

### **Our Mission**

CTMS prepares students to be confident, creative, compassionate, active learners through

- Depth and Complexity
- International Mindedness, and
- Service to Others

*This agenda belongs to:*

NAME \_\_\_\_\_

CORE TEACHER \_\_\_\_\_



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# WELCOME

Welcome Bulldogs to the 2022-2023 school year!

Middle school is the time when students transition from being children to young adults. The increasing freedoms associated with the teen years carry with them increasing responsibilities. I encourage all students to choose to be "Leaders of the P.A.C.K." this year! Take **P**RIDE in yourself by doing your best at school, home and in the community. Success in all areas of life whether at school, work or in any other activities comes through **A**CHIEVEMENT. The building blocks for achievement are consistent effort, concentration and good decision making. **C**HARACTER defines who we are as a person and is reflected most in the choices we make when we think no one is looking. Qualities like integrity, honesty and kindness contribute to good character. Work to highlight these in your life every day. The ultimate goal of your time in school is to develop increasing levels of **K**NOWLEDGE and apply it in a positive way. I encourage all students to accept the challenge of expanding their knowledge by completing assignments, asking questions and seeking help when it is needed. I hope you have a wonderful year, Bulldogs!

Mrs. Maggie Burdette, Principal  
Columbus Tustin Middle School

## Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Assure that our children are prepared and on time to school each day.
- Monitor our children's attendance.
- Make sure that homework is completed.
- Monitor and limit the amount of time our children are on their electronic devices, watching television, and playing video games.
- Participate, as appropriate, in decisions relating to our children's education.
- Stay informed about our children's education, monitor grades via Aeries Parent Portal and communicate with the school by promptly reading all notices from the school or the school district received either by our children or by mail and respond as appropriate.
- Serve, to the extent possible, on policy advisory groups such as ELAC, School Site Council, and/or PTO.

## Student Responsibilities

I, as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards. I will:


- Complete my homework every day and ask for help when I need to.
- Read grade-appropriate books for at least 30 minutes every day outside of school.
- Follow the dress code.
- Give my parents or guardian notices and information given to me by the school.
- Bring my backpack, iPad charged, and agenda to school each day.
- Be responsible for all library books, iPad, and textbooks.
- Keep current with my grades.
- Arrive at school and to each class on time and prepared to learn.
- Bring my agenda to school and record my assignments daily.
- Be prepared for each class daily.
- Follow all school rules.



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## BELL SCHEDULE

Monday / Tuesday / Thursday / Friday			Wednesday: Tutorial & Early Out		
Gates Open	7:40 AM		Gates Open	7:40 AM	
First Bell	7:55 AM		First Bell	7:55 AM	
Period 1	8:00 AM	8:49 AM	Period 1	8:00 AM	8:32 AM
Period 2	8:53 AM	9:40 AM	Period 2	8:36 AM	9:06 AM
Break	9:40 AM	9:52 AM	Break	9:06 AM	9:18 AM
Period 3	9:56 AM	10:43 AM	Period 3	9:22 AM	9:52 AM
Period 4	10:47 AM	11:34 AM	Period 4	9:56 AM	10:26 AM
Period 5	11:38 PM	12:25 PM	Period 5	10:30 AM	11:00 AM
Lunch	12:25 PM	1:00 PM	Lunch	11:00 AM	11:35 AM
Period 6	1:04 PM	1:51 PM	Period 6	11:39 AM	12:09 PM
Period 7	1:55 PM	2:42 PM	Period 7	12:13 PM	12:43 PM
			Tutorial	12:47 PM	1:32 PM

Minimum Day			
Gates Open	7:40 AM		
First Bell	7:55 AM		
Period 1	8:00 AM	8:33 AM	
Period 2	8:37 AM	9:08 AM	
Period 3	9:12 AM	9:43 AM	
Break	9:43 AM	9:55 AM	
Period 4	9:59 AM	10:30 AM	
Period 5	10:34 AM	11:05 AM	
Period 6	11:09 AM	11:40 AM	
Period 7	11:44 PM	12:15 PM	



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## ATTENDANCE

Regular attendance is an important component of your child's success in school. Parents hold a legal responsibility to compel their children to attend school regularly. Failure to do so may result in severe consequences with the law. Students are expected to make up any work or tests missed during their absence within the number of days the student missed school.

To report an absence, please call the following phone number:  
Columbus Tustin: (714) 730-7352 press 3

### ABSENCES

Absences are legally defined as "excused" or "unexcused." Excused absences are due to illness, medical or dental appointments, religious holidays, or bereavement. Students who miss three or more days of school due to illness require a doctor's note for verification. Unexcused absences are defined as oversleeping, missed rides to school, caring for others in the family, shopping, paying bills, car/transportation problems, vacation, visiting friends or relatives, lack of clean clothes, etc. **These types of absences are declared "unexcused" by the State of California, even if they are verified.**

Students who accumulate three or more "unexcused" absences in the school year are deemed truant and will be reported to the Attendance Supervisor of the District. Students who do not attend school regularly, are absent from class without permission, leave campus illegally, or are tardy without an acceptable excuse are subject to disciplinary action. Such action may include, but is not limited to:

- Detentions;
- Community Service;
- Student/Parent/Administration Conference;
- The parent and the student may be placed on an attendance contract;
- Mandatory attendance at a meeting with the District Attorney;
- Referral to the Student Attendance Review Board;
- If the student is on an Intra or Inter-District Transfer, the transfer may be revoked;
- Referral to the District Attorney if attendance problems persist.

### AFTER AN ABSENCE PROCEDURE

A written note, email, or phone call from a parent or guardian must be presented to the Attendance Window no later than three (3) days after the absence. Date(s) and reasons for absence must be reported. Students whose parents do not phone the school or write a note will be marked unexcused. A written note must include the following information:

1. Student's Full Name
2. Date of Absence
3. Reason for the Absence
4. Signature of the Parent

### TARDIES

**A student is considered tardy if not in his or her classroom when the bell rings at the beginning of the school day and for each period thereafter.** Students who are tardy without a valid excuse are subject to disciplinary action. Tardies are counted weekly for disciplinary action. Consequences may include but are not limited to, detention, community service, a parent-teacher conference, placement on an attendance contract, social probation, referral to the Student Attendance Review Board, and/or referral to the District Attorney if the problem persists.

Consequences for tardies:

- Columbus Tustin - **Three tardies in a week** to any class will result in an after-school detention
- **Ten tardies in any month** will result in the student being placed on an attendance contract and social probation for five weeks.
- Continued tardy problems will result in detention, community service, attendance contract, and/or a Parent Shadow where the student's parent will be required to attend school with his/her child.
- **Students that are caught arriving to class late during surprise tardy sweeps will serve detention on the same day.** Parents will be notified via phone.

### TRUANCY

Students who cut school or who arrive at school 30 minutes late without a valid excuse are deemed "truant" by the State of California. Students who are truant three or more times will be subject to consequences which include parent conference, placement on an attendance contract and social probation for five weeks, and referral to SARB (Student Attendance Review Board) at the Tustin Police Department, along with a mandatory meeting with the District Attorney.

### EARLY WITHDRAWAL

Students are able to leave school early with an adult that is listed on the student's emergency contact information in Aeries. It is important that the school be notified of any changes to emergency contacts.. **Your child will not be released to an adult that is not on the emergency contact list.** The parent will need to come to the school office to sign the student out. If the parent cannot pick up



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the student, they will need to notify the office of who will be picking up their child and at what time. The student will be called out of class when the parent or authorized adult comes to the office. **A valid ID will be required in order to withdraw a student early.**

### **EARLY OUT WEDNESDAYS**

Columbus Tustin has implemented "Early Out Wednesdays." The school day will end at 1:32 PM each Wednesday. There is no supervision at school after 1:42 PM on Early Out Wednesdays.

### **CLOSED CAMPUS POLICY**

Columbus Tustin has a closed campus policy. No one is allowed to enter the campus without first signing in at the front office. Students should leave the campus within 10 minutes after normal school hours or 10 minutes after any other school-sponsored events. Only those students participating in after-school events with permission are allowed to stay after school hours. Those students must remain with their after-school group or stay in the classroom at all times.

## **COMMUNICATION**

Communication between school and home is vital for student success. The school will communicate information to you by: Periodically updated information will be posted on the school's website.

- Group email: If you have email and have activated notifications in Aeries, information may be sent to you electronically. If you do not have email, paper copies are available in the front office.
- Email to individual parents regarding student success.
- Comments written in student's Binder Reminder.
- Group phone messages: Important information will be sent out on a recorded phone message.
- Text messages.

Parents can communicate with the school by:

- Calling the school or teacher at 714-730-7352.
- Emailing the school by using the Aeries Portal or contacting individual teachers using the information provided on the school website.
- Checking the website: **[www.tustin.k12.ca.us/ct](http://www.tustin.k12.ca.us/ct)**

### **ALL VISITORS TO COLUMBUS TUSTIN MIDDLE SCHOOL MUST FIRST CHECK IN AT THE ADMINISTRATION OFFICE.**

After signing in, the guest will be given a Visitor's Pass.

### **SPECIAL DELIVERIES**

It is the responsibility for each student to remember all books, lunches, and assignments, and not to be dependent on parents to correct the omission. However, in an emergency, parents may leave items on the table outside the attendance window. Money should be given to one of the secretaries. **Remember, each special delivery interrupts classes, stops instruction, and takes office personnel off their tasks.** Therefore, it is requested that parents or family members not send flowers, balloons, bouquets, etc. to students while at school.

## **TECHNOLOGY ACCEPTABLE USE**

### **STUDENT INTERNET SAFETY**

- Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
- Students shall not meet in person anyone they have met only on the Internet;
- Students must abide by all laws, and all of Tustin Unified School District's agreements and policies regarding technology.
- Students must not take pictures or videos, and must NOT make social media postings.
- Students must not SPAM students through email.

### **PARENTS/GUARDIANS SCHOOL/HOME PARTNERSHIP**

- Establish routines and expectations for electronic device use and monitor the amount of time your child spends online
- Monitor communications from your child's teachers
- Encourage physical activity and/or exercise
- Remain mindful of your child's stress or worry
- Keep your child social, but set rules around their social media interactions. Monitor your child's social media regularly.



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## WHAT TO WEAR TO SCHOOL

It is expected that all students at Columbus Tustin Middle School maintain a neat, clean and orderly appearance. A student's attire and general appearance should not draw undue attention, nor detract from or interfere with learning in the classroom or the discipline in the school. **What is considered appropriate attire may change as fashion trends change.** When this occurs, students and parents will be notified. Students will be notified through the daily bulletin, discussions with teachers, and announcements from school administrators. Parents may call the school at any time to verify appropriate attire. To eliminate misunderstandings in the dress code regulations, the following dress standard will be enforced:

### DRESS CODE

- All clothing must fit appropriately. No strapless shirts, no exposed midriff area, no exposed undergarments. Pants and shorts must be fitted at and worn at the waist. Shorts, skirts, and dresses must not be too short or revealing.
- No professional sports jerseys with inappropriate sponsorships or advertisements.
- No clothing, accessories, or jewelry deemed inappropriate or gang-related, as concluded by school administration or law enforcement agencies.
- No trench coats, chains (including wallet chains), or bandanas.
- No clothing or jewelry may be worn with suggestive or questionable language and/or drawings oriented toward violence, degrading cultures, ethnicity, gender, religion, ethnic values, or glorifying sex, drugs, alcohol, or tobacco.
- Appropriate school shoes must be worn at all times. Shoes worn for PE must have closed toes and closed heels and allow students to exercise safely. Slippers are not permitted.
- No hats, hoods, and head coverings (unless medically or religiously required). Hoods may be worn outdoors only.
- All jewelry worn must not pose a safety concern to the student or others. Jewelry may need to be removed for PE if deemed unsafe.
- Belts may not dangle and may not have initial buckles or buckles with sharp edges.

Students who violate the dress standards will be subject to disciplinary consequences. Students will change to school-issued garments and/or parents will be asked to bring an appropriate change of clothes. Continued violations will result in further disciplinary action, including administrative detention and/or suspension. Parental support in encouraging students to dress appropriately is greatly appreciated.

## STUDENT BEHAVIOR EXPECTATIONS

Each student is responsible for his/her own success or failure. A person develops positive self-esteem by making appropriate choices. Accepting responsibility for inappropriate choices is an integral part of the learning process. The home and school shall work together to impress upon students the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship (Calif. Ed. Code 233.5). Guidelines at Columbus Tustin are simple and specific with clearly defined rewards and consequences.

### STUDENT CONDUCT

The Tustin Unified School District is dedicated to providing an educational program for all students that is safe, secure, and free from violence. Every student needs to attend school punctually and regularly, conform to the regulations of the school, and obey all the directions of teachers and others in authority. Students who do not exercise the required self-control shall be subject to disciplinary action. The district encourages and solicits the cooperation of parents in regulating the conduct of their student. Students are subject to disciplinary action for misbehavior. Disciplinary action may include, but is not limited to: counseling, conference with teachers and administrators, detention, class suspension, suspension from school, on-campus suspension, and/or the administration may require that the student's parent attend a portion of a school day in their child's class as per the California Education Code 48900.1.

### RESTORATIVE JUSTICE

Restorative Justice in Education is a mindset and set of practices that center relationships, heal harm, and actively dismantle systems of oppression. When there is harm or conflict on campus, the administration may use a restorative process, from informal conversations to restorative student-teacher dialogues, to more formal facilitated dialogues or harm circles to work towards creating restorative agreements and meeting the needs of all affected. Participation in restorative processes is voluntary and begins with 1:1 conversations with all participants. This preparation ensures everyone understands the process and is participating in order to make things right. We believe those who are closest to the problem, best know how to solve it. This type of community participation can heal the harm and support a safe and inclusive Columbus Tustin.

### DEFINITION OF DISCIPLINARY TERMS

- **Restorative Practices:** The purpose is to build healthy communities, increase social capital, decrease unexpected behavior, repair harm and restore relationships.
- **Expulsion:** The removal of a student from the Tustin Unified School District.
- **Suspension:** The removal of a student from school for a period of time determined by the administration. During the time the student is suspended from school, he/she is not allowed to be on any school campus or participate in any school activity.



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- **Alternative To Suspension (ATS):** The removal of a student from school for a period of time to a District operated classroom for students who violate Education Code §48900 violations. The students are under the supervision of credentialed teachers and counselors who will present a program that offers a proactive approach to instilling the skills, habits and behaviors necessary to be successful in school and life. Students who successfully complete the program will not reflect a suspension from school on their attendance record unless the student is pending expulsion.
- **Behavior Contract:** Students who violate school-wide discipline policies may be placed on a tiered behavior contract and will be placed on Social Probation. During this time they are prohibited from participating in afterschool activities and end-of-the-school-year activities/promotion events.
- **Classroom Suspension:** According to the Tustin Unified School District Policy #5114.1, a teacher may suspend a student from his/her classroom for not more than a day and the following day. Whenever a student is removed from a classroom because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise defied valid staff authority, the teacher of the classroom from which the student was removed from will contact parent and may require that the student's parent attend a portion of a school day in that classroom.
- **Detention:** is assigned to students for violations of the school-wide Discipline Plan. Detention is held Monday through Friday from 2:45 – 3:45 p.m. Parents are given a minimum of 24-hour notice when students are assigned detention. Failure to serve detention will result in further consequences such as additional detentions or suspension from school. Students who have unserved detentions may not be permitted to participate in after-school activities and/or extracurricular activities.

## UNACCEPTABLE BEHAVIORS

Tustin Unified School District lists the following behaviors as unacceptable on school grounds, in the community during the coming to or going from school, during the lunch period on or off-campus, or during any school-related activities. Students may be suspended and/or expelled for any or all of the following:

- Causing, attempting to cause, or threatening to cause physical injury to another person [(E.C. 48900 (a))]
- Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained from a certificated school employee written permission to possess the item, which is concurred in writing by the principal/designee [(E.C. 48900(b))]
- Unlawfully possessing, using, selling, or otherwise furnishing, or is under the influence of any controlled substance, and alcoholic beverage, or an intoxicant of any kind [(E.C. 48900(c))]
- Unlawfully offering, arranging, or negotiating to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance or material and representing the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant [(E.C. 48900 (d))]
- Committing or attempting to commit robbery or extortion [(E.C. 48900 (e))]
- Causing or attempting to cause damage to school property or private property [(E.C. 48900 (f))]
- Stealing or attempting to steal school or private property [(E.C. 48900 (g))]
- Possessing or using tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff chew packets, and e-cigarettes [(E.C. 489800 (h))]
- Committing an obscene act or engaging in habitual profanity or vulgarity [(E.C. 48900 (i))]
- Having unlawful possession of, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia [(E.C. 48900 (j))]
- Knowingly receiving stolen school property or private property [(E.C. 48900 (l))]
- Possession of an imitation firearm [(E.C. 48900 (m))]
- Committing or attempting to commit a sexual assault or committing sexual battery [(E.C. 48900 (n))]
- Harassing, threatening, or intimidating a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student or both [(E.C. 48900 (o))]
- Engaging, attempting to engage in hazing [(E.C. 48900 (q))]
- Engaged in the act of Bullying [(E.C. 48900 (r))]

## ACADEMIC CONDUCT

The primary goal at Columbus Tustin is to provide an appropriate learning experience for every student to achieve academic success. Students will be expected to attend all classes regularly, promptly, and be prepared. At least one hour each day at home should be planned for study and review. Some assignments will require longer hours for research and class participation.

1. All written work must have an appropriate heading (including full name, date, and class period); must be legible and have correct grammar usage with correct punctuation and spelling.
2. Parents may check student progress frequently by using the **Aeries Parent Portal** online. Usernames and passwords will be issued at the beginning of the year.
3. Progress reports will be mailed home at mid-quarter when a student is having problems in a class or is in danger of failing a course. Parents are encouraged to call the appropriate teacher regarding these reports.



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4. Grade reports will be mailed home in October, January, March, and May/June.
5. Your counselor is available to discuss particular concerns. Appointments may be scheduled in the office, or by checking the school website to directly contact a counselor. Counselors are not always available to accommodate walk-ins.
6. Achievement tests are administered to students at times and grade levels designated by the district and the state. Results will be mailed to parents.

### ACADEMIC HONESTY

Ethical conduct and moral behavior are qualities that are promoted, modeled, and celebrated at Columbus Tustin Middle School. These are the fundamental values of our democratic society. Honesty and integrity are valued. Cheating in any form is unacceptable. When cheating occurs, learning no longer has the same value, and damage is done to a student's education and character. It is our hope that this policy will encourage students to seek honest and appropriate ways to achieve their educational goals.

### ACADEMIC PROBATION

Students who do not maintain a GPA of at least 2.0, or receive 2 or more Unsatisfactory (U) marks for citizenship or work habits will be placed on **ACADEMIC PROBATION** until the next grading period. Students on Academic Probation will also be placed on **SOCIAL PROBATION** and are prohibited from participating in after-school sports, noontime activities, extracurricular activities (including dances and field trips), non-instructional assemblies, and the End of the Year and/or Promotion activities.

## CITIZENSHIP AND WORK HABITS GUIDELINES

### CITIZENSHIP STANDARDS

### WORK HABITS STANDARDS

<p>A student with <b>OUTSTANDING (O)</b> citizenship does the following <b>ALWAYS</b>:</p> <ul style="list-style-type: none"> <li>• Works independently</li> <li>• Is a positive role model</li> <li>• Helps others</li> <li>• Solves problems</li> <li>• Follows school and class rules</li> <li>• Arrives to school/class on time</li> <li>• <b>0-3 tardies to class</b></li> <li>• Meets all of the standards for satisfactory citizenship</li> </ul>	<p>A student with <b>OUTSTANDING (O)</b> work habits does the following <b>ALWAYS</b>:</p> <ul style="list-style-type: none"> <li>• Is prepared for class</li> <li>• Actively participates in class &amp; is on task</li> <li>• Completes all assignments on time</li> <li>• Quality of work exceeds expectations</li> <li>• HW/Notebook/Assignments exceeds expectations</li> <li>• iPad is always charged and used as a learning device</li> <li>• Exceeds all the standards of satisfactory work habits.</li> </ul>
<p>A student with <b>SATISFACTORY (S)</b> citizenship does the following <b>MOST OF THE TIME</b>:</p> <ul style="list-style-type: none"> <li>• Respects others</li> <li>• Has a positive attitude</li> <li>• Pays attention</li> <li>• Is cooperative</li> <li>• Arrives to school/class on time</li> <li>• <b>0-3 tardies to class</b></li> <li>• Regularly follows class and school rules</li> </ul>	<p>A student with <b>SATISFACTORY (S)</b> work habits does the following <b>MOST OF THE TIME</b>:</p> <ul style="list-style-type: none"> <li>• Is prepared for class</li> <li>• Participates in class &amp; is on task</li> <li>• iPad is consistently charged and mostly used as a learning device</li> <li>• Completes assignments on time</li> <li>• HW/Notebook/Assignments meets expectations</li> <li>• Quality of work meets expectations</li> </ul>
<p>A student who <b>NEEDS TO IMPROVE (N)</b> citizenship will display one or more of the following:</p> <ul style="list-style-type: none"> <li>• Talks excessively</li> <li>• Is disrespectful to others</li> <li>• Is uncooperative</li> <li>• Uses inappropriate language</li> <li>• Has a poor attitude</li> <li>• Displays disruptive behavior</li> <li>• <b>More than 3 tardies to class per quarter (less than 9 per semester)</b></li> <li>• Receives discipline referrals</li> </ul>	<p>A student who <b>NEEDS TO IMPROVE (N)</b> work habits will display one or more of the following:</p> <ul style="list-style-type: none"> <li>• Is occasionally unprepared for class</li> <li>• Is missing some assignments</li> <li>• Turns in assignments late</li> <li>• Avoids class participation</li> <li>• iPad is frequently not charged and not used as a learning device</li> <li>• HW/Notebook/Assignments approaching expectations</li> <li>• Quality of work below expectations</li> </ul>
<p>A student with <b>UNSATISFACTORY (U)</b> citizenship will display one or more of the following:</p> <ul style="list-style-type: none"> <li>• Is defiant to school authority</li> <li>• Violates school ethics code</li> <li>• Intimidates others</li> <li>• <b>Has 6 or more tardies to class per quarter (10 or more per semester)</b></li> <li>• Is frequently truant</li> </ul>	<p>Student with <b>UNSATISFACTORY (U)</b> work habits display 1 or more of the following:</p> <ul style="list-style-type: none"> <li>• Is consistently unprepared</li> <li>• Is missing most assignments</li> <li>• Turns assignments in late</li> <li>• Rarely participates in class</li> <li>• Quality of work far below expectations</li> <li>• iPad is rarely charged and rarely used as a learning device</li> </ul>



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## GENERAL INFORMATION

### BACKPACKS

Each student should carry a backpack for binders, lunches, PE clothes, etc. The only markings or writings that are allowed on backpacks are the student's name.

### BICYCLES, SKATEBOARDS & SCOOTERS

Students may ride bicycles to school as long as they do so in a responsible manner. **To prevent theft, bicycles/skateboards must be locked to the racks in the designated enclosures.** Every precaution is made to ensure the safety of bicycles/skateboards parked at Columbus Tustin during the school day. However, Columbus Tustin School cannot be held financially liable should a bicycle/skateboard be stolen. Bicycles/skateboards are never to be ridden inside the gates of Columbus Tustin or in the parking lot. Students are reminded to be extra careful when crossing the driveways of the parking lots. In addition, bikes should always be walked and skateboards carried across the crosswalks leading to the school.

**The bicycle and skateboard safety laws require that all persons under 18 years of age wear a helmet.** Students who do not wear a helmet run the risk of having their bicycles/skateboards impounded until a parent can pick them up or provide the student with a helmet. **ALWAYS WEAR A HELMET!**

### CELL PHONES AND ELECTRONIC DEVICES

Any electronic device that disrupts school activities or is found during a routine search may be confiscated and returned only to a parent. Students who choose to bring a cell phone to school must keep the phone off and put it away, not visible to staff, once school begins. Students who turn their phones on without permission during class time may have their items confiscated and held for parent pick-up. **If a student needs to make a phone call they can go to the office and ask to use an office phone. The school and the district will not be responsible for the loss or theft of a cell phone.**

### EARBUDS/HEADPHONES

Earbuds/Headphones should be stored in the student's backpack. These items may be required during instructional time with teacher permission only. **The school and the district will not be responsible for the loss of earbuds/headphones.**

### BULLYING

**Tustin Unified School District Board Policy (5131.2) prohibits discrimination, harassment, intimidation, and bullying.**

Bullying is defined as aggressive behavior that is intentionally repeated over time and involves an imbalance of power or strength. Bullying can take many forms (both direct and indirect), such as hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion, and sending or posting insulting messages or pictures by cell phone or online.

### CYBER-BULLYING

The use of Modern Communication Technologies (including but not limited to email, text messaging, instant messaging, chat rooms, blogs, websites, social networking sites, cell phones, tablets, computers, and other forms of technology) to intentionally embarrass, humiliate, threaten or intimidate an individual or group in an attempt to gain power or control.

### HOW YOU SHOULD RESPOND TO BULLYING BEHAVIOR:

1. Report any instances of suspected bullying involving you or a fellow student to a teacher, counselor, or school administrator as soon as possible
2. If you witness bullying behavior, intervene (if it is safe to do so) or help to stop the behavior as soon as it occurs. Peer-to-peer early intervention is proven to be effective in reducing bullying.
3. Students should not listen to rumors, should not engage in rumors, and should not listen to or say anything mean to or about anyone. This is a form of bullying ("relational"). Bullying is not tolerated at CT Middle School.

### EMERGENCY EVACUATION DRILLS

Columbus Tustin conducts quarterly fire/disaster drills. For fire or classroom evacuation the signal is a continuous series of short bells with flashing lights. When students hear the fire alarm, they are to wait for an announcement from the office to evacuate, then follow planned evacuation routes and assemble along the edge of the blacktop according to the classroom number. Once assembled, students are to line up in alphabetical order for roll call. When the drill is over, an announcement will be made to return to class.

### EXITING THE CAMPUS

All students should clear the campus by 2:50 p.m. each afternoon. Students doing make-up work, staying after school for disciplinary reasons, homework club, or participating in extracurricular activities should report to the appropriate classroom by 2:50 p.m. and leave the campus immediately upon finishing the activity.



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## FOOD SERVICES

At snack and lunch breaks students may select snacks, and/or hot lunches. Menus are available online or in the office. Conduct in food lines and while eating in designated areas is expected to reflect our school-wide rules. **FOOD AND BEVERAGES MUST BE CONSUMED IN THE QUAD AREA ONLY. Students who have food or drink in the "No Food Zone" will be made to throw it away. Campus cleanup will be assigned to any student who is eating in an inappropriate area.** Students caught leaving trash in a place other than the cans provided in the Quad will be placed on campus cleanup. It is each student's responsibility to keep the eating area clean. **Asking or forcing others to give food or money is not acceptable.**

## LIBRARY

The library is open from 7:30 a.m. to 4:30 p.m. Students are responsible for materials checked out and are expected to demonstrate appropriate behavior in the library. **Student I.D. cards will serve as identification to check out books.**

## IDENTIFICATION CARDS

Students will be provided with a Student I.D. card at the beginning of the school year. **Students will need to keep the card at all times for use in the CT Library, Computer Lab, to check out blacktop equipment, and to use in the food lines.** Students may be required to wear their I.D. card during the school day.

## ILLNESS OR INJURY

If an illness or injury occurs after a student arrives at school, he/she is to report to his/her instructor and then to the office. A nurse is on call, and the school secretaries have first aid training and experience. A parent will be notified as needed, which is an important reason to keep the office informed of address and phone number changes.

## INSURANCE

A private insurance company offers an accident policy that gives coverage for regular school sessions and after-school sports. They will also furnish each student with a form listing the benefits covered. Parents have the opportunity to buy insurance if they wish.

## LOST & FOUND

Bins for found clothing are located below the attendance window. Unclaimed items are donated to charities at the end of each quarter. Small items can be found in the office. Lost books are placed in the library.

## PE REQUIREMENTS

PE grades are based on California State Physical Fitness Standards. To view these Fitness Test Requirements, please visit the website at <http://www.cde.ca.gov/ta/tg/pf/>. All students are required to dress in school-approved PE attire every day (students may wear sweatpants in cold weather). P.E. shorts are to be worn at the waist. PE clothes are to be washed once a week (taken home on Fridays and returned on Mondays). **Students should lock all items up in the locker room and never leave anything unattended, as the school cannot be responsible for lost or stolen items.** It is imperative that students **do not** share their combination to the PE lock. Also, **no deodorant spray is allowed – only stick or roll-on. Fragrant lotions and perfumes are not permitted.** Confiscated items will be discarded.

## PRESCRIPTION OR OVER THE COUNTER MEDICINE

Under California law, when prescribed medication must be given during school hours, proper forms (available in the health office) are to be completed by the parents and doctor. Students are not to have any medication (prescription or generic) in their possession at school (this includes items such as Advil or Cough Drops)

## SEXUAL HARASSMENT

Sexual harassment of any level will not be tolerated at CT. Incidents should be reported to a staff member immediately. The TUSD sexual harassment policy is available in our office.

## TRANSPORTATION TO SCHOOL

Parents who transport students to and from school must obey the parking regulations and school regulations regarding drop off and pick up of students. Parents need to be aware of pedestrians and other vehicles when arriving or departing with students. Please try to drop students off on the school side of Beneta Way to prevent students from getting hit as they cross the street. You may also drop students off in the CT Gym lot. Please remember the speed limit is 25 mph



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## STATEMENT OF NON-DISCRIMINATION

(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973)

The Tustin Unified School District does not discriminate in any employment practice, education program, or educational activity on the basis of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, medical condition, pregnancy and related conditions, retaliation, or political beliefs; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. A copy of the District's nondiscrimination policy is available from the Tustin Unified School District Office.

The following position is designated Coordinator for Nondiscrimination at CT Middle School to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the District's nondiscrimination policies:

Maggie Burdette  
Principal  
17952 Beneta Way, Tustin CA 92780  
714-730-7352

Any student who feels that he/she/they has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.



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# TUSTIN USD EDUCATIONAL SERVICES

Dear Parents and Guardians: The Constitution of the State of California requires that we provide a public education to students free of charge. A student's right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student's right to a free public education means that we cannot require you or your students to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your student to pay security deposits for access, participation, materials, or equipment. Your school may require students to attend a fundraising event; however, if they are unable to raise funds for the event, we cannot prevent students from participating in an educational activity.

These exceptions are:

- Charges for optional attendance as a spectator at a school or District sponsored activity.
- Charges for food served to students, subject to free and reduced-price meal program eligibility and other restrictions specified in law.
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
- Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that is made available by the school district.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
- Charging for the parking of vehicles on school grounds.
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as woodshop, art, or sewing projects kept by the student.
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for transportation to and from school, and transportation between school and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average non-subsidized cost per student and provided there is a waiver provision based on financial need.
- Fees for transportation of pupils to places of summer employment.
- Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
- Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
- Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.



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## CT Classroom P.A.C.K. Matrix

	<b>Pride</b>	<b>Achievement</b>	<b>Character</b>	<b>Knowledge</b>
<b>Entering the Classroom</b>	I am: <ul style="list-style-type: none"> <li>Walking.</li> <li>Quiet.</li> <li>Keeping my hands to myself.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Sitting in my assigned seat.</li> <li>Getting necessary materials ready.</li> <li>Always on time.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Positive.</li> <li>Using kind language.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Making a good impression on others.</li> </ul>
<b>Independent Work</b>	I am: <ul style="list-style-type: none"> <li>Using materials appropriately..</li> </ul>	I am: <ul style="list-style-type: none"> <li>Completing my work.</li> <li>Staying in my seat.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Staying focused.</li> <li>Not distracting others.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Ensuring that the environment supports learning for all.</li> </ul>
<b>Group Work</b>	I am: <ul style="list-style-type: none"> <li>Keeping my hands to myself.</li> <li>Using materials correctly.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Staying on task.</li> <li>Participating.</li> <li>Staying with my group.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Listening to the ideas of others.</li> <li>Using kind language.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Learning to work with everyone and share ideas..</li> </ul>
<b>The Teacher is Teaching</b>	I am: <ul style="list-style-type: none"> <li>Sitting in my assigned seat.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Taking notes.</li> <li>Raising my hand and asking questions.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Actively listening.</li> <li>Not making unnecessary noises.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Remaining on task and learning important information.</li> </ul>
<b>Use of Technology</b>	I am: <ul style="list-style-type: none"> <li>Handling devices safely.</li> <li>Keeping food and drinks away from hardware..</li> </ul>	I am: <ul style="list-style-type: none"> <li>Charging my device daily.</li> <li>Bringing my device daily.</li> <li>Only utilizing approved apps and resources.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Not taking pictures or videos of others without permission.</li> <li>Only using devices with permission.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Respecting the opportunity to learn with the support of technology..</li> </ul>
<b>Leaving Classroom</b>	I am: <ul style="list-style-type: none"> <li>Walking.</li> <li>Keeping my hands to myself.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Putting all materials in the right place.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Waiting to be dismissed.</li> <li>Always using kind language.</li> </ul>	I am: <ul style="list-style-type: none"> <li>In class and ready to learn before the period begins.</li> </ul>



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## Columbus Tustin Middle School: Schoolwide Matrix of Expectations

Pride Achievement Character Knowledge	School Wide	Restrooms	Food Lines	Quad	Hallways	Entrance/ Exit	Blacktop/ Field/Activity Center	Office
<b>P</b>	Protect school property and supplies  Be responsible for your trash and recyclables  Be on time  Dispose of gum in trash cans	Place trash in trash containers  Flush toilets after each use  Wash your hands with soap and water	Walk and get into the back of the line in an orderly manner	Place trash in trash containers  Place cans and bottles in recycle containers	Arrive at your destination on time  Walk respectfully to your next destination using appropriate voice-level	Walk when you are entering and exiting campus  Place trash in its place  Walk your bike, scooter, or skateboard in crosswalk zones	Play fair  Use a water fountain appropriately  Keep your hands to yourself  Keep an eye on your property	Always check in at the office window first  Greet office staff politely
<b>A</b>	Come prepared with supplies and finished assignments  Fill out your binder reminder every period daily	Use the restroom for its intended purpose only	Choose your food and move through the line.	Eat, talk, and enjoy hanging out with friends	Be sure to walk in the hallways so everyone is able to get to their destination safely  Stay to the right and keep moving	Have your student ID with you at all times when on campus  Lock up your OWN bike, scooter, or skateboard	Challenge yourself to do your best.  Give 100% effort and never give up  Use appropriate voice level.	Have your hall pass out and visible for all staff to see
<b>C</b>	Speak kindly and respectfully to everyone  Treat others the way you want to be treated	Get in, do your business, get out  Keep the restroom clean and tidy	Keep your hands to yourself.  Use polite language  Be respectful of other students' place in line	Respect the property of others  Keep your hands to yourself  Respect the classes in session by avoiding making too much noise	Respect the personal space of others by keeping hands to self  Keep voice levels down so classes in session can continue learning.	Greet students and staff members politely  Get where you need to be quickly  Get your own bike, scooter or skateboard, leaving quickly and safely	Respect equipment, boundaries and other people's property  Be a good sport  Place trash in its place	Wait patiently  Use polite language  Wear your mask when you enter the building
<b>K</b>	Know the right thing to do and when to do it  Keep your hands and personal property to yourself  Be aware of your personal space and the space of others	Use the restroom at appropriate times of day  During class, have a pass and sign out/in  Know and practice personal hygiene	Make sure to select required items from each food group. (Dairy, protein, grain, fruit/vegetable)  Have your ID or PIN ready.	Use the H wing restrooms during break  Use the C wing restrooms anytime  Know the break and lunch time boundaries	Use the assigned hallway and restrooms during your lunch  Both C and H hallways can be used during break and lunch	Enter campus at the appropriate time and locations (M-F @ 7:40 am )  Clear campus or be at the appropriate location by 2:50 pm  Always wear a helmet!	Return equipment at the 1st warning whistle.  Use solid hygiene products.  During lunch, line up and have ID ready to check out equipment	Make sure you only visit the office for a valid reason and with teacher permission  Use the Attendance window to ask for assistance



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