

# Student Handbook 2017-2018

Granite Oaks Middle School  
“Home of the Falcons”  
“STUDENT CENTERED”

**NCLB/National Blue Ribbon 2008  
California Distinguished School 2003 & 2007**

## MISSION & BELIEF STATEMENT

Granite Oaks Middle School prepares all students to be independent learners and responsible world citizens by providing a rich and challenging curriculum in a safe, nurturing, and structured environment.

We believe all students can and must learn. We are committed to helping all students learn at high levels of achievement. We are confident that students can master challenging academic material with our support and help.

Granite Oaks Middle School  
2600 Wyckford Drive  
Rocklin, CA 95765

916/315-9009

Jay Holmes, Principal  
Jeff Christensen, Assistant Principal  
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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ STUDENT NO. \_\_\_\_\_

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## INTRODUCTION

At Granite Oaks Middle School, each student is assigned to an academy. Academies are teams of up to four teachers with 70 to 140 students depending on the number of teachers in the academy. This comprises the student's core classes. In this environment, teachers are better able to network with each other to assist students who may need extra help and support. The teachers are in separate classrooms and students rotate among the academy classrooms.

Each student is assigned a classroom within the academy to be his/her homeroom. Students spend the first five minutes of each day in their homeroom class where roll is taken, flag salutes recited, announcements are made, and any materials to be sent home are distributed. After homeroom, students go to their first class. For some students, this may be their elective or PE class. For others, it will be their academy schedule.

Students spend five periods out of the seven period day in their academies. Four of the periods are scheduled for core academics (language arts, math, history and science) and one period for enrichment. Academies are given the leeway to set class schedules, rotations, block schedules, and adjustments to the day as needed. The enrichment period is a time frame that can be used in a variety of ways, such as enriched classroom activities, silent reading program, interventions for struggling students, make-up or extra help with class work, and special services (RSP).

The remaining two periods of the seven period day are reserved for PE and elective courses. Electives currently offered at GOMS for both grades include: Band, Chorus, Orchestra, Art, Computer Science, Family Consumer Science, Guitar Lab, Manufacturing Technology, Exploratory Spanish and Spanish I. Students are assigned elective courses but may put in requests for first and second preferences. Advanced Band is scheduled for "0" period (before school).

In the academy environment, teachers actively instruct and demonstrate California State curriculum standards. Students participate in hands-on projects, presentations, group research assignments and class discussions. Students are expected to take an active role in their education.

It is our desire at GOMS to provide a safe, positive learning environment for all students. We strive to communicate with parents the academic progress and behavior choices of students. Each student is important, has value, and is to be treated with respect. Students should leave GOMS prepared for high school, increased in maturity, and take with them great memories.

Great Teachers + Great Students + Great Parents = Great School

# SCHOOL ROUTINES & PROCEDURES

THE FULL TEXT OF ALL BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND EDUCATION CODES CAN BE ACCESSED THROUGH THE DISTRICT WEBSITE OR BY CONTACTING SCHOOL OFFICES. [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)

## Arrivals/Departures

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**The school day starts promptly at 8:30 a.m.** Students arriving at school after 8:30 a.m. must report to the attendance window for an admission slip. Students should not arrive on campus before 8:00 a.m. unless they are enrolled in a 0 Period class. When arriving at school, students may use the east and west court, amphitheater, or library. Students must wait inside the school gates while waiting for school to begin. Students should plan to be off campus by 3:30 p.m. unless participating in a supervised activity. We do not have supervision to permit students on campus beyond these designated times.

## Closed Campus

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Granite Oaks maintains a closed campus. Once a student arrives for the school day, he or she is not permitted to leave until the close of school at 3:10 p.m., unless checked out in the office by a parent or guardian or **any person listed on the student's emergency card who must be at least 18 years of age**. **All visitors must check into the office upon arrival**. Student guests are not allowed to attend classes.

## Attendance

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### Absences

When students are absent from school, it is important that their absences be cleared on their first day back to school. If the student does not have a note, it will be necessary to contact the parent at home or work in order to clear the absence. **Any absence not cleared within 5 days will be marked as truant.**

Please call the school to report an absence or leave a message at 315-9009, press 1. Please state your student's first and last name, your first and last name, reason for the absence, and dates of the absence. Parents will be asked to conference about continual non-illness absences and to improve their student's attendance. Failure to do so may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

According to California law, there are no legally recognized absences. A student may be excused from school for justifiable personal reasons, including but not limited to illness or injury, medical or dental appointments, bereavement, funeral/memorial services, court appearances, religious holidays, or an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the principal or designee. A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore. The teacher of any class from which a student is absent shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent. Notes are still required to satisfy the compulsory education law.

### Appointments

If a student must leave school at any time for any reason, he/she is to present a written request signed by a parent at the attendance window **before school starts in the morning**. The student will be issued an early dismissal slip to excuse him/herself at the proper time. If a student does not come to the office with a note before school, the parent will need to be present in the office before a student is dismissed from class. **Students will only be released to persons named on the student's emergency card and are at least 18 years of age**. **When it is time to leave school, a parent or guardian must complete the sign-out log in the office**. Upon return, a parent or guardian must readmit the student by signing in at the attendance window or by the student submitting a signed note.

### Tardiness

**Upon late arrival, students must check in at the attendance window for an admission/tardy slip before going to his/her classroom. Any unexcused tardy may result in lunchtime detention on day student is tardy.**

An emphasis is placed on students arriving to school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. Parents will be notified if a student has continual tardies and will be asked to follow through with a program to increase punctuality. Further tardies may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action. Any tardy thirty minutes or greater is considered truant.

### Notes from Parents

Please use both first and last names of student on all correspondence from home. This is especially important when the parent and student do not have the same last name. Please include date of absence, reason for absence, and signature of the parent or legal guardian verifying the absence and the current date.

### Homework Requests

SCHOOLWORK SHOULD ONLY BE REQUESTED THROUGH THE OFFICE WHEN A STUDENT IS ILL OR ABSENT FROM SCHOOL FOR MORE THAN TWO DAYS. To obtain work each day the student is out for an absence of less than two days, the student may contact a classmate for relevant assignments. Students may view their teacher's weekly assignment calendar on our website at <http://goms.rocklin.k12.ca.us>.

If a student is absent two days and absences continue, parents may contact the school office to make a homework request. Homework will be available after 3:10 p.m. on the day following the homework request.

The aforementioned policy will help us better meet your needs and the needs of the student who is absent from school. Also, please be reminded that teachers are available by appointment before and after school to assist students with any work missed.

### Prearranged Absence/Independent Studies Contracts

When students know they will be away from school for *at least five days*, the school can assign work through an Independent Study Program. If the work is completed and the Independent Study Agreement is fulfilled, students will receive credit for being in school. Parents must inform the office one week prior to their departure date to enter into an Agreement. Students must return all completed assignments to their teachers the first day back. Due to high academic demands and the importance of classroom instruction, it is not advised that students participate in extended vacations that would cause them to miss school.

### Home/Hospital Instruction

Students who become ill or disabled for longer than three weeks during the school year may receive instruction at home. A letter from the doctor must be sent to the principal stating the medical reason and the expected period of time that the student will be homebound. When approved by the school administration, a teacher will be assigned.

### Telephone Use

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Students needing to use a phone during the day may use the student phone located in the office. Cell phones may not be used at school between 8:30 and 3:10. If a student has an emergency or needs to contact parents, they need to come to the office for assistance.

### Messages and Deliveries

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Due to the volume of requests and multiple classroom interruptions, the office staff will not accept or deliver nonessential personal messages or items such as food items, school supplies, etc. Parents are encouraged to let students assume responsibility for remembering lunches, school items and homework; however, parents may deliver these items to the office. **Special event items such as balloons, flowers, etc. are not appropriate on campus and cannot be delivered to students.** Thank you for understanding and recognizing that interruptions disrupt the educational process.

### Bicycles/Skateboards

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Bicycles/skateboards may be ridden to and from school with the understanding that they be maintained and operated in a safe manner. Helmets are required by law. Students should walk bikes on sidewalks and use the crosswalk when crossing the streets near the school. Bikes/skateboards may not be ridden on school grounds, parking areas or in corridors. Bicycles must be parked in the bike racks and are to be locked. The school cannot be responsible for damaged or stolen bicycles.

SKATEBOARDS, IN-LINE SKATES, AND/OR SCOOTERS ARE NOT ALLOWED TO BE RIDDEN ON CAMPUS AND MUST BE CHECKED IN WITH THE HOMEROOM TEACHER OR STUDENT SERVICES OFFICE.

### Walking To/From School

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When walking, students are to use the sidewalks and crosswalks (NO JAYWALKING) when arriving or leaving campus. Students are **not** to walk across the parking lot at any time, even when meeting a parent. Due to the heavy volume of traffic and extreme safety issue, we appreciate all efforts to ensure student safety.

## **Transportation/Bus Passes**

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Bus pass applications will be sent to families of previous riders every July. Bus pass applications are also available on the District website.

If a student is going home on a different bus, parents must send a note to the bus driver stating their approval, bus number, and stop. Buses at full capacity may deny students who do not regularly ride that particular bus. Buses pick up students at the bus loop. By California law, students are to remain six feet from the edge of the curb until the bus comes to a complete stop.

**Flashing lights on buses: It is a state law that when a school bus is stopped with its red lights flashing, traffic going in either direction must stop.**

## **Food Program**

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### Lunch

Granite Oaks Middle School is a closed campus. Leaving campus at lunchtime without being signed out in the office by the parent will result in serious disciplinary action and may be considered truancy per California Education Code. All students eating at school will eat in designated areas. All students will line up in an orderly manner to receive their lunches. Cutting into lines and/or buying food for other students is unacceptable.

Students are encouraged to prepay for lunches. Checks should be made out to Granite Oaks Middle School. Absolutely no charges for lunch will be allowed. Prepayment of lunches may be brought to the office or to the cashier in the lunch line. Drinks may be purchased separately.

The office staff will not deliver lunches or lunch money. Students are encouraged to be responsible for their own lunches. Parents may drop off student lunches or other items to the office.

Students will be held responsible for cleaning their eating area. Good table manners and conduct will be expected of all students.

### ROCKLIN UNIFIED SCHOOL DISTRICT – FOOD SERVICES DEPARTMENT NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAM - APPLICATIONS

Applications for the free and reduced-priced meals are mailed to each family prior to the beginning of the school year. They are also available for pick up or to submit completed ones at any time during the school day to any school site, the District Office, the Food Service main office on the Rocklin High School campus, or they can be mailed to Rocklin Unified Food Service Dept. 4090 Del Mar Ave. Ste A, Rocklin, CA 95677. They will be processed within 10 calendar days but until an eligibility determination is made, and a letter is sent to the parent/guardians, the student is required to pay full price. Students who were on the program in this District the prior school year are given a 30 school day grace period at their prior eligibility at the start of the school year. If your child participated in the program at another school district the prior year, may contact Food Services for further instructions, to begin their child on the program, but must still complete an application. Children participating in the National School Lunch Program will not be overtly identified by the use of any special means. The Food Services website can be viewed at [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us), Go to District Info / Departments / Food Services.

### NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAM – MIDDLE AND HIGH SCHOOLS

(Items and prices are subject to change. Each school menu can be viewed on Food Service website.)

Breakfast Prices (Secondary): Regular \$1.75 / Reduced \$ .30 / Free \$ .00 / Adult \$2.50

Breakfast is offered before school at Spring View Middle School and both before school and at morning nutrition break at Rocklin High School and Whitney High School. **Breakfast is not offered at Granite Oaks Middle School at this time.** The students have their choice of one of at least four entrees offered daily. For example, Breakfast Sandwiches and Burritos, Cinnamon Rolls, Muffins and more. Two fruit and/or 1 fruit and 1 juice selection and either 1% low fat white or non fat chocolate milk complete the meal. Students must choose an entrée and at least one other item offered to meet the standards for a healthy meal.

Lunch Prices (Secondary): Regular \$3.25 / Reduced \$ .40 / Free \$ .00 / Adult \$3.50

Lunches at the Middle and High Schools are offered in a quick, convenient Speed Line style or at 3 to 4 Lunch Bar windows. The students have their choice of one of at least seven entrees offered daily. For example, BBQ Rib Sandwiches, Bosco Sticks with Marinara Sauce, Burritos, Calzones, Cheeseburgers, Chicken Sandwiches and Twisters, Deli Sandwiches, Salads and

more. Two vegetable and/or fruit selections, a box of raisins and either 1% low fat white or non fat chocolate milk complete the meal. Students must choose an entrée and at least one other item offered to meet the standards for a healthy meal.

A la Carte Items (Secondary): Prices & Items Vary – See menus for details

At the High School level a variety of a healthy la carte items that meet SB12/SB965 guidelines are offered along with the meal at the Lunch Bar windows such as Bagels, Low Fat and Baked Chips, Low Fat Cookies, Fruit Snacks, Juice, and more. At Middle Schools only extra drinks may be purchased a la carte. See menu for various items and prices.

### Student Accounts and Payment Methods:

When enrolled in the district all students are given a lunch account which is accessed by the student entering their permanent ID number in a pin pad and then identifying themselves by name. Student ID pictures in the Food Service computer are a third means of identification. Students who qualify for the Free or Reduced Lunch Program follow the same procedure so there is no overt identification. Students may pay cash for their items or prepay any number of lunches or drink items they wish at the point of sale, or prepayments may also be made at the front office daily before 10 a.m. for processing that school day.

**Charging for meals is not allowed. Parents may place a limit on the amount meals and drinks a student may purchase. Please contact the Food Service main office @ 624-1112 if you wish to do so. Thank you.**

### Parent Rights & Responsibilities of Minor Children

The Parent Rights and Responsibility document may be accessed on the school and/or district website. If you do not have access to this information electronically, a written copy is available in Student Services.

### Passes

Each student will be issued a pass when it is necessary to leave the classroom. Students must have a pass if they are out of class for any reason. During lunch, students must have a pass to visit classroom teachers.

### Personal Property

Students should not bring items of value to school without the express consent of both parent and teacher. The school is not responsible for damaged, lost or stolen items. Students bear the sole responsibility for personal items brought to school.

Students are not to bring large sums of money to school. Personal property having no bearing on studies should not be brought to school. This includes radios, video games, CD/tape players, iPods, recorders, baseball bats, cameras, toys, joke items, etc. **These items may be confiscated and held a minimum of 30 days and/or parents may be requested to pick them up.**

All objects which in any way might be considered dangerous or a nuisance, including pocketknives and laser pointers, shall **NOT** be brought to school. See discipline section.

### Cell Phones (Board Policy 5131)

Grade K-12 students are allowed to have cell phones and other electronic signaling devices in their possession while at school. However, cell phones and other electronic signaling devices must be off during school hours, shall not be visible and shall not be used during school hours (8:30 a.m. - 3:10 p.m.). Cell phones in use during the day will be confiscated. If students need to use a phone, they need to come to the office and use the office phone. Students may not text parents during the day.

**First Offense:** Cell phone will be returned to the student at the end of the day.

**Second Offense:** Cell phone will be returned to the student and the student will receive 1 day of lunchtime detention

**Third Offense:** Cell phone will be returned to the parent and the student will receive a detention / merit loss

Additional phone violations will result is student turning in phone to the office each day or not allowed to bring the phone to school.

### Lost and Found

Clothing and other personal articles found during the school year are turned in to either the office or P.E. lost and found. On a monthly basis, items not claimed are donated to a charitable organization. Labeling of possessions such as coats, shoes, physical education clothes, etc. is recommended. Students are responsible for claiming lost items.

## **School Sponsored Trips** (Board Policy/Administrative Procedure 6153) \_\_\_\_\_

Field Trips will be classified as either minor or major trips.

Minor Field Trip (Requests will be considered and approved or denied by administrative personnel)

- Travel of students to an activity within 150 air miles from Placer County, inside the states of California or Nevada

Major Field Trip (*Requests will be considered and approved or denied by the Board of Trustees*)

- Travel of students to an activity located more than 150 air miles from Placer County
- Travel of students to any location outside the continental United States
- All overnight field trips regardless of the location/mileage

There are two types of Field Trips:

1. Co-curricular field trips are defined as activities that may be associated with the curriculum in a regular classroom. These are outgrowths of classroom activities and serve as valuable supplements to the regular classroom program. They are designed to encourage and/or reinforce classroom instruction and may be funded by the district. Class trips involving short distances by bus or walking are encouraged, whereas trips involving many miles of travel are discouraged.
2. Extracurricular field trips are activities which include, but are not limited to, athletic events, cheerleading, and the variety of events sponsored by school clubs and organizations as approved in writing by the Principal. These activities provide students with opportunities to participate in educational, social, and intellectual development of the students.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. Students who do not have written permission may not be allowed to participate in a particular field trip. Only students who are members of the class, may attend the field trip activity.

All chaperones going on Field Trips must be fingerprinted (forms are available in school offices; school staff will provide instructions).

Parents who wish to accompany their own child on a Field Trip and are not a chaperone, may do so at the discretion of the teacher. However, their child should be assigned to a group and a chaperone, and that parent would need to “buddy-up” with the chaperone assigned to their child. Parents who are not serving as chaperones will need to provide their own transportation on field trips.

## **Textbooks/Materials** \_\_\_\_\_

Students are held accountable for the care and safekeeping of books assigned to them. Students will be billed for the replacement cost of lost or damaged books, including their Student Planner. Per state law, the school has authority to collect for lost or damaged items.

## **Use of Volunteer Services** (Board Policy/Administrative Regulation 1240) \_\_\_\_\_

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel may be performed by a person not licensed as a classroom teacher at the discretion of the principal and teacher. These duties shall not include assignment of grades to students (Education Code 45343, 45344, 45349) (cf.4222 – Teacher Aides/Paraprofessionals). Volunteers may also supervise students during lunch periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education code 35021, 44814, 44815).

## **Qualifications of Volunteers** \_\_\_\_\_

### Sex Offender Checks

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer non-teaching aide under the direct supervision of a certificated employee (Education code 35021). The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and non-teaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290 (cf. 3515.5 – Sex Offender Notification). Before authorizing any person to serve as a volunteer, the superintendent or designee shall ask a local law enforcement agency to conduct an automated records check or submit the volunteer’s fingerprints to the Department of Justice to determine that the individual is not a registered sex offender.



### Fingerprinting

Any volunteer, who supervises students without a certificated employee present, must be fingerprinted. All volunteers who are not directly under a teacher's supervision and/or who are likely to be alone with students shall undergo the fingerprint clearance process pursuant to Education Code 45125 (forms are available in school offices; school staff will provide instructions).

### Tuberculosis Testing

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406.

### Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the principal in advance. Projects approved by the principal shall also be approved in advance by the Director of Facilities or Director of Maintenance.

## **Student Safety** (Board Policy/Administrative Regulation 5142) \_\_\_\_\_

The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

For purposes of school safety and security, the Superintendent or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (Education Code 51512).

## **Visitations** (Board Policy/Administrative Regulation 1250) \_\_\_\_\_

The Board of Trustees encourages parents/guardians and interested members of the community to visit the school and view the educational program. To ensure minimum interruption of the instructional program, the superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and Superintendent or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register in the school administration office immediately upon entering school grounds when school is in session and may be asked to show proof of identity. Picture identification badges will be used by District employees who visit campuses.

## **Campus Bullying/Cyber Bullying** \_\_\_\_\_

Granite Oaks takes all bullying seriously and will aggressively address all issues that come to our attention. We have assemblies at the beginning of each year to discuss bullying, help students with ways to handle incidents, and give students ways to report bullying. Cyber bullying is of great importance to us and should be reported. While cyber bullying mostly occurs off campus, the school will get involved when the bullying spills over to school time and affects the learning environment at school.

## **Emergency Situations** \_\_\_\_\_

The Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. A comprehensive safety plan is in place for each school and includes information such as emergency communication, evacuation, and first aid training. Instruct students to obey the directions of the school staff and follow the directions of the bus driver if they are on a bus.

In the event of an emergency:

- The district or school will utilize the automated telephone system to advise parents of any urgent information and instructions.
- The district and/or school websites will be updated as information becomes available.
- Please avoid calling the school, as telephone lines will be needed for emergency communications.
- Unless otherwise instructed, avoid driving to school, as streets should be as open as possible for emergency vehicles.
- In the event your student's school must be evacuated, our evacuation site is Breen Park.

## ACADEMIC INFORMATION

Granite Oaks Middle School offers an instructional program through an academy system consisting of language arts, science, reading, social studies, and math. Elective courses include Spanish, art, music, physical education, manufacturing technology, and home economics.

### Homework/Assignments

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**Students are required to record homework/assignments in their Student Planner.** Homework is an important part of the instructional program that WILL affect the student's overall grade. Students should expect 1 ½ to 2 hours of homework daily in order to develop the regular study habits and self-discipline basic to academic success. "Homework" may consist of assignments started in class that need to be finished or assignments completed at home that are designed to supplement classroom instructions. Through homework, students gain more information than would be possible in the class situation alone; have more opportunity to develop a personalized, creative approach to projects and other schoolwork; learn to budget time more effectively; and take advantage of community and home learning resources.

#### School-wide Late Work Policy:

1. Daily/overnight work is not accepted late for full credit.
2. Major assignments are accepted late for reduced credit, at 10% reduction per day of lateness; parent notification will occur.
3. In the case of student absences, daily work may be accepted for full credit up to the number of days being absent upon the student's return. (Extended absence due dates and long-term assignment due dates will be determined in consultation with the teacher.) On one day absences, tests and major assignments should be completed on the date of the student's return.

It is important that students and parents structure a regular time and a suitable environment to do this work. Failure to complete and turn in assignments is the number one cause of low and failing grades.

### Grades

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Grades are the assessment of the learning that has taken place in the classroom. They should include tests, quizzes, projects, common department assessments, homework, etc. As a general rule, summative assessments (tests, quizzes, projects) should constitute 70% of the student's grade, while formative assessments, (homework, class work) should constitute 30% of the student's grade. Students are expected to achieve a minimum of 70% proficiency for their total grade. The 90% range is considered an A, 80% range is a B, and 70% range is a C. Students achieving below 70% earn a "No Mark (NM)". No D's or F's are given. NMs are given zero points when calculating GPA.

### Progress Reports

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Parents are encouraged to check grades on Schoology. Grades are updated by teachers on a regular basis and parents can check daily. Approximately every 4 weeks, parents will receive notice of students' grades and progress through email. Progress reports are not permanent records of student grades but are designed to inform parents of the student's progress to date. At the end of each semester, the student's permanent grades are mailed home.

Grades reflect work habits, mastery of skills and satisfactory completion of coursework. Work habits may include effort, cooperation, attentiveness, participation and/or independent work. Mastery of skills may include meeting standards, test performance, performance assessments and/or application of concepts. Satisfactory completion of coursework may include quality, completeness and/or timeliness of the work.

Parents may have their student request a daily or weekly progress check through the academy teachers. The parents and teachers may communicate through the Student Planner.

### Academic Integrity Policy

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The primary goal of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Rocklin Unified School Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. The Granite Oaks community believes that the school should maintain a climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, poor time management that does not allow time to finish all the required homework, students taking advantage of situations that may provide an opportunity to cheat, unrealistic parent expectations, and inefficient study skills. **None of these reasons make cheating acceptable.** In any of its forms, for whatever reason, cheating denies the value of education.

**Definition:** Plagiarism is copying or using another persons work, information, ideas, research, and/or documentation, **without properly identifying the originator (cite your information sources).** **This includes students who allow another person to cheat.**

To avoid inadvertent dishonesty, the following list, **which is not intended to be all-inclusive**, delineates a variety of methods of cheating:

1. Looking at someone else’s paper during an examination, test, or quiz.
2. Talking with another student during an examination, test, or quiz.
3. Using any kind of “cheat notes.”
4. Letting someone else see one’s own or another paper during an examination, test, quiz, or assignment.
5. Copying work assigned to be done independently or allowing someone else to copy one’s own or another’s work, including computer generated information and programs.  
Note: Since individual teachers hold different expectations with regard to homework (i.e. some teachers encourage students to work together while other teachers may expect an assignment to be completed independently at home), it is the responsibility of the individual teacher to clarify to the students his/her expectations regarding individual assignments.
6. Copying or closely paraphrasing sentences, phrases, or passages without properly citing sources (plagiarism).
7. Giving test information to other students in other periods.
8. Submitting individual projects not wholly one’s work.
9. Fabricating or altering laboratory data.

The teacher’s professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions a violation.

**Consequences:** May be assigned detention, merit loss, referral to the office, reduction of grade, parent conference, and/or completion of an alternative assignment. 2<sup>nd</sup> offenses would result in more severe consequences.

## **Gifted and Talented Education (GATE)** (Board Policy/Administrative Regulation 6172) \_\_\_\_\_

The Rocklin Unified School District is dedicated to providing the structure, support, training and resources necessary to ensure that students receive the highest quality education to become happy, healthy, productive members of society. As part of a comprehensive array of educational programs and resources, the Rocklin GATE program assists students in developing their unique skills and abilities. The goal is to provide every student with numerous opportunities for extended learning in the regular classroom and at all grade levels.

If you wish to refer a child to the GATE Program, please submit a *Request for Student to be Tested for GATE* form which can be obtained from RUSD website. If you would like more information on this process or are interested in joining the GATE Advisory Committee, please contact Jordan White @ 630-3307. The GATE Advisory Committee coordinates/sponsors a number of activities including *Odyssey of the Mind* and *Academic Talent Search*.

## **Teacher and Office Assistants** \_\_\_\_\_

Teacher and office assistant positions are available on a limited basis to eighth graders. There are no guarantees that a student will get a teacher assistant position. If chosen, this will replace an elective class for one semester only.

## **Learning Centers** \_\_\_\_\_

Granite Oaks offers three Learning Centers to serve students with special needs:

1. The Special Day Classes are designed for students with an Individualized Educational Plan whose needs determine that more than 50% of their school day is under the supervision of the Special Day Class teachers.
2. The Resource Specialist Program meets the needs of students with Individualized Education Plans who are provided with small group instruction to support their success within the general educational core curriculum.
3. The Reading Literacy Program is offered on a referral basis for those students who are achieving at Below or Far Below Basic levels in language arts.

## **Intervention Programs**

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Many different programs are being used by teachers for intervening on the behalf of students who are struggling academically. Students who are not demonstrating proficiency in certain discipline standards are provided extra help through intervention classes in language arts and math. Teachers reconvene with students to re-teach lessons during enrichment periods. Teachers may place students into Falcon Advantage Class within their academy to give students extra help with homework completion. Students who show a consistency of missing homework may be placed into GOLB (Granite Oaks Lunch Bunch) and use a portion of their lunch period to get caught up. Friday School is another intervention program available for students to complete homework. Teachers are encouraged to be creative in helping students achieve at their highest potential.

## **Alternative Education Programs**

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Granite Oaks has alternative education programs which provide for students whose instructional needs may best be met through study outside of a regular classroom setting.

### Independent Study Program at Rocklin Alternative Center

Students and/or parents interested in long term independent study should contact the school counselor. The alternative education administrator, counselor, student and the student's parent(s) will make the final decision regarding the independent study placement.

## **High School Credit**

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Currently Rocklin Unified School district will no longer grant high school credit for Algebra I completed at the middle school level. Students will be recommended for placement in the appropriate high school course by their math teachers at the middle schools and individual recommendations will be communicated directly to the high school math teachers from middle school math teachers to ensure proper student enrollment.

Students who take Integrated I (math) or Spanish I at a Rocklin Unified middle school will earn elective high school credits for the course and the grade earned will count toward the student's high school GPA unless students choose to re-take the course in the high school. If re-taken, the course credit and grade points will be assigned to the course in which the student earns the highest grade, either the eighth or ninth grade course. This re-taking option will be limited to the student's 9<sup>th</sup> grade year.

## **Academy Placement** (Board Policy/Administrative Regulation 6152)

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When assigning students to a specific academy or classroom, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Academy placement is computer generated and specific requests are not taken. There are, however, specific courses assigned to specific academies. Insofar as possible, consideration shall be given to:

- Recommendations of the current classroom teacher
- Gender and ethnic balance
- Academic balance of high, medium and low achievers
- Balance of students with social or emotional problems
- Student's interests, readiness, behavior and motivation, including specialty programs (GATE, STEM, AVID)
- Student/teacher ratios and, if relevant, class size reduction considerations

The Superintendent or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors which must be taken into account. During the school year, the Superintendent or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Class lists are posted prior to the first day of school for the convenience of students and parents.

## **Procedures for Requesting Academy Change**

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If parents have a concern regarding their student's placement in an academy, the following procedures must be followed: (Board Policy/Administrative Regulation 6152).

1. Allow two weeks for student to adjust to class.
2. Conference with teachers and counselor following the end of the second week of placement.
3. Submit the concern(s) in writing on the "Request to Change Academy" form to the school principal.
4. Meet with the school principal to discuss the concern(s).
5. The principal will make the final decision as to what course of action will be in the best interest of all concerned.
6. Academy changes will not be made based on personal preferences, teacher preferences, or student friendships.

## Library Information

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**Library Webpage:** Through the webpage, students can access our library catalog (Destiny), some online textbooks, and a large number of eBooks. To support student learning, research help is offered to students through our subscription databases and carefully selected links.

**Databases:** GO students are able to use several databases free of charge through links on the library webpage. For usage from locations outside of school, a user name/password is required. Here they are for your reference:

ENCYCLOPEDIA BRITANNICA:	user name = rocklin	password = library
HISTORY REFERENCE CENTER:	user name = graniteoaks	password = student
EXPLORA:	user name = graniteoaks	password = student
POINTS OF VIEW:	user name = graniteoaks	password = student
GALE eBooks:	No user name required	password = falcons

### Policies:

Students may borrow three books for a two-week period of time; books may be renewed as needed. **Students who do not return books on time will be charged a fine of \$.10 per day per book until the book is either returned or renewed.** Borrowing privileges will be suspended if students have overdue books or fines larger than \$1.00.

Students may use the library any time during the regular class day, either with their class and teacher on a scheduled visit, or with the permission from their teacher and the librarian for independent study or computer work. Students must have a pass to enter the library during class hours, unless accompanied by a teacher or an aide. They may use the library during lunch periods for study and personal reading (if not in conflict with another class). The library is also open before and after school. Please consult the library webpage for specific hours.

While in the library, students are expected to conduct themselves responsibly. Loud talking, gum-chewing, eating, drinking, inappropriate cell phone use, applying make-up and similar behaviors are not allowed. Disruptive students will be asked to leave the library, and/or be subject to disciplinary action. The computers in the library may only be used for school activities.

**Book Damage or Loss:** Students are expected to pay for excessive damage to books or for loss of books – the cost will be determined by the current replacement cost of the title(s). Students who do not meet these obligations lose further borrowing privileges and report cards will be withheld until such obligations have been met. End of year school activities may also be suspended for unpaid fines.

**Textbook and Library Book Refund Information:** If a lost textbook or library book which had previously been paid for is found, it can be returned to the library for a refund until September 30 of the following school year, as long as the item is in acceptable condition and is currently in use.

**Technology:** Use of school technology is available in many locations on campus, and is subject to policies on file, such as the Acceptable Use Agreement, contracts with individual teachers, and posted procedures. Inappropriate usage of equipment, network accounts, or social media will have disciplinary consequences.

## Awards and Recognition

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Honor Roll Awards are based on semester grades.

*Principal's Honor Roll*; overall grade point average of 4.0

*Distinguished Honor Roll*; overall grade point average of 3.5 - 3.99

*Honor Roll*; overall grade point average of 3.0 – 3.49

In an effort to build the academic honor concept, Granite Oaks Middle School will continue to participate in the statewide honor society known as the California Junior Scholastic Federation (CJSF).

Other Awards Programs:

Student of the Month – selected each month by academies

Academy Awards – selected each semester by academy

Reading Awards

- meeting Accelerated Reading goal each quarter
- Century Club – Earning 100 pts quarterly
- Million Word Club – once reached

Perfect Attendance - annual

## Promotion/Retention

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The purpose of retaining students is to provide additional opportunities for a student to learn grade level skills. Legislation (AB1639) was passed requiring all school districts to establish a promotion and retention policy. AB1639 also requires school districts to offer supplemental instruction to students with low reading, writing, or math achievement.

Students are required to demonstrate that they have mastered grade level expectations in order to be promoted to the next grade. Grade level expectations are based on the following:

1. Grades
2. Scores on achievement tests
3. Teacher evaluation of student's abilities and effort
4. Student's motivation level
5. Proficiency assessments
6. Parental involvement and family commitment to supporting the student's academic achievement
7. Attendance

In math, students are promoted to the next level based on grades, placement tests, and teacher recommendations.

When a student is identified as being at risk for retention or recommended for retention, the school shall provide opportunities for remedial instruction to assist the student in overcoming the academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, summer school programs, Saturday School, and/or the establishment of a student study team.

The Superintendent or designee shall communicate in the strongest terms possible, the urgency of the student attending the recommended remedial instruction and learning the necessary skills. Failure to attend shall severely jeopardize the student's opportunity to be promoted.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time.

## PHYSICAL EDUCATION

During the first week of school, students will receive a detailed brochure about the physical education program. Physical education is a state-mandated class.

### Clothing Requirements

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1. A pair of black "Granite Oaks" gym shorts, sold by the school, or a pair of plain black gym shorts.
2. A gray "Granite Oaks Physical Education" T-shirt sold by the school or a plain gray T-shirt.
3. Laced athletic shoes.
4. Sweatshirts and pants may be worn during inclement weather. (Jackets and zippered sweats are not allowed.)
5. Physical education clothes (shirt/shorts) can be purchased through the physical education classes for \$25.00. Make checks payable to Granite Oaks Middle School.
6. All clothes are to be visibly marked with last name and first initial. Please use black permanent marker only.
7. No other type of clothing will be allowed in physical education unless otherwise pre-approved.

### Medicals

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All students will participate in the physical education program unless under a physician's care. It is recognized that there are legitimate reasons for being excused from physical activity. In order for a student to be excused, the student must bring a signed and dated note from the parent EACH DAY the student is to be excused from physical activity. This is accepted for three days only. Telephone excuses will not be accepted. After three days, a doctor's excuse is required. The student will still dress in physical education clothes but will not participate in the physical activity. Students excused from physical education for more than two weeks with a doctor's release may be given independent study during their physical education classes.

Any student having a physical limitation that prohibits the student from complete participation in physical education must have a doctor's note filed with the school nurse. The note must indicate physical limitations and duration.

### Loaner Clothing

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The Physical Education Department provides a system of "loaner" P.E. clothing to ensure everyone participates. All loaner clothes are worn once and laundered before they are used again. The first time a student uses loaner clothes it is a courtesy without consequence. Additional use of loaner clothes will cause a loss of daily points. The fifth use of "loaner" clothes in a quarter will result in disciplinary action.

If a student fails to use loaner clothing and is not suited up in regulation P.E. clothing, he/she will not be able to participate in class activities and will receive "lack of participation" grade.

Combination locks are issued to every student to lock personal belongs and valuables into their assigned locker. Students are asked to lock their belongings up every day. The school is not responsible for lost or stolen property. Aerosol spray cans are not to be brought to school as they are unsafe. Possession of aerosol spray cans will result in disciplinary action.

**Locker** \_\_\_\_\_ **Serial#** \_\_\_\_\_ **Combo** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## COUNSELING

Our goal is to provide students with the necessary counseling to help them work through and overcome academic, social, behavioral and personal problems that preclude meaningful learning.

In accordance with Education Code 49600, educational counseling shall include, but not be limited to, the following:

Academic Counseling  
Career and Vocational Counseling  
Personal and Social Counseling

Students may use the services of the Counseling Office by securing a pass from a counselor, administrator or teacher. Students may request an appointment by using a Counseling Request form available in the Counseling Office. Students should not be excused from class to make an appointment. Appointments will be scheduled on a first-come, first-served basis except in an emergency.

## HEALTH SERVICES

Please note that all of the information and more can be found on our Health Services Webpage:  
[www.rocklinusd.org/Departments/Health-Services/index.html](http://www.rocklinusd.org/Departments/Health-Services/index.html)

### Health Office Information

The school health office is staffed by a part-time health aide. Please refer to the *Annual Parent Notice* for a complete description of pupil health, safety and medical treatment information.

The school health office provides care to students who are sick at school, until the parent can be contacted to pick up the student. Students will only be released to persons listed on the Emergency Card.

### Medications (Reference Board Policy 5141.21)

The school health office also supervises students who are required to take medication at school during school hours. A written authorization from the student's physician and parent or guardian is required before designated school staff can assist the student in taking any medication, whether prescribed by the physician or over-the-counter (Aspirin, Motrin, cough drops, etc.). These medication forms are available in the school office.

All medication must be in the original container and placed under lock and key in the health office in the administration building for the safety of all students. **Students are not allowed to carry any form of medication (prescription or over-the-counter) at any time while on campus** except those medications that a physician request the pupil be allowed to carry (e.g., inhalant for asthma, Epinephrine, Auto-injector Epi-Pen for severe bee sting allergies). Regulations for medications accompanying students on field trips must also be followed. Medications shall be in possession of a teacher and in a locked container.

Prior to the beginning of school, please notify the school health office in writing of any chronic health issues such as heart problems, diabetes, severe allergies, hearing loss, chronic pain, asthma, seizure disorders, etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

Health Screenings at School - California schools must conduct vision and hearing screening on all students upon school entry and every third year through grade eight. (California Code of Regulations, Title 17, Section 2952 (c)(1)). Hearing screening in California public schools must be conducted by a credentialed school audiometrist. Rocklin Unified screens all students in kindergarten/first grade and in second, fifth, eighth, and upon first school entry. Vision, hearing, and other mandated health screenings are overseen by the school nurse at specific grade levels, for all new students to our district, annually for special education students, or upon teacher or parent request. A screening service (not requiring parent permission) is provided by the Language, Speech, and Hearing Specialist in the areas of articulation and language at specific grade levels or upon teacher/parent request.

Immunizations - Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers.

The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

Starting in 2014, a new California law will modify the process for obtaining exemptions to student immunizations based on personal beliefs. Assembly Bill (AB) 2109 requires documentation that health care practitioners have informed parents about Vaccines and diseases.

Source of Immunization information: [www.shotsforschool.org/immunizationlaws/](http://www.shotsforschool.org/immunizationlaws/)

### Emergency Cards

Please keep information on this card current. **Students will only be released to a person who is listed on the emergency card and is at least 18 years of age.** Students cannot be dismissed from school due to illness unless a parent/guardian or designated person is notified. Chronic health issues should be listed on the back side of the emergency card. In case of emergency when parents cannot be reached, 911 or the designated physician will be called and necessary treatment will be administered.



# DISCIPLINE PROGRAM

The Board of Trustees and the administration and staff of Granite Oaks Middle School believe that the behavior of students attending public schools should reflect standards of good citizenship expected by members of a democratic society. The students shall be expected to:

- Respect constituted authority, state laws, school policies and regulations
- Assume personal responsibility for their education and behavior
- Maintain high standards of courtesy, decency, and morality; respect real and personal property
- Exhibit pride in their work and achievement

Staff members serve as role models for students. Students can expect to be treated with respect even when their behavior is inappropriate.

## Student Behavior

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Granite Oaks Middle School students are expected to show respect for staff members, the rights of other students and for the properties furnished for their use. To ensure high standards of conduct, certain rules have been established. Some of these rules are mandated by the State of California, others have been developed for general safety and welfare and to create an atmosphere in which all students can be proud of their school and fellow students.

### Every student shall:

1. Regard school as his/her place of work. Students' clothing and behavior should reflect this fact.
2. Take responsibility for creating and maintaining a kind, safe, productive and clean campus.
3. Have the right to learn. No student shall interfere with or interrupt the educational process.
4. Follow the direction of school personnel the first time given.

## Positive Behavior Interventions and Support

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**PBIS** is a school management system utilized at **GOMS** that relies on consistent expectations (The Falcon Creed and Behavior/Classroom Matrix) taught to everyone on campus (Area Lesson Plans) using positive clear statements. Behaviors are acknowledged (Fabulous Falcon) and are diligently recorded (Behavior/Referral Slip, SWIS record system).

### Our Falcon Creed

Falcons Are:

<b>Respectful</b>	<b>Responsible</b>	<b>Resilient</b>
Be courteous, kind, and cooperative with others	Be safe, dependable and trustworthy at all times	Be perseverant and work through challenges

All **GOMS** students, faculty and staff will conduct themselves with this creed in mind. When speaking to others about what we expect use clear, consistent and positively stated expectations based on our creed.

Specific expectations for areas and events on campus are based on the Falcon Creed and are clearly stated in the Behavior Matrix.

## Standards of Student Behavior

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A program for behavior and citizenship has been established to help students in their positive efforts. If repeated attempts by the academy to help a student change his/her behavior are unsuccessful, a referral is made to the school administration. For all discipline problems that occur at the school level, the Granite Oaks Middle School discipline program will be followed. The discipline program is a consistent guide to consequences which includes detention, on campus suspension class, suspension, reports to authorities, independent study and/or expulsion. Our discipline policy will be in effect while students are on school grounds, while going to and from school, and during all extracurricular school functions on and off campus. Everyone has the right to learn. Behavior that interferes or interrupts the educational process is not acceptable.

1. Gum is not to be brought to school. Gum chewing is not allowed at any time on campus.
2. Students are expected to move through the school campus in a safe and orderly manner without horseplay.
3. Respect for other people's feelings, rights, property, health, and safety is expected of everyone.

4. Students are expected to respond to adults in a courteous manner. Disrespect or defiance to school personnel (teachers, substitutes, adult aides, secretaries, custodians, bus drivers or volunteers) will not be tolerated.
5. A pass is required of any student out of class.
6. Any public display of affection (PDA) is not appropriate in an educational environment.
7. Obscene/profane/vulgar language or behavior will not be permitted.
8. Fighting, teasing, hazing, threatening or verbal/physical abuse of another person will not be tolerated.
9. Bullying or harassment on social media outlets is not tolerated.
10. No gambling of any kind will be permitted.
11. Only items from school-sponsored activities are allowed to be sold or distributed on campus.
12. Students are not allowed in the parking lot area or to leave the school grounds unless authorized by the office. Only adults designated on the emergency card may sign students in/out through the office.
13. Students may not bring any item to school that doesn't contribute to the learning environment. (i.e. electronics)
14. Items deemed dangerous or inappropriate for school should not be brought to school. (i.e. laser pointers, aerosol spray cans, etc.)

## **Lunchtime Expectations**

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1. All students must go to the designated areas for lunch. While eating, students should remain seated at tables and dispose of trash properly in the appropriate containers. Food/drink is allowed in designated eating areas only.
2. Students need to be courteous while waiting in lunch lines. Only students making purchases should be in the lines. Cutting is not allowed. Students may not purchase food for others.
3. The multipurpose room is for the purchase and eating of lunches only.
4. Students may use the basketball courts and designated field areas during lunchtime.
5. Students need to walk around areas being used for games.
6. Games must stop immediately when the bell rings.
7. Tackle football and other contact games are not allowed.
8. Games are open to all students. Half-court basketball shall have no more than ten players per game. If more students want to play, students participating will work out a fair rotation. Full court basketball is not allowed.
9. Parents may have lunch with their child by first checking in at the office. Other lunch visitors are not allowed.

## **Dress Code**

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The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The major responsibility for dress and grooming is placed upon the student and the student's parents. The administration reserves the right to decide the appropriateness of the student's attire and address any issue deemed inappropriate. Inappropriately dressed students will be expected to change into PE loan clothes. The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities and school events:

1. All garments must fit and be worn in the manner in which they are designed. Pajama pants are not appropriate. Pants must be worn at or above the hip point and be able to stay up without a belt.
2. Footwear must be worn at all times. Slippers are not allowed.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics that are distracting, halter tops, off-the-shoulder or low-cut tops, tank tops (less than 2 inches), torn off sleeves, and bare midriffs are prohibited. Skirts or shorts worn shorter than mid-thigh are subject to student changing clothes.
4. Inappropriate lettering, printing, message patches, or messages on clothing, hats, backpacks, binders or other personal items, are prohibited. Writing on hands and arms is not appropriate for school.
5. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs, alcohol, or tobacco.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Frayed, holed or torn clothing which is revealing or may be inappropriate for school attire is not acceptable.
8. Any apparel, jewelry, accessory, school materials, or manner of grooming which by virtue of its color, arrangement, or any other attribute denoting membership in a gang is prohibited. No accessories/spikes may be worn.
9. Headgear, (hats, bandanas, headbands, etc.) are not allowed to be worn at school (district-wide) with the exception of classroom curriculum activities. Hoods are to not be worn in the classroom. Sunglasses and wallet chains may not be worn on campus.

### WHAT PARENTS CAN DO:

Please take a moment to discuss the dress code with your student. Some students are dressing after parents leave for work and others are bringing a change of clothing in backpacks.

### ACTION TAKEN BY ADMINISTRATION:

- 1<sup>st</sup> Offense: Call or e-mail home. Change into PE loaner clothes.
- 2<sup>nd</sup> Offense: Call or e-mail home. Change into PE loaner clothes. Lunch detention.
- 3<sup>rd</sup> Offense: Call or e-mail home. Change into PE loaner clothes. Detention and loss of 10 merits.
- Additional Offenses: Additional merit loss and additional discipline

## Merit Program

All students begin each *quarter* with 100 merits. Students lose merits only if they are referred to the administration for discipline. **Behavior slips that require after-school detention in the academy do not result in merit losses unless that detention is not served.**

Semester Merit Grades (based on 200 possible merits) are determined as follows:

- A 190-200
- B 180-185
- C 160-175
- F 160 and below

Loss of all quarterly extracurricular activities will result if the current quarter merit status falls and remains below 80 merits. A student may complete a merit retrieval contract to regain eligibility. Loss of the eighth grade promotion dance, water park trip, and 7<sup>th</sup> grade year-end activity will result if merit status falls below 305/400 merits for the entire year. All students must maintain 80 or more merits during the last quarter or lose end-of-year activities.

If there is any question regarding merit standing, please see an administrator to review the student's records.

THIS MERIT SYSTEM IS ONLY A RECORD KEEPING SYSTEM. DISCIPLINARY ACTION WILL BE TAKEN IN ADDITION TO THE RECORDING OF MERIT LOSS. GOOD CITIZENSHIP IS ESSENTIAL FOR THE PRIVILEGE OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES.

## Merit Retrieval Contract

Students who have lost merits may complete a Merit Retrieval Contract. A Merit Retrieval Contract **requires pre-approval** of the assistant principal for community service hours completed by the student at an off-campus location. Merits may only be retrieved for **one incident per semester** and may not be retrieved for incidents resulting in on-school or out-of-school suspension. One hour of community service is required for each five merits retrieved (15 merit maximum). For complete details of the Merit Retrieval Contract Program, contact Student Services.

## Classroom Behavior/Academy Discipline

Each academy will establish and review disciplinary policies and procedures with students at the beginning of the school year and with parents at back-to-school night. This policy will be reviewed periodically throughout the year in each academy.

Routine classroom discipline will be handled by teachers. Students violating classroom rules will be subject to warnings, detention, calls to parents and conferencing. Each academy sets up their procedures for students serving detention. Teachers assigning ½ hr detention will communicate the time and dates to the student AND to the parent via phone call or email. Most discipline situations should be handled at the academy level. These types of infractions are found under Level I and Level II offenses.

Students who fail to complete detention in academies will be subject to a referral to the assistant principal's office for merit loss and further disciplinary action.

## Office Referrals

Students may be referred directly to the assistant principal or principal for defiance or other serious offenses (Level II or Level III infractions) using either a Behavior Slip or an Administrative Referral form.

Students involved in any act of misconduct listed as grounds for disciplinary action may lose merits and/or be assigned detention, on campus suspension, suspension, or expelled from school. These penalties are imposed only when other means of correction fail to bring about proper conduct. However, a student may be suspended or expelled upon a first offense for violations of Education Code, Section 48900, 48915 or whenever it is determined that the student's presence in school causes danger to persons or property or threatens to disrupt the instructional process.

## Discipline Policy

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### Staff Managed - (Non recorded)

Disrupting class  
Horseplay / Unsafe action  
Failure to follow directions  
Failure to return parent signature  
Cell phone goes off  
Inappropriate acts of affection  
Inappropriate language/gestures  
Littering  
Teasing / Unkindness  
Rude / Uncooperative  
Unexcused tardies  
Gum (on campus)

### Staff Managed – Level 1 (Recorded)

Disrespect / Uncooperative  
Excessive unsafe action  
Physical contact  
Not following direction / Defiance  
Inappropriate language / Gestures  
Technology violation / Cell phone  
Property damage / Misuse  
Excessive tardies  
Lying / Cheating  
Missing class  
Dress code  
Possession of inappropriate item

### Office Managed - Level 2 (Recorded)

Defiance / Insubordination  
Physical aggression / Threats  
Bullying / Intimidation  
Inappropriate / Abusive language  
No show detention  
Harassment / Hazing  
Sexual harassment  
Vandalism  
Forgery / Plagiarism  
Repeated Level I infractions

Note: Detention should not be given for academic concerns; i.e. not doing homework.

### Office Managed - Level 3 Suspendable Behaviors – (Recorded)

Drugs / Alcohol / Tobacco / e-cigarettes	Possession of flammables	Truancy
Fighting / Physical harm / Injury	Sexual assault / Battery materials	Vandalism
Harassing, threatening, intimidating	Stealing / Possession of stolen property	Weapons on campus
	Terroristic threat	Possession of fireworks / Explosives

Level 1 =	Behavior Slip/Handled by classroom teacher	½ hour detention No merit loss
Level 2 =	Referral/Handled by administration	½ hour detention 10-20 merit loss Suspension
Level 3 =	Suspension/Expulsion Handled by administration	20-30 merit loss

## Behavior Contract

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Students with repeated misbehavior and demonstrations of little change in choices are placed on a Behavior Contract. This is a significant step in seeking a change to student behavior. Students may be placed on a contract once they have accumulated five Level II offenses. A behavior conference is set up by the academy and must have an administrator present. Discussion will hinge around the significance of the misbehavior and future infractions will result in more serious consequences, including suspensions. There should be at least one other parent conference prior to this behavior conference to implement a strategy for student success. A separate Student Behavior Conference form is used for the purpose of identifying offenses and solutions as we move toward a behavior contract. The contract is signed by parents and the student.

Once under a behavior contract, the student will be referred directly to the office for every infraction that

- 1) is disrespectful to the teacher or others;
- 2) is disruptive to the class;
- 3) demonstrates a negative or uncooperative attitude.

More serious consequences will be imposed to help students make changes in their behavior pattern. This would include lunch/after school detention, merit loss, OCS, or home suspension. NOTE: All Level I infractions are still handled by the academy discipline system.

## Classroom Suspension, Detention

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For disciplinary reasons, a teacher may:

- Suspend a student from his/her class for the day of the infraction and the next day. A parent conference must be scheduled by the teacher.
- Detain a student for up to one hour at the end of the school day, with prior written notice to the parent.
- Require a parent conference.
- Refer the student to the school counselor or administrator.

## Behavior Referral for Severe Infractions

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- A student may be referred immediately to the assistant principal or principal for severe infractions (Level II or III)
- The student may be placed in detention, on campus suspension, suspended or expelled and receive a loss of merits depending on the infraction.

## Friday School

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Students may be placed into Friday school by administration for a variety of reasons. Students who are consistently behind in homework and are capable of performing at a higher level may be recommended by their teacher for Friday School. Students could also be assigned Friday School based on behavioral choices or in lieu of suspension. Students are required to work on homework, assignments, or read AR book under the supervision of a teacher. Discipline students could do campus beautification (clean-up) projects. Parents are notified of their student's assignment to Friday School. Students not completing Friday School would be subject to on-campus suspension. Friday School will run from 3:15 to 5:30 on specified dates

## On Campus Suspension Class (OCS)

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OCS is a program into which students are placed when their behavior would otherwise result in suspension from school. Students are not allowed to be on or near campus except for the time OCS Class is in session. While in OCS, students may not participate in extracurricular activities. Students are placed in the OCS Class for up to five days. Instructional materials and assignments are provided by the classroom teachers. Cell phones must be checked into the office during OCS.

## Suspension from School

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Suspension is the temporary removal of a student from regular school activities imposed for adjustment purposes. **Suspended students are not allowed to be in or near any school in the district** but may be required to complete all assignments and tests. While suspended, students will not participate in extracurricular activities. Except in emergencies, suspension is preceded by an informal conference at which the student is informed of the charges of misconduct and is given the opportunity to present his/her version of the facts and evidence in his/her defense.

Suspensions may be imposed for up to five days at a time for a maximum of 20 days in a school year. The parent/guardian may be required to attend a formal conference.

## Mandatory Penalties

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A five-day suspension and recommendation for expulsion is mandatory for any student who: (1) possesses, sells or furnishes a firearm; (2) brandishes a knife; (3) sells or furnishes drugs or other controlled substances; (4) commits or attempts to commit sexual assault/battery; or (5) commits assault or battery upon any school employee (Ed Code 48915).

These offenses must be reported to the police department.

## Policy Regarding Substitute Teachers

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As guests at Granite Oaks Middle School, substitute teachers are to be treated in a respectful and courteous manner. If a substitute teacher is treated in a disrespectful manner, an administrative referral will result in the following:

1. Class suspension for that period
2. 15-point merit loss
3. Notice/phone call to parent by administrator
4. Three-day detention, OCS Class or suspension

## **Transportation Policy Regarding Misconduct**

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Misconduct on the school bus will be dealt with by the bus driver. A “Bus Conduct” report or verbal notification will be given to the student indicating that the student will receive a CITATION FOR MISCONDUCT. A citation will be mailed to the student’s parent(s) indicating the misconduct and the action taken by the Transportation Department. Copies of the citation will be sent to the school. Merit losses may result for each citation.

Denial of transportation includes **ALL** school bus transportation (including field trips, sporting events, etc.).

## **Sexual Harassment** (Board Policy 5145.7)

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The Board of Trustees 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 activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion.

Administrative procedure 5145.7 states that prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual’s body or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual’s body or clothes in a sexual way
- Limiting a student’s access to educational tools
- Purposefully cornering or blocking of normal movements
- Displaying sexually suggestive objects

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another District administrator in order to obtain a copy of BP & AR 1312.3-Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

## **STUDENT ACTIVITIES**

### **Qualifications for Extracurricular Activities**

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To be eligible to participate in quarterly extracurricular activities, each student must maintain the following standards:

- Good citizenship by following school rules and keeping 80 or more merits
- A 2.0 grade point average
- No more than one “NM” grade per quarter

Students must attend school for a least four class periods to be eligible to participate in school activities such as practices, rehearsals or events on any given day. Eligibility will be monitored. If any of the above standards are not maintained, the student will be subject to removal from all quarterly extracurricular activities.

### **Assemblies**

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Assemblies are held periodically throughout the year with programs of interest to all. Proper assembly behavior is expected of everyone. Inappropriate behavior will exclude students from assemblies.

## Dances

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Dances will be held at various times throughout the year from 7:00 - 9:00 p.m. Only Granite Oaks Middle School students, with student identification, may attend. **Students must attend school for at least four class periods on the day of a dance or they will not be allowed to participate. Students will not be allowed to enter the dance if they arrive more than 15 minutes late, unless accompanied by a parent.** Students may not leave the dance before the 9:00 p.m. dismissal unless picked up by a parent at the door. The privilege to attend dances as well as other school functions may be denied due to unacceptable behavior at school or school functions. In order to attend dances, students must meet the criteria for participation in extracurricular activities (2.0 GPA with no more than one NM, 80 merits/quarter). We need and encourage parents to volunteer to chaperone the dances to ensure the safe enjoyment of all. School dress code applies to all dances. Inappropriate dancing may result in loss of future dance attendance and disciplinary action.

WE URGE PARENTS NOT TO ALLOW THEIR CHILDREN TO WALK UNSUPERVISED TO THE LOCAL EATERIES FOLLOWING DANCES. BASED UPON CONCERNS BY THE ROCKLIN POLICE DEPARTMENT, WE ALSO URGE PARENTS TO STAY AND SUPERVISE WHILE STUDENTS ARE PATRONIZING LOCAL EATERIES. PLEASE BE AWARE OF THE 10 O'CLOCK CURFEW IN ROCKLIN.

## Biology Field Trip

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Seventh grade students have the opportunity of being selected to enroll in the off-campus biology class and participate in a field trip. Final selection of qualifying applicants may be based on a lottery system. Criteria for selection includes the following: a) must be in seventh grade; b) must receive no quarter grade of "NM" in any class for first, second, and/or third quarter; c) must have a 2.0 GPA; d) must maintain 80 or more merits each quarter; and e) must have academy teachers' recommendation. Students selected for the trip will be *required* to attend meetings before their trip.

## Student Government

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The Student Senate of Granite Oaks Middle School is an organization formed to achieve a closer cooperation between the faculty and the student body, to serve as a liaison between the student body and the administration, to produce a finer school spirit and to provide an opportunity for participation in the regulation of certain student affairs.

All candidates for Student Senate must possess a 2.0 ("C") or better grade point average, with no more than one "NM" per quarter and 80 or more merits. Representatives will serve their terms in office as long as attendance, behavior and grades remain at a satisfactory level. If a student's grades or merits fall below requirements, he/she will have a two week suspension from Student Senate. If the deficiency is not removed within two weeks, the student will be removed from Student Senate for the rest of the school year. Any student falling below 80 merits per quarter will be removed from Student Senate.

## California Junior Scholarship Federation (CJSF)

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CJSF is an honor society. The purpose of CJSF is to foster high standards, service, and citizenship on the part of middle school students.

WHO? All 8<sup>th</sup> grade students can apply. After the 1<sup>st</sup> semester of each year, all 7<sup>th</sup> grade students can apply.

HOW? Students are eligible by meeting the following requirements:

1. ALL grades earned for the previous semester (both quarters) must be "C" or better.
2. Eligibility is based on CJSF's point system. To be eligible, a student must have at least twice the number of points as classes. In other words, if you took 5 courses, you must have at least 10 points; "A" = 3 points "B" = 1 point "C" = 0 points. Leadership and P.E. do not count as academic subjects.
3. High School Courses: Spanish 1 (8<sup>th</sup> grade), and Geometry (8<sup>th</sup> grade only) earn; "A"=3 points "B"=2 points "C"=0 points
4. Applicants must have maintained 85 or more merits throughout the two previous quarters.
5. Applicants must be willing to participate in volunteer service activities for their school and community while members of CJSF. The minimum requirement is 2 hours of school service and help completing a community service project for the semester.
6. Members must attend all meetings.

WHEN? Applications **MUST** be filed by the due date. Membership is granted for the semester following the one in which the qualifying grades were earned. Membership may be renewed for all succeeding semesters by meeting the same requirements.

# ATHLETICS

To be eligible to participate in athletics (or cheerleading), each student must maintain the following standards:

- Good citizenship by following school rules
- 80 or more merits per quarter
- No more than one “U” on a grade check
- A 2.0 grade point average
- No more than one “NM” grade per quarter

Eligibility is determined by quarter grades. Students that do not meet the requirement are not able to participate for two weeks at which time a grade check will determine their eligibility. Subsequent grade checks (every week) will determine their continued eligibility. If a student’s grades drops significantly during the quarter, they may be ineligible until grades improve.

Please refer to the Athletic Handbook for more details regarding student participation in athletics. This handbook is available at the Assistant Principal’s Office.

FALL	WINTER	SPRING
Flag Football	Boys’ Basketball	Boys’ & Girls’ Track
Cross Country	Girls’ Basketball	Boys’ Volleyball
Girls’ Volleyball	Wrestling	

- Students must have all required forms signed and turned in to the coach on time.
- Students must attend school for at least four periods to be eligible to participate in practices or games on any given day.
- If a student’s grades fall below grade requirements during the season, he/she will have two weeks to remove the deficiency. The student will be allowed to practice but will not participate in games until the grade requirements are met. If the deficiency is not removed within two weeks, the student will be removed from the team.
- If a student’s merits fall below merit requirements during the season, the student will be removed from the team for a minimum of two weeks, until his/her merit status returns to 80 or more merits. If the deficiency is not removed within two weeks the student will be removed from the team.
- Placement in the OCS Class will result in removal from the team for that placement period.
- Any player who has been suspended for possession or use of weapons or drugs (e.g., tobacco, alcohol, marijuana, etc.) at school or school functions will be ineligible for all sports for the remainder of the school year.
- Inappropriate behavior on bus trips will not be tolerated. Students may be subject to removal from team participation.

A player’s personal appearance, when in uniform, must conform to what the coach/administrator determines is important to the success, safety and sportsmanship of the player in the sport.

## 7<sup>th</sup> and 8<sup>th</sup> GRADE END-OF-YEAR ACTIVITIES

End-of-year activities include a dance (8<sup>th</sup>) and water park trip (8<sup>th</sup>) and year-end activity (7<sup>th</sup>). All fines (book loss, equipment damage, NSF, etc.) must be cleared five days prior to the close of school in order to participate in the activities and to receive a report card.

The following are required to participate in all end-of-year activities;

- Maintain a minimum 2.0 cumulative grade point average with no more than one “NM” during the second semester
- Maintain no less than 305 merits during eighth grade. (Having a merit loss total of over 95 for the year will result in non-participation.)
- **Maintain a minimum of 80 merits during fourth quarter**
- Maintain at least 85 percent attendance during the year
- Have all fines and fees paid

Parents will receive notification at the end of each quarter regarding the student’s current merit status for the year on the following basis:

Letter Mailed Home:

- |   |   |
|---|---|
| 1 <sup>st</sup> Quarter – Loss of 30 merits or more | 3 <sup>rd</sup> Quarter – Loss of 80 merits or more                 |
| 2 <sup>nd</sup> Quarter – Loss of 60 merits or more | 4 <sup>th</sup> Quarter – Loss of over 20 merits during the quarter |



## **RUSD Campuses**

Antelope Creek School  
6185 Springview Drive  
Rocklin, CA 95677  
(632-1095) Fax: 632-2381

Cobblestone School  
5740 Cobblestone Drive  
Rocklin, CA 95765  
(632-0140) Fax: 632-9732

Parker Whitney Elementary  
5145 Topaz Avenue  
Rocklin, CA 95677  
(624-2491) Fax: 624-0335

Granite Oaks Middle School  
2600 Wyckford Drive  
Rocklin, CA 95765  
(315-9009) Fax: 315-9885

Victory High School (632-3195)  
3250 Victory Drive  
Rocklin, CA 95765  
Fax: 632-8630

Rocklin Elementary School  
5025 Meyers Street  
Rocklin, CA 95677  
(624-3311) Fax: 624-5908

Breen Elementary School  
2751 Breen Drive  
Rocklin, CA 95765  
(632-1155) Fax: 632-9371

Twin Oaks Elementary School  
2835 Club Drive  
Rocklin, CA 95765  
(624-4101) Fax: 624-4124

Spring View Middle School  
5040 5<sup>th</sup> Street 2751  
Rocklin, CA 95677  
(624-3381) Fax: 624-5737

Rocklin High School (632-1600)  
5301 Victory Lane  
Rocklin, CA 95765  
Fax: 632-0305

Sierra Elementary  
6811 Camborne Way  
Rocklin, CA 95677  
(788-7141) Fax: 788-7161

Valley View Elementary  
3000 Crest Drive  
Rocklin, CA 95765  
(435-4844) Fax: 435-4944

Rock Creek Elementary  
2140 Collet Quarry Dr  
Rocklin, CA 95765  
(788-4282) Fax: 788-8161

Sunset Ranch Elementary  
2500 Bridlewood Dr  
Rocklin, CA 95765  
(435-4844)

Whitney High School (632-6500)  
701 Wildcat Boulevard  
Rocklin, CA 95765  
Fax: 435-2542

## **Community Organizations**

Brownies/Girl Scouts		1-800-322-4475
Camp Fire Girls/Boys	Roseville	781-3544
Cub Scouts/Boy Scouts	Dan Garvin	929-1417
Five Cities Softball	Message	652-8716
Kids' Junction Program		625-5200
Loomis Basin Dolphin Swim Team	Melissa & Dan	652-3719
Rocklin Girls Fast Pitch		625-1510
<a href="http://www.rocklingirlssoftball.org">www.rocklingirlssoftball.org</a>		
Rocklin High School Pool		625-5200
Rocklin Jr. Thunder Football & Cheer	Message	497-1369
Rocklin Library	Mary George	624-3133
Rocklin Little League	Message	632-7756
Rocklin Recreation Dept.	City of Rocklin	625-5200
Rocklin Wave Swim Team		497-1444
<a href="http://www.rocklinwaveswim.com">www.rocklinwaveswim.com</a>		
Rocklin Youth Soccer Club	Message	773-7217
<a href="http://www.rocklinsoccer.net">www.rocklinsoccer.net</a>		
Tri-City Little League	Message	773-4454
Whitney Jr. Wildcats Football & Cheer	<a href="http://www.whitneyjrwildcats.org">www.whitneyjrwildcats.org</a>	

## ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

The Rocklin Unified School district has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Rocklin Unified School district shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in consolidated Categorical Aid Programs, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Deputy Superintendent or Director of Special Education  
Rocklin Unified School District; 2615 Sierra Meadows Drive; Rocklin, CA 95677  
(916) 624-2428

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Rocklin Unified School District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Rocklin Unified School district's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the Rocklin Unified School District's Decision. The appeal must include a copy of the complaint filed with the Rocklin Unified School District and a copy of the Rocklin Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Rocklin Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Rocklin Unified School District's UCP policy and complaint procedures shall be available free of charge.

## Bell Schedule

REGULAR DAY	ARTICULATION DAY	MINIMUM DAY	ACTIVITY
<b>O PERIOD</b> 7:30 Tardy Bell 8:20 Passing Bell	<b>O PERIOD</b> 7:30 Tardy Bell 8:20 Passing Bell	<b>O PERIOD</b> 7:30 Tardy Bell 8:20 Passing Bell	<b>O PERIOD</b> 7:30 Tardy Bell 8:20 Passing Bell
<b>HOMEROOM</b> 8:25 Warning Bell 8:30 Tardy Bell 8:35 Passing Bell	<b>HOMEROOM</b> 8:25 Warning Bell 8:30 Tardy Bell 8:35 Passing Bell	<b>HOMEROOM</b> 8:25 Warning Bell 8:30 Tardy Bell 8:35 Passing Bell	<b>HOMEROOM</b> 8:25 Warning Bell 8:30 Tardy Bell 8:35 Passing Bell
<b>PERIOD 1</b> 8:38 Tardy Bell 9:25 Passing Bell	<b>PERIOD 1</b> 8:38 Tardy Bell 9:16 Passing Bell	<b>PERIOD 1</b> 8:38 Tardy Bell 9:08 Passing Bell	<b>PERIOD 1</b> 8:38 Tardy Bell 9:14 Passing Bell
<b>PERIOD 2</b> 9:28 Tardy Bell 10:15 Passing Bell	<b>PERIOD 2</b> 9:19 Tardy Bell 9:58 Passing Bell	<b>PERIOD 2</b> 9:11 Tardy Bell 9:41 Passing Bell	<b>PERIOD 2</b> 9:17 Tardy Bell 9:53 Passing Bell
<b>EXTENDED PASSING</b> 10:15 – 10:25	<b>PERIOD 3</b> 10:01 Tardy Bell 10:39 Passing Bell	<b>PERIOD 3</b> 9:44 Tardy Bell 10:14 Passing Bell	<b>EXTENDED PASSING</b> 9:53 – 10:00
<b>PERIOD 3</b> 10:25 Tardy Bell 11:12 Passing Bell	<b>EXTENDED PASSING</b> 10:39 – 10:45	<b>EXTENDED PASSING</b> 10:14 – 10:20	<b>PERIOD 3</b> 10:00 Tardy Bell 10:36 Passing Bell
<b>PERIOD 4</b> 11:15 Tardy Bell 12:02 Passing Bell	<b>PERIOD 4</b> 10:45 Tardy Bell 11:23 Passing Bell	<b>PERIOD 4</b> 10:20 Tardy Bell 10:50 Passing Bell	<b>PERIOD 4</b> 10:39 Tardy Bell 11:15 Passing Bell
<b>PERIOD 5/LUNCH</b> 12:02-12:37 7 <sup>th</sup> Grade Lunch 12:05-12:52 8 <sup>th</sup> Grade Class  12:40-1:27 7 <sup>th</sup> Grade Class 12:52-1:27 8 <sup>th</sup> Grade Lunch	<b>PERIOD 6</b> 11:26 Tardy Bell 12:04 Passing Bell	<b>PERIOD 6</b> 10:53 Tardy Bell 11:22 Passing Bell	<b>PERIOD 5/LUNCH</b> 11:15-11:45 7 <sup>th</sup> Lunch 11:19-11:54 8 <sup>th</sup> Class
<b>PERIOD 6</b> 1:30 Tardy Bell 2:17 Passing Bell	<b>PERIOD 5/LUNCH</b> 12:04 – 12:34 7 <sup>th</sup> Grade Lunch 12:07 – 12:45 8 <sup>th</sup> Grade Class  12:37 – 1:15 7 <sup>th</sup> Grade Class 12:45 – 1:15 8 <sup>th</sup> Grade Lunch	<b>PERIOD 7</b> 11:25 Tardy Bell 11:54 Passing Bell	11:48-12:24 7 <sup>th</sup> Class 11:54-12:24 8 <sup>th</sup> Lunch
<b>PERIOD 7</b> 2:20 Tardy Bell 3:10 Passing Bell	<b>PERIOD 7</b> 1:18 Tardy Bell 1:56 Passing Bell	<b>PERIOD 5/LUNCH</b> 11:54 – 12:24 7 <sup>th</sup> Grade Lunch 11:57 - 12:30 8 <sup>th</sup> Grade Class  12:27 – 1:00 7 <sup>th</sup> Grade Class 12:30 – 1:00 8 <sup>th</sup> Grade Lunch	<b>PERIOD 6</b> 12:27 Tardy Bell 1:03 Passing Bell
	<b>1:56 PM DISMISSAL</b>	<b>1:00 PM DISMISSAL</b>	<b>PERIOD 7</b> 1:06 Tardy Bell 1:42 Passing Bell
			<b>ACTIVITY</b> 1:45 Activity Begins 3:10 Passing Bell

# Granite Oaks Middle School Map









