missing an assigned Saturday School may lead to suspension.

Group Consequences

PS7 retains the right to give group consequences. We are one community and believe in the importance of taking responsibility for each other when it is necessary.

Suspensions and Expulsions

PS7 follows “St. HOPE Public Schools’ Suspension and Expulsion Policy and Procedure.” This document can be located in Appendix A of this handbook. SHPS’ suspension and expulsion policies and procedures comply with the California Education Code and will be enforced fairly and consistently without regard to race, creed, color, sex, or any other prohibited classification.

Suspension

Suspension is the temporary removal of a student from class instruction for disciplinary reasons. A suspension does not mean reassignment to another class at the same school where the student will receive continuing instruction for the school day. Referral to the Dean of Students or representative thereof is also not considered a suspension.

While on suspension from school, the student should not loiter on school grounds at any time or attend any PS7 activity at any time during the suspension. Violation of this may result in further disciplinary action.

Except when suspension for a first offense is warranted in accordance with the California and Federal law, PS7 will consider suspension from school only when other means of disciplinary action have not been successful or **where the student’s presence would constitute a danger to others, property, and/or seriously disrupt the educational process.**

Authority to Suspend

1. A Teacher may enforce the suspension of a student only from his/her classroom for the current day, plus the following school day.
 - a. If the student is removed for part of the day, **they will be in the Dean’s office.**
 - b. If a student is removed for the duration of the day, they will be sent home.
2. The Principal or his/her designee may suspend a student from class, the After School program, electives, or the school campus for a period not to exceed five school days.
3. The Superintendent or his/her designee may extend suspension pending final decision by the Principal and the Executive Committee of the St. HOPE Public Schools Board regarding expulsion.
4. A Special Education student being considered for expulsion may be suspended for ten (10) days pending assessment and an IEP Team meeting. The Principal and the School Board may also extend the suspension pending final decision.

A student may be suspended or expelled for acts that are listed in this section and related to school activities or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds or during school sponsored activity
- While going to or coming from school or school activity
- During the lunch period whether on or off campus

Procedures in Cases Requiring Suspension

The Principal, Assistant Principal, Dean of Culture and Operations, Dean of Students, or Lead Teacher will:

1. Investigate the incident and determine whether or not it merits suspension.
2. Determine the appropriate length of the suspension (up to five school days).
3. Meet with the student and parent(s), notifying them of the suspension and listing the reasons for suspension.
4. Determine whether or not the offense warrants a police report.

Procedures in Cases Requiring Expulsion

1. **A meeting between the Principal and the student’s parents/guardians will be held within five days of the student’s suspension to determine whether to extend the student’s suspension pending an expulsion hearing. A notice is sent to the student and parent(s) notifying them of the recommendation for expulsion and listing the reasons for it.**
2. A hearing is then scheduled before the SHPS Discipline Administrative Panel. **The student’s parents/guardians will be provided at least ten (10) days’ notice of the hearing as well as the opportunity to review the evidence to be provided at the hearing. (PS7 will follow all due process procedures for Special Education students as listed in the Education Code.)**

3. Based on the evidence and findings from the hearing, the Discipline Administrative Panel may recommend in writing to the Executive Committee of the SHPS Board of Directors that the student be expelled from the educational program at PS7.
4. The Executive Committee will meet in closed session to determine whether to **adopt, decline, or modify the Panel's recommendation** for expulsion.
5. If the Executive Committee decides to adopt the Panel's written recommendation for expulsion, the student and his/her parents/guardians may appeal that decision to the Sacramento County Office of Education within 30 days of the Executive Committee's decision.

PS7 students with Special Needs: PS7 is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Zero Tolerance

PS7 Middle has Zero Tolerance for the following behaviors both on campus and in other forums where PS7 Middle staff is supervising PS7 Middle students, such as on field lessons. All of these acts will be addressed in a prompt and serious manner.

Fighting/ Physical Disrespect

- In almost every case, both students will be suspended and parents will be required to come to school and to pick up the student involved in the fight.
- PS7M encourages non-violent conflict resolution initiated by bringing issues to the Dean before conflicts escalate.

Possession of Weapons or Controlled Substances

- Items considered weapons: firearm, knife, explosive, and other dangerous objects.
- Alcoholic beverages or intoxicants of any kind are controlled substances.
- Students possessing any of the above items or anything similar to those above items may be required to serve up to a 5-day suspension pending expulsion and may have a police report filed against them.

Threats

- A threat is defined as any written, verbal, physical or electronic statement that causes another person to reasonably fear for their safety.
- The statement does not have to be carried through to be considered a threat as long as another person is reasonably fearful that they will suffer harm.
- Under the law, if the threat is serious enough, the person who threatens may be required to serve up to a 5-day suspension pending expulsion.

Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy school property or the belongings of another.
- Parent of the offending student will be notified and the parent and/ or student may be liable for any cost to replace or repair the property.
- Damage in excess of \$100 will be referred to the school safety officer and may be dealt with as a criminal matter.

Verbal or physical bullying

See St. HOPE Bullying Policy on p.13

St. HOPE Bullying Policy

Bullying and Harassment Policy St. HOPE Public Schools (SHPS) believes that all students have a right to a safe and healthy school environment. SHPS schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

SHPS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

According to the California Department of Education:

(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 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.

(2) "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, or image. (ii) A post on a social network Internet Web site, including, but not limited to: 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.

SHPS expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, SHPS will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Department of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Prohibited Items

Students are not allowed to have the following items at school. In addition, any item of clothing, accessory, or personal belonging deemed to be a distraction to the learning environment will be considered a prohibited item and be confiscated.

- Candy or Gum
- Sunflower Seeds
- Soda (unless at school potluck)
- Cell Phones
- Camera or any recording devices
- Laser pointers
- Other electronics including ipad, MP3 Player, ipod, games, etc.
- Cash in excess amounts (more than needed for lunch or transportation)
- Sunglasses
- Toys, stuffed animals, dolls
- Vulgar stickers or logos
- Inappropriate magazines/books
- Aerosol/spray products (body spray, perfume, spray deodorant)

Zero Tolerance Items:

- Weapons or Toy Weapons
- Alcohol
- Any illegal substance

PS7 Cell Phone Policy

Students are not permitted to have cell phones at school. If a student needs to have a cell phone at school, it must be turned in to the homeroom teacher first thing in the morning to be locked up and will be returned to the student at the end of the day. PS7 is not responsible for any lost or stolen cell phones or other personal items.

Consequences for bringing cell phones to school:

1. The first time a student brings a cell phone to school, it will be confiscated for the day and the student will be assigned Saturday School. The student may pick up their cell phone from their homeroom teacher at the end of the day.
2. After repeated offenses, the student will be suspended for one day due to violating campus rules.

Consequences for bringing prohibited items to school:
(not including zero tolerance items)

1. First offense— item is confiscated, **placed in the Dean's office**, and returned only to a parent or legal guardian at the end of the school **day**.
2. Second offense— item is confiscated, **placed in the Dean's office**, and returned only to a parent or legal guardian at the end of the **week**.
3. Third offense— **item is confiscated, placed in the Dean's office**, and returned only to a parent or legal guardian at the end of the **quarter**.
4. If the student brings the item to school a fourth time at any point in the school **year**, the **item remains in the school's possession until the end of** the school year and will be returned only to a parent or legal guardian.

PS7 UNIFORM

PS7 Middle is a uniform school. The school uniform promotes equality of all students by erasing their need to differentiate themselves through superficial means, and refocusing their attention on academic achievement and the content of their character. Wearing a school uniform removes distractions, and gives our students the opportunity to look their professional best each day. Students must wear a PS7 uniform every day, Monday through Friday and during off-campus school functions unless otherwise specified. Uniform checks occur each morning during breakfast and throughout the day as students enter each class. Any item worn that is out of uniform **may be confiscated and placed on hold in the Dean's office for a parent or guardian to pick up.**

The Basics

- Gray PS7 polo shirt (no plain gray polo shirts or other gray shirts)
- Khaki pants, shorts, or skirt
- White, gray, black, brown shoes & socks (shoes must be closed-toe)

Optional

- PS7 gray V-neck sweater
- PS7 gray pull over sweatshirt
- PS7 black hooded sweatshirt
- PS7 black zip up jacket
- White, gray, black, brown belt
- White, gray, black, or brown tights or leggings may be worn under skirts/shorts.
- Black or gray undershirt (short or long sleeve) may be worn under PS7 polo.
- Hooded sweatshirts may not be worn under PS7 polo.

*PLEASE NOTE: Any outerwear worn in school must be a PS7 sweater or sweatshirt.

PE Uniform

- PS7 P.E. shirt
- PS7 P.E. shorts or solid black sweats
- Athletic shoes and socks that are white, gray, black, brown.

Consequences For Violating Dress Code Policy

- Students not in uniform will be asked to fix it before entering class. This includes tucking in their shirt, removing a non-uniform jacket/sweatshirt, removing any blue/red accessories, etc.
- If it is not a quick fix (tuck in shirt, take off out of uniform sweatshirt), family members will receive a phone call to bring uniform clothing to the school so the student can change and return to class. The student will not be permitted to attend class until they are in complete dress code.

UNIFORM SPECIFICS

1. NO RED OR BLUE ANYTHING (including all shades of red or blue).
2. All shirts must be tucked in unless otherwise specified (i.e. PE).
3. All bottoms must properly fit around a student's **natural waist and not cover** shoes.
4. **Shorts, skirts, and skorts must be no shorter than 1" above the knees.**
5. No jeggings or stand-alone leggings.
6. Belts must be solid white, gray, black or brown, worn through all belt loops, and may not have any words or pictures on them.
7. All clothing must be hemmed. Cutoffs are not allowed.
8. Students may not wear sleeveless or cut-off shirts, blouses, or dresses.
9. All jackets, sweatshirts, and outerwear must be a solid black or grey color.
Outerwear may not have designs, writing or large logos. All outwear worn in school must be a PS7 sweater or sweatshirt.
10. Sac High and college sweatshirts are not allowed, except for spirit days.
11. **Students may not wear hats, caps; "do" rags, bandanas, or other head coverings** at school, unless deemed appropriate. For students with a religious requirement for wearing head covering, this will be discussed on a case-by-case basis.
12. Only natural hair color permitted (black, brown, and blonde).
13. For safety reasons chains, chokers, multiple-finger rings, toe rings, and large dangling earrings (larger than a quarter) are not permitted to be worn.
14. Female students may wear piercings only in their ears. Male students are not permitted to wear earrings.
15. Students may wear natural looking make-up.
16. Students may not have tattoos (real or fake).
17. Students may not wear perfume/cologne/spray-on deodorant.
18. Students must wear closed-toe shoes; no sandals, or slippers.
19. Any item of clothing, accessory, or personal belonging deemed to be a distraction to the learning environment will be considered a prohibited item and will be confiscated.

If scholars have non-uniform hair dye, they will receive a consequence and will have through the upcoming weekend to make the correction to ensure they are in dress code by the following Monday.

Dress Code for Jeans Pass, Free Dress, and Spirit Days

On occasion, students earn a jeans pass or a free dress pass. In addition, we have several spirit days throughout the school year. Students must comply with the following expectations. As always, NO RED OR BLUE, plus:

Bottoms

- May be dress pants, denim, skirts, shorts, or skorts only. **For spirit days, students must have a jeans pass to wear jeans.**
- No sweats, jeggings, joggers, or warmups.
- Must fit around the natural waist, free of rips, tears, or holes.
- Must go no higher than one inch above the knee.

Tops

- Must have sleeves.
- Must cover the décolletage (chest region).
- **Must fit properly and cover the student's midriff.**
- Must be free of slogans or inappropriate language.
- Must be free of rips, tears, and or holes.

Dresses

- Must go no higher than one inch above the knee.
- Must have sleeves.
- Must cover the décolletage (chest region)
- **Must fit properly and cover the student's midriff and back.**
- Must be free of rips, tears, and or holes.

Shoes and Socks

- Must have NO RED OR BLUE, or any shade thereof.
- Must be closed-toe.

DAILY EXPECTATIONS FOR STUDENTS

At PS7, we have high standards for academic achievement and student behavior because we know that a safe and productive learning environment is needed for our students to succeed. Students will be held accountable for their actions through clear and consistent rewards and consequences while they also learn to be responsible for their own behavior just as they will be in life beyond PS7.

Must Haves

Like all professionals have tools specific to their daily tasks, students have a list of tools necessary for them to be successful as students. At PS7 Middle, we call these tools **"Must Haves."** Please have the following items with you starting on the first day of school and every day of school thereafter to make the most of your learning time.

- At least two sharpened (or mechanical) pencils with erasers.
- At least two black or blue pens
- A highlighter
- A grade-level appropriate novel for DEAR. (See description below)
- Completed homework

DEAR Novels

DEAR stands for "Drop Everything And Read." At PS7, we encourage all of our students to strive for their personal best and this starts with strong literacy skills. Students read their DEAR novels each morning during breakfast, and at other times throughout the day when all other work is completed so students should have a book with them at all times during the school day. DEAR novels should be chapter books **that are on the student's level.** Magazines, game guides, comic books, Guinness Book of World Records, etc. are not acceptable reading material for DEAR time. Students have the opportunity to check out DEAR novels from our DEAR Novel Library on weekday mornings from 7:30-7:55 am.

Hall and Emergency Bathroom Passes

Students must strive to remain in class as much as possible in order to maximize their learning time and academic progress. On those rare occasions when students need to leave the classroom, they must have permission from their teacher, and a hall pass. Only one student may have permission to leave the room at any given time, except for disciplinary reasons in which students are being sent to the Dean of Students. Bathroom use is encouraged during breakfast, nutrition, electives, or lunch. Students are given three emergency bathroom passes per week that may be used during class.

ACADEMIC PROGRAM

The PS7 curriculum is driven by the content and performance standards that students should know and be able to apply at the end of each grade level. For each grade level, standards are based on the Common Core and/or California state-adopted content standards. Teachers use regularly scheduled assessments to measure how well students are mastering the standards.

6th Grade Class Structure

Students in 6th grade are in a cohort that has two different teachers for their core academic classes -- one teacher for both Science and Math and one teacher for both English and History. Additionally, students participate in elective classes four times each week. All classes are for a grade.

7th Grade Class Structure

Students in 7th grade are placed in homeroom classes and have four different teachers for their core academic classes. Students take English Language Arts, Math, History, and Science. Additionally, students participate in elective classes four times each week. All classes are for a grade.

8th Grade Class Structure

Students in 8th grade are placed in homeroom classes and have three different teachers for their core academic classes. Students take Humanities (which is a combination of English Language Arts and History), Math, and Science. Additionally, students participate in elective classes four times each week. All classes are for a grade.

Grading & Report Cards

The school year is divided into four grading periods (quarters). At the end of each quarter, students will receive overall grades for all of their classes. Students will receive a grade for English Language Arts (ELA), Math, History, Science, and Electives. The grading scale is as follows:

Letter Grade	Percentage Range	GPA Points
A	90% - 100%	4.0
B	80% - 89%	3.0
C	70% - 79%	2.0
D	60% - 69%	1.0
F	Below a 60%	0

Progress Reports and Illuminate

Every Wednesday, students bring home a Blue Communication Folder that includes a print out of an up to date student progress report. **Parents are to review these grade reports, sign them, and have students return them to their homeroom teacher on the following Thursday morning.** Grade reports are an important tool for teachers to keep parents updated on their student's academic performance on a weekly basis.

Progress reports are not part of the student's formal academic record. Rather, it is an opportunity for teachers to communicate with parents/guardians about how their child is doing in each individual class. Progress reports will include a letter or numeric grade indicating the student's overall grade and the student's performance on individual assignments.

Parents may elect to receive updates via our Illuminate student information system. A parent login to illuminate allows you to check grades at any time you would like. The Illuminate student information system is a powerful tool to help parents stay informed about their child's academic progress and attendance. Please check with the school Office Manager to gain access to Illuminate.

Promotion to the Next Grade

The Principal and Teacher will make the final decision regarding promotion and solely reserve the right to request that a student repeat a grade level for lack of academic progress, organization, and/or maturity. Students not earning 75 credits throughout the year or with GPAs below 2.0 may be considered for retention. In addition, students with repeated referrals, low scores on citizenship or character, and poor attendance may be considered for retention.

To earn credit for a class, students must have an overall grade of 70% or higher at the end of each quarter. Students earn credit for promotion to the next grade level according to the chart below.

Quarter►	1 st	2 nd	3 rd	4 th	Cumulative Year
ELA	5	5	5	5	20
Math	5	5	5	5	20
History	5	5	5	5	20
Science	5	5	5	5	20
Electives (2.5 Each)	5	5	5	5	20
Total Possible	25	25	25	25	100*

*There are 100 total credits possible for the school year

Homework

Homework is an important component of PS7's educational program. Homework is meant to strengthen our students' academic skills as well as reinforce the knowledge and skills that were taught in class. It is important for our students to develop independent study habits so that they will be successful in college. Homework may be assigned every night including weekends. Specific assignments are up to each individual teacher. If homework is late, missing, or incomplete, students may receive a paycheck deduction. Incomplete and missing homework assignments negatively affect students' grades.

Professional Work Club (PWC)

PWC runs twice a week on Monday and Tuesday from 3:30 - 4:00p.m. PWC is additional time outside of the school day when teachers engage a small group of their students in additional learning opportunities. Students who attend are identified at the beginning of the quarter based off student results and are expected to attend every afterschool session to improve their standards mastery. Attendance is mandatory.

Reading Block

With the transition to Common Core, being a strong reader is more important than ever. It is the key to mastering all content standards and the key to succeeding in college and beyond. Many of our students come to us reading below grade level and our goal is to target their reading gaps and promote them to 9th grade while reading on grade level, or having grown at least 1.5 years every year. The best way to become a better reader is to read! Reading block is a very exciting time during our school day where every student has the opportunity to enjoy several books throughout the year.

At the beginning of the school year we screen all of our students to identify students who are more than two years below grade level in reading. Our lowest readers are assigned a book club that they meet with four times a week. They read novels on their reading level, and learn specific skills that are needed to improve their individual reading skills. All other students are following a research-based reading program with their classroom teachers where they spend time reading, writing, and discussing.

Academic Honesty

Integrity is an important component of students' academic experience. The academic evaluation a student receives for each class becomes a part of the PS7 student record, and it is critical that such records be accurate and consistent. In addition, the integrity students learn and exhibit at PS7 will be the model for the integrity they practice when they move on to high school, college, and beyond.

Cheating/ Plagiarism

Cheating is a serious offense. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating.

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work.

First Offense – The teacher will notify parents/guardians and a grade of zero will be given to the student on the assignment. In addition, the student is subject to one day of suspension.

Second Offense - If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, and administrator and the student is subject to two days of suspension. If a student cheats on a test, quiz or other assignment, the student will receive a grade of zero.

8th Grade Promotion

Promoting to 9th Grade

We recognize our eighth graders' amazing accomplishments by promoting them to high school at the end of the academic year. In order for an eighth grader to be promoted to high school, he/she must earn at least 75 credits out of 100 possible credits. Earning credits means successfully completing the class with at least 70%. Failing to earn at least 75 credits may lead to retention.

Walking at Promotion Ceremony

In addition to the promotion requirements, students must meet the following requirements to participate in the Promotion Ceremony in June:

- Maintain at least a \$0 paycheck average for Quarter 4.
- **Earn no D's or F's in Quarter 4.**
- No suspensions in Quarter 4.
- Complete all Benchmarks and class projects.

Promotion Dress Code

In order to maintain the decorum of the event, students should dress professionally.

BOYS

1. Dress shirt
2. Long pants
3. Suit (optional)

GIRLS

1. Dress
2. Skirt or Long pants
3. Dresses and skirts must be an appropriate length. No shorter than where the fingertips fall when standing.
4. Covered bare shoulders and décolletage. No bare shoulders/ spaghetti straps, low-cut tops, or bare midriffs.

8th Grade Valedictorian

Valedictorian is awarded to the eighth grade student who has the highest academic achievement in the whole eighth grade class. To earn the title, a student must have the highest cumulative grade point average (GPA) for the eighth grade year. In the event of a tie, the students' seventh grade GPA will be factored in.

PS7 AWARDS PROGRAM

At PS7, we love to recognize our students for their accomplishments. Our awards program is designed to celebrate our students' achievements in attendance, conduct and academics. Awards Assemblies will occur every quarter. Families of students who are earning an award will be invited and strongly encouraged to join us in celebrating our students.

Principal's Award Requirements:

To earn the prestigious recognition of Principal's Award, students must:

- Earn a 3.5 GPA or higher
- Earn a \$20 paycheck average or higher for the quarter
- Have not been suspended during the quarter

Honor Roll Requirements:

The Honor Roll highlights outstanding student achievement in academics. To earn the recognition of Honor Roll, students must earn a 3.5 GPA or higher.

Dean's list Requirements:

The Dean's List highlights student achievement in academics. To earn the recognition of Dean's List, students must earn a GPA between 3.0 to 3.49.

Citizenship Award Requirements:

Citizenship Awards highlight student achievement in exceeding PS7 behavior expectations. To earn the recognition of Citizenship, students must earn a \$20 paycheck average or higher and have not earned any suspensions throughout the quarter.

Perfect Attendance Requirements:

Our perfect attendance award highlights students' commitment to being present to learn every single day of the quarter. To earn recognition of Perfect Attendance, students must have zero absences (including early dismissals) and zero tardies or lates for the entire quarter.

Campus Internet Use

Acceptable Use

The use of computing devices with Internet access must be in support of education and research and consistent with education objectives at PS7.

Unacceptable Use

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission reception or web search of pornographic material is expressly prohibited and will result in the cancellation of all information technology access and privileges in addition to **a referral to the Dean's office for further consequences** aligned to ed code.

Privileges

The use of information technology is a privilege and unacceptable use will result in cancellation of those privileges. Use of any information obtained via the internet **is at the students' own risk**.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited) to the following:

- a. Be polite
- b. Use appropriate language
- c. Share resources
- d. Do not reveal personal information (address, phone numbers, email)
- e. Social networking (i.e. use of Facebook, Instagram, etc) is prohibited.

Internet Security

Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified, Information Systems will be notified at info@ps7.org. No one should not use another **individual's account without written permission from that individual. Attempts** to login to any network server as a system administrator will result in cancellation of user privileges.

Parent Involvement and Communication

At PS7 we know that strong partnerships with families is a key component to student success. By working together as trusted partners, parents and PS7 educators can create an educational experience for each student that allows learning to continue at home and beyond the classroom walls. Research shows that:

- When parents are involved, students achieve at higher levels in school, regardless of socioeconomic status, ethnic/racial background, or parents' education level.
- The more extensive the parent involvement, the higher the student achievement.
- When parents are involved in students' education, those students generally have higher grades and test scores, better attendance, and complete homework more consistently.
- Students whose parents are involved in their lives have higher graduation rates and greater enrollment rates in postsecondary education.

Parent Hours

Upon enrollment, PS7 parents sign a Commitment to Excellence Contract to provide 40 hours of service each year to promote the achievement of individual students, and the PS7 community. Parent involvement ranges from taking time to check **students'** homework, to volunteering time in the classroom, to participating in family events. These activities are considered **"Parent Hours" and will go towards monthly tracking totals**.

School Site Council

At PS7, we encourage all groups to participate in and share responsibility for the educational process and educational results. In order to achieve this important end, the school convenes a School Site Council comprised of teachers, staff, administrators, parents, and community representatives. The California **Education Code** and the **No Child Left Behind Act of 2001** require the School Site Council's participation in certain school-wide planning activities including the LEA's consolidated application and the Single Plan for Student Achievement. With the **exception of the school's principals, all members of the School Site Council are voted** onto the Council by a vote of their peers. Meeting dates, times, and agendas are regularly posted on the school site.

Parent Volunteers

PS7 welcomes parent volunteers! In order to volunteer with St. HOPE Public Schools, all parents/guardians must fill out the St. HOPE Public School Volunteer packet. This packet consists of a TB test, as well as fingerprinting. Please plan to provide a two-week processing timeline for all volunteer packets. A volunteer packet can be obtained at the PS7M Front Office. Completed packets are returned to the Front Office Manager for processing.

Communication

All PS7 staff firmly believe that consistent communication is a vital part of the success of all students. Families should expect regular communication from their **student's** teacher leaders in the form of grade reports, paycheck updates, email communications, Class Dojo messages, and phone calls.

Teacher leaders will communicate with families on a regular basis and we ask that families reach out to teachers and others at the school as often as possible as well. Due to the importance of parent involvement in the success of each child, parents are expected to communicate regularly with their child by asking questions and making sure they are receiving all written communication from the school.

Furthermore, families and teachers need to communicate regularly in order to monitor each **scholar's** progress and to build a strong partnership. PS7 Middle encourages the following steps for communicating concerns:

1. Discussing the issue with the student.
2. Contacting the classroom teacher within 24 hours to set up a meeting.
3. Meeting with the classroom teacher and student to create a solution to the issue. During this meeting, an action plan should be created in order to communicate again within two weeks to check on the progress of the solution.
4. If the solution has not proven effective, a meeting with the classroom teacher, student, and the Grade Level Chair can be arranged to readdress the issue and revise the original solution. At this meeting, another action plan should be created to communicate again within two weeks to check on the progress of the solution.

If the issue persists after following the steps outlined above, a time may be set up to meet with a PS7 administrator.

Communication Expectations

- Communication will always be respectful and appropriate.
- When communicating, we will assume best intentions and remain solutions-oriented.

Should parents fail to meet these expectations, the following may occur:

- Parent may be asked to leave campus or cease communications with specific staff member(s) immediately.
- Parent may be required to have an escort during any meetings with PS7 staff.
- Parents may be barred from being on campus for a specified amount of time.

Blue Communication Folder

Every Wednesday, your student will receive their weekly Blue Communication Folder (BCF). **This is our way of communicating students' academic and behavioral** progress and any other important notices. The following items are included every week:

- Class DoJo report
- Progress Report
- Grade Level Newsletter/other important notices

Parents should review the packet included in the folder and sign the following items:

- Inside of blue communication folder
- Class DoJo report
- Progress Report
- Any other notices

Students should bring their signed folder, signed grade report, and signed progress report back to school on Thursday morning. Failure to do so will result in a -5 deduction and phone call home each day that the BCF is not brought back to school.

Lost Folders

If a student loses their BCF, they can purchase a new folder from the Front Office for \$3.00.

Visiting Campus

PS7 Middle is always happy to have visitors. Anyone, including parents who wish to visit our school, must first call the office to set up an appointment so that classroom disruptions are minimized and student learning remains the focus. The Office Manager will make every attempt to arrange the visit within 24 hours of the request. On the day of the visit, parents must check in at the PS7 Middle Front Office. The Office Administrator will greet the parent, provide a visitor badge, and direct the parent to the appropriate classroom.

Expectations While Visiting

- We expect all members of our school community, including visitors, to follow our three school rules of listen, respect, and work hard.
- Our priority is student learning. Thus, all visitors must respect the classroom teacher and refrain from interrupting the flow of instruction.

Phone Use

Students may not use any phone without permission from PS7 staff. Students will only be allowed to use the phone in case of an emergency, **as determined by PS7's** staff, in order to minimize classroom disruptions and maintain student focus on learning. A teacher or staff member must be present at the time of the call. Students who use a phone without permission from a teacher will be subject to appropriate consequences.

Students may only receive incoming phone calls during the school day for emergencies that require immediate attention. In case of an emergency, please call the main office number and leave the message with the Office Manager.

Teacher Voicemail and Email

Parents are encouraged to communicate with their child's teacher via phone or email. Teachers are available for phone calls before and after school. Messages may be left **for teachers with the Office Manager or on the teacher's cell phone**. Please leave your name and your child's name, a phone number, the time you may be reached, and a brief message regarding the reason for the call. Teachers will return your call or email within 24 hours. If a message is received between afterschool on Friday through Sunday teachers will respond the following Monday. If after 24 hours a teacher has not responded to your message, please contact the Dean of Students. Please remember that messages may not be received until after the instructional day ends.

Media

The Principal, in conjunction with St. HOPE Public Schools, will handle all media for PS7. Parents are given a release form to sign in their enrollment packets that gives or denies permission to post pictures, or allows filming of their child for education purposes.

Parent's Right to Know

Teacher and paraprofessional qualifications

Parents have the right to request and receive certain information on the professional **qualifications of the student's classroom teachers and paraprofessionals** providing service to the child. The qualifications that may be disclosed are: if the teacher has met state qualifying and licensing criteria, state commission on teacher credentialing status, degree major(s) held by the teacher, and the qualifications of any paraprofessional (per **Elementary and Secondary Education Act, ESEA**).

Medication Policy

It is the policy of St. HOPE Public Schools to assist with prescribed medication during school hours only when absolutely necessary. Medications should be scheduled so that they may be given at home, but it is understood that this is not always possible. If it is necessary for your child to receive medication during school hours, the following procedure is required:

1. A **written physician's order and parent/guardian consent form** must be completed for each medication order and updated once every school year for a chronic condition. This consent form is available from the school office personnel and should be turned in to the Office Manager.
2. All medications must be in the original container labeled **with the student's** name, medication name, route of delivery, dosage, and current date and time interval of disuse. Prescriptions must include the name of the prescribing licensed California healthcare provider. If necessary request a duplicate bottle from the pharmacist. If any medication is not in the original container it cannot be given.
3. Any change in type, dosage, or discontinuance of the medication must be reported to the school in writing.
4. Medications must be brought to school by a parent, guardian, or responsible adult. Medications will be kept in safe, appropriate storage unless otherwise indicated and arranged with school personnel.

Please note that staff is unable to accept medication brought to school by a child and students are unable to administer their own medicine while on campus.

Human Rights Policy

PS7 brings together a diverse group of individuals. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on ethnic origin, race, color, religion, sex, ancestry, nationality, sexual orientation, age or physical/mental disability. PS7 wishes to stress that it is the responsibility of every member of the PS7 community to observe and uphold the principles of equal opportunity as they affect staff, faculty, and students in all aspects of school life. It is the responsibility of every member of the PS7 community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline.

Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately **when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”**

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information is also a misdemeanor.

APPENDIX A: Discipline Matrix

Behavior/Problem	First Offense	Repeated Offenses			
WILLFUL DEFiance CAUSING A MAJOR CAMPUS OR CLASS DISRUPTION: Any willful major act of insubordination, verbal or non-verbal, that causes a major campus disruption or severely distracts from or interrupts the educational environment, or any administrative, disciplinary, or other activity sponsored or approved by the District. (Penal code Sec. 148.1) (E.C. 48900, sub-section k)	Parent Conference Conference w/ Dean Letter of Apology Referral on File OR 1-3 day suspension	Parent conference Behavioral Contract 1-5 suspension up to pending expulsion	electronic signaling devices on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. HOWEVER, COMA is NOT responsible for lost, stolen, or misplaced iPods and/or any electronic device (cell phone). Electronic signaling devices and iPods shall be turned off during instructional time and not be visible. (E.C. 48901.5)	3 rd offense Confiscated until the end of the quarter Parent call 4 th offense Confiscated for remaining of school year	
INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM: Any willful act of a minor but annoying nature, verbal or non-verbal, that disrupts the educational process, distracts from the educational environment, or interrupts any administrative, disciplinary, or other activity sponsored or approved by the district. (E.C. 48900, sub-section k). The following consequences are also applicable to students who violate our NO GUM Policy.	Parent Conference Conference w/ Dean Letter of Apology Referral on File OR 1-3 day suspension	Parent conference Behavioral Contract 1-5 suspension pending to expulsion	DRESS CODE VIOLATION: Any dress, grooming, or appearance, which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals, shall be prohibited. (E.C. 48900, sub-section k) (E.C. 35161, 35183, 35291.5, 35294.1; C.A.C. Title 5, Section 302)	Removed from class Parent notified Alternate Clothing or removal of prohibited item required to return to class OR 1-3 day suspension if student is non-compliant or parent does not provide alternate clothing	Removed from class Parent notified Alternate Clothing or removal of prohibited item required to return to class OR 1-3 day suspension if student is non-compliant or parent does not provide alternate clothing
WILLFUL DEFiance OR DISOBEDIENCE: A willful act, verbal or non-verbal, that demonstrates deliberate resistance or refusal to object a reasonable request or directive issued by a school district employee. (E.C. 48900, sub-section k)	Parent Conference Conference w/ Dean Letter of Apology Referral on File OR 1-3 day suspension	Parent conference Behavioral Contract 1-5 suspension up to pending expulsion	LOITERING ON OR ABOUT ANY PART OF CAMPUS: (E.C. 48900, sub-section k) (Penal Code 653G and 627) Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official.	Parent Contacted 1-3 suspension	Parent Conference Behavior Contract 1- 3 day suspension
POSSESSING OR USE OF ANY ELECTRONIC SIGNALING DEVICE: Students may possess	1 day confiscation Confiscated until parent pick up Parent Call	2 nd offense Confiscation until the end of the week, parent pick up	GAMBLING AND WAGERING, or habitually being present where gambling and	Confiscation Parent Contact Conference w/ Dean 1- 3 day suspension	Up to 5 days suspension Behavior contract Parent conference

wagering are taking place. (E.C. 48900, sub-section k)				
BEING IN PARKING LOT, ALLEY OR OUT OF BOUNDS without proper authorization. (E.C. 48900, sub-section k) Note: This includes but is not limited to the store(s) across the street, page 17.	Parent Contacted 1-3 suspension	Parent Conference Behavior Contract 1- 3 day suspension	POSSESSING ANY OBJECTS of a dangerous nature, including but not limited to, laser pointers and spiked accessories ON CAMPUS. (E.C. 48900 sub-section b)	Parent Conference 1-3 day suspension
CHEATING (E.C. 48900, sub-section k) see Academic Honesty Policy on page	Zero on assignment Letter of Apology Parent Contact Conference w/ Dean Referral on File 1-3 days suspension (if during high stakes assessment)	Parent Conference 1-5 suspension up to pending expulsion	USE OF RACIAL/ETHNIC SLURS either verbally or in writing. (E.C. 48900, sub-section k)	Parent Conference 1-3 day suspension
TAMPERING WITH PROPERTY OF THE SCHOOL or belongings of any other person. (E.C. 48900, sub-section k and t)	Parent Contact Letter of Apology Conference w/ Dean Referral on File 1-3 suspension	Parent Conference 1-5 suspension up to pending expulsion	COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY either verbally or in writing. (E.C. 48900, sub-section i)	Parent Conference 1-3 day suspension
FAILING TO IDENTIFY ONESELF or giving false information to school personnel. (E.C. 48900, sub-section k)	Parent Contact Letter of Apology Conference w/ Dean Referral on File	Parent Conference 1-5 suspension up to pending expulsion	KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section l and t) Note: Stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.	Parent Conference 1-3 day suspension
POSSESSING OR USING TOBACCO (or any products containing tobacco or nicotine products). (E.C. 48900, sub-section h)	Parent Conference 5 day suspension	Parent Conference 5 suspension pending expulsion	STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY OR EXTORTION (E.C. 48900 sub-section g and t) Note: Stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.	Parent Conference 1-3 day suspension Pay for merchandise or value of damage
VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY (E.C. 48900, sub-section k and t)	Loss of network / computer use Parent Contact Conference w/ Dean Referral on File Up to 1-3 suspension	Parent Conference 1-5 suspension up to pending expulsion	ENGAGING IN OR HAVING ANY PART IN HAZING/BULLYING or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence. (E.C. Sec. 32050-52)	Parent Conference 1-5 suspension up to pending expulsion
FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE, PASSES, OR RE-ADMIT SLIPS (E.C. 48900, sub-section k)	Parent Contact Letter of Apology Conference w/ Dean Referral on File Up to 1-3 day suspension	Parent Conference 1-5 suspension up to pending expulsion	Parent Conference 1-3 day suspension Letter of Apology Conference w/ Dean Referral on File	Parent Conference 1-5 suspension up to pending expulsion

(E.C. Sec. 33032.5) (E.C. 48900, sub-section a and/or k and q) (E.C. 48900.3)			PROCEEDING for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (E.C. 48900, sub-section o)		
THREATENING, INTIMIDATING, MENACING OR HARASSING (INCLUDING SEXUAL HARASSMENT) ANY OTHER PERSON (E.C. 48900 sub-section a and /or k) (E.C. 48900.2) (E.C. 48900.4) Possible removal from campus or separation of student.	Parent Conference 1-3 day suspension Letter of Apology Conference w/ Dean Referral on File	Parent Conference 1-5 suspension up to pending expulsion	ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE-SETTING OR ATTEMPTED FIRE-SETTING. (Penal Code Sec. 447 and 455, 148.4) (E.C. 48900, sub-section k)	3 Day suspension Police/Fire Report Behavioral Contract	3-5 Day suspension up to pending expulsion Behavior contract Police/Fire Report/Citation Behavioral Contract
CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY-cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Sec. 594) (E.C. 48900, sub-section f and t)	Parent Conference 1-3 day suspension Pay for merchandise or value of damage	Parent Conference 1-5 suspension up to pending expulsion Pay for merchandise or value of damage	UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA, as defined in Section 11014.5 of the Health and Safety Code. (E.C. 48900, sub-section j)	5 Day suspension/ Pending expulsion Parent Conference Police Report/ Possible Arrest Proof of enrollment: rehabilitation / awareness program	5 Day suspension/ Pending expulsion Parent Conference Police Report/ Possible Arrest Proof of enrollment: rehabilitation / awareness program
CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY OR WILLFULLY USING FORCE OR VIOLENCE UPON ANOTHER PERSON. (E.C. 48900, sub-sections (a) (1), (a) (2), and s) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.	Parent Conference 1-5 day suspension Behavior contract	Parent Conference 1-5 suspension up to pending expulsion Behavior contract	UNLAWFUL POSSESSION, USING, OR BEING UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance (as defined in Section 11053 of the Health and Safety Code). (E.C. 48915 and E.C. 48900, sub-section c).	Parent Conference 1-5 Day Suspension Proof of enrollment: rehabilitation / awareness program	Parent Conference 1-5 Day Suspension up to pending expulsion Proof of enrollment: rehabilitation / awareness program
HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY	Parent Conference 1-5 day suspension Behavior contract	Parent Conference 1-5 suspension up to pending expulsion Behavior contract			

COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Sec. 240, 242) (E.C. 48915 and E.C. 48900, sub-section a, E.C. 44014)	5 Day suspension pending Expulsion File Police Report	5 Day suspension pending Expulsion File Police Report	sub-section d)		
POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT of no reasonable use to the pupil on school grounds or at a school related activity off school grounds unless in the case of possession of any such object, 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. (E.C. 48915 and 48900, sub-section b)	5 Day suspension pending Expulsion File Police Report	5 Day suspension pending Expulsion File Police Report	COMMITTED A TERRORISTIC THREAT including, but not limited to, a bomb threat. (E.C. 48900.7) This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1,000, even if there is no intent of actually carrying it out.	5 Day suspension pending Expulsion Notification of Law Enforcement	5 Day suspension pending Expulsion Notification of Law Enforcement
FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-section c, 48900 sub-section p)	5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program	5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program			
OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-a-likes or in lieu substances. (E.C. 48900,	5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program	5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program			

PS7 STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

Student's Name: _____

Parent/Guardian's Name: _____

This PS7 Student-Parent Handbook has been prepared for your information and understanding of the policies, philosophies, practices and rules of St. HOPE Public Schools ("SHPS") and PS7. PLEASE READ IT CAREFULLY. Then sign the statement below and return it to your child's teacher by Monday, August 14th.

I have received and read a copy of the PS7 Student-Parent Handbook that outlines the goals, policies, rules and expectations of SHPS and PS7. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PS7 Student-Parent Handbook provided to me by SHPS. I understand this handbook **is not intended to cover every situation that may arise during my or my child's enrollment at PS7**, but is a general guide to the goals, policies, practices, benefits and expectations of SHPS and PS7.

I also understand that this handbook is subject to revision by the PS7 administration without prior notice and at its sole discretion. However, I may expect to receive a copy of updates in a timely manner. I also understand that this handbook supersedes all prior versions of a student-parent handbook that PS7 may have issued.

STUDENT SIGNATURE	DATE
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PARENT/ GUARDIAN SIGNATURE	DATE
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Please return to your child's homeroom teacher by Monday, August 14th.