Sacramento City Unified School District

california middle school

1600 Vallejo Way

Sacramento, California 95818

Main Office: 916-395-5302 ⸸ Fax: 916-264-4477

Student Handbook 2024-25

This handbook belongs to:

Name:



The Sacramento City Unified School District (SCUSD) is committed in all of its activities, policies, programs and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, sex, religion, color, national origin, disability, marital status or age.

**Regular Schedule**

|  |  |
| --- | --- |
| Period 1 | 8:00 – 8:52 |
| Period 2 | 8:57 – 9:48 |
| Period 3 | 9:53 – 10:44 |
| Period 4 | 10:49 – 11:46 |
| LUNCH | 11:46 – 12:16 |
| Period 5 | 12:21 – 1:12 |
| Period 6 | 1:17 – 2:09 |

**Thursday Schedule**

|  |  |
| --- | --- |
| Period 1 | 8:00 – 8:42 |
| Period 2 | 8:47 – 9:28 |
| Period 3 | 9:33 – 10:14 |
| Period 4 | 10:19 – 11:06 |
| LUNCH | 11:06 – 11:36 |
| Period 5 | 11:41 – 12:22 |
| Period 6 | 12:27 – 1:09 |

**Shortened Day Schedule**

|  |  |
| --- | --- |
| Period 1 | 8:00 – 8:40 |
| Period 2 | 8:45 – 9:20 |
| Period 3 | 9:25 – 10:00 |
| Period 4 | 10:05 – 10:40 |
| Period 5 | 10:45 – 11:20 |
| Period 6 | 11:25 – 12:00 |
|  |  |

**GENERAL INFORMATION**

1. **EMERGENCY CARDS**

Emergency cards will be distributed to each student during his/her sixth period class on the first day of school. Emergency cards are used to contact the parent/guardian in case a problem should arise at school. It is important that parents/guardians complete both cards, and have their child return the card to his/her first period teacher during the first week of school. **Please report any changes in address and/or telephone numbers to the Attendance Office.**

1. **IMMUNIZATIONS**

**All students must have proof of Tdap immunization** as well as immunizations against polio, varicella, Hepatitis B, DPT (diphtheria, pertussis, and tetanus), and measles (rubella). School District Personnel will be checking each student’s medical records. **Students without verification of immunizations for Tdap** will not be allowed to attend school until verification is received.

1. **TRANSFERRING OUT**

If a student is transferring from California Middle School, regardless of whether or not the student will register at another school in the Sacramento City Unified School District, the parent/guardian must notify the Attendance Office. A check-out form will be provided to each of the teachers to sign. Students must also return all books and/or uniforms to the front office. Any outstanding fees, fines must be paid before checking out.

1. **AUDIO BROACAST - STUDENT ACTIVITY INFORMATION**A weekly audio broadcast relating to student activities and information will be broadcast over the PA at the beginning of each week during your fifth period. Information from the broadcast will also be posted online at [www.calmiddle.org](http://www.calmiddle.org). It is important for you to listen to these announcements carefully so that you may keep up with what is happening at school.
2. **CELL PHONES**It is recommended that students *do not bring cell phones to school, as Cal Middle School will not be responsible for lost or stolen cell phones.* Cell phones are not allowed to be out or in use during class/instructional time, unless the teacher is allowing their use for instructional purposes. They should be used in a safe, responsible and considerate way before school, during passing periods, at lunch or after school. School staff reserve the right to ask students to turn off, put away, or even confiscate cell phones if deemed a major disruption to school activities inside or outside of the classroom, and/or interference with safety, or another individual’s privacy, e.g., unwanted filming/photography, or social media/online negativity. There is additional Ed Code around online bullying, which will be strictly adhered to as outlined in California Education code 48900 2a., and 3. **Confiscated phones will be available for pick up at the front office by a parent or guardian.**
3. **VALUABLES
The school accepts no responsibility for lost, stolen or damaged valuables.** This includes bicycles, cell phones, toys and personal items. Large amounts of money, cell phones, tablets, iPods, cameras, or any other electronic device, as well as toys and card collections, or anything of value should *not* be brought to school except in special cases wand only then wit prior approval from the administration. Should such items be brought to school without permission, they will be confiscated and returned only to a parent/guardian for the first infraction. Further infractions will result in appropriate discipline. Selling candy, toys or other items outside of school sponsored fund-raisers is illegal. Items and/or money will be confiscated, parents notified and consequences issued.
4. **BUS RIDERS**Previously, bus passes from RT were free to all SCUSD students, and were distributed in October. If this changes in 2023-24, monthly Regional Transit bus passes may be purchased at the school office. Make all checks payable to Regional Transit.For current cost, please call Regional Transit (916) 232-2822. A schedule of Regional Transit serve to and from California Middle School is available in the school office. Cal students are expected to demonstrate excellent citizenship on the bus. Misbehavior on the bus may result in bus privileges being revoked and school discipline.
5. **TEXTBOOKS**Textbooks will be distributed to students in most classes. It is the student’s responsibility to care for the textbooks. Textbooks should be covered to protect them from possible damage. It is the student’s responsibility to pay costs for damaged or lost books. When students transfer from a class, they should return textbooks to the library/textbook room. (See **textbook/library policy pg. 8-9**).
6. **FIELD TRIPS**Occasionally, field trips are scheduled to augment the curriculum and enrich the cultural life of the students. No student will be allowed to participate in a field trip unless a permission slip has been completed by the parent/guardian and turned in by the appropriate deadline.
7. **LOST AND FOUND**Missing items are usually turned into the school’s office by the end of the school day. If you are missing an item and it is not where you thought it was left, check at the school office. It is always a good idea to put your FULL name on all of your personal belongings, including clothing and school supplies (including backpacks), so that they may be returned to the rightful owner.
8. **STUDENT BODY CARDS**Student Body Cards or Student IDs are issued at the beginning of the school year and as new students are enrolled. These cards allow students to have textbooks issued, check out library books, attend extra-curricular activities, use the computer lab and purchase school lunches. Replacement cards may be requested in the main office.
9. **MEDICATION**Medication may only be dispensed through the Nurse’s Office after the appropriate forms are completed and of file. Prescription medication, including eye drops, and allergy medicine must have the physician’s authorization and must be stored in the Nurse’s Office at **all** times. Students must **never** keep medication in their possession without administrative approval and a physician’s note.
10. **BICYCLES**You may ride your bicycle to and from the school as long as you obey the rules and follow all safety regulations:
	1. Students are required to wear a helmet when riding their bicycles.
	2. Students must walk their bicycles on and off campus.
	3. Lock your bicycle to the racks provided in the enclosed, fenced area with a good quality steel cable or chain and combination or key lock.
	4. The bike cage is open 15 minutes before school and 15 minutes before dismissal each day for you to secure and retrieve your bicycles. **Do not leave your bike in the bike cage overnight of on the weekends – the bike cage is not closed and locked during those times**.
	5. For safety reasons, bicycles without brakes are not allowed on campus.
	6. Bicycles are NOT allowed inside any of the school buildings **or in the staff parking lots**.
11. **SKATEBOARDS**Students who choose to ride a skateboard must arrange for daily storage with a teacher or Assistant Principal. Students cannot ride their skateboards on campus, or through the staff parking lot. Students may not carry skateboards with them during the school day.
12. **HOMEWORK POLICY**A homework assignment relevant to the objectives being taught may be assigned EACH NIGHT and may include weekends. Due dates and late work policies are at the discretion of the individual teachers.
13. **MAKE-UP WORK**Upon returning to school from an absence, it is the student’s responsibility to request make-up work from his/her teachers. These assignments must be completed and returned within the time limit specified by the teachers. Parents are encouraged to call the school office to request make-up work when the student will be absent more than three (3) days. Students returning from an out-of-school suspension may ask teachers for makeup work, but class work and homework will not be provided in advance in the case of suspensions.
14. **REQUIRED DAILY**
	* Writing implements (pen/pencil with eraser)
	* Personal binder with paper or other personal organization system
	* Other required materials, including completed homework assignments
	* SCUSD issued Chromebook
	* Cal Planner
15. **PARENT-TEACHER CONFERENCE/STUDENT PROGRESS REPORTS**If a parent or guardian wishes to speak directly to his/her child’s teachers, please make an appointment through our school counselors or contact the teacher directly by email or by calling the main office. A daily or weekly progress report can be requested from our counselors or from our front office. It will then be the student’s responsibility to pick up the form from the front office, take the daily or weekly progress report to all the teachers, and take the report home for parent/guardian’s review.
16. **COUNSELING SERVICES**Counseling services are available at all times for walk-ins or by appointment. The counselors are available to provide help with program difficulties and/or personal and social problems. Seeing a counselor should be regarded as necessary if students are having difficulty coping with schoolwork or experiencing problems with adults or other students. To see a counselor, simply drop into the counselling center, or email the counselors directly.
17. **DEFICIENCY NOTICES/PROGRESS REPORTS**If a student is in danger of failing in any grading period, the teacher shall, no later than fifteen (15) instructional days before the end of that grading period, issue a Notice of Impending
Failure. These notices are prepared and distributed by mail, reflecting grades from C through F with comment code information included as explanation to the report cards.
18. **EXTRA-CURRICULAR/ATHLETIC ACTIVITIY ELIGIBILITY**The staff and California Middle School wishes to see students involved in extracurricular school sponsored activities, but reminds all parents and students that they must first meet school and district eligibility requirements in areas of Attendance, Scholastics and Citizenship in order to participate.
**Scholastic Eligibility:**

Students must achieve a minimum grade point average of 2.0 in all coursework attempted during the previous grading period and during the time of participation.

**Attendance Eligibility:**

Students’ attendance (including tardies) must be satisfactory and will be monitored by coaches and administration. Students must be present in school on the day of competitions in order to be eligible to participate in the game.

**Citizenship Eligibility:**

Athletes are representative of Cal Middle School. Student athletes are expected to demonstrate good citizenship both in and out of the classroom. Eligibility to participate in sports and games may be impacted by school behavior and is at the discretion of the school administration. Students who earn a citizenship grade of “U” in any of his/her courses in the previous grading period and during the time of participation may lose their eligibility to participate.

1. **GRADING**
Grades are issued four ($) times each school year in the months of October, January, April and June. Grades are distributed at the end of each quarter. At the beginning of each course, the teachers provide each student with a description of the process for determining grades.

Each teacher will explain the determination of grades for his/her course. Teachers will assess each student’s academic performance during the nine-week period in a variety of ways and assign the appropriate grade. Nine week averages in each course are computed using test grades, homework, class work grads, projects, etc. Teachers will determine the weight of each type of assignment.

**REPORT CARD MARK SHEETS GRADING**

|  |  |
| --- | --- |
| ACADEMIC GRADES | CITIZEN GRADES |
|  |  |
| A = Excellent | O = Outstanding |
| B = Above Average | S = Satisfactory |
| C = Average | N = Needs Improvement |
| D = Below Average | U = Unsatisfactory |
| F = Failing |  |

**Academic Honesty**

SCUSD and the California Middle School staff take academic integrity very seriously. Any student who plagiarizes, or gives or receives information for use on an exam or assignment is subject to academic consequences. In such cases, teachers will contact home to inform the parent/guardian of the incident and may request a conference.

1. **END OF THE YEAR AWARDS**All students are eligible for several end-of-the-year awards based on different criteria and their participation in certain extra-curricular activities.
2. **LIBRARY MEDIA CENTER**The goal of Cal’s Library is to encourage students to become independent readers, learners and researchers. To assist students with these goals, the library contains over 15,000 volumes including reference materials and nonfiction, as well as current teen fiction. Students use the library for pleasure reading, homework and research. A teacher librarian staffs the library in order to support the students with their classwork, current reference materials, and educational on-line databases (see Technology below).

Library books are checked out for a period of three (3) weeks and may be renewed once. Students are responsible for their books once they are checked out of the library. If a book is lost, stolen or badly damage, students are responsible for the replacement cost of the book.

1. **STUDENT USE OF TECHNOLOGY**

The SCUSD Governing board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. SCUSD seeks to focus on the use of technology to support improved academic achievement, including information and technology literacy.

**Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research.** Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and school district. **If students do not follow the rules, they will be disciplined and may lose their computer privileges.**

Students must abide by the following technology rules:

1. Handle all equipment with care and only with permission.
2. Any type of food, gum, or drink other than water is not allowed in the library or in classrooms using mobile technology equipment.
3. **Protect your password!** Do not allow anyone else to use your password and do not use anyone else’s password.
4. Do not alter the log-in screen or desktop screen-saver or any other settings on any school devices
5. **Never** vandalize or copy computer data, including **copyright protected material (plagiarism) or other students’ assignments.**
6. Students will only visit websites that are appropriate and that pertain to their class work.

**Students will be responsible, appropriate, legal and ethical users of technology.**

Cal’s **Educational** **databases** are linked to the **Destiny Library Home** page under **“Student Reference Websites,”** from school. Remote access is available from SCUSD’s website: **STUDENT** tab, then choose **DESTINY** for library access.

**INFOTRAC: GALE Virtual Reference Library** which contains seventy (70) sets of USL e-book encyclopedias and reference materials. **Password: calbears**

**FOLLETT Shelf e-books**: Access form the Destiny homepage. Read some of your favorite e-books on-line. **User Name: calmiddle** **Password: calbears**

**SAC LIB Knowledge Center Data Bases.** Live Homework Help, Opposing Viewpoints in Context, EBSCO Student Research Center.
ID 23029071742078 PIN 2078

1. **TEXTBOOK/LIBRARY BOOK CHECK-OUT POLICY**
	1. Textbooks are checked out during the second week of school. Each student receives a book for their math, language arts, science, and history class. Additional textbooks may be checked out throughout the year.
	2. It is the students’ responsibility to care for their textbooks. Students should cover their texts and keep them at home. Some class sets are available for student use at school. When students transfer from a class, they should return their textbooks to the library/textbook room.

**At the end of the year, students MUST, return the EXACT copy of the textbook that was checked out to them to avoid paying a replacement cost. Damaged books are subject to the replacement cost.** Replacement costs for texts are as follows:

**Life Science $76;** Physical Science $70; Math 7 (TBA); Math 8 (TBA); Math 1 (TBA); U.S. History $53; Medieval World $50; My Perspectives ELA Consumable if lost, $50.

Lost, stolen, or damaged library books must be paid in full to California Middle School. Any student who has not turned in his/her textbooks, library books, OR has not taken care of replacement costs **may miss out on end-of-the-year activities including:**

**7th Grade Play-day/8th Grade BBQ, 7th & 8th Grade Yearbook Distribution & Signing Party, 8th Grade Dance/8th Grade Trip/Promotion.**

**Please contact Mr. Dobrescu, 916-395-5302, if you have any questions or concerns regarding textbooks.**