Robert L. McCaffrey Middle School

997 Park Terrace Drive • Galt, CA 95632 Phone 209-745-5462 Fax 209-745-5465

School Office Hours: 7:30 am to 4:00 pm

Administration

Carlos Castillo – Principal

Joshua Saldate - Assistant Principal

Kuljeet Nijjar - Assistant Principal

Bulldog Pride

Be Nice, Be Safe, Be Responsible

| | | Schedule | |
|----------|--------|---------------------|---------|
| Period | Room # | Schedule Subject | Teacher |
| Homeroom | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

This Student Handbook belongs to:

Name:_____

MESSAGE FROM ADMINISTRATION

Dear Students,

Welcome to the new 2022-2023 school year and welcome to McCaffrey Middle School- home of the Bulldogs! Our goal is to prepare you for high school and ultimately for college and careers. To achieve this, you are expected to be responsible for your own learning and you are expected to show respect towards all adults at all times. The time you will spend at McCaffrey will be very short, in comparison to your elementary years, so we are expecting you to show full effort in class by participating in group work, asking questions, staying on task and doing the assigned homework. We are also expecting you to use basic courtesy skills at all times; simply put-just be nice.

Listed below are a few pieces of advice that can help you have an enjoyable year:

- Make good choices; even when no one is watching
- If you have nothing nice to say; don't say anything at all
- If you won't say it to someone's face, don't post it on social media
- Choose your friends wisely; you could be judged by the company you keep
- Show empathy; put yourself in someone else's shoes
- Always tell an adult if you or someone else is being emotionally or physically hurt
- Follow school rules: Be Nice, Be Safe, Be Responsible

We look forward to working with each and every one of you. You are the reason we choose to work at McCaffrey Middle School.



2022-2023 SCHOOL CALENDAR

August

11 First day of school

September

5 No School - Labor Day

October

| 6-7 | Minimum Days |
|-------|--|
| 10-11 | No School – Professional Learning Days |

November

| 4 | Minimum Day - End of 1st Trimester |
|----------|-------------------------------------|
| 11 | No School - Veterans Day Observance |
| 21-25 | No School - Thanksgiving Break |
| 28-Dec 2 | Minimum Days- Parent Conferences |

December

| 16 | Minimum Day |
|----------|--------------------------|
| 19-Jan 2 | No School - Winter Break |

January

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|-----|-------------|--------|-------------|---------|-----|-----|
| 16 | No School - | Martın | Luther | King | Jr. | Day |
| | | | | | | |

February

| 17 | No School - Lincoln's Birthday |
|----|------------------------------------|
| 20 | No School - Presidents Day |
| 24 | Minimum Day - End of 2nd Trimester |

March

| 6 No Scho | ol - Professional I | Learning Day |
|-----------|---------------------|--------------|
|-----------|---------------------|--------------|

April

3-10 No School – Spring Break

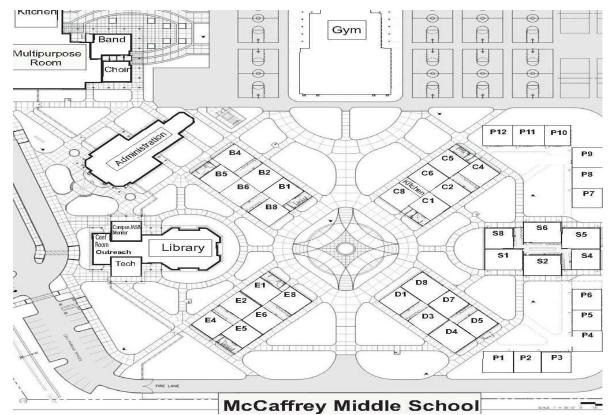
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June

1 Minimum Day - Last Day of School

CAMPUS MAP



BELL SCHEDULE

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| | 7 th Grade Schedule (Monday, Tuesday | – Regular Schedule Thursday, Friday) | 7 th Grade | Schedule - Second (Wedn) | Step Program in Homeroom esday) |
|--|---|---|--|--|--|
| Homeroom | | 8:30 - 8:48 | Homeroom | 40 | 8:30 - 9:10 |
| Period 1 | 52 | 8:53 - 9:45 | Period 1 | 30 | 9:15 - 9:45 |
| Period 2 | 52 | 9:50 - 10:42 | Period 2 | 30 | 9:50 - 10:20 |
| Period 3 | 52 | 10:47 – 11:39 | Period 3 | 30 | 10:25 – 10:55 |
| Lunch | 30 | 11:39 - 12:09 | Lunch | 30 | 11:00 - 11:30 |
| Period 4 | 52 | 12:14 - 1:06 | Period 4 | 30 | 11:35 – 12:05 |
| Period 5 | 52 | 1:11 - 2:03 | Period 5 | 30 | 12:10 - 12:40 |
| | | | | | |
| Period 6 | 52 | 2:08 - 3:00 | Period 6 | 30 | 12:45 – 1:15 |
| | | 2:08 — 3:00 - Regular Schedule | _ | | 12:45 — 1:15 Step Program in Homeroom |
| 1 | | – Regular Schedule | _ | | Step Program in Homeroom |
| 1 | 8 th Grade Schedule (Monday, Tuesday | – Regular Schedule | _ | Schedule - Second | Step Program in Homeroom |
| 1 | 8 th Grade Schedule (Monday, Tuesday | – Regular Schedule , Thursday, Friday) | 8 th Grade | Schedule - Second (Wedn | Step Program in Homeroom esday) |
| Homeroom | 8 th Grade Schedule (Monday, Tuesday <u>18</u> | – Regular Schedule , Thursday, Friday) 8:30 – 8:48 | 8 th Grade | Schedule - Second (Wedn) 40 | Step Program in Homeroom esday) 8:30 — 9:10 |
| Homeroom Period 1 | 8 th Grade Schedule (Monday, Tuesday <u>18</u> 52 | – Regular Schedule , Thursday, Friday) 8:30 – 8:48 8:53 – 9:45 | 8 th Grade Homeroom Period 1 | Schedule - Second (Wedn 40 30 | Step Program in Homeroom esday) 8:30 – 9:10 9:15 – 9:45 |
| Homeroom Period 1 Period 2 | 8 th Grade Schedule (Monday, Tuesday <u>18</u> 52 52 | - Regular Schedule , Thursday, Friday) 8:30 – 8:48 8:53 – 9:45 9:50 – 10:42 | 8 th Grade Homeroom Period 1 Period 2 | Schedule - Second (Wedn 40 30 30 | Step Program in Homeroom esday) 8:30 – 9:10 9:15 – 9:45 9:50 – 10:20 |
| Homeroom Period 1 Period 2 Period 3 | 8 th Grade Schedule (Monday, Tuesday <u>18</u> 52 52 52 52 | - Regular Schedule , Thursday, Friday) 8:30 - 8:48 8:53 - 9:45 9:50 - 10:42 10:47 - 11:39 | 8 th Grade Homeroom Period 1 Period 2 Period 3 | Schedule - Second (Wedn 40 30 30 30 30 | Step Program in Homeroom esday) 8:30 – 9:10 9:15 – 9:45 9:50 – 10:20 10:25 – 10:55 |
| Homeroom Period 1 Period 2 Period 3 Period 4 | 8 th Grade Schedule (Monday, Tuesday <u>18</u> 52 52 52 52 52 | - Regular Schedule , Thursday, Friday) 8:30 – 8:48 8:53 – 9:45 9:50 – 10:42 10:47 – 11:39 11:44 – 12:36 | 8 th Grade Homeroom Period 1 Period 2 Period 3 Period 4 | Schedule - Second (Wedn 40 30 30 30 30 30 30 | Step Program in Homeroom esday) 8:30 – 9:10 9:15 – 9:45 9:50 – 10:20 10:25 – 10:55 11:00 – 11:30 |

ATTENDANCE

Regular attendance is the responsibility and obligation of each and every student enrolled at McCaffrey Middle School. Whenever it is necessary for a student to be absent, the parent or legal guardian must call the school at 745-5462 ext. 1311 on the day the student is absent. Please provide the following information when calling:

 \checkmark Name of student \checkmark Date of absence \checkmark Reason for absence

If you are unable to contact the school on the day of your child's absence, please send a note to the school the next day with the information listed above.

By law, only illness, bereavement, medical/dental appointment, quarantine, and recognized religious holidays/observances are considered excused absences. Out-of-town trips, vacation during instructional days, and 'personal necessities' are unexcused absences, regardless of whether the student presents a written excuse. Three uncleared absences will trigger a SARB letter and/or attendance contract.

Truancy: Section 48260 of the California Education Code states: Any pupil...absent from school without valid excuse three full days in one school year or tardy or absent for more than one 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

For early check-out, the adult checking out the student <u>must be listed on the emergency</u> <u>card</u>. **All adults must show ID and must have a valid driver's license.** Please make sure the child exits through the office during check-out. Instructional time is important; we will wait until the adult is present in the office before calling a student out of class.

If you are late to school in the morning, you must report to the office <u>with your student ID</u> and get a pass to class.Lunch detention will be assigned on the third tardy to school or class. Students who accumulate **10 unexcused tardies** to school or to class per trimester can be referred to SARB. Students who accumulate **15 or more unexcused tardies to school or class** (cumulative) will lose an end of the year promotion activity or field day.

INDEPENDENT STUDY (I.S.)

Parents of students absent for 5 days or more may apply for Independent Study by doing the following:

- Apply for I.S. form at least 5 school days before needed.
- The student will then return the completed I.S. application to the office. The STUDENT is responsible to get the work from the teachers before the contract date starts.
- All schoolwork must be completed and returned to the office per contract date regardless if the student is absent. Teachers grade the work for credit.
- If I.S. work is not completed, the absences will be recorded as truancies and the student may be referred to SARB.

BEHAVIOR EXPECTATIONS

McCaffrey Middle School will not tolerate any comments or gestures which are vulgar or obscene or which discriminate against others on account of sex, race, color, sexual orientation, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults, slurs, or fighting words that may disrupt school activities.

Students will be held accountable for following school rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of the school rules or have questions about them, you should make an appointment with an administrator.

At McCaffrey Middle School, all students are expected to adhere to the following basic school rules:

- ✤ Be Nice
- Se Safe

* Be Responsible

The following general types of behavior are not acceptable at McCaffrey Middle School and may result in a STEP on our CDP discipline system, loss of privileges, lunch detention, suspension or expulsion:

- Bringing a toy gun or replica of a gun to school
- Bullying; repeated actions with the intent to scare others
- Causing, attempting to cause, or threatening to cause physical injury to another person
- Posting inappropriate pictures, comments on social media
- Disrupting classes, students, and teachers
- Racial slurs of any kind
- Failure to report to detention
- Failure to follow directions
- Fighting, encouraging students to fight, watching fights, video-taping fights, posting fights online
- Firecrackers/stink- bombs
- Hand-holding, kissing, and hugging no PDA
- Leaving campus without a pass
- Possessing a dangerous object
- Possessing, using, selling, or being under the influence of a controlled substance or alcoholic beverage

- Sexual harassment
- Smoking
- Spreading rumors
- Stealing
- Tagging, gang related activities
- Tardies to school or between classes
- Taunting or teasing with the intent to hurt or embarrass others
- Threats and intimidation
- Throwing food or littering on campus
- Throwing or shooting objects harmful to school property or another student or staff member
- Truancies
- Unnecessary physical contact such as shoving, kicking, horseplay
- Vandalism
- Vulgar gestures
- Weapons of any kind
- Willfully using force or violence on another person
- No Gum

Fighting consequences:

- ✓ 1^{st} fight will receive a 1-3 day suspension
- ✓ 2nd fight will receive a 3-5 day suspension, SARB letter, and possible recommendation for expulsion
- ✓ 3rd fight will receive a 5 day suspension, a SARB hearing and a recommendation for expulsion

Any type of behavior that causes a disruption to school activities or defies the valid authority of school personnel engaged in the performance of their duties is subject to suspension and/or expulsion.

The school administration may at any time place a student on suspension or expulsion if it is determined that such an action best serves the interest of the student(s) and/or the school.

Students engaging in unacceptable behavior may be placed in the Alternative Center when the school administration considers it an appropriate alternative. Students displaying unacceptable behavior in the Alternative Center may be suspended.

School authorities have the legal right and the responsibility to search any student when/if they have reason to believe the student is in possession of drugs, alcohol, vape/tobacco, weapons, items belonging to someone else, or anything else that is inappropriate for a safe school setting. If any such items are found it is the responsibility for school authorities to seize the item. (Penal Code 62610) The school may also enlist the services of law enforcement to search for illegal substances.

Mandatory Recommendation for Expulsion (EC 48915-c) - The principal must suspend and recommend expulsion for (1) possessing, selling or otherwise furnishing a firearm, (2) brandishing a knife at another person, (3) unlawfully selling a controlled substance, and (4) sexual assault or sexual battery.

An expulsion recommendation is required (EC 48915) (a) and (b) for (1) causing serious physical injury, (2) possession of any knife, explosive or other dangerous object, (3) unlawful possession of any controlled substance such as listed in Chapter 2 of the Health and Safety Code, and (4) robbery or extortion. Students who have accumulated a total of **20 days** of suspension in one school year will be recommended for expulsion. Any student who has been expelled during the school year will not be allowed to participate in any of the end of the year activities.

Students will be held accountable for their behavior to and from school, as well as during school hours and school-sponsored events

CITIZENSHIP DEVELOPMENT PLAN

McCaffrey Middle School's Citizenship Development Plan (CDP) is designed to promote responsible student behavior. The CDP outlines consequences for **classroom misbehaviors** and provides information for both students and parents regarding the status of disciplinary actions.

Any student is subject to disciplinary actions (per administration) under Education Code 48900 and 48915. This may result in a suspension that is separate from the CDP or a variation of the consequence as outlined in the CDP.

Citizenship Development Plan McCaffrey Middle School

All NON-STEP incidents must be logged in Synergy>Teacher's Notes

Step 1: Teacher has conferenced privately with the student about their behavior and has contacted the parent. Teacher logs the incident in *Synergy>Incident Referral*. Under description type "STEP 1" and describes the incident. Grade level detention issued by the office.

Step 2: Teacher has conferenced privately with the student about their behavior and has contacted the parent. Teacher logs the incident in *Synergy>Incident Referral*. Under description type "STEP 2" and describes the incident. Grade level detention issued by the office.

Step 3.... Student sent to the Alternative Center during class to discuss behavior concerns. Teacher logs the incident in *Synergy>Incident Referral* labeled "STEP 3". A Disciplinary Action form may be developed at this time. If developed, the form will be signed by the student and emailed to the parent and teachers by Leann Salamy.

ADMINISTRATION HANDLES CONSEQUENCES FOR STEP 4 AND BEYOND

Step 4.... Student sent to the Alternative Center during class to discuss behavior concerns. A Disciplinary Action form will be developed at this time and emailed to the parent and teachers. An SST may be set up to review behavior concerns. Counselors will set up the SST and invite teachers.

Step 5.... Student sent to the Office and consequences determined by the administration & parent contact is made stating the next **Step** may result in a suspension.

Step 6.... **(THIS IS A STRIKE)** "2-3 Day In-School or At-Home Suspension or Restorative Practice Interventions as determined by the administrator.

✓ Student is ineligible to participate in all school activities for 6 school weeks (30 school days).

Step 7.... **(THIS IS A STRIKE)** "2-3" Day In-School or At-Home Suspension or Restorative Practice Interventions as determined by the administrator.

- ✓ Student is ineligible to participate in all school activities for 12 school weeks (60 school days).
- "1st" SARB letter sent home for behavior.

Step 8.... **(THIS IS A STRIKE)** "3-4" Day In-School or At-Home Suspension.

- Student is ineligible to participate in all school activities for the remainder of the school year.
- ✓ "2nd" SARB letter sent home for behavior.

Step 9.... (THIS IS A STRIKE) "4-5" Days of At-Home Suspension

"3rd" SARB letter sent home for behavior and referral to SARB.

Step 10.... (THIS IS A STRIKE) "5" Days of At-Home Suspension

Step 11.... **(THIS IS A STRIKE)** "5" Days of At-Home Suspension Recommendation for expulsion if the student has accumulated 20 days of suspension

Step 12.... (THIS IS A STRIKE) "5" Days of At-Home Suspension

Recommendation for expulsion if the student has accumulated 20 days of suspension

DRESS CODE

The administration is aware of the changing nature of style in student dress. We seek to balance current style with a dress code that allows for full physical participation in school activities and does not otherwise distract from or degrade the educational atmosphere of the school.

Due to the highly changeable nature of gang-associated clothing, the administration reserves the right to declare any clothing, accessories, colors of specific items of clothing, signs, and graffiti which has been identified as associated with gangs, as off-limits on the school premises.

Dresses, Skirts, Shorts

• All must hit the **tips of the child's fingertips**. If the dresses, skirts, shorts, ride up above the fingertips, the student will NOT be allowed to contact an adult for a change of clothing; students will be asked to change into clothes provided by the office staff for the rest of the school day. Wearing leggings under a dress, skirt, or shorts that do not meet the "tip of fingertips" length are not allowed.

Pants

• Sagging or excessively baggy pants are inappropriate and not permitted.

• Pants must be worn at the waist and a belt must be worn if one is necessary to keep the pants from sagging.

• Pants and bib overalls are to be properly fastened.

• Distressed jeans with holes above the child's fingertips are not allowed. No skin showing. Leggings can be worn under the jeans so that skin does not show.

Belts:

- No dangling belts (also includes chains linked to belts).
- No initial belt buckles.

Shoes:

- Shoes must be worn at all times.
- Lace up athletic shoes are best.
- If backless shoes are worn, students must bring an extra pair of shoes suitable for PE.

Tops:

- Must cover the upper body during normal activity.
- Undergarments should not show including the view from the back.

• No low cut, halters tops, midriffs, sheer/see through, spaghetti straps, razorback, tank tops, tube tops or muscle shirts are <u>**not**</u> allowed. Sleeveless tops are acceptable.

Jewelry:

- No spike or sharp earrings (cones/gauges), necklaces, bracelets, or chains allowed.
- No red or blue crosses or rosaries.
- Face piercing is highly discouraged; if it becomes a distraction in class, the student will be asked to remove piercings.
- Necklaces with bullet shells/ammunition are not allowed.
- No lanyards or chains hanging out of pocket.

Hats/Beanies:

• The wearing of hats is permitted on school grounds as long as they are worn properly. Hats must be taken off when entering a building except in the multipurpose room during lunch. Five school wide violations will result in loss of hat privileges for 30 days.

Bandanas:

• Are not to be worn or displayed on backpacks or clothing.

Pajamas/Slippers/Blankets

• Are not appropriate for school wear.

General:

Any clothing, jewelry, accessories, notebooks, pins, posters, or other items which symbolize recognized groups whose practices intimidate, disrupt activities, or incite the social population are disruptive to school operations and the educational process, and will not be allowed at school. Clothing, jewelry, and body markings must be free of writing, pictures, or any insignia which are crude, vulgar, profane, sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or the use of drugs, alcohol, or vape/tobacco.

The "eight ball" and "smile now, cry later" symbols are not allowed. "Area Code" numbers are not allowed at school. Any clothing that has been identified by the school and/or Galt PD as gang related is not allowed.

Note: The administration has the discretion to ban any clothing that may be disruptive to school. Students will be NOT be allowed to contact an adult for a change of clothing; students will be asked to change into clothes provided by the office staff for the rest of the school day

ELECTRONIC DEVICES ON CAMPUS

To eliminate the distraction caused by electronic devices and to avoid problems of broken, lost, or stolen property, students are advised that they are not to bring iPods, PSP, hand held video games and other electronic devices to school. If any items are confiscated, parents will be required to pick up the items in the office. Ear phones/headphones are not to be hanging from the neck. AirPods should not be in ears. Taking pictures with any device on the school campus including the classroom, locker room and restrooms is prohibited and could result in a suspension. <u>Recording any activity without the consent of the student/adult involved can result in a suspension.</u>

CELL PHONES

All cell phones must be **turned OFF** (not on silent or vibrate) as soon as you cross the front gates. Cell phones are **NOT** to be on or out during any part of the instructional school day including passing times and lunch. **Cell phones cannot be in pocket or visible**. Cell phones must be in students' backpacks. All cell phones will be taken away from students if they have them out, are using them on campus or if the phone rings in class.

If a cell phone is confiscated from a student, they can pick it up in the office after school. If a cell phone is confiscated a second time, a parent will need to come to the school to get the phone. Cell phones may be turned back on <u>after</u> dismissal. The school is not responsible for lost or stolen cell phones.

ELIGIBILITY FOR END OF YEAR ACTIVITIES

To be eligible for the end of the year promotion and activities, as well as other extra-curricular events throughout the school year, students must demonstrate appropriate academic and behavioral standards. Students who fall below these standards will be placed on restriction as follows:

Academic Restriction:

Students who fall below a 2.0 GPA will receive a **strike** for that trimester. If a student accumulates **three strikes** (academic and/or behavior) they will lose all end of the year activities, including field day/promotion ceremony. **See** "**Strike System**" below.

Behavioral Restriction:

Upon receiving a first suspension during one year, the student will be restricted for a 6-week (30 school days) period from **all school activities** beginning with the date of the first suspension. If the suspension occurs during the last six weeks of school, 7th & 8th grade students will be restricted from most or all of the end of the year activities, including 8th grade promotion. Upon receiving a third suspension the student will be restricted from <u>all extra-curricular activities for the remainder of the</u> <u>school year</u>. Each suspension will be considered a strike against participation in the end of the year activities (Each suspension = 1 strike).

Financial Restriction:

Any student owing a debt to the school, i.e., lost Chromebook, text book or library book, uniforms, fundraisers, will be restricted from all end of the year activities until the debt is paid.

Strike System:

Students who receive a **suspension** *(in-house or at home*) will also receive a 'strike.' Students who receive "**strikes**" during the school year are at risk of not being able to participate in any of the end of the year activities (field day, class trip, dance, promotion, etc.). **8th graders** with two strikes may appeal to participate in the promotion ceremony **only**. Students with three strikes may not participate in <u>any</u> of the end of the year activities. **7th graders** with three or more strikes will start off their 8th grade year with **one strike**.

Attendance:

Students with tardies are assigned lunch detention. Students who consistently chose to be late and who have been issued lunch detentions in the past could face a suspension or be referred to SARB.

PROMOTION CEREMONY & END OF YEAR ACTIVITIES FOR 8TH GRADERS

Suspensions are considered "**strikes**" against students. Students with 3 strikes may **not participate** in the 8th grade promotion ceremony or the end of the year activities. Eighth grade students with 2 strikes are eligible to appeal for only 1 activity. If a student receives their first suspension (strike) within 30 school days before the end of the school year, school administration has the discretion to allow him or her to appeal for the opportunity to participate in promotion only.

RESTRICTION APPEAL PROCEDURE FOR 8TH GRADE PROMOTION & END OF THE YEAR ACTIVITIES

The appeal process is open to 8th grade students with two suspensions or those who received their first suspension within 30 school days before the end of the school year (this is at the discretion of administration). The student may appeal to participate only in the promotion ceremony. The appeal must be based on one of the following reasons:

- The student feels the restriction was not fair
- The student has had a positive change in behavior, attendance, or academics
- The student has additional information to be reviewed
- 1. A student who has been restricted will be notified by an administrator. If a student wishes to appeal, he/she must submit a letter of request to the principal, stating specific reasons for the appeal. 8th grade students will not be allowed to turn-in appeals after May 10th. Under certain conditions, the administration may waive the date of limitations.
- 2. The Appeal Board could be composed of these members: a teacher, counselor and an administrator. Parents are welcome to attend the Appeal hearings.
- 3. The Appeal Board decision is final.

4. Students who are approved to participate in the promotion ceremony may lose this privilege if they violate school rules.

FOOD SERVICE

Breakfast and lunch are served at McCaffrey Middle School to all students FREE of charge.

Students are allowed to sit anywhere they chose in the multipurpose room. All students must raise their hand and wait for an adult to dismiss them before leaving the multipurpose room. Food outside the multipurpose area is not allowed. Water is the only drink allowed outside any building.

HEALTH SERVICES

Screenings:

Vision and hearing screenings are given to all 8th Grade and Special Ed. students. Teachers and/or parents may request either screening at any time. **Medications:**

- □ Students are NOT allowed to have any over-the-counter medications or any prescription medication with them while on campus, without the proper paperwork. Authorization form must be on file and updated every school year.
- $\hfill\square$ No over-the-counter medications can be administered by MMS staff to any student.

HOMEWORK POLICY

Up to 90 minutes per night of assigned homework, plus 20-30 minutes of reading. All students are expected to do their homework on a daily basis. Not doing the assigned homework will affect effort scores.

HONOR ROLL/RENAISSANCE

Renaissance levels will be based on the following GPA criteria each trimester: TOP DOG: 4.00 – 3.83 GOLD: 3.82 -3.50 GREEN: 3.49 – 2.5 If a student does NOT make their AR Goal they will drop a Renaissance Level.

PARENT VOLUNTEER FORM

All parents who attend field trips or volunteer in the classroom must have a completed and cleared "Parent Volunteer Form" on file in the school office. The information is checked against the "Megan's Law" database.

PE UNIFORMS

All students are expected to dress for PE. McCaffrey PE uniforms can be bought for the following prices:

Shorts- \$12 Shirt- \$8 Sweatshirt- \$14 Sweatpants- \$16 Checks can be made payable to McCaffrey Middle School (MMS)

PROGRESS REPORTS

Parents may monitor their student's progress by logging on the school's "ParentVUE"- see our website or call our office for more information.

SKATEBOARDS & BICYCLES

Students must wear an approved safety helmet in order to ride a bicycle or skateboard to school. Bicycles and skateboards must be walked on campus to the bike rack. All bicycles and skateboards must be locked in the bike rack and will not be stored in the office or classrooms. The school is not responsible for lost, damaged, or stolen bicycles or skateboards. Students caught riding skateboards or bikes on campus after school hours may not be allowed to bring them to school again.

STUDENT BODY CARD

Student body cards are provided free to all students (replacement cards are \$5). Student body cards will be required for entry into school events, to check out materials from the library, and to borrow loaner P.E. clothing.

STUDENT AND PARENT CONCERNS

If students or parents have a concern, we request that the following protocol be used:

- 1. Begin by contacting the teacher(s)
 - a. Phone call
 - b. Letter or note
 - c. Email all teachers have access to email. Simply use the teacher's first name initial, last name and galt.k12.ca.us.
 Example: <u>rmccaffrey@galt.k12.ca.us</u>
- 2. Follow up with a request to speak to a school counselor -same procedure may be utilized for contact purposes
- 3. If needed, please make an appointment to speak with a school administrator.

STUDENT SUPPORT/COUNSELING

The school academic counselor is able to help students with study habits, attendance problems, academic goals, personal problems, or problems with other students. Students should not wait until a problem becomes extreme before seeing someone. To make an appointment, a student should go to the front office before school, during break or lunch, or after school. If parents would like to request a meeting, please contact the front office.



STOPit APP

- 1. Please take out your phone and turn your phone on
- 2. Please open App Store or Google Play
- 3. Search STOP IT it will look like the logo above
- 4. Download app
- 5. Password is: **RLMMSbulldogs**
- 6. Please read and accept app
- 7. App is now completed and downloaded

VAPE/TOBACCO-FREE SCHOOLS

The Board prohibits the use of tobacco products (as well as e-cigarettes) at all times on district grounds. This prohibition applies to all employees, students, visitors and other persons at any activity or athletic event on property owned, leased or rented by or from the district. Students who chose to bring items containing nicotine could face a suspension.

TOXIC ITEMS

Items that are toxic to students (such as permanent markers, white out) are not allowed at school.

VISITORS

All visitors must sign in at the office. Visitors will be given a visitor badge that must be worn at all times while on campus.

McCaffrey Athletic Team Policy

At McCaffrey we understand the importance of athletic competition for our students. Participating in school sports is considered a privilege, and we feel the necessity to set a high standard for our student athletes. Here are the following guidelines for participating in athletics:

- 1. Students must have a 2.0 GPA on a 4.0 scale in all enrolled classes in order to participate/remain on a McCaffrey athletic team.
- 2. A player cannot have any N's in citizenship on their most recent middle school gradebook report (report card).
- 3. A teacher assigned class suspension will result in the player being removed from the team for 5 school days.
- 4. A school suspension will remove the student from the team for 6 weeks (30 school days).
- 5. Athletes may not have more than 3 logged incidents (poor behavior, tardies, PE non-suits, steps, suspensions, etc.). If a player should go past 3 written incidents at any time during the school year, they will be immediately dismissed from the team.
- 6. Athletes may not have more than 1 unexcused absence from practice or games. More than 1 unexcused absence will result in removal from the team. Unexcused absence means that the coach was not notified prior to the absence. If the player must be absent, they are responsible for notifying the coach ahead of time.
- 7. If a player participates in athletic activities outside school, the school sport must come first. If an athlete misses either a game or practice due to a conflict with an outside athletic activity, they will be removed from the team.
- 8. If an athlete misses practice for any reason, they will not start the next game. This does not mean they will not play.
- 9. Athletes are not guaranteed playing time. Some athletes will play more than others. These decisions are entirely at the coaches' discretion, and coaches are under no obligation to explain their decisions. The coaches at McCaffrey Middle School truly enjoy working with young people and sharing their love of athletics and athletic competition. It is virtually impossible to satisfy every parent and player, and it is to be expected that not everyone will agree with the coaches' decisions throughout the course of the season. However, in the end, the final decision is to be the coaches' and parental input will not be accepted.