

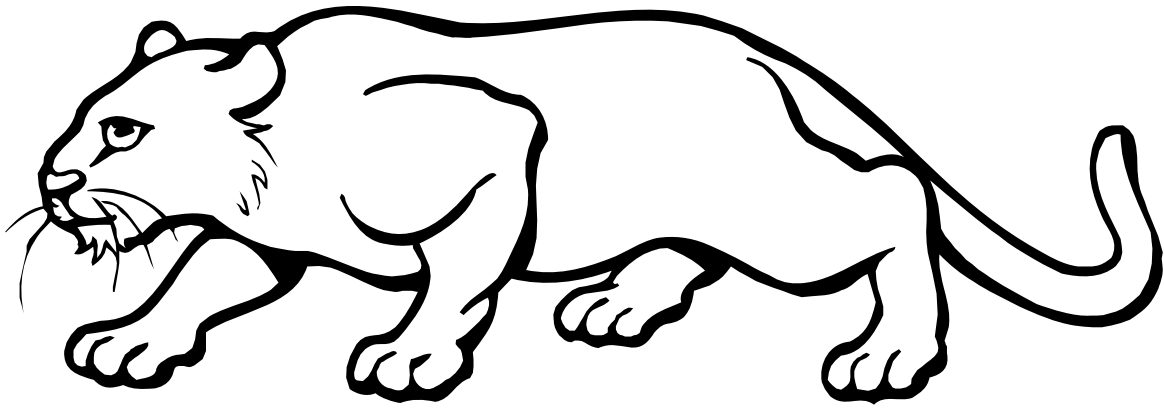
PLEASANT GROVE STUDENT/PARENT HANDBOOK

2007-2008

Home of the Pumas

**2540 Green Valley Road
Rescue, California 95672
(530) 672-4400**

For the latest version of this handbook, please visit our web site
www.myplesantgrove.com



PLEASANT GROVE MIDDLE SCHOOL 2007-2008

We strongly encourage parents/guardians to review this handbook with their student(s) to ensure they have an accurate and complete understanding of what is expected of them at Pleasant Grove.

At the end of the handbook section there is a signature page that requires parents/guardians and students to sign as an indication that they have reviewed the handbook. This page must be returned to the school through the student's first period teacher by Wednesday, August 22, 2007.

If you have any questions or concerns regarding this handbook, we welcome you to contact our school office at (530) 672-4400.

Reid W. Briggs
Principal

Patrick Paturel
Assistant Principal

RESCUE UNION SCHOOL DISTRICT MISSION STATEMENT

The Rescue Union School District, working cooperatively with parents and community, will educate all students to their highest potential, preparing them to understand and appreciate the past, adapt to the ever-changing present, and make responsible decisions for the future.

PLEASANT GROVE MIDDLE SCHOOL MISSION STATEMENT

Pleasant Grove Middle School will provide every student with a high standard of academic learning combined with personal and social development in a collaborative, healthy, inclusive, and positive environment.

PLEASANT GROVE MIDDLE SCHOOL MOTTO

Respect + Responsibility = Results

SCHOOL WIDE STANDARDS

1. Come to class on time, prepared, and ready to do your best.
2. Remember the school motto: Respect + Responsibility = Results
3. Follow the dress code.
4. Gum is not permitted on campus.
5. Hats are worn outside only and worn correctly.

BELL SCHEDULES

Regular Schedule – 6th Grade

Warning Bell	7:45		
1st Period	7:50	- 8:39	(49)
2nd Period	8:44	- 9:33	(49)
Break	9:33	- 9:41	(8)
3rd Period	9:46	- 10:35	(49)
Lunch 1	10:35	- 11:20	(45)
5th Period	11:25	- 12:15	(50)
6th Period	12:20	- 1:10	(50)
7th Period	1:15	- 2:05	(50)

Regular Schedule – 7th Grade

Warning Bell	7:45		
1st Period	7:50	- 8:39	(49)
2nd Period	8:44	- 9:33	(49)
Break	9:33	- 9:41	(8)
3rd Period	9:46	- 10:35	(49)
4th Period	10:40	- 11:30	(50)
Lunch 2	11:30	- 12:15	(45)
6th Period	12:20	- 1:10	(50)
7th Period	1:15	- 2:05	(50)

Regular Schedule – 8th Grade

Warning Bell	7:45		
1st Period	7:50	- 8:39	(49)
2nd Period	8:44	- 9:33	(49)
Break	9:33	- 9:41	(8)
3rd Period	9:46	- 10:35	(49)
4th Period	10:40	- 11:30	(50)
5th Period	11:35	- 12:25	(50)
Lunch 3	12:25	- 1:10	(45)
7th Period	1:15	- 2:05	(50)

Minimum Day Schedule

Warning Bell	7:45		
1st Period	7:50	- 8:19	(29)
2nd Period	8:24	- 8:52	(28)
3rd Period	8:57	- 9:25	(28)
4th Period	9:30	- 9:59	(29) (6 th grade lunch)
5th Period	10:04	- 10:33	(29) (7 th grade lunch)
6th Period	10:38	- 11:07	(29) (8 th grade lunch)
7th Period	11:12	- 11:40	(28)

AFTER SCHOOL ACTIVITIES

There are many activities that take place after school hours. Prior to the event, all students are expected to make arrangements for transportation home at the conclusion of the event. If parents/guardians are not available to pick up their child, other arrangements must be made. It is not permissible for students to stay on campus for any length of time after the conclusion of a school event. **Students must be picked up within 15 minutes of the conclusion of the activity or participation in after-school activities will be restricted and other disciplinary actions may result. Students who have habitual problems being picked up in a timely manner will not be allowed to continue to participate in after school activities.**

Students who are waiting for their ride from an after school activity must wait in front of the Administration Building and are expected to act responsibly, showing respect for others and school property. Students failing to do so will not be allowed to continue participating in after school activities.

Students attending an after-school event may arrive on campus no more than 15 minutes prior to the event.

ARRIVAL

Students are not allowed on the campus before 7:30 AM unless they are involved in a supervised school activity. In addition, students must be picked up after school before 2:30 PM.

ATTENDANCE

If a student is absent from school, the absence must be reported by calling the school office. The student's name, the day and date of the absence, the reason for the absence and relationship of the person reporting the absence (i.e., mom, dad, grandma) should be stated. The student should also bring a note signed by the parent/guardian describing the reason for the absence to the office the day the student returns to school.

ATTENDANCE (Continued)

The following are the only legal excuses that will be accepted by the office for absences and tardies as given in Education Code 48205.

1. Personal illness
2. Quarantine under the direction of the county or city health officer.
3. Medical, dental, optometric or chiropractic appointments, court appearance.
4. Attendance at funeral services.
5. Participation in religious instruction or exercises in accordance with district policy. The student must attend at least the minimum school day and shall not be excused for more than 4 school days per month.

Family vacations are unexcused absences. Excessive absences due to illness (more than 14 days) must be verified by a physician (RUSD board policy 5113). Excessive absences will result in a referral to the School Attendance Review Board (SARB).

Tardies

Students are expected to be seated in their classrooms and ready to work when the bell rings signaling the start of each period including Period 1. Students will face the following consequences for tardies:

1 st Tardy	Warning
Subsequent Tardy	Loss of 10 merits

A student arriving at school past 7:50 AM must obtain a tardy slip in the office before going to class. A note should accompany your student stating the reason for the tardy. Missing the bus, over-sleeping or heavy traffic are not excused tardies. Any student who is tardy to school in excess of 30 minutes, on more than three days in one school year is considered truant. In El Dorado County, chronic truancy, and/or tardies may result in a referral to the El Dorado County School Attendance Board, (SARB).

Long Term Absences

In the event of an illness, which causes a student to miss 3 or more days of school, a request for homework should be made by the parent/guardian. Work may be picked up in the school office after 2:15 PM. Please check www.schoolnotes.com for assignments. Independent study contracts will be available only upon approval by the administration for absences of more than 5 days. Requests for independent study must be made by the parent at least one week prior to the absence.

There is no substitute for classroom instruction. Parents/Guardians should make every effort to insure students are present on each school day and plan family trips outside the school calendar. The teachers will make a reasonable effort to provide missed work, however, a student's grade may be adversely affected due to missed instruction.

Early Checkouts

Please arrange for doctor and dentist appointments after school hours. Early checkouts from school cause a disruption to the instructional program. If an early checkout is necessary, please come to the office.

BICYCLES

Due to safety reasons, it is recommended that students do not ride their bicycles to Pleasant Grove.

BIRTHDAYS AND OTHER CELEBRATIONS

Please do not bring or deliver food (cakes, pizza, donuts, etc) to school to share with other students. This causes a tremendous disruption during the day, especially at lunch. Balloons and flowers are not allowed in the classroom or on the bus, so please save these for home.

For the latest version of this handbook, please visit our web site
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CELL PHONES

Cell phones must be **turned off** and in the student's **backpack** during the school day. Cell phone use is permitted before and after the school day. Students using a cell phone during school hours (unless in case of emergency) will result in having their cell phone kept in the office for the remainder of the school day. Repeated cell phone violations will result in disciplinary action. **Cell phones with camera capabilities are not allowed.** If they are found at school they will be confiscated and returned to a parent. Recordings, either audio and/or video, are not permitted at school.

CLOSED CAMPUS

Pleasant Grove maintains a closed campus. This means that students are not allowed to leave school at any time during the day unless signed out in the office by a parent or guardian. This includes lunchtime. Students may not bring friends or relatives to school with them if they are not enrolled at Pleasant Grove School. Permission to leave the school grounds during the school day may be granted when the following criteria is met:

- A parent or guardian finds it necessary to sign their student out.
- The signature of parent/guardian must be on file in the office on the student's emergency card.
- Names of authorized adults must also be on file.
- Students will not be released to anyone not on the emergency card.

Appointments:

If you need to pick your student up early, please send a note with him/her in the morning stating the time he/she needs to come down to the office to meet you. Your student can show the note to his/her teacher to be released to the office where they will be waiting for you. If you need to pick your student up early, due to an appointment or situation that has arisen after he/she left for school, please come to the office to have your student called out of class. Students must be signed out at the office to leave campus early. Only a parent/guardian or a person listed on a student's emergency release card may sign a student out of school. Upon return, the student must sign-in in the office. **PLEASE MAKE AN EFFORT TO SCHEDULE ALL APPOINTMENTS BEFORE 7:50 AM OR AFTER 2:05 PM.**

CLUBS

Students are invited to participate in a wide variety of after school clubs. Times and dates will be published in the parent newsletter, student bulletins, and on **www.myplesantgrove.com**. Parents need to arrange transportation home for their child immediately following the activity.

COMPLAINTS

We encourage the resolution of concerns and complaints early and informally whenever possible. Parents should direct any concerns to their child's teacher(s). If a problem remains unresolved, the individual should submit a formal written complaint as early as possible in accordance with the appropriate district procedures. District procedures are readily accessible by contacting the school office.

CONTACTING YOUR STUDENT AT SCHOOL

Our staff recognizes the importance of providing students with sustained, uninterrupted instruction. Interruptions and distractions must be limited to ensure that teachers can dedicate classroom time to the instruction of students. Please make arrangements with your student before school to eliminate the need to have your student called out of class. Lunches, lunch money, homework, P.E. clothes, etc will not be delivered to students. It is the student's responsibility to come to the office and check for such things. Messages will not be delivered to students during the last hour of school.

COUNSELING

Academic counseling is available to all students. The success of this program relies on the development of a strong team relationship between the student, parent/guardian, teacher, administrator, support staff, and counselor. Requests for counselor assistance can be made by students, parents, and staff members by phone, note, or by coming to the office to make an appointment.

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DAILY PLANNER

The school provides each student with a Daily Planner at the beginning of the school year. These are required to be used by students to help organize their time like a "Personal Planner." It is all students' responsibility to write assignments, make reminders and keep track of events in the Daily Planner. This planner is the strongest link between school instruction and home. We strongly encourage parents to review their student's Daily Planner everyday and help them to effectively use this valuable tool.

DISCIPLINE

Our goal is to provide a safe environment for all students that encourages learning. The standard for behavior is: **Be respectful, be responsible, and be safe.** The hope is that students make positive healthy choices, which include adherence to school rules and the receipt of positive consequences. Specifically this includes, but is not limited to:

- Dressing appropriately
- Arriving on time and prepared for school every day
- Contributing positively to Pleasant Grove academic and social activities daily.
- Behaving in a safe manner.
- Being responsible for keeping the campus, including eating areas clean.
- Speaking respectfully to all adults and peers.

School wide Rules (Respect, Responsibility, Safety)

Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, courteous and respectful toward their teachers, other staff, other students, and volunteers.

Basic Classroom Rules

1. No gum, eating, or drinking (except water) in class.
2. Follow all teacher directions.
3. Keep hands, feet, and objects to yourself.
4. Cell phones, seen or heard will be confiscated.

Consequences for violating class rules are as follows:

- 1st offence – Warning
- 2nd offence – 10 demerits and a phone call home

Basic Campus Rules

1. Walking is required in all areas.
2. The throwing of any object including pencils, rocks, etc., is forbidden.
3. Possession of sharp objects, dangerous objects, or weapons is prohibited.
4. Students should dress appropriately – please see the dress code.
5. Gum chewing is not allowed.
6. Energy drinks, vitamin water and sodas are not allowed.
7. Classroom equipment is to be used only under the supervision of the instructor.
8. Students walking to and from school are to use sidewalks and are required to follow basic safety rules when crossing streets, in the parking lot, and when near the school buses.
9. Skateboards, scooters, skates, roller blades, or any other footwear or device that has wheels and is ridden, are not allowed on campus at any time.
10. Students are not allowed to bring bats, hard balls, or other sports equipment to school. Sports and play equipment is furnished by the school.
11. Students may possess cell phones on campus. Cell phones must remain off and put away during the school day. Lasers, pagers, or other such devices are not allowed on campus. Cameras and camera phones are not allowed on campus. They will be confiscated.
12. No electronic listening or recording device may be used in a classroom without the teacher and administrator's permission (Board policy 1250 a). CD, mp3, and other music players should be left at home. They may not be used on campus at any time during the school day. We accept no responsibility for lost, stolen, or damaged items. Electronic interactive games and DVD players are also not allowed. Please leave all toys at home.

DISCIPLINE (Continued)

Student Rights

At Pleasant Grove we respect students and the rights given to them by the constitution. In respecting those rights, students will always be given the opportunity to present their perspective in situations regarding misbehavior. In addition to this, many sources of information will be sought out and taken into consideration as situations may require.

Terrorist Threats

In light of the tragic incidents that have happened in public schools across the country, we take very seriously threats to the safety of students, especially those involving weapons that can cause serious harm. Students must refrain from even joking about bringing weapons to school and harming other students. Terrorist threats will not be tolerated under any circumstance. Such threats create a hostile and fearful environment that seriously distracts from learning and threatens students' sense of security at school. Students who make or are conspirators in making terrorist threats will receive significant consequences and law enforcement will be contacted.

Campus Citation

Any Pleasant Grove staff member may give a Campus Citation for behavior that does not meet the school standards. Citations may assign a lunchtime detention and/or demerits. Students eat their lunch after detention. They may do schoolwork while in detention. Students are expected to arrive on time and follow all the detention rules. Students who do not attend detention on the day assigned will receive 10 demerits and the detention will be reassigned.

- **At 30 demerits** Visit with the Assistant Principal/Principal to review behaviors, begin merit recovery program. Phone call home to parents/guardians.
- **At 50 demerits**, Parent requested to shadow student for the day. Student will be placed on disciplinary probation with the Assistant Principal/Principal
- **At 80 demerits**, Assistant Principal/Principal will require a parent conference

Merit Program

Pleasant Grove utilizes a merit system to monitor behavior of students. The system provides the record keeping for privileges. All students begin with 100 Merits awarded **at the beginning of the school year**. Merits can be deducted for unacceptable behavior. All students must have 80 merits to participate in extra curricular activities, including but not limited to sport tryouts, sports, dances, reward activities, student council, end of year activities, graduation ceremony, etc.

Merit losses for citations vary between 0 and 20. Administrative referrals and class suspensions may be accompanied by a loss of 25 merits. A suspension will result in a loss of 100 merits. Please check www.myplesantgrove.com for the latest information on classroom rules, school rules and merit amounts associated with violations.

Merit Recovery Program

Students have the opportunity to earn back lost merits by reporting to the office and requesting a Merit Recovery Form. Students must volunteer service to the school in 10-minute increments for five days in order to regain 20 merits. All merit recovery is voluntary and must be completed in order to regain privileges. All projects must be approved by the Principal or Assistant Principal and signed off by a school staff member. Students are encouraged to suggest projects or ask teachers for work outside of class time. All completed forms must be returned to the Principal or Assistant Principal. All completed merit recovery forms must be turned in 24 hours prior to school activities. There will be no merit recovery during the last 10 school days.

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DISCIPLINE (Continued)

Referral

When a student is sent to the office for discipline, a Student Referral Notice is given to the administrator with a summary of the misbehavior. After an administrator has seen the student, the administrator will write the disciplinary action taken on the referral. One copy of this will be mailed home to the child's Parent/Guardian and a copy will be sent to the child's teacher to inform him/her of the results of the referral. The classroom teacher will notify the Parent/Guardian regarding the administrative referral.

Bullying

True bullying is repeated exposure over time to negative actions. Bullying means there is an imbalance of power, so that the child being victimized has trouble defending himself or herself. Bullying is aggression. It can take many forms, including physical, verbal or psychological. Bullying is when one person uses power in a willful manner with the aim of repeatedly hurting another individual.

Harassment

Students have the right to be free from threats, intimidation, inappropriate teasing and name-calling that create an intimidating and/or hostile school environment. Harassment can have significant effects on students and can lead to even more serious retaliatory behaviors.

Sexual Harassment

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person at school or at a school-sponsored or school-related activity. Any student who engages in sexual harassment of anyone at school or a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action (BP 5145.7).

Sexually harassing behaviors that will not be tolerated include, but are not limited to:

- Unwelcome sexual flirtations
- Spreading sexual rumors
- Sexual jokes, stories, drawings, pictures or gestures
- Sexual threats, verbal abuse, comments or sexually degrading descriptions.
- Students may not bring to school or have in possession any material depicting or describing indecency, obscenity or sexual behavior.

Academic Honesty

We believe that academic honesty and personal integrity are fundamental components of a student's education and character development. The RUSD board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site disciplinary consequences (BP 5131.9).

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DISCIPLINE (Continued)

Inappropriate student conduct includes, but is not limited to:

- Behavior that endangers other students and/or staff
- Behavior that disrupts the orderly classroom or school environment
- Harassment of other students or staff
- Public displays of affection including hugging, handholding, kissing, touching
- Damage to or theft of property belonging to the district, staff or other students.
- Possession, use or sale of alcohol, tobacco or other drugs
- Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose (Penal Code 417.27).
- Profane, vulgar or abusive language or actions
- Plagiarism or dishonesty in school work or on tests
- Inappropriate dress
- Gum chewing
- Tardiness and unexcused absence from school
- Failure to remain on school premises in accordance with school rules (BP 5131a, b)

Items Not Allowed at School

- Firearms or imitation firearms (including, but not limited to, air soft and paintball guns)
- Knives
- Explosive devices or substances (including fireworks, matches, lighters, etc)
- Controlled substances, drugs, and other medications (even over the counter medications)
- Drug paraphernalia
- Alcoholic beverages
- Tobacco products
- Any dangerous object of no reasonable use at school

Diversity and Racism

Recognizing and valuing diversity creates a school environment that is welcoming and productive. The California Education Code states: "All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution (Ed Code 201)." Harassment based on personal characteristics or status will be viewed as significant and will be addressed with significant disciplinary action.

At Pleasant Grove, we appreciate diversity and make every effort to guarantee the rights, safety and learning opportunities of all students. In working to accomplish our goal of establishing a bias-free environment, the Pleasant Grove staff and administration will uphold the Education Code as it states: "There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California's public schools. California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity (Ed Code 201)." Any act of racism or discrimination will be viewed as significant and will be addressed with significant disciplinary action.

Drugs - "No Tolerance" Policy

Rescue District maintains a "No Tolerance" policy with regards to student use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, steroids or possessing drug paraphernalia on the school premise or at any school function (home or away). These are strictly prohibited and any student found in violation of the Education Code covering these prohibited substances will be immediately suspended, cited by law enforcement, and recommended for expulsion.

DISCIPLINE (Continued)

Respect for Staff

It is the job of all staff on campus to ensure that all students are safe and have the opportunity to learn. In order to carry out the duties of their job, it is important for all staff members to be treated with respect. This means students must act and speak in a manner that recognizes the staff's authority in the classroom, on the school campus and at school related events. All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools (Ed Code 48908).

Respect for the School

Students are expected to treat the school campus, facilities, and equipment with respect. The wildlife, plants and wetland areas are to be treated respectfully and cared for. All birds and wildlife, along with their nests and habitat, are protected by state and federal laws. We have a very unique campus. Please help us take care of it.

Violence

A safe environment is essential if students are to be focused and ready to take advantage of the learning experiences on campus. Part of a safe environment includes feeling unthreatened by the use of force or violence by others on campus. Students who are involved in the use of physical force or violence on another person on campus will be addressed with appropriate, significant disciplinary actions.

Weapons and Dangerous Instruments

The Governing Board desires students at school to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits students from possessing weapons, replicas of weapons, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at any school related or school-sponsored activity away from school.

Any school employee may confiscate any weapon, dangerous instrument, or replica from any person on school grounds under the power granted by the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public (BP5131.7a).

Suspension from Class by a Teacher

A teacher may suspend a student from class for any of the acts enumerated in the discipline guidelines. (Ed Codes 48900 and 48900.2). The teacher will inform the parent or guardian of the class suspension. Parental attendance may be required on the day the student returns to class or within one week thereafter. (Board Policy 5144.1b, Education Code 48900.1)

(CA Labor Code 230.7): "Current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions."

Grounds for Suspension or Expulsion

If a student is suspended from school, he/she will lose the right to attend school and school activities. School suspension will result in the loss of 100 merits. A student may be suspended or expelled for any of the acts listed below if the act is related to a school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the school campus.
4. During, going to, or coming from a school-sponsored activity.

DISCIPLINE (Continued)

Grounds for Suspension or Expulsion (Continued)

Ed Code Sec. 48900

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object. (Includes lighters, matches, BB gun, firecrackers, poppers.)
- c. Unlawfully possessed, used sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, and alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant, or "look alike" drug substances.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco.
- i. Committed an obscene or vulgar act or engaged in habitual profanity or vulgarity. This includes "pantsing" self or others.
- j. Possessed, used, unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or any school personnel engaged in the performance of their duties. This includes the tampering of school documents or the forging of signatures.
- l. Knowingly received stolen school property or private property.
- m. Possession of an imitation firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, Penal Code 286,288,288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- q. Engaged in, attempted to engaged in, hazing as defined in EC 32050
- s. Aids or abets the infliction or attempted infliction of physical injury to another person.

Ed Code Sec. 48900.2

Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment in grades 4-12.

Ed Code Sec. 48900.3: Committed hate violence in grades 4-12.

Ed Code Sec. 48900.4: Committed harassment, threats, or intimidation in grades 4-12.

Ed Code Sec. 48900.7: Made terrorist threats against a school official or school property, or both.

During the suspension period the student may not be on any school campus in the district for any reason.

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DISCIPLINE (Continued)

Expulsion:

- A. Mandatory Suspension, Recommendation for Expulsion and Expulsions
 - 1. Education Code Section 48915 requires a principal or superintendent to immediately suspend and recommend expulsion of a pupil that he or she determines has committed any of the five following acts at school or at a school activity off school grounds:
 - a. Possessing, selling, or otherwise furnishing a firearm.
 - b. Brandishing a knife at another person.
 - c. Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053.
 - d. Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code Section 48900(n).
 - e. Possession of an explosive as defined in 18USC921.
 - 2. Under Section 48915(d), if the governing board or hearing panel finds that the student did in fact commit one of the five acts listed above, the governing board shall order a pupil expelled. No exceptions.
- B. Mandatory Recommendation for Expulsion; Permissive Expulsions.
 - 1. Education Code Section 48915(a) identifies grounds on which a recommendation for expulsion must be made unless the expulsion is not appropriate because of particular described circumstances. These grounds are:
 - a. Causing serious physical injury to another person except in self-defense;
 - b. Possessing any knife, explosive, or other dangerous object of no reasonable use to the pupil;
 - c. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of...the Health and Safety Code, except for a first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis;
 - d. Robbery or extortion.
 - e. Assault or battery upon a school employee, as defined in Penal Code Sections 240 and 242.
- C. Permissive Recommendation for Expulsion and Permissive Expulsions.
 - 1. A principal or superintendent may recommend expulsion and a governing board may order a pupil expelled upon a finding that the pupil violated Sections 48900(a) through (o), 48900.2, 48900.3, or 48900.4. However, there may be some overlap with 48915(a) and, which require mandatory recommendations or mandatory expulsions.

Appeal Process for Disciplinary Actions

This process applies to disciplinary actions other than suspension or exclusion. (Appeal for either suspension or expulsion are outlined in board policy). If a student chooses to appeal a disciplinary action, these are the procedures to follow. This process must begin within one week of receiving a disciplinary action.

- 1. Student discusses the action with the teacher or other staff member who issued the disciplinary action.
- 2. If the student's appeal is denied, the student may request a parent discuss the disciplinary action with the teacher or staff member who issued it.
- 3. If the parent's appeal is denied, the parent may request a meeting with the teacher or staff member and an administrator.
- 4. If the parent's appeal is denied by an administrator the parent may request a meeting with the superintendent.

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DISCIPLINE (Continued)

DISTRICT POLICY ON DISCRIMINATION

The Rescue Union School District does not discriminate on the basis of race, color, national origin, sex, handicap (or disability), or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act of 1975. This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Rescue Union School District Superintendent Office
2390 Bass Lake Road
Rescue, CA 95672

The lack of English language skills will not be a barrier to the admission and participation in the District's program.

DRESS CODE FOR STUDENTS

"The Governing Board expects that students will present themselves in a manner which will not disrupt the educational program of the school. Their appearance should be neat, clean and acceptable to the general society and in keeping with the activities at the school. The Governing Board considers this to be a judgment area of the site administrator of the school (BP 5132)." The dress code also applies to activities after school (i.e. dances, sports) and off campus events (i.e. field trips, away sports).

The school administration recognizes that fashion trends may keep it from being easy for students to find appropriate clothing; however, it is important to maintain a proper and safe learning environment. Parents/Guardians and students are requested to take the appropriate steps to ensure their school wardrobe meets the standards of the dress code.

The following guidelines are intended to define appropriate student attire and personal grooming for students at school. The appropriateness of the clothing will be determined by the normal wear of the clothes, that is to say, they will be judged not just by the way the clothes fit when the student is standing still, but by the way they fit as the student participates in regular activities of the school day (i.e. walking, sitting, reaching, etc.).

Unacceptable attire at school includes the following:

1. See-through blouses, shirts, or tops; bare midriffs (if your stomach can be seen, you have a bare midriff); off-the-shoulder tops, halter tops, or tank tops that do not fit snugly on the sides and top. Tops must meet whatever is being worn on the bottom, covering the entire torso when arms are raised.
2. Shirts/tank tops that have shoulder straps less than 1 inch wide (Note: the straps on overalls are not the straps of a shirt or top.)
3. Any clothing (top or bottom, including overalls) not covering undergarments or that reveals undergarments at the hip or chest. Underwear, or any part of the anatomy that underwear is designed to cover, may not be exposed. Pants, shorts, skorts, and skirts are to be worn at the waist. No "sagging." Clothing must not be torn or tattered, even by design.
4. Shorts, skorts, and skirts must be of an appropriate length and cover the buttocks area. They may be no shorter than 6 inches above the knee.
5. Any shirt or top that reveals too much skin in the chest or back area (i.e. low cut, bareback). Bare midriffs or cleavage may not be exposed.
6. Clothing with inappropriate lettering, printed patches, artwork or messages. These include references to drugs, alcohol, tobacco, sex, skeletons, death, and satanic themes, known gang themes, acts or weapons of violence or illegal activity, or derogatory statements.
7. Headbands and bandanas may not be worn.
8. Swim/beachwear, exercise wear, spandex-type clothing.
9. Chains of any kind and clothing or jewelry with protrusions that could be considered dangerous. Example: Spikes, collars, safety pins, lip or facial piercings.

DRESS CODE FOR STUDENTS (Continued)

10. Extreme make-up, inappropriate hair color, or temporary hair dye/spray resulting in a disruption of instructional activities. Jewelry/piercing that creates a danger to self or others and/or limits participation in normal school activities.
11. For the latest version of this handbook, please visit www.mypleasantgrove.com.

The appropriateness of clothing in question as per this dress code will be left to the discretion of the school staff.

Inappropriately dressed students will be sent to the office where the student will change clothing. Student clothing in violation of dress code will be labeled and will remain in the office. Continued dress code violations may result in disciplinary action and a parental conference. Once a dress code violation has been identified, the student cannot cover up the violation with a sweatshirt or jacket or anything else; they must change the clothes that are the cause of the violation. As with any other rule infraction, a continual violation may be looked on as a suspendable offence under section 48900 (k) of the California Education Code.

Hat Policy

California public schools are required to allow students and staff to wear hats or other protective sun-wear outdoors during the school day. "Hats or other protective sun wear" means hats and/or other clothing that protects the student's skin from exposure to the sun. Included in this category are baseball caps and visors. The hat must be small enough or pliable enough to fit into the student's backpack while he/she is in class. Not included in the sun-wear category are bandannas, beanies, stocking caps or similar items. These items may not be worn at school.

1. Students may only wear hats when they are outside. If a PE activity is in the gym or classroom, students may not wear hats. Knit or ski caps are NOT intended for sun protection and may ONLY be worn during inclement weather.
2. In the classroom, hats must be put into backpacks, not placed on the desk or floor (to prevent theft).
3. Hats must be worn in the correct manner (not backward or sideways). A student will be warned once of hat policy. Further offenses may result in confiscation and/or a citation.
4. The School and Rescue Union School District are in no way responsible for the replacement of damaged, stolen, or lost hats.

EMERGENCY CARDS

Emergency cards are the school's most efficient method of contacting a student's parent/guardian in the event of an emergency. Parents must fill out the cards and return them to school prior to receiving their schedule. Please inform the office of any changes. Students will not be allowed at school if their emergency card is not on file. In case of emergencies, when parents or designated emergency contacts cannot be contacted, 911 will be called and the necessary treatment will be administered.

EMERGENCIES ON CAMPUS

If there is an emergency on campus requiring the early release of students, parents will be notified and a checkout system will be put into place. Students will only be released to adults whose name appears on the student's emergency card. If students are evacuated to another area, the parents will be notified, when possible, of the evacuation and where students are being moved. An emergency evacuation form is included in the 1st Day Packet of Student Information. A checkout system will be in place at the evacuation site.

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EMERGENCY SCHOOL CLOSURE

District Office.....(530) 677-4461

Transportation.....(530) 672-4310

In the event of school closure, due to weather condition (i.e., snow, ice), information will be transmitted and/or available on the following radio stations and television channel.

RADIO:	KHYL FM 101.1	TELEVISION	Channel 3 KCRA
	KAHI AM 950		Channel 10 KCTV
	KFBK AM 1530		Channel 13 KOVR
	KRAK FM 98.5		

If school closure is necessary during school hours, the RUSD will follow these procedures:

1. Activate radio/television information network
2. Activate site telephone trees
3. Alert transportation department regarding any necessary transportation modifications.

PARENT NOTE: Please discuss with your children any procedures they should follow once they arrive home if school closure is necessary and children return home early. (Refer to the emergency evacuation form included in your student's 1st Day Packet of Student Information.)

EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS

Extra-curricular activities may include but are not limited to, after school sports, clubs, dances and field trips. To be eligible to participate in extra-curricular activities, each student must maintain these standards:

1. Good citizenship and at least 80 merits per trimester
2. 2.0 GPA
3. No grade of an "F" in any class in the previous grading period.
4. Financial obligations (payment for lost items, including books) must be met.

If any of these standards are not maintained, the student will be subject to removal from all extra-curricular activities until such time as the requirements are met. Eligibility will be determined and enforced at progress report and trimester grade reporting periods. Coaches, at their discretion, may require additional progress reports. In addition, students must have at least 80 merits and all financial obligations must be met (library fines, etc.).

Sports

The school offers a full range of athletic opportunities after school. Students of all grade levels are eligible to participate in cross-country, basketball, track, volleyball, and wrestling. Students are not required to tryout for cross-country, track and wrestling. Teams participate against other middle schools from within the Foothill Athletic League. The following are basic guidelines for our students.

1. Students must have a sports permission packet signed by a parent/guardian to try out or participate.
2. Students must attend school for at least four periods on a game day or on Friday preceding a Saturday tournament.
3. Students receiving an "F" or having less than 2.0 GPA at a grading period are ineligible until the next grading period.
4. Students who quit one sport may not try out for another sport until all regularly scheduled events of the first sport have concluded.

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EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS (Continued)

5. Students must maintain a 2.0 GPA during the sports season. Coaches may require athletes to circulate grade checks and submit them directly to the athletic director. If at any time during the playing season a student's grades drop below the 2.0 GPA, he/she will be put on probation for two weeks to fulfill this academic requirement. During the two-week probation period, the coach has the discretion to either let the student play in the games or have him/her sit on the bench. If the student's grades do not meet the 2.0 GPA by the end of the two-week probation period he/she will be removed from the team.
6. Students must meet all of the qualifications for extra-curricular activities.

Members of sports teams at school are expected to act as exemplary citizens of the school and community. They are ambassadors of the school and are expected to act as such. They are also to be exemplary in their efforts in PE class by demonstrating good sportsmanship, a cooperative attitude with teachers, and always giving 100% effort in class activities.

GIFTED AND TALENTED EDUCATION (GATE)

All students identified for GATE will be given every opportunity to expand their talents in a variety of ways. The classroom program includes differentiated instruction. Students and parents will receive a D.L.P. (Differentiated Learning Plan) that details the differentiated opportunities that are available. The after school program varies with enrichment opportunities.

GRADE CHECKS – Tri-Weekly

Parents may request tri-weekly grade checks. The grade check schedule is printed on the top and back of the grade check form. Parents may request forms in the office. Tri-weekly grade check forms must be signed by parents, and must be turned in to the office. They will be mailed home on the Friday following the grade check period.

GRADING PROCEDURES

Teachers will provide class requirements and grading procedures to their students. Progress Reports and Report Cards are mailed home according to the schedule below. The trimesters end on the following dates:

Trimester	Progress Period Ends	Progress Report Mailed	Trimester Ends	Report Card Mailed
1	September 28	October 5	November 9	November 16
2	January 11	January 18	February 22	February 29
3	April 11	April 18	May 29	June 13

GRADUATION and PROMOTION/RETENTION POLICY

Graduation (Board Policy 6146.5 (a))

In order to graduate or promote to the following grade, a student must achieve a C average (2.0), with not more than one F per year in any of the following courses:

1. Mathematics
2. English
3. Social Science
4. Science
5. Physical Education
6. Any elective in which the student is enrolled during the 7th or 8th grade year

In addition, a student must have a satisfactory citizenship grade.

8TH Grade Students

To receive a Diploma, a student must have a "C" (2.0) grade point average in the 8th grade with no more than one "F" during the 8th grade.

To participate in the graduation ceremony you must meet the graduation requirements and have at least 80 merits.

Students with more than one "F" in the 8th grade and/or a GPA less than 2.0 will not receive a promotion certificate and are not eligible to participate in the graduation ceremony.

GRADUATION and PROMOTION/RETENTION POLICY (Continued)

Criteria for Retention (Board Policy 5123 (a)(b)(c))

In addition to the above requirements, a combination of the following factors may be considered in making retention decision regarding a student:

1. District and California State writing assessment below 6 (proficient).
2. Standardized test history (consistently scoring below the 25th percentile, Below, Basic, or Far Below Basic).
3. Grade point average consistently below 2.0.
4. Individual progress reviewed as not acceptable.
5. Classroom evidence below standards
6. Social/emotional development of the student.

HOMEBOUND INSTRUCTION (Home/Hospital)

Students who become seriously ill or disabled during the school year may receive instruction at home. A letter from the doctor must be sent to the principal stating that the student will be homebound for at least three weeks. When approved by school administration, a certificated teacher will be assigned.

HOMEWORK

Homework is an important part of the instructional program. The amount of homework will vary from day to day and class to class. It is important that students and parents select a regular time and suitable environment to do this work. Homework provides the student with the opportunity to extend his/her education beyond the classroom situation by working independently and teaches a valuable lesson in study skills and time management. Teachers may require a parent signature on homework or in the daily planner to verify parent notifications.

HONOR SOCIETY

To be eligible for selection to the National Junior Honor Society, a 7th or 8th grade student must have achieved a cumulative grade point average of 3.5 (on a 4.0 scale) for no fewer than 2 trimesters of their 6th or 7th grade year with no grade below C-. The advisor and executive board will also evaluate students for leadership, service, character and citizenship.

It is the student's responsibility to obtain and return the application to meet the deadline of the application process. The dates for applying will be announced in the student bulletins. Applications are available in the office or advisor's room.

LIBRARY / TEXTBOOKS

The Pleasant Grove Library has a comprehensive selection of books, magazines and reference materials along with the use of the Internet with parent permission. An Internet access permission slip must be signed by a parent and on file in the library. Library hours are 8:00 AM to 2:30 PM. Students may check out books for 2 weeks and renew them as necessary. Some books may be limited to one night check out. Students who fail to return borrowed books or pay fines will lose future borrowing privileges and the opportunity to participate in extra-curricular activities that include athletic events, dances, field trips and assemblies. Students with overdue books or library fines will not be allowed to participate in end-of-the-year activities, including graduation.

Library books, textbooks, workbooks and other instructional materials are issued at the beginning of each trimester and throughout the trimester as requested by teachers. Textbooks for yearlong classes, such as math, English, history, science and foreign language are usually issued for the full school year.

Textbooks for trimester classes are issued at the beginning of each trimester and collected at the end of each trimester. Class novels may be issued and returned during the course of one trimester. Students need to report any and all unmarked damages to the library staff within 1 week of checking out materials. Students are responsible for the care and preservation of all instructional materials checked out to them.

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LIBRARY / TEXTBOOKS (continued)

The textbooks checked out to students are the property of the Rescue Union School District. Students are required to return all textbooks at the conclusion of the class, at the direction or request of the teacher and/or the library staff, or if the student leaves Pleasant Grove Middle School.

1. Textbooks are only checked out with a current lending policy agreement form signed by student and parent/guardian.
2. All texts are to be covered with a paper, non-adhesive book cover or a fabric "book sock."
3. Students are to print their name in ink inside the front cover of textbooks using the textbook nameplate.
4. Students are to protect all textbooks and library books from damage. It is advised not to store liquids in your backpack with your books. Students will be responsible for textbooks damaged by liquids.
5. Students are asked not to write, underline or highlight in textbooks, including textbook novels.
6. If textbooks or library books are lost or damaged in any way, students will pay all costs before a new textbook will be issued.
7. All books checked out to the student must be returned in good, usable condition, with the barcode still attached to the book. A book returned without a barcode will be considered a lost book and the full cost of the book will be billed to the student.
8. Students will not be allowed to participate in extra curricular activities (including the Promotion Ceremony) or receive a yearbook until all textbooks and library books are returned and outstanding fines paid.

Library Loan Period

Library books may be borrowed initially for two weeks and may be renewed for an additional two weeks if another student has not requested the book. At the request of teachers or library staff, library circulation policy may be limited. Due to the limited collection of the Pleasant Grove Library, teachers may request that specific books be limited to library use only. Students are encouraged to return materials as soon as they have finished using them. This permits these resources to be used by several students during the course of the year. Students are responsible for the care and preservation of all instructional materials checked out to them.

LUNCH

Yard duty supervisors monitor the lunch area to ensure students' safety and well being. Their instructions are to be followed just the same as any other staff member. Students who do not follow the lunch area rules or the instructions of the yard duty supervisors will receive appropriate discipline. The lunch area is expected to be clean and orderly for the sake of all students. A school lunch may be purchased for \$2.50. Reduced meal applications are available in the office for those who are eligible. Energy drinks, vitamin water and sodas are not allowed.

Lunchtime Guidelines

1. Food and drinks are to be consumed only in the designated eating areas. Do not take food into the restrooms.
2. No glass containers of any kind during lunch or any other time during school.
3. Students are to comply with all directions given by lunch duty supervisors.
4. Students are to clean up after themselves when they are finished eating.
5. Students are not to sit on the tops of the picnic tables.
6. Students are to stay within the designated boundaries of the lunch areas.
7. Students participating in games must show good sportsmanship and work cooperatively with other students.
8. If a student checks out a ball, he/she should not give that ball to another student expecting them to turn it in for them. Student ID cards are required to check out equipment.
9. All lunch area balls must be returned at the end of the lunch period.
10. Students must have a pass to leave the lunch area. Passes must be obtained from teachers or the library prior to lunch.
11. Backpacks may not be stored in the restrooms.
12. Participating in recreational activities at lunch is a privilege. Students misbehaving will be assigned to a restricted or alternative area.
13. Cupcakes, pizza, etc. may not be brought to school. Students may arrange for special lunches with a specific teacher.

MAKE UP WORK

Excused Absence

It is the student's responsibility to request make-up work from teachers for assignments or missed work. Make-up work must be completed within a reasonable time, not to exceed the number of days of the absence.

Unexcused Absence

Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers may assign such make-up work as necessary to ensure academic progress.

Suspension

Students will be given the opportunity to make up school-work missed due to a suspension and shall receive full credit if the work is turned in according to the teacher's request.

Homework Request (Long Term Illness)

A parent may request homework after three days of school have been missed. Requests should be made to the office as early as possible on the 3rd day. Assignments may be picked up after 2:30 PM in the office.

MEDICATION (E.C. 49423, 11753.1)

If it is necessary to give a student medication during school hours, we will assist you as needed. The Health Clerk is not available during all school hours; therefore, a secretary or administrator may administer medication to your student in her absence.

In compliance with California Education Code Section 49423 or 11753.1, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year.

The prescription label on a medicine container will not be accepted as a statement from the physician. Over-the-counter medications will be given only if prescribed by a medical doctor and a Parent/Guardian must authorize both. Over-the-counter includes but is not limited to non-aspirin pain relievers, cough drops, creams and ointments.

District policy requires all medications (including "over-the-counter" medicines) to be stored in the nurse's office and be administered only when the physician's and parent's signed permission are on file.

Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well being is in jeopardy unless he/she carries the medication (i.e. inhalers). Such cases will be determined with a written statement from a physician.

Medication must be provided to the school in the original container in which it was purchased, with the prescription label attached, and must be prescribed to the student to whom it will be administered. An adult must bring the medication to school along with the completed authorization forms. Forms are available in the school office. Parents are responsible to pick up any remaining medications at the end of the school year or they will be discarded.

PASSES

Students will be issued passes when it is necessary to leave the classroom or to enter the classroom late. Students must have a pass if they are out of class for any reason. Lunch tutorials and Library use also require a pass. In order to go to the office at any time, including lunch, a student must have a pass noting time, date and reason, signed by the teacher or designated lunchtime supervisor. Office personnel will not excuse a student who comes to the office between classes without a pass.

PERSONAL PROPERTY

The school is not responsible for the loss or damage, through acts of vandalism or theft, of student property. Prohibited items or anything causing a disruption will be confiscated. Never bring large sums of money to school. Do not leave your backpack, purse or wallet out of your sight or unattended.

PHYSICAL EDUCATION

The physical education program is structured to meet the needs and interests of all students. It is our desire that students have a positive and enjoyable physical education experience.

Dress – PE Clothing – Participation

Students are expected to dress and participate everyday. Uniforms may be purchased in the office. During inclement weather sweatshirts and sweatpants may be worn.

PE Excuses

Parent excuses are only valid for three days. Students with health conditions lasting longer than three days may be excused only upon the recommendation of a physician. The physician's written instructions are to be given directly to the office and the student's physical education instructor. Students unable to participate in the regular PE classes will be assigned a modified PE program by the PE teacher to accommodate the illness or injury described in the parent's/guardian's or physician's note.

SCHEDULE CHANGES

Requests for changes in any student's schedule must be made in writing and signed by a parent/guardian. The specific change requested and the reason for the change must be included. Requests for changes to a student's schedule will not be accepted until the end of the first week of school. The Principal or Assistant Principal may meet with the parents and student to discuss the schedule change request. Schedule change forms are available in the office. A committee of teachers and administrators will review the request; changes will be made in the best interest of the student and determined on a case-by-case basis based on educational need. The decision of the committee is final.

STUDENT COUNCIL

The Student Council is an organization formed to serve as a liaison between the student body and the staff and to generate school spirit through student activities.

Student Council meetings will be held regularly. Candidates for president shall be from the 8th grade class. Candidates for vice-president shall be from the 7th grade class. Candidates for secretary and treasurer will be from 8th grade class. There will be a representative elected from each homeroom. There will be a grade level representative from 6th, 7th, and 8th grade. 6th and 7th grade elections will be in the fall, 8th grade elections will be in the spring.

Student Council members must meet the requirements for extra-curricular activities.

STUDENT IDENTIFICATION CARDS

Student I.D. cards are provided to all students. Cards are required to attend dances and to check out library materials, sports equipment, and for computer/internet use. If lost, a duplicate may be purchased at a cost of \$5.00 from the office.

Once current student body cards are issued, they will be required to check out library books and textbook materials. Students must present their student body card with the appropriate Internet access sticker to access the Internet. To obtain Internet permission stickers from the library, students must have a current signed Internet permission form on file with the library.

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STUDENT RECOGNITION

Honor Roll

Each trimester, students who achieve a 3.5 – 4.0 GPA in all subjects will be recognized as Honor Roll students. Lists of these outstanding students will be included in each trimester's parent newsletter.

Student of the Month

Staff members select a student to be recognized for achievement in academic work, citizenship, extracurricular activities or other special efforts. Students are recognized in a monthly presentation. Letters are sent home inviting parents/guardians.

Merit Program

Students who have not lost any merits will be recognized each trimester.

Perfect Attendance

Awards and recognition are given to students with perfect attendance each trimester. **Perfect means perfect.** If you have been tardy, you do not have perfect attendance.

POP Awards – Personal Outstanding Performance

All Pleasant Grove staff members may give out POP Awards to deserving students. POP Awards can be turned in to the office for prizes.

TELEPHONE USE

(Also see – Cell Phones)

If a student asks to use the office phone, office personnel will inquire about the reason for the call. Students will be allowed to use the office phone for the following reasons only:

1. Illness requiring the student to leave school.
2. Emergencies (students must state the nature of the emergency). Forgotten items are not considered an emergency.
3. School business such as Student Council activities, teacher requested calls, or changes in after school activities announced during the day.

VACCINATIONS

Each student entering the 7th grade must meet certain immunization requirements. The following is a list of required immunizations from the California School Immunization Law (Health and Safety Code Sections 120325-120375):

POLIO	3 Doses	(Last dose given after 2 nd birthday)
DPT/DtaP/DT/T	3 Doses	(Last dose given after 2 nd birthday)
MMR	2 Doses	
HEPATITIS B	3 Doses	

Proof from a physician's office of 7th grade students receiving these vaccinations must be presented to the Health Clerk. If immunizations are against a family's personal beliefs, an exemption form must be signed. If immunizations are not being given due to a student's medical concerns, a letter signed by a physician must be given to the School Nurse.

VISITORS

We encourage parents and guardians to visit the school and see their student in our learning environment. Classroom visits should be prearranged with the teacher. For security reasons, you must sign in at the office and you will be given a visitor's badge to wear while on campus. Students are not allowed to bring friends other than parents or guardians to school.

WITHDRAWALS/TRANSFERS

If it is necessary for a student to withdraw from the school, the withdrawal request must be made at the school office by the parent/guardian at least one day prior to the student's last day of school. A withdrawal slip will be given to the student, which needs to be signed, by all of his/her teachers. All books must be returned and any fines paid. The student I.D. card must be turned in. The student must then return to the school office for completion of the transfer and an administrator's signature.