

# College Preparatory Middle School

“A Nurturing Community for the Middle School Learner”



## STUDENT/PARENT POLICIES AND PROCEDURES HANDBOOK

(2023-2024)

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## OUR MISSION

College Preparatory Middle School's mission is to provide an exemplary, standards-based, college preparatory education for public school students (grades 5-8) of San Diego County.

College Preparatory Middle School is committed to providing an educational environment that not only offers the best in research based, state of the art curriculum and instructional approaches but provides a campus which genuinely cares about students and supports them on their path to becoming positive, healthy young adults. Students will master the core subjects of reading/language arts, mathematics, science and social studies through a rigorous curriculum that meets the California State Standards and will be prepared to excel on the California state assessments. Students will also be given opportunities for enrichment in visual and performing arts, technology and physical education.

Students at College Preparatory Middle School will be responsible to maintain high personal standards for academics, behavior and attendance so that they are ready for the challenges of high school (and beyond).

CPMS believes that both parents and the school share a dual responsibility in ensuring the education of our students; therefore, CPMS provides meaningful opportunities for parental involvement and maintains supportive relationships with community agencies. Out of this community of caring and support, we strive to meet the objective of producing students who are self-motivated, competent, and prepared for success in the 21<sup>st</sup> century.

## MESSAGE TO STUDENTS

On behalf of College Preparatory School's staff, we would like to extend a warm welcome to all of our students.

As we start the new school year, we look forward to partnering with all of our Tiger Families in an effort to continue our "tradition of excellence."

The staff at CPMS is committed to providing you a college preparatory learning environment where you will have the opportunity to challenge yourself as you put forth your best effort to gain an excellent education and "earn your stripes" – something we like to call **Tiger Pride!!!**

Again, WELCOME to College Preparatory Middle School! We are looking forward to all the amazing things we will accomplish together this year!

**GO TIGERS!**

Sincerely,  
Christina M. Callaway  
Director of School Business

Mitchell S. Miller  
Director of School Operations

## **ATTENDANCE POLICY**

Regular daily attendance is essential to student learning and absences should be avoided if at all possible. Excessive absenteeism impacts a student's ability to obtain a quality education. Please make every effort to have your child at school every day.

### **DEFINITIONS**

- **Excused Absence:** An excused absence is one that occurs for reasons of illness, quarantine, immediate family bereavement, medical appointment, or legal business and is reported as such by the parent(s) or guardian.
- **Unexcused Absence:** An unexcused absence is one that occurs with the permission of the student's parent(s) or legal guardian for reasons other than illness, quarantine, immediate family bereavement, medical appointment, or legal business. Examples of unexcused absences are: family trips, transportation problems, babysitting, and work.
- **Truancy:** Any absence (including tardiness of more than thirty (30) minutes) that is not reported and not authorized by the parent(s) or guardian is considered truant. Students whose parents fail to excuse an absence within three days following the student's return to school will be considered truant.

**Make Up Work: Regardless of the type of absence,  
Students are required to make up any work he or she missed.**

*(Please refer to the Missed Assignments and Tests Policy)*

### **CONSEQUENCES: MULTIPLE EXCUSED/UNEXCUSED ABSENCES**

- **Upon four (4) absences**, the School will take preventative action and notify the family by mail to inform the family of their student's attendance status and to help determine the reasons and causes for the unexcused absences or other attendance problems. The school will try to help the family resolve the problems.
- **Upon eight (8) absences**, a second official notice will be sent home via US mail and will offer an in-person meeting with parents to discuss the absences. A referral to the School Attendance Review Team and/or appropriate community agencies may be established; a SART meeting held and an Attendance Agreement established.

- **Upon twelve (12) absences**, a third official notice will be sent home via US mail and will offer an in-person meeting with parents to discuss the absences as well as potential consequences including “dismissal” from CPMS in accordance with the School’s procedures. A referral to the School Attendance Review Team and/or appropriate community agencies may be established; a SART meeting held and an Attendance Agreement established.

## **ABSENCE PROCEDURES**

When a student is absent from school, a parent/guardian should phone CPMS Main Office before 8:00 a.m. (Grades 5-8) to indicate the reason for the absence. The Main Office can request a doctor’s note at any time, and a note from the child’s doctor is required after three (3) consecutive absences. The note must include the DATE and REASON for the absence.

Please note that the student is considered truant for the period of absence until a parent or guardian contacts the Main Office with the circumstances for the absence. If the parent/guardian fails to inform the office of the reason for the absence within three (3) days following the student’s return to school, the student will be considered truant.

School attendance is very important to ensuring your children’s success in learning. Please make every effort to have your children at school every day.

If you know in advance that there is a need to take your child out of school, an Independent Study Contract may be available. Please contact the CPMS Office. Contracts are also available in the event of a long-term illness or injury and only with Director’s approval. Please contact the Main Office with questions.



## **APPOINTMENTS DURING SCHOOL HOURS**

We encourage all appointments to be scheduled outside the school day. Should it be necessary to take your child out of school for a doctor or dentist appointment, you will need to come to the Main Office to pick up your child. Please plan ahead and allow yourself enough time before your appointment as we will not call your child out of class without the parent/guardian being present in order to avoid the student missing additional class instruction.

## **CLOSED CAMPUS POLICY**

Providing a safe and orderly campus environment is of the utmost importance; therefore, ALL students are required to remain on campus for the entire school day. Students may NOT leave the grounds at any time during the school day without the explicit consent of CPMS administration. Parents and authorized persons named on the emergency card must sign the student out at the office when leaving and the student must sign in upon return to school.

## **EMERGENCY CARDS**

In order to protect the safety and health of students, it is important that College Preparatory Middle School have certain information from parents/guardians. Parents/Guardians can help by quickly completing the emergency card as a part of the enrollment process. A local emergency phone number is required for each student to be used in case the parent/guardian cannot be reached.

Emergency cards are used to ensure your child's safety. If a student needs to be dismissed during the school day, the school will only let him or her be signed out by someone listed on the emergency card. This permission is granted for **emergency and medical reasons.**

Emergency cards are also used for the sake of each child's health. If a student becomes ill or is injured at school and their parent/guardian cannot be reached, someone authorized on the card will be contacted promptly. For this reason, it is so important for these cards to be kept up to date. Please contact the Main Office *immediately* when a change in information takes place.

## **HEALTH SERVICES**

In the case of an accident or injury, students are brought to the office to receive prompt first aid. In the case of a severe injury, parents/guardians will be notified. Paramedics may be contacted and the student may be transported via an ambulance to the nearest medical facility. **Parents/Guardians are responsible for all medical costs incurred while students are at school, including emergencies.** It is recommended that parents/guardians provide adequate medical insurance for their child.

Information regarding Medi-Cal insurance is available; please contact CPMS administration for further details. Students must have an emergency card on file in the office in case of emergency.

### **MENTAL HEALTH SERVICES/RESOURCES**

In an effort to provide Mental Health support to students in need, College Preparatory Middle School employs a School Counselor, a School Psychologist as well as training school staff in identifying at-risk behaviors. College Prep offers various community resources to assist families. San Diego Youth Services (SDYS) provides a full array of mental health support services and resources to students and families throughout San Diego County: [sdyouthservices.org](http://sdyouthservices.org) / (619) 258-6877

Please contact CPMS administration for information regarding additional Mental Health services for families. Please note: All referrals are considered confidential.

### **CHILD ABUSE REPORTING**

According to Penal Code Section 11166, all school staff employed by College Prep Middle School are mandated to report any cases of suspected child abuse to The San Diego County Child Protective Services.

### **SUICIDE HOTLINE**

**(888) 724-7240.** Hours of Operation: 24 hours a day/ 7 days a week. The San Diego Access and Crisis Line serves as a suicide prevention/intervention hotline. It provides mental health crisis intervention and information and referral to mental health services in San Diego County, including referrals to mental health care professionals who accept Medi-Cal and those who do not have health insurance. Calls are FREE and answered by trained professionals. Service is available in multiple languages.

### **STUDENT ILLNESS**

In order to maximize educational opportunities for all students and minimize exposure to illness, students should only be in school when they can fully participate in the educational program. Therefore, any student exhibiting symptoms of sickness (e.g., high fever, sore throat, nausea, etc.) should stay home. Likewise, the CPMS administration will contact a parent/guardian and send a student home (or call an emergency contact) when a student exhibits symptoms of sickness.





Students who are sick should be picked up within thirty (30) minutes of the phone notification. If a student vomits at school, he/she cannot return to school for a period of twenty-four (24) hours.

Any student infected with any contagious disease may not remain in a public school. If the student has a communicable disease, such as measles or mumps, the parent/guardian should notify the school immediately.

### **TARDY POLICY**

The College Preparatory Middle School staff believes that coming to school on time is very important. Parents and teachers must work together to help students learn the value and habit of being on time. Thus, it is necessary for students to be in their seats and ready for instruction to begin at **8:00 AM (Grades 5-8)**.

**IMPORTANT:** When a student arrives late (tardy) to school, he/she **MUST** sign in at the front office and obtain a late pass.

- **1<sup>st</sup> and 2<sup>nd</sup> Tardies** - A warning is given to the parent/guardian and the student. A copy of the 'College Preparatory Middle School Tardy Policy' may also be given to the parent/guardian.
- **3<sup>rd</sup> Tardy** - In order to help resolve the problem, a letter is given to the student's parent(s)/guardian(s) stating the tardy policy and informing the parent(s)/guardian(s) about the three (3) tardies that the student has accumulated. The letter must be signed and returned to the front office. Three (3) tardies per quarter will result in a referral and detention.
- **4<sup>th</sup> + Tardies** - Parent(s)/Guardian(s) will need to meet with an on-site administrator to discuss the problem and possible solutions. Referrals to appropriate community agencies will be provided. Any additional days beyond three (3) tardies per quarter will result in additional referrals and days of detention.

Excessive tardiness is a violation of the College Preparatory Middle School "Attendance Policy" and may involve further disciplinary action including "dismissal" from CPMS as well as referrals to County Social Services.

## **GENERAL POLICIES AND PROCEDURES**

### **ASSOCIATED STUDENT BODY**

The CPMS Associated Student Body (ASB) is in charge of planning student activities for students. The student body will meet regularly to plan ASB sponsored activities. A faculty member is assigned to supervise ASB activities and coordinate their approval by the Director(s).

### **BICYCLES, SCOOTERS, SKATEBOARDS**

The law requires that students must wear a helmet when riding anything with wheels; therefore, all children riding bikes, scooters, and skateboards to and from school **must** wear a helmet. When on the school grounds and near crosswalks, students are to walk their bikes, scooters, and skateboards as they come and go. Skateboards, scooters, and bicycles are considered a safety hazard and may not be ridden on school grounds. If brought to school, they must be locked in the area designated for bikes and scooters. These items should be removed at the end of the school day. College Preparatory Middle School claims no liability for items lost, stolen or damaged on campus.

### **CHILD FIND**

Pursuant to the Individuals with Disabilities Education Improvement Act (20 U.S.C. §§ 1400 et. seq) and relevant state law, College Preparatory Middle School (CPMS) is responsible for identifying, locating, and evaluating children enrolled at CPMS with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or are wards of the State. To ensure that eligible students are receiving the services to which they are entitled, we would like to request your assistance.

If you know of a child who has a disability or that you suspect may have a disability, you may refer that child's parent or guardian to CPMS by contacting the Main Office (**619-303-2782**). Please note: All referrals are considered confidential. The parent, legal guardian, or surrogate parent retains the right to refuse services and other procedural safeguards under federal and state law.

## **DROP-OFF/ PICK-UP PROCEDURES**

Every effort will be made to facilitate Drop-Off/Pick-Up procedures. Please be patient and drive slowly to ensure student safety.

**\*Please note: School schedules and procedures may be changed to address health, safety and community conditions. Additional information will be distributed if a change in school schedules or procedures were necessary.\***

**Students (Grades 5-8) will be allowed on campus at 7:25 a.m.**

Parents, who would like their students to walk directly (no stops allowed) home after school, must provide written notification to the Main Office. Students, who walk home every day, only require one initial notification at the beginning of the school year. Students, who walk home periodically during the school year, will need to notify the Main Office each time they walk home. No student will be permitted to walk home without a prior notification.

*Note: Walking privileges will be revoked for any student determined to be NOT walking DIRECTLY home or who causes a disturbance in the surrounding neighborhood.*

**Loitering on campus is not permitted.** All students must be picked up directly after school if not authorized to participate in a supervised after school activity. Siblings must attend an after school activity (i.e. tutorial) if they are to remain on campus to wait for their sibling. Repeatedly failing to pick up students on time will result in a parent meeting with the on-site administrator and possible involvement by Child Welfare Services/Law Enforcement in an effort to resolve this issue.

## **EMERGENCY PROCEDURES**

College Preparatory Middle School has an extensive disaster guide to be used by our employees when an emergency situation arises. A copy of the CPMS Emergency Plan is available at the CPMS Main Office. **If you need information in an emergency situation, call the CPMS Main Office or the local police department. You can also log on to our website: [www.mycpms.net](http://www.mycpms.net).** Throughout the school year, students will learn and practice emergency/disaster drills.

## FIELD TRIP REQUIREMENTS

In order to earn the privilege to go on a field trip or class outing, a student must:

- Have submitted a completed, signed Parent Permission Form.
- Have an Authorization for Consent for Treatment of a Minor form on file in the Main Office.
- Not have field trip privileges suspended.

*Misconduct at a school function or field trip will result in the suspension of attending future school functions and/or field trips.*

## LIBRARY

The CPMS Libraries are located within the English Language Arts classrooms and are designed to facilitate student learning by providing students with access to variety of reading and resource materials.

## LIBRARY BORROWING POLICY

Library books may be checked out for a period of two (2) weeks. Students may have up to two items checked out at any one time. Library users are responsible for the return of all checked out materials. The loss or theft of materials should be reported to the classroom teacher immediately. Students are responsible for the cost of replacement materials.

## LOST AND FOUND

All items, particularly outer-wear, should be clearly labeled (using permanent marker) with the student's name to facilitate return. If a student is missing an item, please contact the CPMS Main Office to determine if the item has been recovered. Unclaimed items will be disposed of before school breaks (i.e. winter break) and at the end of the school year. College Preparatory Middle School claims no liability for items lost, stolen or damaged on campus.

## MEDICATIONS

When your child needs to take medication during school hours, ***prescription or over-the counter***, our school policy requires that the parent and the physician complete a medication form. This form authorizes school personnel to give medication to the child as ordered by the physician and agreed to by the



parent. We cannot deviate from the instructions provided by the physician. If the time or dose changes, we must receive a new, signed authorization form from the physician and the parent. Forms are available in the Main Office. The medication must be brought by the parent and accompanied by the physician's authorization (signed by the parent). The medication must be in the original bottle. **No medications (including aspirin) are allowed to be dispensed unless the medication has been brought from home by the parent and is accompanied by the appropriate documentation.**

Special consideration is given to those students with a life-threatening condition such as severe asthma and bee sting allergies. Students may carry asthma inhalers or epipens with a doctor's authorization. Please consult with the Main Office on how to proceed with these individual needs.

**It is against California law for children to carry ANY type of medication on a school campus.** These procedures are designed to ensure the health and safety of all our students.

### **PERSONAL ITEMS**

Personal items such as cameras, personal electronic devices, toys, blankets, etc. are NOT allowed during school hours. If the item is needed for a class project, permission should be obtained from the teacher and CPMS administration first BEFORE bringing the item to school, and should be left in the classroom. If personal items are brought to school and confiscated, College Preparatory Middle School is NOT responsible for loss or damages. (See Prohibited Items policy).

If a student has forgotten a pre-approved item at home, we ask for the parent/guardian to please bring the item to the Main Office where arrangements will be made to deliver the item to your student. This causes the least disruption to the campus.

LOST OR STOLEN PROPERTY is NOT the responsibility of College Preparatory Middle School. Students are responsible for their own belongings. A lost and found bin is available. If you find a lost item, please turn it in immediately to your teacher or to the office.

## **BACKPACKS**

Students are responsible for their backpacks during the entire school day. College Preparatory Middle School is NOT responsible for lost or damaged items or backpacks that are left unattended. With the exception of the student's name for identification purposes, writing on backpacks is NOT allowed. Inappropriate writing may lead to disciplinary action.

## **CELL PHONES/SMART WATCHES**

Students may possess cellular phones and smart watches, provided that such devices do not disrupt the educational program or school activity. Cellular Phones/Smart Watches MUST be turned off, powered down and stored in the students' backpacks BEFORE arriving to school.



Cell Phone/Smart Watch use is NOT permitted while on campus (including after-school tutorial), unless permission to do otherwise is given by the Director or a school-wide emergency occurs. Ear buds/Airpods are ONLY allowed during class-time as per teacher instructions. Inappropriate use of cell phones/smart watches while on campus will result in confiscation of the device. College Preparatory Middle School is not responsible for lost, stolen, or misplaced cell phones/smart watches.

## **E-READERS**

Students may use E-Readers for READING purposes ONLY. Inappropriate use of E-Readers while on campus may result in confiscation of the device and loss of privilege to use at CPMS. CPMS is not responsible for lost, stolen or misplaced E-Readers.

## **TEXTBOOKS , CHROMEBOOKS AND OTHER EQUIPMENT**

Textbooks, Chromebooks and other equipment issued for student use are the responsibility of that student until returned. All textbooks, Chromebooks, materials and equipment must be returned in good condition at the end of the course for which they were issued, and when withdrawing from school. Payment will be requested for the replacement cost of books, Chromebooks and other equipment/supplies loaned to the student that the student fails to return, or that is willfully defaced, destroyed or otherwise damaged.

## **SCHOOL SITE VISITORS**

Parents are encouraged to visit CPMS whenever possible. To make the visit a more productive one, please make prior arrangements with the school administration. All visitors are required to sign in at the office upon arrival and wear an identification badge while on campus. Visitors wishing to observe teachers during instructional time must first meet with the teacher to outline the context of the classroom observation. In order to make the most of the visit, parents need to make other arrangements for siblings. Non school age siblings will not be allowed on campus during the school day. All visits/observations must be arranged in advance. The Main Office will not disturb the classroom to inquire about the need of a volunteer.



## **ANIMALS ON CAMPUS**

For the safety of all individuals at school, dogs and other animals are NOT permitted on school grounds with the exception of canine assistants for the disabled.

## **TELEPHONE CALLS**

The telephones in the offices and classrooms are for staff use only. Telephones are available for student use in the Main Office for students who need to make emergency calls. Students will not be allowed to make calls for forgotten items or for PE excuses. Students should make any and all arrangements for after-school student pick up before they are dropped off at school.

## **CONTACTING TEACHERS**

If a parent needs to contact a teacher, the most efficient way to do so is by e-mail. Teacher e-mails are located on the CPMS website. Teachers generally respond to e-mail within twenty-four (24) hours. Please allow for the next business day if e-mailing during a sanctioned break or weekend. Please do not contact the Main Office in order to retrieve work for a student absence. This can only be arranged directly with the teachers. If a parent would like to speak with the teacher by telephone, they can only do so before school or after school. The Main Office will not transfer calls to the teacher's classroom to avoid interrupting instruction. You may request a teacher to call you by e-mail.

*\*Please note that students will be scheduled for a conference in the first quarter and as needed during the second half of the school year.\**

## ACADEMIC POLICIES

### Guidelines for Student Success

- ✓ Be prepared: Bring all necessary materials to class each day.
- ✓ Pay attention to your teachers and follow directions.
- ✓ Be on time to all classes.
- ✓ Arrange to make up work missed when absent.
- ✓ Help keep the classroom clean.
- ✓ Write homework in your Daily Planner, each and every day.
- ✓ Comply with each classroom teachers' established academic and behavioral expectations.

### COLLEGE BOUND CELEBRATIONS

To honor and celebrate students for excellence in Academics, Behavior AND Citizenship, CPMS will host College Bound Celebrations every quarter. Assemblies and activities are planned to recognize the achievements and hard work of these students.

Quarterly Requirements for participation in College Bound Celebrations:

- Academic GPA: 3.5 and above
- NO "D's", "F's" or "Incompletes"
- NO LESS THAN "SATISFACTORY" in Citizenship

*Any student with a disciplinary referral or suspension during the quarter may not be able to participate in that quarter's College Bound Celebration.*





## **GRADING POLICY**

The school year is divided into four (4) quarters which include four (4) mid-quarter progress reporting periods and four (4) end of the quarter final course grades. Students are graded on Academics, Behavior and Citizenship. Grades are normally reported using the following grade scale:

<b>A (Superior)</b>	<b>90% to 100% 4 grade points</b>	<b>Student demonstrates exceptional proficiency or achievement in all aspects of the course</b>
<b>B (Above Average)</b>	<b>80% to 89% 3 grade points</b>	<b>Student demonstrates solid proficiency or achievement in most aspects of the course</b>
<b>C (Average)</b>	<b>70% to 79% 2 grade points</b>	<b>Student demonstrates adequate fulfillment of all basic requirements of the course.</b>
<b>D (Below Average)</b>	<b>60% to 69% 1 grade point</b>	<b>Student demonstrates only partial fulfillment of basic requirements of the course. *Student may be AT RISK of not promoting to the next grade level.</b>
<b>F (Fail)</b>	<b>Below 60% 0 grade points</b>	<b>Student failed to meet even the basic requirements. Credit for the course is not granted. *Student may be AT RISK of not promoting to the next grade level.</b>
<b>I (Incomplete)</b>	<b>0 grade points and no credit</b>	<b>Incomplete, without final mark: to be replaced by a final mark of A through F.</b>

\*In order to meet California State Standards, all students must have a cumulative grade point average of at least 2.0 in the Core Classes for the school year. Students who do not meet or exceed a grade point average of 2.0 or higher, for the school year, are at risk for possible retention.\*

If a student receives an Incomplete (I) grade at the end of the quarter (authorized by the Director), the teacher will specify the date by which the work must be made up. If the work has not been submitted by the date specified, the grade will be permanently changed to an “F” or another grade as designated by the teacher.



## **HOMEWORK POLICY**

College Preparatory Middle School believes that homework enhances students' education, allows parents to participate in their child's education, and establishes life-long patterns of learning at home.

The purpose of homework is to extend education through practice and reinforcement. It is an extension of the day's class work, not an introduction of new concepts.

This will include reading assignments, research projects, finishing incomplete class assignments, and practice in areas such as math, spelling, and writing. In addition, students should be reading a minimum of thirty (30) minutes each day.

If your student has been absent, the CPMS website provides teacher calendars with updated current class assignments as well as teacher e-mails.

## **HONOR ROLL AND AWARDS**

The academic education received by every student at College Preparatory Middle School is of paramount concern. To encourage academic excellence, students are recognized each quarter for their academic achievement. The "Honor Roll" list is posted each quarter for students who earn a cumulative GPA of 3.5 and above in Scholarship **AND NO LESS** than "Satisfactory" in Citizenship for each quarter. Each student on the "Honor Roll" list will be awarded with an Academic Award Certificate at the end of each quarter.

Students who earn the "Honor Roll" for all four quarters will be recognized at a Special Awards Ceremony at the end of the school year.

## **MISSED ASSIGNMENTS AND TESTS POLICY**

It is the **student's responsibility** to inquire about and make up all work and tests that he or she missed due to an absence. All work missed due to absences must be made up. Incomplete homework assignments will affect overall grades and may result in disciplinary action.

For a planned absence of two or more days, the parent or guardian should request an Independent Study Contract. Please note that all work for the Study Contract is due on the tenth day after the student returns and should be turned into the classroom teacher.

Teachers are not required to give credit for work missed due to a suspension.

### **PHYSICAL EDUCATION (Grades 6-8)**

All students must participate in physical education. A parent or guardian can excuse a student for one day of PE with a note. A doctor's note is required to excuse a student from two (2) or more consecutive days of PE. Students will not be allowed to call home for PE excuses.

All students must wear athletic (tennis or gym) shoes for PE. In addition, students are required to wear the school PE uniform during PE. Students who do not dress out for PE may have their PE grade reduced.

### **PROGRESS REPORTS AND REPORT CARDS**

Progress Reports are sent home for all students at the half-way point of each quarter.

The Progress Report consists of a detailed record of the student's progress in each subject area or course as of the midway point in the given quarter. It is recommended that the Progress Report be reviewed and any questions be directed to the applicable teacher. This "snapshot" of each student's progress allows for students and their families to develop a plan for an even more successful report card at the end of the quarter.

At the end of the Quarter, a Report Card is sent home to parents with the final grade in each course or subject area. A copy of this final report card is kept in the student's cumulative record.

### **STUDENT RECORDS**

All student school records are kept in the administration office. Parents may request access to their student's records maintained by the school. Requests must be made in writing to the school office.

Parents must notify the office if students are withdrawing from CPMS in order to have all paperwork completed and sent to a student's new school. Parent(s)/Guardian(s) need to complete checkout procedures with the school office by their student's last day of attendance.

## **STUDENT STUDY TEAM (S.S.T.)**

S.S.T. is designed to provide early intervention for students experiencing difficulty with behavior and/or academics. The program provides assistance for:

- Maximizing school personnel involvement in helping students achieve their educational potential.
- Identifying existing school/community resources.

An S.S.T. meeting may be requested by a staff member, parent/guardian or student, and will be scheduled in a timely fashion.

## **TUTORIAL (Grades 5-8)**

Tutorial begins after the end of the regular school day and is NOT considered part of the regular school day schedule. Tutorial is a privilege and is NOT childcare. Only those students who are working on homework, making up missed assignments due to excused absences or obtaining teacher assistance are invited to attend. Students who are disruptive, who become a behavior issue for staff or in ANY way impede others ability to utilize tutorial for its intended purpose shall be asked to leave; their parents/guardians will be contacted; and the students may lose the privilege to attend tutorial in the future. Any student who loses the privilege to attend tutorial will need to be picked up at the normal dismissal time at the end of the school day; NO EXCEPTIONS. Students experiencing difficulty in a class may be assigned mandatory tutorial; failure to attend mandatory tutorial may result in disciplinary action.

## **BEHAVIOR/DISCIPLINE INFORMATION**

Our goal is to provide a safe, orderly and positive learning environment where students, parents, and staff respectfully work together. To reach this goal, we have established the following Code of Conduct. It is important that you read and discuss these standards with your children.

### **CODE OF CONDUCT**

- ✓ I will follow classroom, playground, breaks, lunch and assembly rules.
- ✓ I will listen and follow directions the FIRST time given.
- ✓ I will keep my hands, feet and objects to myself.
- ✓ I will respect the feelings and property of others.
- ✓ I will listen to and obey ALL adults at school.
- ✓ I will show pride in myself and CPMS.
- ✓ I will use respectful and appropriate language at all times.
- ✓ I will work to solve problems peacefully.

The responsibility for maintaining a positive school climate is shared by parents, students, and school personnel. Each is expected to work cooperatively toward this goal. Parents, students, and staff members are also expected to deal effectively with behavioral concerns. To facilitate parental involvement in disciplinary matters, CPMS will work to establish cooperative communication between parents and the school in order to provide parental knowledge and cooperative intervention throughout the disciplinary process.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents, detention during school hours, suspension, and expulsion. A student may be disciplined (including suspension and expulsion) for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school sponsored event including, but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the school campus; 4) during, going to, or coming from a school-sponsored activity.

## **ABUSIVE LANGUAGE**

The use of abusive, blasphemous, obscene and/or vulgar language or gestures will not be tolerated and can be grounds for suspension per Education Code. Speak with good purpose at all times on campus.

## **AMOROUS BEHAVIOR**

Public displays of affection (i.e. hugging, kissing, hand-holding) are not permitted at CPMS.

## **ASSEMBLIES**

Assemblies are a privilege and proper behavior is expected. Students should walk in a quiet and orderly fashion to and from the assembly area. While in an assembly, it is proper to show appreciation with applause. Students are not to leave an assembly unless dismissed by their teacher or the Director.

## **BIRTHDAY OBSERVANCES**

Parents are asked to please refrain from bringing birthday balloons, cakes and other birthday gifts to campus as this causes a disturbance. If students are given gifts, including balloons, they will be kept in the school office until dismissal time.

## **BULLYING, HARASSMENT, AND DISCRIMINATION**



It is a basic human right for each person to be able to conduct his or her educational activity in an atmosphere free of fear, threats, bullying, and teasing. Therefore, bullying, harassment, or discrimination of any kind (verbal, written or physical) on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or immigration status will not be tolerated. This policy applies to all acts related to school activity or school attendance. This policy also applies to racial and ethnic “jokes.”

**Bullying and teasing are considered forms of harassment and will NOT be tolerated at CPMS, regardless of intent. Any student who engages in harassment will be subject to disciplinary action. A student who believes he/she has been bullied or harassed should report it immediately to a Teacher or Director.**

Any student who makes a threat in any way will be subject to disciplinary action and possible criminal prosecution. Threats can be made verbally, in writing, or simply by a gesture. All will be considered serious regardless of the intent. This includes “texting” and “cyber-bullying” of any sort, including on social media platforms such as websites offering free registration and ease of registration, peer-to-peer instant messaging, comment forums or section, or image or video posting platforms. **There is zero tolerance for violence or the threat of violence at school.**

For resources and more information about discrimination, harassment, or bullying, please visit the California Department of Education’s website: <https://www.cde.ca.gov/re/di/eo/>.

### **CAMPUS CLEAN-UP**

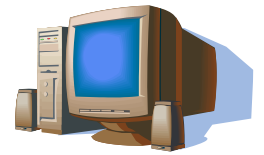
It is important that all students treat the CPMS campus with consideration and respect by keeping it clean at all times. All students are expected to pick up after themselves and to pick up any other trash that they may see. Littering may result in disciplinary action.

### **CHEATING/PLAGIARISM POLICY**

Academic honesty and responsibility are expected of all students. Cheating may result in a grade being lowered, repeating the assignment, and/or further disciplinary action.

Copying another’s paper or turning in a paper done by someone else as one’s own is considered cheating. Plagiarism, copying from other printed resources without giving them credit in the paper, is also considered cheating. A zero grade may be assigned for using someone else’s paper for plagiarism. Parents will be contacted by the teacher.

The purpose of tests and quizzes is to evaluate what students have learned. Students are expected to take tests on their own without taking answers from or sharing answers with other students. Students caught cheating on tests will receive a zero grade. Incidents of cheating will be reported to the administration for possible disciplinary action and parents will be contacted by the teacher.



## **CPMS TECHNOLOGY USE POLICIES**

CPMS School-Issued Computers/Chromebooks, Student Google Accounts and Internet access are provided for student academic use. This capability provides a valuable tool for students to access and support the use of the school's curriculum and educational online platforms. ***School-Issued Computers/Chromebooks and Student Google Accounts are to be used to only correspond within the College Preparatory Middle School organization and only access CPMS authorized curriculum, online platforms and websites.***

It should be understood that School-Issued Computers/Chromebooks, Student Google Accounts and Internet access are not provided as a source of entertainment or amusement in the form of music, games, or other non-academic activities including access/attempted access to unauthorized or inappropriate Internet sites. Students may only utilize CPMS approved websites and online platforms/programs. Students are expected to use their personal devices and personal Google Accounts for any and all personal computer/internet use and related computer/internet activities. Refer to the CPMS Technology Use Agreement.

In support of the school's Technology Use Policies, the following guidelines have been established:

- Student Google Accounts and Internet access for students must be authorized by a teacher and must be for a specific academic purpose directly related to the curriculum, online platforms and websites.
- No accessing or downloading of music, games or files is permitted without approval of the teacher.
- If unauthorized accessing, downloading or other Internet abuse occurs, it will be considered a CPMS Technology Use violation and may result in the loss of Computer/Chromebook and Student Google Account privileges. Repeat offenders may lose the privilege to use CPMS School-Issued Computers/Chromebooks and Student Google Accounts for the remainder of the school year.
- Only software, websites and educational platforms/programs authorized by CPMS are allowed to be used/accessed on any school Computer/Chromebook or Network.
- To the greatest extent feasible, the monitoring of student computer/internet activity and related internet filtering/restrictions are utilized by CPMS to ensure that students are using it safely, securely and as intended.



## **CPMS NETWORK/STUDENT GOOGLE ACCOUNTS**

The Computer Network and Student Google Accounts at CPMS are provided SOLELY for the educational use of students and staff. Access to the CPMS Network and Student Google Accounts are password protected. CPMS School-Issued Student Google Accounts and Network/Internet access are to be used to only correspond within the College Preparatory Middle School organization and to only access CPMS authorized curriculum, online platforms and websites. CPMS is NOT responsible for lost, stolen or damaged information stored on the network. Students tampering with Student Google Accounts and/or the Network may face loss of all computer privileges, disciplinary action and possible involvement with law enforcement.

## **CPMS COMPUTERS/CHROMEBOOKS**

The CPMS School-Issued Computers/Chromebooks are designed to facilitate student learning by providing students with access to Computers/Chromebooks SOLELY for educational purposes. Food, drinks and magnets are **prohibited** when using CPMS Computers/Chromebooks. Students tampering with Computers/ Chromebooks may face loss of all computer privileges, disciplinary action and possible involvement with law enforcement. School-Issued Computers/Chromebooks may be issued to students to use at home. (Please refer to the “CPMS Chromebook Care and Responsibility Check-Out Form”). The loss, theft or damage of Computer/Chromebook and related equipment should be reported to your teacher immediately. Students may be responsible for the cost of repair and/or replacement equipment.

## **TECHNOLOGY PROTECTIONS**

- **Child Internet Protections Act (CIPA):** CPMS has technology measures and policies in place which protect students from harmful materials.
- **Children’s Online Privacy Protections Act (COPPA):** CPMS makes every effort to ensure that no personal student information is collected for commercial purposes. The school’s use of student information is solely for education purposes.
- **Family Educational Rights and Privacy Act (FERPA):** CPMS protects the privacy of student education records and gives parents rights to review student records.

## **CPMS DRESS CODE**

- **PANTS, SHORTS and SKIRTS: Khaki**
  - Pajamas, sweatpants, cargo pants and cargo shorts are NOT permitted. Please refer to the ANESI Uniforms Website for the appropriate fit and style.
- **SHIRTS: Dark Navy**
  - Polo Shirts (long or short sleeves).
- **TURTLENECKS and UNDERSHIRTS: Dark Navy or White** may be worn under a uniform shirt.
- **SHOES:** Shoes must be flat with a closed toe and heel and be securely attached to the foot. NO high heeled shoes allowed.
- **PE UNIFORMS: Blue, Black or Grey**
  - PE Shirt and Shorts
  - Black or Grey Sweatpants (for cold weather).
  - Socks and Athletic Shoes are Required.
- **SWEATERS, SWEATSHIRTS, ZIP-UPS and WINDBREAKERS: May** be non-uniform colors.
- **WINTER COATS:** Heavy coats may be non-uniform colors.
- **HATS and HEADWEAR:** HATS and HEADWEAR are allowed only during Physical Education or other approved outdoor activities with the exception of head coverings worn for religious beliefs or medical reasons. Hats must face forward and be school appropriate.

**All CPMS Logo items may be purchased at:**

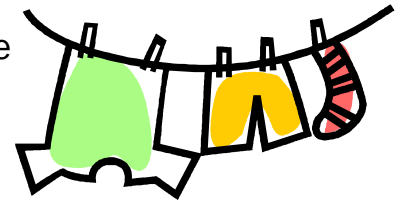
**ANESI UNIFORMS**

**[www.anesiuniforms.com/collections/college-prep-middle-school/](http://www.anesiuniforms.com/collections/college-prep-middle-school/)**

**(619) 952-2039**

## UNIFORM GUIDELINES

In order to meet one of the goals of the College Preparatory Middle School's mission - which is to provide "a nurturing community for the middle school learner"- clothing, jewelry, and other accessories must be appropriate to the educational environment and should not bring inappropriate attention to the student or cause a distraction in class. Therefore, the following guidelines apply to student dress:



- Students must maintain a clean, neat, and healthy personal appearance. School Uniforms must be clean and in good repair. Slits, rips, or tears are not permitted.
- Pants, shorts and skirts are to be worn on the waist with no portion of an undergarment showing. Shorts and skirts must be at least mid-thigh in length. Belts must be worn when needed and have no spikes, studs or logos. Pajamas, sweatpants, cargo pants and cargo shorts are not permitted.
- Eccentricities of dress and personal grooming, such as body piercing, untrimmed fingernails, excessive make-up and unnatural colored hair, are not permitted. A few examples of "unnatural colored hair" are: blue, green, purple, pink, etc.
- Body piercings, other than ear piercings, are not permitted. Only stud earrings may be worn.
- All jewelry will not be excessive, or be a potential weapon and/or distraction.
- Winter coats and hats/headwear may only be worn outdoors with the exception of head coverings worn for religious beliefs or medical reasons. Approved headwear must be worn facing forward.
- Sweatbands, tiaras and bandanas are not permitted.
- Uniform shirts must reach below the waistband even when arms are raised above the head. At no time should a student's midriff be showing. All tops must have sleeves.
- Students must wear shoes at all times. Shoes cannot be removed from feet.
- Clothing or jewelry with logos that promote gangs, drugs, alcohol, tobacco, sex, or violence are not permitted.

This list is not exhaustive; rather it is intended to provide some clear examples to serve as a guide in addition to the uniform policy. Please refer to the College Preparatory Middle School Dress Code Policy for appropriate uniform attire. For exceptions to either policy, prior approval must be granted by the Director.

### **UNIFORM VIOLATION POLICY**

Uniforms are to be worn on campus at all times unless the Director gives permission in advance for a “Spirit” Day or “Dress Down” Day. All “Spirit” Days or “Dress Down” Days will be announced and include specific dress code guidelines. Any violations of the dress code guidelines will result in the loss of privilege to participate in future “Spirit/Dress Down” Days. *It is expected that parents support the school dress policy by ensuring that students come to school appropriately dressed.* The CPMS Uniform Dress Code is designed to support a climate of academic excellence and to avoid unnecessary disruptions. Parents/Guardians are asked to support CPMS in this endeavor.

Students are expected to follow the aforementioned uniform guidelines and requirements or be subject to the following consequences for non-compliance:

- For any uniform violation, every effort will be made by the staff to fix the uniform violation. If the situation cannot be remedied, a parent/guardian will be called.
- Students will receive a written referral for each uniform violation.
- If the Director determines that the student has shown a consistent disregard for the uniform policy, disciplinary action will be applied.
- If the student continues to violate the uniform policy, a parent meeting with the Director(s) will be required if the problem persists. Further disciplinary action may be taken.

*\*Any non-uniform confiscated item must be picked up in the office by the student’s parent/guardian. If not picked up by the parent/guardian by the end of each quarter, the item may be donated.\**

## **DRUGS/ALCOHOL POLICY**

Any student who possesses, sells, buys or is under the influence of any controlled substance, tobacco, alcohol or intoxicant while on the school grounds will be subject to suspension and possible expulsion. Law enforcement may be contacted as well. Glue sniffing, the inhalation or “huffing” of other such substances and the possession of drug paraphernalia are also covered by this policy.

## **FIGHTING**

Fighting is NOT permitted. The parents of the students involved will be notified. Disciplinary action will be taken in the form of suspension and possible expulsion from school. Law enforcement may be contacted.

Horseplay can lead to false accusations; therefore, it is not allowed. **Keep your hands and feet to yourself at all times! Horseplay may result in disciplinary action, up to and including school suspension and possible expulsion.**

## **FORGERY**

Students may not reproduce a parent’s or another person’s signature on school documents, including class work or projects and may result in disciplinary action.

## **GAMBLING**

Gambling in any form is not allowed at school.

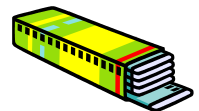
## **GLASS BOTTLES, SODAS, COFFEE, ENERGY DRINKS**

Beverages sold in glass bottles break easily and become a hazard on campus. Consequently, ALL beverages and food items need to be contained in either plastic or aluminum.

As part of the Wellness policy for schools, sodas, coffee and “energy drinks” are not permitted on our campus. Please do not bring them to school.

## **GUM/CANDY**

Careless disposal of gum and candy in drinking fountains, on furniture and floors presents sanitation and cleaning problems and costly repair. Therefore, NO gum chewing or candy are allowed at CPMS and may result in disciplinary action. Any student found with gum or candy may result in disciplinary action which may include lunch clean up.



## **HALL PASSES**

Students out on the campus during class time are **required** to have a pass at all times.

## **PROHIBITED ITEMS**

Personal electronic devices such as radios, cameras, hand-held video games and other sound/electronic equipment are not allowed on campus during the school day. Aerosol cans of any type (i.e. deodorant) are not allowed at CPMS. These items will be confiscated until a parent/guardian is able to retrieve the item(s) from the Main Office. Repeat offenders may be subject to disciplinary action. If prohibited items are brought to school and confiscated, College Preparatory Middle School is NOT responsible for loss or damages.

Certain prohibited items may be allowed on campus for academic activities if they are requested in writing by a parent or teacher and pre-authorized by the Director(s). These items are for use only at the authorized activity and must be secured until the authorized event. Without prior authorization, prohibited items will be confiscated and only returned to the student's parent or guardian. In addition, the offender will be disciplined accordingly.

Weapons of any type, or items that could be used as or look like weapons, are prohibited and are not to be brought to school. Examples of prohibited weapons include:

- Water pistols
- Knives
- Chains
- Clubs
- Spiked Accessories
- Razor Blades
- Lighters
- Ammunition
- Guns

## **SEARCHES AND SEIZURES**

In order for public schools to establish a safe and secure learning environment free from weapons, drugs, and other dangerous contraband, the law provides school officials with wide latitude to search students. When an administrator has reasonable suspicion that a student may be in possession of a prohibited item, the student will be searched in accordance with state law and School policy. Searches include, but are not limited to, student searches, lockers, vehicles, purses, and backpacks. Under no circumstances will a search of individual students include strip searches.



Moreover, the administration expects that students will be cooperative at all times during searches as school personnel will make every effort to respect the student's right to privacy and freedom from unreasonable searches and seizures. After a search has been completed, the parent or legal guardian of the searched student will be notified. Law enforcement may be contacted.

### **SELLING**

The selling of *any* item at school is prohibited unless it is a part of a school fundraiser and has been authorized by CPMS. This includes food of any kind.

### **SEXUAL HARASSMENT**

A student may be suspended or recommended for expulsion if it is determined that the student has committed sexual harassment. Sexual harassment of a student includes such things as: unwelcome sexual advances, requests for sexual favors and other offensive remarks, physical conduct or written communication of a sexual nature. Unacceptable behavior includes:

- Physical harassment: unwelcome or offensive touching, other physical contact of a sexual nature.
- Verbal harassment: offensive comments, jokes or slurs, requests for sexual favors, etc.
- Visual harassment: offensive posters, cartoons, graffiti, drawings, objects or gestures, etc.
- Written harassment: offensive texting, cyber-harassment, etc...

A student who believes he/she has been sexually harassed should report it immediately to a teacher or Director.

Any student who knows of any sexual harassment occurring should report it immediately to a teacher or Director.

### **SMOKING**

Students are prohibited from possession of tobacco, smoking or vaping in any area of the campus, and are subject to suspension. CPMS campus is designated smoke-free.

## **TEACHER ASSIGNED SUSPENSION**

Students can be suspended for one or more periods from a specific class. Parents will be notified by the teacher.

## **UNACCEPTABLE BEHAVIOR**

In addition to the items discussed, any behaviors which disrupt the school's educational milieu will be subject to disciplinary action, whether or not the incident occurred while on the CPMS campus.

## **WILLFUL DISOBEDIENCE**

Willful disobedience, defiance and disrespect towards adults, or disrupting school activities are not tolerated at CPMS.

In the classroom or on the school grounds, students are to comply with adult directives. Non compliance may result in disciplinary action.

## **ZERO TOLERANCE POLICY**

Each person on campus at CPMS expects a safe and supportive learning environment. To promote this environment, the school has established a zero tolerance policy regarding physical violence, weapons and all controlled substances. Violations will result in immediate disciplinary action and a report to law enforcement.





## **DETENTION, SUSPENSION, EXPULSION, & DISMISSAL POLICIES**

### **DETENTION**

Detention is assigned for minor disciplinary infractions, including but not limited to such offenses as classroom disruptions, academic probation, incomplete assignments, rule violations, and tardiness. Detention is to be served during lunch for academic purposes or behavioral consequences on assigned days.

Lunch Detention may be assigned to a student who does not consistently meet classroom academic and/or behavioral expectations. Students and their parents/guardians will be notified of their lunch detention by assigning teachers or administrator.

Failure to appear for an assigned detention may result in additional assigned days of detention.

### **SUSPENSION**

A suspension is a temporary removal from school or regular classroom instruction by the Director or Teacher for violating school/classroom rules.

Suspended students are removed from school and may not participate or attend any school functions during the period of suspension.

Suspensions are assigned by either of the Directors of CPMS in his or her capacity as a Discipline Officer.

Suspension may be preceded, at the Discipline Officer's discretion, by a suspension conference. At this conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and given the opportunity to present his/her version and evidence in his/her defense.

At the time of the suspension, the Discipline Officer shall make a reasonable effort to contact the student's parent/guardian to notify them of the specific offense committed and the date and time when the student may return to school.

Suspended students must remain at home during school hours and may not attend any sponsored school activities.

## **SUSPENSION/EXPULSION**

As a result of serious disciplinary infractions, students may be suspended from school for a maximum of five (5) days at any one time, unless the suspension is extended pending an expulsion hearing. For the most serious disciplinary infractions, students may be expelled.

Students may be suspended or expelled for any of the following acts when it is determined that the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence against another person;
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind;
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage, or intoxicant;
- Committed or attempted to commit robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stole or attempted to steal school property or private property;
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to vape pens, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel;
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;
- Knowingly received stolen school property or private property;
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- Committed or attempted to commit a sexual assault;

- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness;
- Engaged in, or attempted to engage in hazing;
- Engaged in an act of bullying;
- Committed sexual harassment;
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence;
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment;
- Made terrorist threats against school officials and/or school property;
- Any other act or conduct that a Discipline Officer determines is inconsistent with the school's policies or behavioral expectations.

## **EXPULSION**

An expulsion is the long-term removal of a student from attendance in any program offered by the school. A student may be expelled by a Discipline Officer. Unless an appeal hearing is timely requested by the student's parent(s) or guardian(s), a Discipline Officer's determination is final.

The parent(s) or guardian(s) of a student shall have ten (10) days from issuance of a written notice of the Discipline Officer's recommendation for expulsion to file a written request for an appeal hearing to be presided over by the other School Director or Board Designee (the "Hearing Officer"). If no appeal is requested, the expulsion becomes final as of the eleventh (11<sup>th</sup>) day following the Discipline Officer's recommendation for expulsion. The Hearing Officer has the right to rescind or modify the suspension or expulsion.

*\*Relevant board policies regarding suspensions and expulsions will be made available to all parent/guardians upon request.\**

## **DISMISSAL**

Students who violate the school-wide rules and policies will receive “referrals.”

- At the Director’s sole discretion **after five (5) referrals** within a school year, the student shall be ineligible to participate in extra-curricular activities including school dances, field trips, and other school functions or activities.
- After a student receives **six (6) referrals** within a school year, a Pre-Dismissal Conference will be scheduled between the Director, the student, and the student’s parent(s)/guardian(s).
- Once a student accrues a **seventh (7) referral** for any reason within a school year, he or she may be subject to dismissal from CPMS.

A dismissal may only be issued by the Director after providing at least five (5) schooldays written notice to the student’s parent(s)/guardian(s) and an opportunity for a hearing. CPMS is a school of choice. Students who demonstrate problems with behavior will receive interventions as described in this Handbook. If a student does not meet the behavioral expectations, the student may be dismissed from CPMS to return to their home school district or other school of choice. Students who violate attendance policies for tardies and unexcused absences may be dismissed by the Director in accordance with the guidelines and standards set forth in this Handbook.

*\*Relevant board policies regarding dismissals will be made available to all parent/guardians upon request.\**

## **COMPLAINT PROCEDURE**

The Governing Board encourages complainants to resolve problems early and informally whenever possible. If complaints cannot be resolved informally, complainants may file a written complaint with the office of the administration (or addressed to the CPMS Board President if the complaint involves the school administration). Uniform complaint policies and procedures, including complaint forms, are available at the CPMS Main Office.

## **COMPLIANCE OFFICERS**

The Board of Education designates the following compliance officers to receive and investigate complaints and ensure compliance with law:

Mitchell S. Miller

Christina M. Callaway

## **BASIS FOR DIRECT STATE DEPARTMENT OF ED. INTERVENTION**

The California Department of Education will intervene if the school fails to comply with the complaint procedures, if discrimination is alleged or there is an indication of an immediate loss of benefits, such as education or employment for students, if the complainant requests anonymity and has proven that retaliation has occurred, if the school fails to implement the final decision resulting from a local investigation or mediation process, or if the school fails to respond to the complainant within sixty (60) days.

## **REVISION OF HANDBOOK**

This CPMS Student/Parent Policies and Procedures Handbook (Handbook) is revised annually to reflect changes in school operations and policies. Concerns and issues which are not specifically addressed in this Handbook will be dealt with by school personnel, with final authority resting with the Director(s) and the CPMS Board, using common sense, respect and the overall good of the school as a guide.