

FALLON MIDDLE SCHOOL

2017-2018 Student and Parent Handbook



OUR MISSION

The Fallon School Community serves lifelong student learners within a positive and nurturing environment, where diversity is embraced, and the individual is empowered to reach toward academic excellence, enriched by opportunities in sports, fine arts and community service.

Diversity is our Strength; Unity is our Goal.

Sheri Sweeney, Principal

Eleanor Murray Fallon School
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Ed Jackson, Assistant Principal
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For Reporting Attendance:
925-875-9376 "3"

A very special "thank you" to Fallon PFC for their generous donation of providing a minder binder for every Fallon Middle School student!

Name _____ Grade _____

If found, please return directly to student or school office.



The Mission of Dublin Unified School District

“Our mission is to ensure that every student becomes a lifelong learner by providing a rigorous and relevant 21st century education that builds resilience and prepares them for college and career or service to our country and for success in the global economy.”

Fallon Middle School Vision Statement

Fallon Middle School is a joyful and innovative learning community focused on the healthy development of young adolescents. At its core, Fallon is a place where teachers, administrators, and support staff work collaboratively to ensure that all students feel competent and confident in their ability to master the skills essential to success in the 21st Century: critical thinking, creativity, collaboration, literacy, mathematics, science, and technology. We value life-long learning and understand that continuous intellectual growth requires actively nurturing the physical, social and emotional needs of the community. Fallon staff, students, and parents are engaged as partners in the process of modeling and teaching students how to create a healthy lifestyle, manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. We continuously strive to help young adolescents identify and appreciate connections between themselves and their peers, their families, our school and community, our global village, and the natural world.



Design (this page) by Aiden Stacks 2016

Cover design by Anna He, Karen Zhao, Katelyn Zhao, and Annie Zhou 2017

ACADEMIC PROGRAM

School is a time to explore new subjects, try new activities, and develop the habits that will help you succeed in life. Your classes will be interesting and challenging. Keeping up with your work is crucial. If you do not understand or have questions about your assignments, be sure to seek assistance. Organization is key: A few extra minutes spent planning your day and week can save you time in the end and ensure that your assignments are completed and submitted on time.

HOMEWORK

Homework is assigned by teachers to give students an opportunity to practice the skills they have learned in class. To help you remember your homework assignments, keep the telephone numbers of two or three friends who are in your classes in your student planner. These are the people to call when you have questions about your assignments. Write down your homework in this "Minder Binder" (the student planner) every period of the day. Many teachers maintain current "homework hotlines" or websites to assist students and parents.

MONITORING STUDENT PROGRESS

Grades may be seen by students and parents by utilizing the Infinite Campus Student and Parent Portals. Parents are encouraged to request a Parent Portal account at registration or may inquire in the office at any time. The Parent Portal is especially helpful if more than one student in the family attends the same or another DUSD school. **Parents, guardians, and students are encouraged to check the Campus Portal on a weekly basis.**

ACADEMIC PREP PERIOD "AP"

Academic Prep period is designed to provide students with timely, systematic, effective academic interventions and enrichment within the school day. AP can provide small-group instruction to students identified as needing support with a particular concept or skill; and/or provide enrichment opportunities for students who have already mastered essential concepts and skills in their courses. AP is also designed to provide students with an opportunity to begin homework under the guidance of the teaching staff. The counseling staff and other support staff may offer counseling sessions, support groups, or other types of sessions during AP time.

AP is part of your child's academic success, and s/he needs to make every effort to attend. If s/he needs to leave early, please notify the school office by 1:00 PM. Additionally, misbehavior will not be tolerated at the expense of others' learning. Students who arrive to AP without their minder binder will automatically be assigned lunch detention. Students who are wandering during AP, do not attend a teacher's mandatory AP session, or are not being productive (or misbehave during AP to the point of needing to be removed), will be sent to the the office and be given an automatic Administrative After School Detention. In the event that a student fails to follow school policy, s/he will be given the appropriate consequence detailed in our discipline matrix found in this student planner.

ACADEMIC INTEGRITY POLICY

The Fallon Honor Code

I will not ask to copy, nor will I copy another student's work under any circumstance.

I will not offer, nor will I give my work to another student to copy.

I will not ask to copy, nor will I copy another student's test answer.

I will not bring written information into a test, which another student or I could dishonestly use to answer questions.

I will not give another student information about the assessment either during or after the test.

I will not give another student an electronic file of mine for him or her to use.

I will not copy or plagiarize work in any medium.

In the event that a student fails to follow school policy, s/he will be given the appropriate consequence detailed in our discipline matrix.

REPORT CARDS

Report cards will be mailed quarterly on the dates noted in the school calendar. In addition, quarterly progress reports are sent out mid-way through each quarter. Teachers will review the grading policy the first week of school. "Back to School Night" will afford the parents the opportunity to understand performance expectations and grading.

FIELD TRIPS

Although out of class educational experiences are important parts of the school experience, school sponsored activities are considered absences. Students are expected to meet due dates and turn in all missed work while attending field trips and extracurricular events. It is the student's responsibility to arrange to make up assignments.

PROMOTION/RETENTION

Fallon Middle School follows the district adopted promotion/retention policy.

**"WE ARE FALLON"
CREATING and MAINTAINING A POSITIVE SCHOOL CULTURE & CLIMATE**

We take pride at Fallon in the fact that students not only perform well academically but are also supported and encouraged to be well-rounded, contributing citizens of our school community. Developing and maintaining a positive culture and climate where ALL students feel safe and supported is a core value.

STUDENT EXPECTATIONS

- Be kind...always.
- Use acceptable language at all times.
- Keep your hands, feet, and objects to yourself.
- Be on time and prepared to learn.
- Be courteous, cooperative, and respectful to yourself and others.
- Conduct yourself in a safe and appropriate manner.
- Follow directions the first time they are given.
- Only materials needed for learning are to be brought to school.

DUBLIN INTEGRITY IN ACTION Character Traits

DIIA is a non-profit organization encouraging and rewarding students of character. Monthly traits are celebrated and embedded within the curriculum and across our campus.

- | | |
|-------------------------------------|------------------------------|
| September: I am RESPECTFUL | February: I am TRUSTWORTHY |
| October: I am RESPONSIBLE | March: I am COOPERATIVE |
| November: I am CARING | April: I do MY BEST |
| December: I am GIVING | May: I am HONEST |
| January: I have a POSITIVE ATTITUDE | June: I have SELF-DISCIPLINE |

SCHOOL ACTIVITIES and ASB STUDENT CLUBS

Fallon School has a number of after-school and evening activities for students. Attending these activities is a privilege and students may be excluded from any school activity due to poor behavior. Fallon has several after school clubs students can join through the Fallon Associated Student Body "ASB." A list of current clubs is available on our school website under Activities. Students interested in starting a club should see our ASB Secretary for more information. Additionally, our PFC (Parent Faculty Club) offers a range of after-school enrichment classes. See the Fallon PFC website for more information.

SPORTS and ATHLETICS

Fallon offers a variety of sports throughout the year, including basketball, track, wrestling, golf, and volleyball. Students who have achieved and maintained at least a 2.0 overall GPA with no more than one "F" grade will be eligible to participate in our sports program. Active team members must demonstrate good citizenship and sportsmanship. Student athletes are responsible for any work missed due to early release.

SCHOOL DANCES

Dances are provided for the enjoyment of Fallon students. Official permission slips and valid ID cards are required to purchase tickets to dances. Student ID cards are scanned for entry into each dance; therefore, all students must have their ID card in order to attend. Specific guidelines, hours and rules are listed on each permission slip. **Tickets are sold during lunch and after school prior** to the day of the dance and not sold at the door. School dress code and behavioral requirements will be enforced throughout each dance.

HONOR ROLL

Students are honored quarterly for demonstrating academic excellence (3.5 GPA and above).

DRESS CODE

It is expected that each student maintain an appearance that does not disrupt the educational process. Clothing, jewelry and accessories worn (including body art) must meet the following expectations:

- Clothing will not have any connection or reference to gang affiliation, alcohol, drugs, tobacco, weapons, violence, intolerance, gambling, nudity, or bigotry of any kind.
- Clothing that degrades any cultural, religious, or ethnic values is prohibited.
- Undergarments must be covered. This applies to all students: no sagging pants or exposed bras.
- Shirts and tank tops that expose one's midriff and/or torso are not to be worn on campus.
- Shorts and skirts must be longer than thumb length when the arm is fully extended.
- Torn or ripped fabric must be below one's thumb length when the arm is fully extended.
- Headgear including hats, hoods, stocking caps, beanies, hairnets, or "do" rags MAY NOT be worn inside buildings; this includes hoods on hoodiestyle shirts. Exceptions are made for religious, and medical purposes and when outdoors during PE and lunch.
- Shoes must be worn at all times. No slippers or flip-flops allowed. Sandals must have a backstrap.

In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix. **Final determination of what constitutes appropriate dress will be made by administration.**

ATTENDANCE

Daily school attendance is vital to a student's academic progress. Unless students are seriously ill, they need to be in school. Please schedule medical and dental appointments after school hours whenever possible. Absences from school shall be excused only for health reasons and justifiable personal reasons as permitted by law, Board Policy, and Administration Regulations (Education Code 46010, 48205, 48216). Justifiable reasons must be in written form, signed by the parent or guardian, and approved by the principal. Please note that when a student has had 14 absences in the school year for illness, any further absences for illness must be verified by a physician. According to the State, excused absence reasons are limited to illness, medical/dental appointments, religious holidays, and funerals. **Parents are encouraged to monitor student attendance via the Campus Portal.**

ARRIVAL and DEPARTURE FROM SCHOOL

For safety and supervision, students should not arrive more than 15 minutes before the bell rings unless attending a supervised activity, such as breakfast or teacher tutorials. Students should leave campus within 15 minutes after the last bell rings unless in a supervised activity such as extracurricular activities,

academic support programs, or detention. In these cases, students should exit campus 15 minutes after the end of these activities.

ARRIVING LATE TO SCHOOL

Students who arrive after the bell rings must obtain a pass from the office to enter the classroom. If the student is more than 15 minutes late, a note from a parent or doctor must be provided or the parent must accompany their student to the office and sign them in.

LEAVING CAMPUS DURING THE SCHOOL DAY

If students are going to leave school during the day, a parent or guardian must sign them out in the office. Students may only be picked up by an adult specified on the student's emergency card. **Students will be called from class when the adult arrives to pick them up. The office will not call students out prior to parent arrival.**

REPORTING ABSENCES

Whenever your student is absent, please call our attendance line at 925-875-9376, prompt 3, and leave a brief message stating your student's name and grade, your name and relationship to the child, and the reason for the absence. Please spell the last name of your student. **All absences MUST BE VERIFIED BY PHONE OR BY A NOTE from a parent/guardian or doctor within 72 hours.**

If you know your child is going to be absent for a specific length of time, please state the duration of the absence. If you do not know the duration of the absence, you must call in every day that your student is absent from school. Though not all reasons given for being absent are considered "excused absences," not giving a reason is an unexcused absence. Please also note that a student who has been absent during the school day is not eligible to participate in student activities that take place after school on the same day, unless cleared by an administrator.

AUTOMATIC DIALER

An automated phone dialer will make calls if your student is marked absent from the school day. Please call the office at 925-875-9376 to clear unexcused absences.

TRUANCY (UNEXCUSED or UNVERIFIED ABSENCES)

Any student who has 3 or more days of unverified absence in a school year is a truant (California Ed Code 48260). Students with excessive absences and/or tardies will be referred to the Student Attendance Review Board (SARB).

TARDY POLICY

In order to align our attendance/tardy policy with both the State Education Code and the Dublin Unified School District, parents will not be able to clear tardies for personal reasons such as business phone calls, late car pools, over-sleeping, finishing homework, problem solving, traffic, rain, flat tires, vacations, etc. In the event that a student fails to follow school policy, s/he will be given the appropriate consequence detailed in our discipline matrix.

ELECTIVE ABSENCES and SHORT TERM INDEPENDENT STUDY

It is imperative that your student attends school daily as direct classroom instruction cannot be replaced. Vacations during the school year are elective absences and are therefore unexcused. However, if you find that you need an extended absence of 5 days or more during the school year, Short Term Independent Study may be an option, though **we strongly encourage you to schedule family vacations and trips when school is not in session.** A Short Term Independent Study contract prevents your child from falling behind academically and gives him/her attendance credit. Contracts are issued for a **minimum of 5 school days and a maximum of 20 days.** After 21 days, your child will be dropped. Below are the policies and procedures for requesting an Independent Study Contract.

- Parent must notify administration, **complete and return a Short Term Independent Study Request Form at least 10 school days prior to departure.**

- Short Term Independent Study Request Forms are available in our main office.
- Contracts must be approved by an administrator.
- The student must turn in completed assignments before or on the agreed contract date; typically the return date. If work is not received by this date, the contract will be considered incomplete, voided and the student will not receive attendance credit.
- The student must return to school before the last week of the school year and turn in all assignments for grading.
- Contracts may not be faxed or emailed.
- A student whose achievement level is below grade level is not eligible for Independent Study.
- A student with disabilities, as defined in Ed Code 56026, is not eligible for an Independent Study contract unless his/her Individualized Education Program specifically provides for such participation (Ed Code, 51745).
- Students who have had a Short Term Independent Study contract in the past and did not successfully complete it, are not eligible for a new contract.

GENERAL INFORMATION

STUDENT ID CARDS

STUDENTS MUST CARRY THEIR ID CARDS AT ALL TIMES. These cards will be used in the library, to check out equipment, for purchasing food in the cafeteria, and for admission to all school activities. If an ID Card is lost, a replacement card **must** be purchased for \$5.00 in the office. Using another student's ID Card will result in disciplinary action. Additionally, if a student does not bring his permanent ID card to school for three consecutive days, parent/guardian may be notified.

SCHOOL MATERIALS

Only materials needed for learning or school activities are to be brought to school. Personal items should be appropriately stored once on campus.

SCHOOL DROP-OFF and PICK-UP

Safety is our number one concern for students, families, staff and visitors on our campus. Our two lane roundabout has potential to be dangerous if the following guidelines are not followed:

- Drive safely at a "walking" pace
- **Drop-off or pick-up from the RIGHT LANE only**
- Drop-off or pick-up against white curb only (not red zone)
- **PULL ALL THE WAY FORWARD** before stopping to release your child from car
- **Drivers should NOT get out of car**
- For quick release, students should have **backpacks on lap, not in trunk or back seat**
- Children should exit vehicle from a right-side door
- If your child has several things to unload, please pull into our parking lot
- Left lane is for cars pulling into our parking lot
- There are 3 crosswalks from parking lot to campus; **watch and STOP for pedestrians**
- The white curb is a loading/unloading zone. Do not leave your car for any reason or you may be cited for a traffic violation. If you need to vacate your car, pull into the parking lot and park your vehicle.
- CA Vehicle Code applies here: no hand-held cell phone usage or texting

HEALTH NEEDS

The health office is available to students **who become ill or injured while at school. The health clerk is here on a part-time basis and is not a registered nurse.** If your student is ill in the morning, please keep him/her at home. The school does not have personnel to care for sick students. Students must advise their teacher prior to checking in at the health office. The office staff will call the parent if necessary.

- **MEDICATION:** Students may require medication at school. Unless the student/parent has followed the district's procedures for self-administration of medication, **all medication, including over-the-counter medicine, must be kept in the health office.** Medical permission forms, available in

the health office, must be completed and signed by the parent/guardian and physician and returned before medication can be administered. Students may not carry or store any medications on them at school without permission.

PERFUME AND COLOGNES

Students and staff members must be aware that some people have severe allergies to fragrances. Care must be taken when wearing or spraying perfumes, hair products, deodorants, etc. Students who use these products inappropriately may face disciplinary action.

LUNCH PERIOD(S)

Students are allowed to eat inside the MPR and/or outside at the "blue tables." Students are expected to clean up after themselves depositing their trash in labeled grey containers, food scraps & paper in yellow containers and plastic, aluminum & glass in the blue recycling containers. Students who leave trash at their table may receive a detention and/or an appropriate "clean up" assignment.

SCHOOL CAFETERIA

Prepaid accounts are available and activated by student ID Cards. Payment may be made any time during school office hours in the form of cash or check or electronically with the use of myschoolbucks.com. Note: Payments in the form of cash/check must be submitted by 10:00 A.M. in order to be entered on your student's account the same day. Electronic payments take 48 hours to process. Students, whether paying through their account or cash, are required to show their own ID in order to use their account. Cafeteria policies are posted and we expect all patrons to follow these rules. Service is provided for breakfast and lunch. Students are welcome to bring their own food or to purchase from our menu. In the event a student is unable to purchase a meal, they may be extended credit for one (1) combo meal.

FOOD ON CAMPUS

Eating on campus is only permitted in designated areas or at teacher supervised functions. Gum and sunflower seeds are not permitted on campus at any time.

CLASS INTERRUPTIONS

Forgotten lunches, homework, PE clothes, etc., are NOT considered emergencies. It is each student's responsibility to bring these items to school in the morning or to make arrangements for delivery that will not disturb class time. Any of these items brought to school by parents can be left in the school office and may be picked up between classes or during lunch. **Items will not be delivered or announced.**

PERSONAL PROPERTY and PLAY EQUIPMENT

Fallon School will not be responsible for lost, stolen, or confiscated items. All personal technology resources (electronics, including ear buds) must be out of sight, turned off and stored in backpacks once on campus. Toys are not allowed in class due to possible distracting and/or disruptive behavior. Students may bring basketballs on campus for use during **lunch period** on the **blacktop only**. During the school day, any personal play equipment of this nature must be carried quietly (WITHOUT BOUNCING) to class to avoid disrupting classes in session. Students who are unable to transport this equipment properly, or choose to play in areas other than the blacktop, will have the item confiscated and returned to them at the end of the school day. The school is not responsible for lost, stolen, missing, or damaged personal property. In the event that a student fails to follow school policy, s/he will be given the appropriate consequence detailed in our discipline matrix.

PERSONAL TRANSPORTATION EQUIPMENT

Bicycles, scooters, and skateboards must be operated in a safe manner to and from school. **They are NOT to be ridden on campus at any time and MUST be stored in the gated bike rack area. Students are required by law to wear helmets and WILL NOT be allowed to leave campus without wearing one.** During the school day, any personal transportation equipment of this nature must be stored in the designated area for bikes and scooters, etc. **Students are not allowed to carry or play with this**

equipment on campus. This includes before and after school hours. However, students may ride on the blacktop on their way to and from the gated bike rack area (no stunts, etc.)

SECTION 1 of the California Vehicle Code 21212

- (a) A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is **wearing a properly fitted and fastened bicycle helmet** that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle. In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix.

LOST AND FOUND

Lost and found clothing, lunch boxes, water bottles, etc. are in the lobby of the multi-purpose room. Other non-soft good items, such as glasses, phones, wallets, etc. will be at the Student Services desk area. Unclaimed items are donated at the end of each quarter. For greater chance of recovery, place names on personal items.

TEXTBOOKS

Text and library books are the property of the Dublin Unified School District. All books should be covered and handled carefully. Issued texts are an important, direct responsibility of the student. Students will pay for any damage to or loss of textbooks (EC 19910) or library books. The school reserves the right to withhold privileges and impose consequences if this responsibility is not met.

SCHOOL PHONE USE

OFFICE and CLASSROOM PHONES ARE FOR URGENT MATTERS ONLY and may be used by students with the permission of a teacher/staff member. Urgent matters include calling home for lunch, supplies, or transportation issues.

SCHOOL PROPERTY

Any student who defaces, damages, or destroys any school property may be liable for suspension or expulsion according to the nature of the offense. Parents and guardians are financially responsible for damage to school property by their children.

VISITORS ON CAMPUS

We strive to create a safe, hospitable environment for students, staff, and guests at Fallon School. Parents are always welcome to visit our school and classrooms. In order to make arrangements, we request 24-hour notice. All other visitors must receive prior approval from administration. Visitors are required to register (sign in) in the main office and receive a visitor's pass. Students not enrolled at Fallon are not allowed to visit classrooms.

CONTRABAND DOGS

As part of the district's commitment to provide safe campuses and learning environments, contraband detection dogs will visit Fallon at random times throughout the year. The Interquest Company dogs are non-threatening breeds, and are an effective preventative measure in keeping the school free from drugs, medication, alcohol and firearms.

PERSONAL and SCHOOL TECHNOLOGY RESOURCES

The Board of Education recognizes and acknowledges the utility in providing technology resources to students in order to enhance their educational experience and improve their technology use skills. Technology resources provided by the District shall be used in a safe, responsible, and appropriate

manner in support of the instructional program and for the advancement of student learning. Student and parent/guardian must agree to the DUSD Student Acceptable Use of Technology BP 6163.4 and AR 6163.4, BYOD BP 6163.5, District-sponsored Social Media BP 1114(a) and AR 1114(a). These Board Policies and Administrative Regulations in respect to technology are available on our district website Technology Services page under **Technology Policies/Data Privacy**.

DUSD STUDENT ACCEPTABLE USE AGREEMENT

Student and parent/guardian agree to all of the following provisions regarding student use of technology resources on District premises or at a school sponsored event.

1. Student use of technology and the Internet on District premises or at a school sponsored event is a **privilege** that may be taken away at any time.
2. All personal technology resources (this includes, by way of illustration and not limitation, cellular phones and computers) **shall be turned off** unless their use is authorized by a District employee following the BYOD Policy 6163.5.
 - a. If the personal technology resource permitted for use is a computer, the student must have a power supply for the computer as well as a carrying case (backpack is permitted).
 - B. All personal computer equipment/supplies must be clearly labeled with the student's name. This includes, by way of illustration and not limitation, the computer, power cord, and backpack/carrying case.
 - C. Personal technology resources shall only be available for use as authorized by a District employee; **any unauthorized use may subject the student to discipline, including and up to expulsion.**
 - d. While on District premises or at a school sponsored event, **students shall use their personal technology resources, in a safe, responsible, and appropriate manner.**
 - e. The District is not responsible for any damage to personal technology resources.
 - f. Permission to utilize computer network and other electronic resources may be suspended by authorized school personnel at any time, pending investigation of allegations of unacceptable or improper use.
3. Students are responsible for all work assigned, even if the technology resource they use is being repaired. The District shall provide resources necessary to complete assignments.
4. Students shall use District technology and the Internet in a safe, responsible, and appropriate manner.
5. Students shall use District and personal technology resources according to the Board Policy 6163.4 and Administrative Regulation 6163.4 and the BYOD Policy 6163.5. Failure to adhere to these policies may result in discipline including and up to expulsion.
6. **Students shall have no expectation of privacy in District or personal technology resources** while on District premises or at a school sponsored event. Computer files and electronic communications, including email, **are not private and may be accessed by the District** at any time for the limited purpose of ensuring compliance with Board policies and regulations.
This includes computer files and electronic communications which are accessed using District technology or through the District's network but are stored externally.
7. Students shall not install software onto District laptop or desktop computers.
8. Students shall not interfere with, delete, or disable any District installed program(s) or application(s) on District laptop or desktop computers.
9. **Students shall not damage District technology and shall be financially responsible for any repair or replacement required**, as determined by the principal or his/her designee.

Student and parent/guardian agree to this Agreement, Board Policy 6163.4, Administrative Regulation 6163.4, BYOD Policy 6163.5, and understand their meaning and purpose.

DUSD STUDENT BYOD AGREEMENT

When using a personally owned student device(s) at school or during school sponsored activities
I, THE STUDENT, AGREE TO THE FOLLOWING:

- I will only connect to the "DUBLIN UNIFIED Secure BYOD (Bring Your Own Device) Network" if I need WIFI at school.
- I will be responsible if the personally owned student devices are lost, damaged, or stolen. The District assumes no responsibility for loss, theft or damage to any personally owned student device.
- I will keep personally owned student devices secure at all times and not share them with or loan them to others.
- I will keep all personally owned student devices on silent mode during use unless otherwise directed by school personnel.
- I will keep all personally owned student devices turned off and on silent mode in my backpack or in my pocket when not in use.
- I understand that there is no expectation of privacy during use of my personally owned student devices on the District's Secure BYOD Network when on the BYOD WIFI, As such, all of my activity on the District's Secure BYOD network is public, and District personnel can monitor all of my activity on my personally owned student devices.
- While on school property, I will ask others prior to taking photos, audio recordings, or videos with my personally owned student devices or authorized or directed by school personnel.
- I will only attempt to charge my personally owned devices at home. I can bring a portable charging device.
- I understand that all personally owned student devices may be subject to investigation in accordance with District policy, state law, and federal law.
- I understand that transmission of any material in violation of any federal or state law, or District policy or regulation, is prohibited. (See BP and AR 6163.4)

WE, THE STUDENT AND PARENT/GUARDIAN, AGREE TO THE FOLLOWING:

- We understand that any student owned devices brought to school is the responsibility of the student.
- We understand that violating this agreement may result in disciplinary actions in accordance with district AUP and Social Media policies and regulations, state law and federal law.
- We understand the expectations and responsibilities associated with the proper care and handling of personally owned student electronic devices while at school.
- We will be responsible for the setup, repair and maintenance of personally owned student devices.
- We understand that teachers will not store personally owned student devices.
- We will clearly label all devices with the student's name in the operating system or "About Me" area of settings.
- We will set a password or passcode to secure entry into each personally owned student device.
- We understand that neither the District nor school will takes responsibility to search for lost or stolen devices nor is there any financial responsibility by DUBLIN UNIFIED for damaged, lost, or stolen personal computing devices.

DUSD BYOD SCHOOL/CLASSROOM PROCEDURES

Personal devices may be used during class periods with permission from the teacher. Any use of personal devices during class time (without permission) will result in a teacher detention. Personal devices in bathrooms and locker rooms is prohibited. Personal devices may be used before school and after school. Possessing and using personal devices is a privilege and NOT a right. Please respect all rules and policies. Students have been instructed on the appropriate use of personal devices at school and have been advised that the personal devices policy will be followed schoolwide. Teachers can use signage with a "thumbs up", "thumbs down" to use in their classroom regarding personal devices. When the sign is signaling "thumbs down", students must not have their personal devices out in class. When the sign is signaling "thumbs up", then personal devices can be used in class for instructional purposes as directed by the teacher. Personal devices will be powered off and stored in backpacks or purses, or collected during all testing. All technical or hardware issues are students responsibility. District teachers and/or staff will not assist with any device related issues. Personal devices should NEVER be used to cyber-bully, harass, or to invade Staff or Students' privacy. You are responsible for the security of your own device. The Dublin Unified School District is not liable for damaged, lost, or stolen devices.

Personal devices out in class without teacher permission for instructional use will result in the following consequences:

First offense: Warning

Second offense: Teacher will take the device for the class period only. If the student refuses to turn the device over to the teacher for the class period, then a referral to administration will be written for "Failure to follow a reasonable request". If the student receives an In School Suspension for an infraction of the personal devices policy, then they will be required to turn their device over the day(s) they are in an In School Suspension. The device will be returned to the student at the end of the day. Students who continue to have their personal devices out in class for non-instructional purposes will receive a call home to parents. Parents/guardians will be asked to come in for a conference with administration to help correct behaviors. Students have been instructed that photographs/videos taken of faculty, staff, and other students without their permission will result in 1 day of Out of School Suspension for the 1st offense and 3 days of Out of School Suspension and loss of personal devices use at school for second offense. If you have any further questions, please contact our school office.

Use of Personal Device Guidelines

Use of personal devices is intended to enhance, streamline, and personalize educational experiences and opportunities within school. All users of personal devices do so with the understanding that personal devices are to be primarily used for instructional purposes. Within the classroom setting, students are to use their personal device solely for educational purposes as directed by the classroom instructor. Examples of appropriate use are:

- Research on Internet
- Collaboration with peers/experts
- Use of Google suite
- Use of subject specific software
- Music with plugs on a low volume level during free time

Students should not use personal devices without guidelines for a lesson unless approved by the teacher. All are allowed during non-classroom times if allowed by the Principal. Examples of such activities are:

- Random browsing of Internet
- Texting
- Photographing or audio/video recording without permission and consent of all involved
- Playing games
- Listening to music/watching videos

Whenever a student is found to have violated DUSD Student Acceptable Use of Technology BP 6163.4 and AR 6163.4, BYOD BP 6163.5, District-sponsored Social Media BP 1114(a) and AR 1114(a), the principal or his/her designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's technology resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

MAINTAINING A POSITIVE SCHOOL CLIMATE: BULLYING PREVENTION

WHAT IS BULLYING?

"Bullying" is defined as: physical, verbal, non-verbal or written conduct that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. All students, employees, parents and community members should report incidents of suspected bullying immediately. "Bullying behavior" means behavior that harms or threatens to harm any student's physical, social, or emotional well-being in a pattern that is repeated over time. Bullying behavior may be connected to a negative and biased view of a targeted student due to an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, mental or physical disability, or by any other distinguishing characteristic. Bullying behavior may adversely affect the student's ability to participate in school activities or even to attend school at all. Bullying is a form of

violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be **physical** (*hitting, kicking, spitting, pushing*), **verbal** (*taunting, malicious teasing, name calling, threatening*), or **emotional** (*spreading rumors, manipulating social relationships, extorting, or intimidating*). Bullying can occur face-to-face or in the online world.

BULLYING (including CYBERBULLYING) (BP 5131.2)

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

INTERVENTION

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. S/he also may involve school counselors, mental health counselors, and/or law enforcement.

COMPLAINTS and INVESTIGATION

If a student is experiencing any of the actions defined as bullying Dublin Unified School District recommends you take any of the actions listed below:

- Inform your teacher or a site administrator verbally or in written form.
- Download and complete the **Report of Concern** form available on the district website under Student Services > Bullying/Cyberbullying. Email or deliver the form to the school office, directing it to an administrator.
- Fill out the **STOP BULLYING Anonymous Tips** online form available on our website homepage. Look for the red STOP sign.

Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying. They are also to notify a teacher, an administrator, or other employee so that the matter may be investigated. If the offending student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

DISCIPLINE

Any student who engages in bullying on or off school premises in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. In the event that a student fails to follow school policy, s/he will be given the appropriate consequence detailed in our discipline matrix.

Bekindtooneanother.

Ellen DeGeneres

If you SEE SOMETHING, SAY SOMETHING.

Fallon Middle School promotes the need for our students to be **Upstanders**. You may ask, what is an upstander? An upstander is an individual who witnesses an action or behavior of another individual, and rather than remaining a passive observer, this person speaks up to reinforce the action when it is positive or encourages change when it is negative.

Think about it, there's a difference...

RUDE VS. MEAN VS. BULLYING

RUDE = inadvertently saying or doing something that hurts someone else

- NOT intentional
- Poor manners
- Inconsiderate

MEAN = purposefully saying or doing something to hurt someone once

- Intentional

BULLYING = intentionally aggressive behavior, repeated over time,
that involves an imbalance of power

- Physical aggression
- Verbal aggression
- Relational aggression
- Includes cyberbullying

Whitson, Signe. "Rude vs. Mean vs. Bullying: Defining the Differences." *Huffington Post* November 2012

You might ask yourself...

THE FOUR QUESTIONS

Are you making good choices? Following the rules? If you find yourself slipping, your teacher might ask you **THE FOUR QUESTIONS** to help you get back on track.

What are you doing?

What are you supposed to be doing?

Are you doing it?

What are you going to do about it?

The Flippen Group (2011). *Capturing Kids Hearts*.

DISCIPLINE

At Fallon Middle School every student has a right to an education. Our school has developed consequences for students who choose to violate this right. All students, staff and visitors are expected to know the rules and behavior expectations, as well as the consequences for those who choose not to follow them. Positive approaches to discipline create safe, supportive and positive school climates and respond to misbehavior with interventions and consequences aimed at understanding and addressing the causes of misbehavior, resolving conflicts, meeting students' needs and keeping students in school and learning. Positive supports are in place to encourage students to be responsible for their behavior and to empower change and growth. Our principles and practices are centered on the restorative justice model of promoting respect, taking responsibility, and strengthening relationships.

Restorative Practices emphasize repairing the harm caused or revealed by misconduct rather than punishment by: a) identifying the misconduct and attempting to repair the damage; b) including all people impacted by a conflict in the process of responding to conflict; and c) creating a process that promotes healing, reconciliation and the rebuilding of relationships to build mutual responsibility and constructive responses to wrongdoing within our schools.

The Dublin Unified School District Student Code of Conduct is intended to assist students in being responsible for their own behavior. If students clearly understand the consequences of their behaviors, they can choose their behaviors in an intelligent and responsible way that ensures the rights of all students to feel safe and to enjoy the educational experience at school. The Student Code of Conduct can be found on the DUSD website under Students Services > Student Discipline.

STUDENTS IN GOOD STANDING

Students are considered to be in "Good Standing" at Fallon if they exhibit positive behavior, self-discipline, attendance and performance. Loss of "Good Standing" will result if any of the following occur: lower than a 2.0 GPA and/or two or more "F's", more than 10% absenteeism (not including medical notes provided by a verifying physician), excessive discipline issues (including but not limited to suspensions, violation of dress code or violation of electronic device policy), excessive tardies and trancies. School privileges are defined as activities that are school sponsored: assemblies, dances, field trips, practices, rallies, rehearsals, sports and tryouts/auditions.

COMMUNICATION, RESPONSIBILITY and CONSISTENCY

For a discipline policy to be effective, it must be consistent. To achieve consistency, teachers, parents, students, and administrators must share in the responsibility for upholding school rules. We are dedicated to our responsibility to help each student acquire the skills needed to become an effective member of our society.

Teachers are responsible for instructing students on the rules of acceptable behavior. They are also responsible for applying proper consequences when a student's behavior is inappropriate.

Parents are responsible for reviewing the rules of appropriate behavior with their own student(s). They are responsible too for supporting and cooperating with the school in applying consequences which result from inappropriate behavior.

Students are responsible for their own actions and have a responsibility to the school community. Once instructed by their teachers and parents regarding appropriate behavior at school, they are responsible for the decisions they make. They are responsible for reporting to and cooperating with all staff members to resolve issues. When a student decides to ignore school behavior rules, he/she must accept the consequences of his/her actions.

Administrators are responsible for setting-up and supervising the implementation of the DUSD Student Code of Conduct and for establishing a hierarchy of consequences and clear steps for students sent to the office for disciplinary reasons.

PROCEDURES FOR DISCIPLINARY ACTION

While the Education Code devotes considerable space to suspensions and expulsions, most of the disciplinary actions in the district are handled through conferences, counseling, detentions and/or restorative practices. If an incident occurs, students complete a written Student Incident form. Involved students are interviewed individually or as a group. Depending on the findings, students will receive a warning or a consequence for the inappropriate behavior. Additionally, students are counseled on appropriate school behavior and/or strategies to better handle future situations. Conflict mediation, counseling, problem-solving, a referral to an outside agency are examples of restorative practices and vary on the specific behavior infraction. Ultimately, the goal is to change students' problem behavior into more positive, responsible behavior.

POSITIVE BEHAVIOR SUPPORTS and RESTORATIVE PRACTICES

- Written or verbal apology
- Conflict resolution/mediation
- Peer "Cease and Desist" Contract
- Class/teacher schedule change
- Research project related to the infraction
- Positive behavior support and interventions during the school day
- Restorative circles

REFERRAL to SCHOOL SITE or OUTSIDE AGENCY

- School counseling
- Behavioral group counseling
- Family counseling
- iTeam or Student Success Team "SST"
- After school program
- Educational assessment
- "Parent Project" or other parent education/support groups
- "Life Choices" course through DUSD Youth Council
- School Attendance Review Board "SARB"
- Tri-Valley Youth Court
- Santa Rita Jail Youth Education Program and Tour

CONSEQUENCES for BEHAVIOR INFRACTIONS

Students of the Dublin Unified School District are required to follow and comply with school site and District conduct rules. If a student chooses to break the rules, s/he will be subject to various consequences. The consequence assigned by school or District administration may vary from the list below. The level of discipline imposed will depend on the frequency and seriousness of the violation. These are guidelines for administration to use while assessing each individual situation. Administrative discretion is used in tandem with the severity of each offense and frequency of repeated behavior.

PARENT CONTACT and/or CONFERENCE "PC"

Communication and support between school and home is an important piece when encouraging positive behavior. A parent/teacher/administrator conference may be required to discuss the student's behavior to reach an agreement and an action plan.

SCHOOL COMMUNITY SERVICE and CAMPUS CLEANUP "CC"

A student may be required to perform community service on school grounds during non-school hours. This may include outdoor beautification, campus betterment and teacher or peer assistance programs. (Education Code 48900.6) Campus Cleanup is typically assigned with lunch detention.

TEACHER DETENTION

A teacher detention may be assigned by a staff member for disciplinary reasons. Teachers are allowed to give a 15-minute detention without notice, unless the student travels by public transportation. For longer detentions, twenty-four hour notice is given to allow for the student to arrange for transportation.

LUNCH DETENTION "LD"

Lunch detention is for a duration of 30 minutes. Students report directly to either our Student Services secretary or Campus Supervisor at the Lunch Detention table in the MPR. Students eat lunch and then assist the custodian with lunch clean up (wiping tables down, etc.).

ADMINISTRATIVE AFTER-SCHOOL DETENTION "AASD"

Administrative After-School Detention is from 3:15-4:15 pm each Friday. Students assigned detention will be responsible for arranging transportation. Carpools and public transportation do not excuse students from detention. Students should bring pencil and paper along with work to be done. Students are to use the restroom, etc. prior to meeting at the wall in front of the library at 3:15pm. Students are not allowed to leave the library once inside. This is a quiet hour for students to reflect on their situation and complete any academic work or simply read. Eating, sleeping, talking, or doodling is not allowed. NO computer or personal technology resource/electronic device use is allowed including "smart" devices and cell phones. Occasionally, detention is held before school from 7:30-8:30am. When a student has missed a detention because he/she is ill, the student will be reassigned the following week. Failure to attend AASD not due to illness will result in a Saturday School assignment or other disciplinary action.

SATURDAY SCHOOL "SS"

Saturday School is held on selected Saturdays from 8:30am-12:30pm at Fallon Middle School. Students are supervised by a credentialed teacher for four hours utilizing this time to complete school work or an assignment related to their infraction. Failure to attend Saturday School will result in the loss of privileges (see below) or other disciplinary action.

LOSS of PRIVILEGES "LOP" (EXCLUSION from SCHOOL ACTIVITY)

Student is excluded from school activities within 30 days after a disciplinary action/incident. These extra-curricular school activities include participating in or attending athletic games, school dances, field trips, lunchtime activities, school rallies and assemblies.

POSITIVE BEHAVIORAL SUPPORT PLAN or BEHAVIOR CONTRACT

An individual contract is designed to improve student behavior and developed to address specific habitual inappropriate behavior. The student agrees to comply with the conditions contained in both the contract and the school rules. The student agrees to refrain from committing the same violation and/or breaking other school regulations. This contract may be in addition to a suspension and/or expulsion and/or in lieu of such actions.

YOUTH COUNCIL

In lieu of a more serious consequence, a student may be assigned to participate in a more positive means of correction. DUSD Youth Council is a panel of high school students serving as a tribunal. Outcomes include both academic and behavioral commitments including restorative practices encouraging behavior change and growth.

Key to Discipline Matrix (next page)

AASD= Administrative After-School Detention

CC = Campus Clean-up

LD = Lunch Detention

PC = Parent Contact/Conference

SS = Saturday School

W = Warning

DISCIPLINE MATRIX

ACADEMIC INTEGRITY POLICY		
Violating the Fallon Honor Code → Copying another student's work or test answers → Providing my work or test answers for another student to copy → Bringing written information into a test → Giving another student information about the assessment either during or after the test → Giving another student access to an electronic file of mine for him or her to use → Copying or plagiarizing others' work in any medium		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC ▪ AASD ▪ zero credit for assignment or test 	<ul style="list-style-type: none"> ▪ PC ▪ SS ▪ zero credit for assignment or test ▪ loss of school privileges for up to 30 days 	<ul style="list-style-type: none"> ▪ PC ▪ SS ▪ zero credit for assignment or test ▪ loss of school privileges for up to 60 days

BASIC SAFETY and WELL BEING		
→ Violating basic safety and health of self or others → Chewing gum, spitting, eating sunflower seeds, etc. → Running, play fighting, not keeping hands, feet and/or objects to oneself → Displaying affection including holding hands, hugging, kissing, sitting on lap, etc. → Cutting in a food or service line → Littering including throwing food, water, or other material → Consuming food or beverage in a classroom without the teacher's permission → Leaving trash at lunch table → Misbehaving with substitute teacher → Using profanity		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ W ▪ PC ▪ LD ▪ CC (or end of line) ▪ AASD ▪ SS 	<ul style="list-style-type: none"> ▪ PC ▪ LD ▪ CC (or end of line) ▪ AASD ▪ SS ▪ loss of privileges up to 30 days 	<ul style="list-style-type: none"> ▪ PC ▪ AASD ▪ SS ▪ loss of privileges up to 60 days ▪ possible 1-3 day suspension

→ Willfully defying school staff → Forging or altering school documents including admit slips, hall passes, or parent notes. → Violating Loss of Privileges status		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC ▪ AASD ▪ SS ▪ loss of privileges up to 30 days ▪ possible 1-3 day suspension 	<ul style="list-style-type: none"> ▪ PC ▪ AASD ▪ SS ▪ loss of privileges up to 30 days ▪ possible 1-3 day suspension 	<ul style="list-style-type: none"> ▪ PC ▪ AASD ▪ SS ▪ loss of school privileges up to 60 days ▪ possible 3-5 day suspension

DRESS CODE

It is expected that each student maintain an appearance that does not disrupt the educational process. Clothing, jewelry and accessories worn (including body art) must meet the following expectations:

- Clothing will not have any connection or reference to gang affiliation, alcohol, drugs, tobacco, weapons, violence, intolerance, gambling, nudity, or bigotry of any kind.
- Clothing that degrades any cultural, religious, or ethnic values is prohibited.
- Undergarments must be covered. This applies to all students: no sagging pants or exposed bras.
- Shirts and tank tops that expose one's midriff and/or torso are not to be worn on campus.
- Shorts and skirts must be longer than thumb length when the arm is fully extended.
- Torn or ripped fabric must be below one's thumb length when the arm is fully extended.
- Headgear including hats, hoods, stocking caps, beanies, hairnets, or "do" rags MAY NOT be worn inside buildings; this includes hoods on hoodiestyle shirts. Exceptions are made for religious, and medical purposes and when outdoors during PE and lunch.
- Shoes must be worn at all times. No slippers or flip-flops allowed. Sandals must have a backstrap.

Final determination of what constitutes appropriate dress will be made by administration.

1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> ▪ warning ▪ change of clothes required ▪ Dress Code Violation letter given for reviewing purposes. No signature required 	<ul style="list-style-type: none"> ▪ change of clothes required ▪ PC ▪ parent must sign Dress Code Violation letter 	<ul style="list-style-type: none"> ▪ change of clothes required ▪ PC ▪ AASD ▪ parent must sign Dress Code Violation letter 	<ul style="list-style-type: none"> ▪ change of clothes required ▪ PC ▪ SS ▪ parent must sign Dress Code Violation letter

Except for the 1st offense, Dress Code Violation letter must be signed by parent and returned the next school day. Student will receive a Lunch Detention for each day signed letter is not returned.

PERSONAL PROPERTY and PLAY EQUIPMENT

Fallon School will not be responsible for lost, stolen, damaged or confiscated items. All personal technology resources (electronics, including ear buds) must be out of sight, turned off and stored in backpacks once on campus. Toys are not allowed in class due to possible distracting and/or disruptive behavior. Students may bring basketballs, tennis balls, Frisbees and footballs on campus for use during **lunch period** on the **blacktop only**. During the school day, any personal play equipment of this nature must be carried quietly (**WITHOUT BOUNCING**) to class to avoid disrupting classes in session. Students who are unable to transport this equipment properly, or choose to play in areas other than the blacktop, will have the item confiscated and returned to them at the end of the school day.

- Possessing laser pointers or pens
- Possessing violent toys including replica guns, knives, grenades, training knives, swords
- Excessively bouncing ball on campus after fair warning

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ LD ▪ AASD ▪ SS 	<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ AASD ▪ SS ▪ possible 1-5 day suspension 	<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ AASD ▪ SS ▪ possible 1-5 day suspension

PERSONAL and SCHOOL TECHNOLOGY RESOURCES

- Displaying or making visible any personal technology resource (PTR includes cell phones and tablets) at any time during school hours without permission of teacher or staff member within campus gates (located outside A & J buildings)
- Displaying earbuds or headphones at any time during school hours without permission of teacher or staff member within campus gates (located outside A & J buildings)

1st Offense	2nd Offense	3rd Offense	4th Offense and beyond
<ul style="list-style-type: none"> ▪ item confiscated ▪ student may retrieve device at end of day ▪ parent must sign Personal Technology Violation letter 	<ul style="list-style-type: none"> ▪ item confiscated ▪ AASD ▪ parent/guardian must come to the school office to retrieve device ▪ parent must sign Personal Technology Violation letter 	<ul style="list-style-type: none"> ▪ item confiscated ▪ AASD ▪ parent/guardian must conference with an administrator to retrieve device ▪ parent must sign Personal Technology Violation letter 	<ul style="list-style-type: none"> ▪ item confiscated ▪ SS ▪ parent/guardian must conference with administration to retrieve device ▪ parent must sign Personal Technology Violation letter ▪ loss of on-campus personal technology privilege

Personal Technology Violation letter must be signed by parent and returned the next school day. Student will receive a Lunch Detention for each day signed letter is not returned.

Unauthorized and/or inappropriate use of personal technology resource including communication (email, chat, text messaging, etc.), making use of "apps" (photography, music, game, video, etc.) or taking and/or storing of unauthorized photos, videos, music, etc. This includes taking ANY photos or video of ANY student on campus.

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ item confiscated ▪ parent must sign Personal Technology Violation letter ▪ parent/guardian must come to the school office to retrieve device ▪ AASD ▪ SS ▪ loss of school activities up to 30 days ▪ possible 1-5 day suspension 	<ul style="list-style-type: none"> ▪ item confiscated ▪ parent must sign Personal Technology Violation letter ▪ parent/guardian must come to the school office to retrieve device ▪ SS ▪ loss of school activities up to 30 days ▪ possible 1-5 day suspension 	<ul style="list-style-type: none"> ▪ item confiscated ▪ parent must sign Personal Technology Violation letter ▪ parent/guardian must come to the school office to retrieve device ▪ SS ▪ loss of school activities up to 60 days ▪ possible 1-5 day suspension

- Violating "Student Acceptable Use Agreement"
- Unauthorized use of the internet including accessing inappropriate material
- Unauthorized use of school equipment
- Tampering with teacher attendance sheets, grade books or other instructional materials

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC, AASD and/or SS ▪ loss of school activities up to 30 days ▪ possible 1-3 day suspension 	<ul style="list-style-type: none"> ▪ PC, AASD and/or SS ▪ loss of school activities up to 30 days ▪ possible 1-3 day suspension ▪ loss of computer use for one quarter 	<ul style="list-style-type: none"> ▪ PC, AASD and/or SS ▪ loss of school activities up to 30 days ▪ possible 1-3 day suspension ▪ loss of computer use for one semester

PERSONAL TRANSPORTATION EQUIPMENT

Bicycles, scooters, and skateboards must be operated in a safe manner to and from school. They are NOT to be ridden on campus at any time and MUST be stored in the bike rack area. **Students are required by law to wear helmets and WILL NOT be allowed to leave campus without wearing one.** During the school day, **any personal play equipment** of this nature must be stored in the designated area for bikes and scooters, etc. Students are not allowed to carry or play with this equipment on campus. This includes before and after school hours. However, students may ride on the blacktop on their way to and from the gated bike rack area (no stunts, etc.)

SECTION 1 of the California Vehicle Code 21212

(a) A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is **wearing a properly fitted and fastened bicycle helmet** that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ item confiscated ▪ student can only claim if wearing a helmet; otherwise parent must reclaim item ▪ possible detention ▪ Personal Transportation Violation letter must be signed by parent 	<ul style="list-style-type: none"> ▪ item confiscated ▪ student can only claim if wearing a helmet; otherwise parent must reclaim item ▪ AASD ▪ Personal Transportation Violation letter must be signed by parent 	<ul style="list-style-type: none"> ▪ item confiscated for 30 days ▪ SS ▪ parent must reclaim item ▪ Personal Transportation Violation letter must be signed by parent

Personal Transportation Violation letter must be signed by parent and returned the next school day. Student will receive a Lunch Detention for each day signed letter is not returned.

TARDY TO CLASS

Students are expected to be in their assigned room and seat when the bell rings. Tardies are computed **per quarter** and will receive the following consequences:

Tardy 1-2	Tardy 3-5	Tardy 6-7	Tardy 8 and beyond
<ul style="list-style-type: none"> ▪ handled by classroom teacher 	<ul style="list-style-type: none"> ▪ AASD (for each tardy) 	<ul style="list-style-type: none"> ▪ SS (for each tardy) 	<ul style="list-style-type: none"> ▪ loss of school activities up to 30 days

UNEXCUSED or UNVERIFIED ABSENCES (TRUANCY)

Any student who has 3 or more days of unverified absence in a school year is a truant (California Ed Code 48260). Students with excessive absences and/or tardies will be referred to the Student Attendance Review Board (SARB). If you know that your student will be out for five days or more, contact the office at least two weeks in advance for possible options such as Independent Study.

→ For every 3 unexcused absences

3 Unexcused Absences	6 Unexcused Absences	9 Unexcused Absences
<ul style="list-style-type: none"> ▪ PC ▪ SS 	<ul style="list-style-type: none"> ▪ PC ▪ SS 	<ul style="list-style-type: none"> ▪ PC ▪ SS

<ul style="list-style-type: none"> → Leaving classroom without permission → Not going directly to school office when instructed → Not attending class period including AP or lunch 		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC ▪ AASD 	<ul style="list-style-type: none"> ▪ PC ▪ AASD 	<ul style="list-style-type: none"> ▪ PC ▪ SS

<ul style="list-style-type: none"> → Partial to Full-day cut → Leaving campus during the school day without permission 		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC ▪ SS ▪ possible police contact 	<ul style="list-style-type: none"> ▪ PC ▪ SS ▪ police contact ▪ loss of school activities up to 30 days ▪ SARB: School Attendance Review Board referral 	<ul style="list-style-type: none"> ▪ PC ▪ SS ▪ police contact ▪ loss of school activities up to 60 days ▪ SARB: School Attendance Review Board referral

Students who are wandering during AP or do not attend a teacher's mandatory AP session will be assigned Administrative After-School Detention. AP is for learning! Students who are not being productive or misbehave during AP will be sent to the office and be given an automatic Administrative After-School Detention. The AP period is a gift to students. Misbehavior will not be tolerated at the expense of others' learning.

- Not attending a teacher's detention, mandatory Working Lunch or Academic Prep (AP) period
- Misbehaving in a teacher's detention, mandatory Working Lunch or Academic Prep period
- Not attending (cutting) AP period

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC ▪ AASD 	<ul style="list-style-type: none"> ▪ PC ▪ AASD 	<ul style="list-style-type: none"> ▪ PC ▪ SS

ED CODE VIOLATIONS

BULLYING including bullying-type behavior

- Teasing, name-calling, "roasting"
- Commenting negatively about race, ethnicity, gender, sexual orientation, religion, etc.
- Harassing, intimidating, hazing, sexually harassing
- Committing hate violence/hate mail
- Bullying, harassing, intimidating via electronic communication devices (cyber bullying) including a message, text, video, sound or image
- Posting to or creating a "burn page"
- Creating a false profile/credible impersonation of another actual student for the purpose of bullying the student

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC ▪ mediation ▪ possible police contact ▪ AASD ▪ SS ▪ loss of school activities up to 30 days ▪ possible 1-5 day suspension 	<ul style="list-style-type: none"> ▪ PC ▪ mediation ▪ possible police contact ▪ AASD ▪ SS ▪ loss of school activities up to 30 days ▪ possible 1-5 day suspension 	<ul style="list-style-type: none"> ▪ PC ▪ mediation ▪ possible police contact ▪ AASD ▪ SS ▪ loss of school activities up to 60 days ▪ possible 1-5 day suspension

ED CODE VIOLATIONS

California Education Code Section 48900

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon the person of another, except in self-defense
- Possessing an imitation firearm
- Gambling of any kind
- Possession or viewing of pornographic materials
- Entering the restroom of the opposite gender (not of their chosen gender identity)

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ possible police contact ▪ AASD ▪ SS ▪ parent to reclaim item ▪ possible 1-5 day suspension ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school privileges up to 30 days ▪ possible expulsion recommendation 	<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ possible police contact ▪ AASD ▪ SS ▪ parent to reclaim item ▪ possible 1-5 day suspension ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school privileges up to 30 days ▪ possible expulsion recommendation 	<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ possible police contact ▪ AASD ▪ SS ▪ parent to reclaim item ▪ possible 3-5 day suspension ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school privileges up to 60 days ▪ possible expulsion recommendation

- Possessing or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind
- Possessing, selling or negotiating to sell drug paraphernalia
- Arranging, offering or negotiating to sell look-a-like controlled substances (drugs, alcohol, intoxicants of any kind)
- Possessing or using tobacco, including e-cigarettes, vapors, etc.
- Possessing a lighter or matches

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ possible police contact ▪ AASD ▪ SS ▪ parent to reclaim item ▪ possible 1-5 day suspension ▪ possible expulsion recommendation ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school activities up to 30 days ▪ attend Smoking Cessation or Drug Diversion Program 	<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ possible police contact ▪ AASD ▪ SS ▪ parent to reclaim item ▪ possible 1-5 day suspension ▪ possible expulsion recommendation ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school activities up to 30 days ▪ attend Smoking Cessation or Drug Diversion Program 	<ul style="list-style-type: none"> ▪ item confiscated ▪ PC ▪ possible police contact ▪ AASD ▪ SS ▪ parent to reclaim item ▪ 1-5 day suspension ▪ possible expulsion recommendation ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school activities up to 60 days ▪ attend Smoking Cessation or Drug Diversion Program

<ul style="list-style-type: none"> → Possessing any knife or other dangerous object of no reasonable use to the pupil → Possessing any controlled substance → Committing or attempting to commit robbery or extortion → Committing or attempting to commit assault or battery on a school employee → Harassing, threatening, intimidating or retaliating against a student witness in a discipline case → Stealing or attempting to steal school or private property → Knowingly received stolen school or private property 		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ PC ▪ police contact ▪ 1-5 day suspension ▪ possible expulsion recommendation ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school activities up to 30 days 	<ul style="list-style-type: none"> ▪ PC ▪ police contact ▪ 1-5 day suspension ▪ possible expulsion recommendation ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school activities up to 30 days 	<ul style="list-style-type: none"> ▪ PC ▪ police contact ▪ 1-5 day suspension ▪ private agency counseling referral ▪ restitution (repairs, staff time, replacement) ▪ loss of school activities up to 60 days ▪ possible expulsion recommendation ▪ possible alternative placement

ED CODE VIOLATIONS WHICH REQUIRE MANDATORY SUSPENSION
<p>California Education Code Section 48915</p> <p>(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:</p>
<p>(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred with the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.</p> <p>(2) Brandishing a knife at another person.</p> <p>(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.</p> <p>(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.</p> <p>(5) Possession of an explosive.</p>
<p>1st Offense: PC, police contact, 5 day suspension, expulsion recommendation for 1 calendar year</p>

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws regarding governing educational programs. The district shall investigate and seek to resolve complaints at the local level. Please see the school office for additional information regarding this process.

Annotation for Critical Reading

By setting a purpose for reading, and then marking your text as you read, you will:

- gain a better understanding of the text
- be able to refer to evidence in the text

★ Number the Paragraphs.

- Before you read, number all of the paragraphs in the section you are planning on reading.
 - Write the number near the paragraph indentation.
 - Refer to these paragraph numbers when citing textual evidence.

★ Circle key terms.

- In order to identify a key term, consider if the word or phrase is...
 - repeated
 - defined by the author
 - used to explain or represent an idea
 - used in an original or unique way
 - a central concept or idea
 - relevant to one's reading purpose

★ Underline the author's claims.

- A claim is an *arguable* statement or assertion made by the author.
 - **Opinion** = I like pizza better than pasta. (not arguable, no right answer)
 - **Claim** = The governor has ruined the community by mishandling money. (arguable--one can find evidence for this)
 - look for a statement that the author backs with data and facts
 - it may appear anywhere (beginning/middle/end) of a text, or...
 - it may not appear explicitly in the text (in which case, you must infer it)
 - there may be more than one claim

★ React to the text.

- Use a question mark (?) in the margin when you have a question about something you have read. Use an exclamation point (!) when something in the text surprises you, or when you have a realization (an "aha!" moment) while reading the text.

★ Connect the ideas within the text.

- Draw an arrow (→) when you make a connection to something inside the text. (For example, you may find a connection between ideas in two different paragraphs.)

Additional annotations may be assigned by your teacher; also, feel free to take your own notes in the margins.

-Developed by the Dublin Unified School District