

# **JOAQUIN MORAGA INTERMEDIATE SCHOOL STUDENT HANDBOOK**

The planner and handbook provides general information and guidelines about school expectations and policies. It contains answers to those frequently asked questions parents and students may have. It also contains a year-long student planner to help students stay organized. Every student is expected to utilize a planner or calendar to write down daily assignments, due dates for long-term projects, and daily activities.

## **JOAQUIN MORAGA INTERMEDIATE SCHOOL**

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Joaquin Moraga Intermediate School opened during the 1966-67 school year but served only primary grades. The following year, it became an intermediate school educating sixth, seventh and eighth graders. The school colors are blue and white while the mascot is a Jaguar.

During the school year Joaquin Moraga Intermediate School enrolled approximately 650 sixth through eighth grade students.

The school staff includes two administrators, 37 teachers, one library media specialist, two full-time administrative assistants, two psychologists, one wellness intake specialist, one full-time counselor and three full-time custodians. District resources include Speech/Language Pathology and Occupational Therapy services.

Our school is named after Joaquin Moraga, a soldier who was given a large land grant by the Mexican government in 1845. Joaquin and his cousin received 13,000 acres in what came to be called the Rheem and Moraga Valleys. Both his father and his grandfather had helped Mexico colonize California. Joaquin's father explored and is credited with naming the San Joaquin, Sacramento, Calaveras, Merced and other rivers of Northern California. His grandfather, a lieutenant in the Anza expedition which discovered San Francisco Bay by an overland route, helped establish both the San Francisco Presidio and Mission.



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## **GENERAL INFORMATION**

### **ACADEMY**

Academy is a 45-minute period for students on Tuesdays and Fridays. The purpose of this time is academic support, intervention, building connections, and enrichment. Occasionally, students will be assigned to a 'home base' and a themed lesson or school-wide protocol will be discussed. Sometimes, students will be 'tagged' or invited to work with one of their teachers. Often, students will have a chance to self-select which teacher and session they want to attend. Students are advised, and should be supported, to make their choices based around their individual need(s). Academy is for making connections with teachers and peers to enhance student achievement.

### **AERIES PARENT PORTAL**

The Moraga School District provides secure parent portal accounts into our student information system for each of the students enrolled in the district. This parent portal is used to view/update all student demographic information, emergency contacts, medical information, grades, class schedules, and view/confirm all policy and permission documents.

Newly enrolled students need to establish a parent portal account. All currently enrolled students in the district already have an Aeries Parent portal account that is not school specific. To log into your account, you will need the student Permanent ID, Verification code, and Primary Phone number. If you do not have this information, contact the office.

### **AFTER-SCHOOL SPORTS PROGRAM**

The after-school sports program is a combination of interscholastic activities and intramural activities. The interscholastic program includes flag football for boys and volleyball for girls, track and field, badminton, softball, cross country, basketball, ultimate frisbee, and co-ed volleyball. At the start of the school year the students will be informed as to the activities that will be included in the intramural program. Our students and faculty take pride in the fact that we have many students who participate in this program. All students are encouraged to participate regardless of ability. For more information, please see the JM website.

#### **Eligibility for After-School Sports Program**

- Should a student's quarterly grade point average fall below 2.0, or if he/she receives a quarter "F" mark in any class, or receive an "Unsatisfactory" mark in behavior during any reporting period, he/she will immediately be ineligible to participate in the after-school sports program.
- Should the GPA reach 2.0 or greater and there are no "Unsatisfactory" behavior marks at the end of the next quarter and/or general school behavior has improved, participation may be reinstated. For more information, please contact the athletic director.
- Any student who is absent from school or has been sent home from school due to any form of illness or misbehavior may not attend any after school or evening activity that day. Students must have dressed and participated in P.E. in order to practice or play that day.
- This program is totally funded by donations from parents and community members.

### **ANNOUNCEMENTS**

School wide announcements are made twice a week during Academy as a televised broadcast produced by students and shown in every classroom. In addition to local and national news, students are notified of upcoming school events and activities. Parents are encouraged to view the JM website homepage "News" section for school news.

### **BACKPACKS AND TEXTBOOKS – 6<sup>th</sup> GRADE**

- All students will be provided with a set of textbooks that are to be taken home during the first week of school and left at home for completion of homework.
- Each teacher will have copies of the books in the classroom for student use during the day. Several copies will be available in the library for use during the lunch hour and after school.
- At the end of the year, the books are to be returned. Students will be held accountable for lost or damaged books and reimbursement will be expected.
- Backpacks will be necessary for sixth grade students as they will not be assigned lockers. Teachers will explain the process of using the backpacks during the class period and during the lunch hour.

### **BACKPACKS AND LOCKERS – 7<sup>th</sup> AND 8<sup>th</sup> GRADES**

Lockers are provided as a privilege and a convenience to each 7<sup>th</sup> and 8<sup>th</sup> grade student. JMIS cannot guarantee the safety of the items placed in any school lockers.

- Students must provide their own key or combination lock.
- Students may not use any locker other than their own.
- Backpacks are not to be taken to class; they are REQUIRED to be left in lockers.
- Students must keep all of their books and their belongings in their locker only.
- Students must keep their lockers locked, test them to be sure they are secure, and to keep their locker clean.

- Students may not give their key or locker combination to other students.
- Expensive items and large sums of money are not to be brought to school.
- Loss or other problems should be reported to the office immediately.
- Students who damage or deface lockers will be required to pay for repairs and may lose locker privileges.

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

Any student riding a bicycle, scooter, or skateboard to school is responsible for placing it in the rack and locking the bicycle, scooter, or skateboard to the rack. The school will not assume the responsibility for any bicycles, scooters, or skateboards. Student riders must observe helmet laws and the same laws that govern automobiles. Bicycles, scooters, and skateboards are not to be ridden through school grounds before, during, or after school hours. Students are to ride bikes, scooters, or skateboards to the bike rack using the designated path on the back of campus. Riding on campus will result in confiscation of the bike, scooter, or skateboard, and parents will be required to claim them.

### **CALENDAR**

A Moraga School District calendar can be located and downloaded from the District website or the JM website homepage. The JM website includes a school calendar which lists school programs and event dates.

### **CELEBRATIONS**

Recognition of special events or individual students will be organized by the JMIS staff members as deemed appropriate. Parents and students are not to provide any celebratory materials for students during the school hours of 8:00 AM-4:00 PM. Balloons, flowers, or other presents which cannot fit into a backpack are not allowed on the campus. Students wearing celebratory/disruptive outfits may be required to change.

### **CONFERENCES**

Parent-teacher conferences may be scheduled during the school year at the request of parents, teachers, or administrators. Parents may make appointments with any teacher by sending them an email or phoning their classroom. A staff directory with email addresses and classroom phone numbers is located on JM's website.

### **COUNSELING PROGRAM**

The school counselor and the psychologist will be available to help all students with personal and school related matters or concerns. Parents may also make appointments by phone to discuss concerns they have about their children. Students may make an appointment to see either the psychologist or the counselor by calling, sending email, or filling out an appointment slip, available from any teacher or in the main office, and dropping it off in the office.

### **DANCE/SOCIAL RULES**

Dances and socials are held after school. Students and parents must electronically sign the dance permission form. Dance permission forms are completed during back to school registration. Dance rules follow and must be adhered to. Students not following rules will be dismissed from the dance.

- Inappropriate behavior, such as "freaking", "moshing", and creating a "wall" or "fortress" on the dance floor, is strictly prohibited and will lead to school discipline and/or removal from the dance.
- Students must line up in an orderly fashion and behave while waiting to purchase a ticket.
- Any form of disruption that interferes with the dance is not permitted.
- Students must adhere to the school dress code. Should costumes be an option, they must be appropriate. Questions about appropriate attire and costumes must be addressed to the school administration at least one day prior to the dance.
- JMIS and the MSD are not responsible for lost or stolen items and students are discouraged from bringing purses, bags or valuables to dances.
- Students may not leave the dance until it is over. Requests to leave 30 minutes before the end must be submitted to the school administration prior to the dance.
- Students will not be admitted to the dance 15 minutes after it begins. Requests to arrive 15 minutes after the dance begins must be submitted to the school administration prior to the dance.
- Taunting, bullying, or physical intimidation is not allowed.
- No outside beverage or food may be brought into the dance.
- Use of cell phones and cameras is not allowed during the dance.
- Students must follow all school rules as listed in the *Student Planner and Handbook*.

### **8<sup>th</sup> GRADE AWARDS**

Teachers in each department present scholar awards at the graduation ceremony for outstanding effort in each subject area. The staff selects exceptional students for Student of the Year Awards, the Joaquin Moraga Intermediate School Award for students who have demonstrated exceptional effort and improvement, the Louise Hansen Writing Award for students with exceptional writing skills, and the Citizenship Award is presented for students who exhibit outstanding emotional intelligence and leadership amongst their peers.

## **ENGLISH LANGUAGE LEARNERS**

This program is available only to those students who have been identified as having limited proficiency in English. The California Language Development Test will be given to students who speak English as a second language so that proficiency and proper placement can be determined.

## **EMERGENCY DRILLS**

During any drill, students must get to a safe space and follow teacher directions. Evacuation drills are completed by calmly leaving the building and lining up in alphabetical order at the designated location listed by room number. If the drill or real emergency is between classes, before or after school, or at lunch, students are to report to the location for their first period class. Students are expected to stay in line and maintain silence so that directions may be heard by all. When the all clear bell rings, students are to return quietly to class. During an earthquake, students should duck and take cover under their desks. Students will then follow evacuation drill procedures.

## **EMERGENCY FORMS**

The school's emergency forms are very important as they provide information for each child that might be needed in case of any emergency. Parents should complete these forms online when a child is enrolled. If the information changes please update through your Parent Portal (link available via JM website). The main office is automatically notified when information is updated.

## **FUNDRAISING AND PRIVATE SALES**

The PTA or student organizations may hold fundraising programs. Student fundraising programs, coordinated by the Leadership class students, require Moraga School District approval. Funds are used to pay for all of the expenses authorized by the student government for the entire school year. Private sales for individuals are not permitted.

## **GOOGLE CLASSROOM**

Teachers may use Google Classroom to post assignments and homework for students. Teachers using Google Classroom will invite students to register for their classrooms the first week of school using their MSD Google login address. This tool is helpful for students to track and turn in assignments.

## **HALL PASSES**

Students are required to have a hall pass when going from one location to another during class time. It is the responsibility of both students and teachers to see that this rule is observed at all times.

## **HOMEWORK**

Homework is an important part of the learning experience. The purpose of homework is to reinforce and promote good study habits and skills. JMIS recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits and that time spent on homework directly influences students' ability to meet state and district subject area content standards. JMIS expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. Homework is intended to provide practice in skills that have been taught and understood. Recommended homework time per daily assignments: 6<sup>th</sup> Grade: 45 - 65 minutes; 7<sup>th</sup> Grade: 45 - 75 minutes; 8<sup>th</sup> Grade: 60 - 90 minutes.

## **ILLNESS, INJURY AND MEDICATION**

If you are injured or do not feel well, ask your teacher for a pass to the office.

- The secretaries will assist you, contact your parents, and/or administer first aid.
- All emergencies and serious injuries should be reported promptly to a staff member.
- The information on emergency cards are kept in the office. It is the responsibility of the parent to keep all information current in your Aeries Parent Portal.
- If a student requires medication at school, School Medical Forms, located on the JM website must be signed by your doctor. All medication must be checked in by the parent. Medication will be kept in and dispensed through the school office staff.
- With administration's approval, students may carry their inhalers or epipen with them; however, this is a responsibility that should not be taken lightly. Students are not permitted to share inhalers, or any other types of medications with one another.

**INSTRUCTIONAL (BELL) SCHEDULE(S)**

	<b>JM BLOCK SCHEDULE</b>			
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1st 8:30 - 9:50	2nd 8:30 - 9:50	1st 8:30 - 9:15	1st 8:30 - 9:50	2nd 8:30 - 9:50
Brunch 9:50 - 10:00	Brunch 9:50-10:00	2nd 9:20 - 10:05	Brunch 9:50 - 10:00	Brunch 9:50-10:00
3rd 10:05 - 11:25	4th 10:05 - 11:25	3rd 10:10 - 10:55	3rd 10:05 - 11:25	4th 10:05 - 11:25
5th 11:30 - 12:50	Academy 11:30 - 12:15	Brunch 10:55 - 11:05	5th 11:30 - 12:50	Academy 11:30 - 12:15
Lunch 12:50 - 1:30	Lunch 12:15 - 12:50	4th 11:10 - 11:55	Lunch 12:50 - 1:30	Lunch 12:15 - 12:50
7th 1:35 - 2:55	6th 12:55 - 2:15	5th 12:00 - 12:45	7th 1:35 - 2:55	6th 12:55 - 2:15
	Teacher Collaboration 2:15 - 3:05	Lunch 12:45 - 1:20		Teacher Collaboration/Prep 2:15 - 3:05
		6th 1:25 - 2:10		
		7th 2:15 - 3:00		

	<b>MINIMUM DAY</b>	
1st Period	8:30 AM	8:58 AM
2nd Period	9:02 AM	9:30 AM
3rd Period	9:34 AM	10:02 AM
4th Period	10:06 AM	10:34 AM
Brunch	10:34 AM	10:44 AM
5th Period	10:48 AM	11:16 AM
6th Period	11:20 AM	11:48 PM
7th Period	11:52 PM	12:20 PM

**JAGUAR CLUB**

JM 6th Grade students are provided with free onsite after school care at Jaguar Club. Students must follow school norms and rules while attending Jaguar Club. Refer to the JM website for registration information.

## **LIBRARY CHROMEBOOK AND TEXTBOOK PROGRAMS**

### **Library**

We encourage students to use our multi-media library center frequently. Books and other materials may be checked out.

- Students who are consistently late in returning books or who owe fines or lost book fees may be denied the privilege of checking out materials until the fines are paid.
- The library staff and volunteers will help the students with selections.
- Library hours are from 8:00 AM to 2:30 PM, Monday through Friday. Students may use the library during the lunch hour, but may not enter before the 15-minute lunch time bell.
- No food is allowed in the library at any time.
- A student may be asked to leave if his/her behavior is not appropriate.
- Yearbooks will not be issued until all fines are paid.

### **Chromebooks**

- All students will be issued a school Chromebook for use during their tenure at JM. Families are responsible for any damage to school Chromebooks. Personal computers are not permitted. Chromebook activity should consist of school-related content only. Computer games and non-school websites are not permitted.
- Chromebooks are primarily for use in the classroom. Students are not permitted to use their chromebook during brunch or lunch unless they have adult permission and supervision. Chromebooks may be used for academic purposes in the library at lunch. Failure to follow these policies may result in loss of privileges.

### **Textbooks**

- All students will be provided with a set of textbooks that are to be taken home during the first week of school and left at home for completion of homework.
- Each teacher will have copies of the books in the classroom for student use during the day. Several copies will be available in the library for use during the lunch hour and after school.
- At the end of the year, the books are to be returned. Students will be held accountable for lost or damaged books and reimbursement will be expected.

In accordance with Article 5 of the California Administrative Code, pupils are responsible for proper care of texts and library books.

- All textbooks must be covered at all times. Do not use contact paper since the book remains sticky after the cover is taken off and must be cleaned before distribution the following year. Students will be charged for using contact paper.
- Damage charges are as follows:
  - o Book Missing or Destroyed - Full cost of book
  - o Changed number or missing barcode - \$2.00
  - o Missing pages - Full cost of book
  - o Writing, torn/sticky pages, etc. - \$5.00 to full cost
- Yearbooks will not be issued until all textbooks are returned and fines are paid.

### **LOST AND FOUND**

Lost and found items are kept in front of the JM office and inside the JM Gym. Small lost and found items, such as watches and keys, are kept in the main office. Students should label or write their names on all personal belongings, and found articles should be turned in to the office. Students should report any losses to the school office before or after school. Unclaimed clothes and other articles will be distributed to a charitable organization twice a year.

### **LUNCH**

- The Moraga School District Universal Meals Program provides a free daily breakfast and hot lunch program for all students. Refer to the Moraga School District website for more information.
- The lunch distribution area will be under the direction of a teacher/supervisor.
- Lunches may be eaten in the pavilion between the office and gym and the patio area behind the library. All students must remain in this area for the first fifteen minutes of lunch.
- Students are responsible for their own clean-up and garbage. If the campus is left unclean, all lunch activities may be halted until all garbage is cleaned.
- After the 15-minute lunch bell rings and if the campus is clean, students may check out athletic equipment to be used on designated fields and blacktop areas.
- During rainy days, all students eat in the gymnasium or the covered pavilion area.
- Students should check the table outside of the front office for lunches and other items brought to school by parents. Those lunches not claimed by the end of the day will be discarded.
- JMIS is a closed campus. Students may not leave during lunch or anytime during the day unless they have followed sign-out procedures.

### **MAIN OFFICE, OFFICE HOURS AND PARENT PHONE CALLS/MESSAGES**

The main office is a place of business. Quiet and orderliness are necessary at all times. Students are not allowed in the office between 8:30 AM-3:00 PM without a pass from a teacher. Exceptions to this rule are during brunch, lunch, when checking in or out of school, and for emergencies.

The office hours at JMIS are 8:00 AM-4:00 PM. Our phone number is (925) 376-7206, and the Attendance Line number is (925) 377-4216. You may also email attendance information to [jmattend@moraga.k12.ca.us](mailto:jmattend@moraga.k12.ca.us). Our website address is <http://jm.moraga.k12.ca.us/>.

Parents should limit phone messages to JMIS students to emergencies ONLY. Student and Administrative Assistant time cannot be used for reminders. Students will not be called from classes for messages.

### **MOBILE COMMUNICATION DEVICES**

- JM Students are permitted to bring cell phones and smartwatches to school. However, cell phones must be turned off (not left in silent or vibrate mode) and put away during school hours (8:25 am until end of school day), and smartwatches must be placed in School Mode for the day. One exception: Cell phones may be used for educational purposes in classrooms with permission from the classroom teacher
- Cell phones must be turned off and stored in lockers during the day and not be a students' pocket. For 6th graders not issued lockers, phones must be turned off and kept in a secure pocket of their backpack.
- Parents are requested to call the front office if they need to talk with their student, and to refrain from calling or texting their student during school hours. Likewise, students need to come to the office if they wish to contact their parents. If necessary, a private area can be provided for the student to make a call, and the student can be permitted to retrieve their phone if needed.
- Cell phones may not be used during, before, or after school hours in the JM Library.
- Photos and videos are not to be taken on school grounds unless permission has been obtained from a teacher or administrator.
- The school is not responsible for lost, stolen, or damaged cell phones, smart watches, or other personal electronic devices.
- Electronics will be confiscated for violation of these rules. Parents may be required to retrieve electronics and the student may also receive disciplinary consequences per the progressive discipline plan.

### **NOTICES AND NEWSLETTERS**

News, announcements, updates and information about events will be posted on the JMIS website (See News).

### **PARENT TEACHER ASSOCIATION**

This active organization supports our school with volunteer help, activities, informational meetings, and gifts. The PTA prepares and sends an electronic newsletter containing important news about our school and related programs. Information about the JMIS PTA can be found at <https://jmispta.membershiptoolkit.com>.

### **PARENT SQUARE**

Parent Square is a web-interface communication tool for parents to receive school-wide or grade-level general and emergency notifications via email or text alerts. Students do not receive communication via Parent Square. New families with an Aeries account will receive an invitation email to join Parent Square at the beginning of each school year or when entering the district for the first time.

### **PHYSICAL EDUCATION EXCUSES**

Students who are excused from physical activities for more than three consecutive days or who require a limited P.E. program, must have a note verified by a doctor. This note must include the approximate length of time of the excuse. Students not participating actively in P.E. will be required to submit written reports relating to P.E. or health education. For a severe or prolonged disability, please contact your child's PE teacher.

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

Report cards are issued each semester and are made available on-line through your Aeries Parent Portal.

### **REQUEST FOR HOMEWORK AND INDEPENDENT STUDY**

If a student is ill, current assignments may be obtained through Google Classroom. Students should also check teacher websites as most teachers post daily assignments on their websites. If current assignments are not available, students should contact their teacher via Google Classroom. Assignments for fewer than three days may be made up after students return or may be obtained from other students in their classes.

### **Long-Term Assignments**

Long-term assignments (with a due date two or more weeks after assigned), such as book and research reports or other projects, have long been recognized by educators as valuable learning experiences. They allow for the extension of the curriculum outside of the classroom and provide the opportunity for students to obtain more in-depth subject knowledge. It also allows students to learn how to plan their time in order to accomplish a bigger project than a daily assignment by following a step-by-step process over time. Teachers set due dates to allow for the completion of the projects and offer guidance as to where students should be in the process.

### **Independent Study**

If a student will not be in school for three school days or longer, an Independent Study may be requested.

- A note signed by a parent or guardian needs to be received in the office at least three (3) days before leaving in order to request assignments.
- The Independent Study form must be completed prior to the absence or no credit for the work will be given.
- The completed assignments are due on the first day of return from the absence. Incomplete work will result in unexcused absences and no credit given for the work missed.

### **SAY SOMETHING**

Students are encouraged to report any concerns around student safety for themselves or others to or an adult or on the Say Something application. This may include any type of bullying or harassment (put downs, threats, intimidation, physical contact, etc.). Reports can be made anonymously by calling 844-572-9669, going to [www.saysomething.net](http://www.saysomething.net), or through the Say Something application on a smartphone.

### **SCHOOL LIFE SKILLS**

As a member of the JMIS school community and a person of character, a student pledges to demonstrate the following life skills: Respect: To have consideration for others; Patience: To wait calmly for someone or something; Effort: To try your hardest; Perseverance: To keep working until the job is done in spite of difficulties; Problem Solving: To seek solutions every day as well as in difficult situations; Responsibility: To be accountable for your own actions; Organization: To plan, arrange and implement in an orderly way; Cooperation: To work together toward a common goal; Curiosity: A desire to learn about or know about a full range of things; Initiative: To do something because it needs to be done; Flexibility: The ability to change plans or course of action when necessary; Integrity: To be honest, sincere and conduct oneself according to a sense of what's right and wrong; Caring: To feel concern for others; Friendship: To make and keep a friend through mutual trust and caring; Sense of Humor: To laugh and be playful without hurting others; Common Sense: To use good judgment.

### **SCHOOL PICTURES AND YEARBOOK SALES**

School pictures will be taken during P.E. classes at the start of school. Yearbooks can be ordered August-December, prices will increase later. Make-up pictures are scheduled after the initial day. See the JM website for dates.

### **SCHOOL SITE COORDINATING COUNCIL**

Annually the School Site Coordinating Council; an elected membership of school staff, students, and parents; develops and monitors school and department goals. The School Site Council develops a plan, the Single Plan for Student Achievement, listing goals and plans.

### **SCHEDULE CHANGES**

Each student at JMIS is given the opportunity, encouragement, and assistance necessary to become proficient in basic academic subjects. All students are assigned seven instructional periods each day. Requests for schedule changes are typically not considered as changes impact class size and often can result in different teachers or classes. In addition to required courses, a quality elective program is provided. While every effort is made to give students their first or second elective choice, we cannot guarantee elective assignments.

### **SPECIAL EDUCATION**

JMIS has a Learning Center program as part of the state's Master Plan for Special Education. This program is designed to help students improve their academic skills. The school psychologist and speech therapist are also part of this program. To participate, students must meet eligibility requirements. Please call the school office (925-376-7206) for additional information.

### **STUDENT GUESTS**

No student guests will be permitted at JMIS during school hours, nor will guests be permitted at school dances.

## **TECHNOLOGY USE**

Students and parents are required to sign a Moraga School District Technology Acceptable Use Agreement during the registration process. The use of any related information system is a privilege, not a right, and inappropriate use of district or personal technology will result in restriction or loss of those privileges. This includes the inappropriate use of school email accounts.

## **TRANSFERS**

If you are moving from the Moraga School District, please advise the school office by telephone or email. A clearance form from the office is to be completed by the student before leaving.

## **TRANSPORTING STUDENTS TO AND FROM SCHOOL**

Bus transportation is provided by the Lamorinda School Bus Program. For information please call 925-284-1968. Students riding the bus are expected to behave in a courteous and safe manner and in accordance with the rules of the bus company. Problems regarding bus related behavior will be referred to the school office.

- Parents transporting students to and from school are asked to use the drive-thru bordering Camino Pablo, also known as "JM Way".
- Students may also be dropped off on Rimer Drive or Canyon Road.
- Parents may not use the parking lot at St. Monica's Catholic Church.
- There is no parking on JM Way during school hours.
- Parents are asked to move as far forward as possible before dropping off and picking up their children.
- Students must be prepared to quickly and safely exit and enter vehicles to prevent delays.
- Cars will not be allowed in the bus turning circle anytime a bus is present or 15 minutes before or after the start or end of school.
- Use extreme caution due to the large number of bike riders and pedestrians in the area before and after school.
- Parking in the red zones can result in a citation from the Moraga Police Department.

## **ATTENDANCE**

### **ATTENDANCE AND ABSENCES**

The state does not differentiate between "excused" and "unexcused" absences. Schools receive funding only for the days a student is in attendance. It is recommended that students attend every day that JM is in session and to arrange for trips and other avoidable absences during non-school days. Students who are sick need to stay home to prevent infecting their classmates. It is up to the teacher's discretion whether or not to allow make-up work missed for a non-sick day.

- Parents **MUST** call the attendance line (925-377-4216) or email [jmattend@moraga.k12.ca.us](mailto:jmattend@moraga.k12.ca.us) the day of the absence **before 9:00 AM**.
- Any student who is absent from school or has been sent home from school due to any form of illness may **not** attend any after-school or evening activity that day.
- The final tardy bell rings at 8:30 AM. All students are expected to be in class by the final bell.
- Any student not in class by 8:30 AM **must** sign in to the office.

### **APPOINTMENTS**

Students needing to leave school early for any reason to bring a note from home or parents may leave a message on the school attendance line (925-377-4216) or email [jmattend@moraga.k12.ca.us](mailto:jmattend@moraga.k12.ca.us) **before 9:00 AM**. The exact time and reason for leaving must be stated on the note or attendance line message. It is important to remember:

- Students who leave without checking out from the office are considered truant.
- Whenever possible, please arrange for appointments during non-school hours.
- When arriving to school late or leaving school early, students must sign in/out in the main office to obtain a hall pass.

### **TRUANCY**

- "Any pupil subject to compulsory full-time education or to compulsory continuation who is absent from school without a valid excuse more than three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district" per California Education Code, Section 48260-63.
- Efforts will be made to correct behaviors that may lead to truancy such as tardiness or being absent from assigned school activities. This may include: referral to support personnel, detention, school attendance hearing, or daily attendance check and report to parents.

### **TARDIES**

All tardies are unexcused, except for the limited exceptions allowable under state law (CAT Title 5 420). Parents are required to write and sign a note if their child is late to school. It is important to remember:

- After a student's third unexcused tardy to class, teachers and/or administration may contact a parent/guardian so that future tardies can be avoided. Should tardies persist, other consequences may include lunch detentions, loss of activity privilege, or a class-to-class escort.

## **STUDENT BEHAVIOR AND PRIVILEGES**

It is the right and the responsibility of every JMIS student to attend their regular classes, complete assignments, and receive academic credit for their efforts and achievement.

- School-sponsored activities such as dances, assemblies, field trips, participation in end-of-the-year parties are privileges extended to students who exercise their educational rights and responsibilities with appropriate behavior.
- Most JMIS students understand this and are both academically and socially successful. Some students will exhibit behaviors that make it necessary to deny them the privilege of attending student activities.

The school staff expects students to observe school rules and exhibit good conduct and common courtesy at school and at all school-sponsored activities.

- Mutual respect and courtesy should be shown to each other and to visitors. All school staff, visitors, substitutes, and other staff members have the authority and the duty to enforce school rules.
- Student activity privileges (dances, field trips, parties, assemblies, and other on- and off-campus school related activities) may be denied to students who fail to adhere to school rules.
- Students who are absent from school due to any form of illness or suspension may not attend any after-school or evening activity the day of the absence.

Student behavioral expectations were developed using the Positive Behavioral Interventions and Supports framework. Intervention occurs when students are not following the behavior expectations. Students following the rules are recognized through the “Jag Swag” recognition system. Classroom teachers develop classroom rules the first day of school and these rules are reviewed throughout the school year. Schoolwide rules are reviewed at the beginning of the school year and throughout the school year, as necessary.

### **ACADEMIC INTEGRITY**

Academic integrity includes completing and submitting work that is entirely the students and giving proper credit when it is not their own. This includes images, homework, class work, projects, essays, or tests. Maintaining academic integrity means not plagiarizing, cheating, employing artificial intelligence, or copying when completing work. Consequences for students who plagiarize, copy, or cheat are:

- Parent/guardian will be notified of the academic misconduct by either the teacher or administration.
- Student will receive 0 (zero) credit for the assignment/test or student can be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, the student can be required to retake or resubmit the work. If retaking or resubmitting the work is allowed, the student must complete any work on his/her own time and will receive partial credit.
- Participation in extracurricular activities may be suspended.

### **CONSEQUENCES**

**JMIS follows a progressive plan focusing on restorative practices for most disciplinary matters. This plan is designed to teach responsibility and accountability.**

- Warning, counseling, and parent contact: Used by teachers and administrators usually for first-time, minor offenses.
- Conferences: Set up among parents, teachers, the student, and/or the school administrators.
- Detention: Assigned to students by a teacher and/or administrator to be served at lunch or after school. After-school detention is limited to a period of 45 minutes and is to be served after school. Failure to serve an assigned detention will result in an additional detention. Failure to serve a second time will result in parent contact and further disciplinary action.
- Activity or lunch restriction: An administrator or teacher may restrict a student to a specified area during lunch or during a school activity in order to provide more direct supervision.
- Community Service: Most frequently refers to picking up trash and cleaning up campus grounds, but can also be assigned to assist staff in other school-related community service projects. This is assigned when it matches the behavior that occurred.
- Suspensions:
  - o A teacher may suspend a student from their class for up to two school days. The teacher is to contact the student's parent to discuss the details of the class suspension. During the term of the suspension, the student may be expected to complete work in the office as assigned by the teacher.
  - o An administrator may suspend a student from one or more classes for up to five school days. Students on in-school suspension report to the office and complete work assigned by their teacher(s) in an isolated setting. Students on in-school suspension do not go out at brunch or lunch.

- o An administrator may suspend a student for up to five school days for violation of school rules. A suspended student is not to be on school grounds before, during, or after school and is not to attend any school-sponsored activity.
- Expulsion: An administrator may in very rare circumstances recommend a student be expelled from school for a serious offense or chronic misbehavior. A student is suspended from school pending an expulsion decision by the Superintendent and the Governing Board of the Moraga School District in accordance with district policy and the California Education Code.

Serious offenses do not require the progressive disciplinary consequences be followed in order.

**Grounds for Suspension and/or Expulsion, California Education Code, Section 48900**

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a 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 products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm. As used in this section, "imitation firearm" means 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 or committed a sexual battery.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - o "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - o Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - o Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - o Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - o Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - o "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - o A message, text, sound, video, or image.
    - o A post on a social network Internet website, including, but not limited to:
      - Posting to or creating a burn page.
      - Creating a credible impersonation of another actual pupil.
      - Creating a false profile.
- An act of cyber sexual bullying.

### **Additional Grounds**

Sexual harassment (Ed Code 48900.2); Committed an act of hate violence (Ed Code 48900.3); Harassment, threats, or intimidation creating an intimidating or hostile educational environment (Ed Code 48900.4); Terrorist threat against school official or school property (Ed Code 48900.7); and Hazing (Ed Code 32050-51).

Please note the above may be referred to a law enforcement agency, and in some cases, require the principal or designee to notify law enforcement personnel of these offenses.

There is additional detailed information, circumstances, and exceptions to the above listed serious offenses. Any questions or concerns about serious offenses should be immediately directed to the school administration. Any concerns or suspicions of sexual harassment should be immediately reported to an adult or through the Say Something reporting system.

### **Disciplinary Procedures - Due Process**

Before a student is suspended, an informal conference will be held between the student, the principal or assistant principal, and, whenever practical, the teacher or supervisor who referred the student for disciplinary action. At the conference the student will share their side of the event, the findings from the investigation will be shared by school administration, and the reason for the disciplinary action and consequence will also be shared. A student may be suspended without a conference if it is determined that an emergency situation exists. Emergency situation means that the situation presents a clear and present danger to the lives, safety, or health of students or school personnel. Under these circumstances, a conference will be held no later than 72 hours from the time of this suspension. A re-entry meeting will be held with the student and parents prior to the return to school.

### **Makeup Work While on Suspension**

A suspended student is encouraged to complete all assignments and tests missed during the suspension that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The student must request the makeup work from their teachers by the first day of the suspension. In addition, students may be required to complete a restorative reflection as part of the suspension.

### **Summary of Moraga School Board Policy 083. Sexual Harassment**

All students are entitled to a school environment free from all forms of discrimination, including sexual harassment. It is the district's policy that sexual harassment is unacceptable conduct and will not be tolerated. This includes conduct during the school day and during any school sponsored activity or event. Sexual harassment is a form of personal misconduct that undermines the integrity of social and academic relationships. No student, either male or female, should be subjected to unwelcome sexual overtures or conduct of a verbal, physical or visual kind. Sexual harassment does not refer to occasional compliments of a socially-accepted nature. It refers to behavior that is not welcome, personally offensive, and that lowers self-esteem and, therefore, interferes with school success.

Please note, the above may be referred to a law enforcement agency, and in some cases, require the principal or designee to notify law enforcement personnel of these offenses. There is additional detailed information, circumstances, and exceptions to the above listed serious offenses. Any questions or concerns about serious offenses should be immediately directed to the school administration. Any concerns or suspicions of sexual harassment should be immediately reported to an adult or through the Say Something reporting system.

### **Student Complaints and Resolutions**

- Step One: Students who feel they have been sexually harassed by another student should directly tell that student that the conduct is offensive and must stop. If the student does not feel comfortable doing this or is unable to do so, or if the other individual involved is an adult, he or she should proceed directly to Step Two. Parents/Guardians may also register a complaint on behalf of their child.
- Step Two: If the offensive behavior does not stop, students should make their concerns known to any teacher, school counselor, Assistant Principal, or the Principal. Students may also report offensive behavior anonymously through the Say Something reporting system

If a report is made to a teacher, that teacher will immediately relay the report to a counselor, Assistant Principal or to the Principal.

The school counselor, Assistant Principal or Principal shall consult with the Superintendent and then investigate the complaint. If the investigation confirms the complaint, prompt corrective action will take place. The Superintendent will be consulted and parents will be notified before corrective action will be taken.

If the complaint is not resolved at Step Two, it can be brought to the Superintendent to be resolved. A complaint not resolved by the decision issued by the Superintendent may be appealed to the State Department of Education.

Copies of the complete Board Policy (083) are available on the district website.

Please note the above may be referred to a law enforcement agency, and in some cases, require the principal or designee to notify law enforcement personnel of these offenses. There is additional detailed information, circumstances and exceptions to the above listed serious offenses. Any questions or concerns about serious offenses should be immediately directed to the school administration. Any concerns or suspicions of sexual harassment should be immediately reported to the principal.

### **SCHOOL RULES/EXPECTATIONS**

Rules/expectations follow the 3 B's - Be Respectful, Be Responsible, and Be Safe. The expectations are divided into the different areas of campus. Following are the guidelines for each area:

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Eyes and ears on speaker</li> <li>• Sit on bleacher keeping feet off of the bench</li> <li>• Use appropriate applause</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly and calmly</li> <li>• Stay in designated areas and with your class</li> <li>• Keep hands and feet to yourself</li> </ul>
<b>Blacktop/ Fields</b>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Anyone can play</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment appropriately and return when finished</li> <li>• Practice good sportsmanship</li> <li>• Develop and play by agreed rules</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated, marked areas</li> <li>• Walk to and from buildings</li> <li>• Report problems to an adult</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Allow yourself and others to make learning mistakes without judgment</li> <li>• Respect others' belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Be ready to learn and try your best</li> <li>• Stay on task, including Chromebook use</li> <li>• Use cell phones and other electronic devices only with adult permission</li> </ul>	<ul style="list-style-type: none"> <li>• Use classroom materials appropriately</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Follow adult instructions</li> </ul>
<b>Food Service</b>	<ul style="list-style-type: none"> <li>• Wait your turn in line</li> <li>• Be considerate to the nutrition services employees</li> </ul>	<ul style="list-style-type: none"> <li>• Have your ID ready</li> <li>• Take the appropriate serving of each item</li> <li>• Put required items you won't eat in the share bin</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands to yourself</li> <li>• Line up carefully in a single-file line</li> </ul>
<b>Front Office</b>	<ul style="list-style-type: none"> <li>• Use your quiet voice</li> <li>• Sit in chairs while waiting</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your belongings with you</li> <li>• Check out with office staff when leaving campus early</li> </ul>	<ul style="list-style-type: none"> <li>• Stay behind the counter unless you have adult permission</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Take care of books and equipment</li> <li>• Use your quiet voice</li> <li>• Push in chair when leaving</li> </ul>	<ul style="list-style-type: none"> <li>• Put things away in their proper place</li> <li>• Any food is eaten outside</li> <li>• Phone-free zone</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions from adults</li> <li>• Walk at all times</li> <li>• Backpacks under the table</li> <li>• Enter library only when an adult is present</li> </ul>
<b>Locker Hallways</b>	<ul style="list-style-type: none"> <li>• Stay quiet when classes are in progress</li> <li>• Use only your assigned locker</li> <li>• Be respectful of others' belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Eat food outdoors</li> <li>• Use a pass when out of class</li> <li>• Lock your locker at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Keep floors clear and clean of backpacks</li> <li>• Keep hands and feet to self</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• One person per stall at all times</li> <li>• Use kind words and actions</li> <li>• Use equipment and supplies properly</li> </ul>	<ul style="list-style-type: none"> <li>• Throw trash in receptacle</li> <li>• Go, flush, and wash hands</li> <li>• Use restroom only as it is intended</li> <li>• Electronics-free zone</li> </ul>	<ul style="list-style-type: none"> <li>• Keep space clean and dry</li> <li>• Report problems to an adult</li> </ul>
<b>School Grounds</b>	<ul style="list-style-type: none"> <li>• Throw away trash in appropriate receptacles</li> <li>• Be mindful of others' learning and work spaces</li> <li>• Food is to be eaten and disposed of appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Keep cell phones in locker/backpack</li> <li>• Keep belongings in your locker/backpack or with you</li> <li>• Use a pass when out of class</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Keep eyes up and be aware of your surroundings</li> <li>• Keep earbuds in your backpack</li> <li>• Walk your bike or scooter</li> </ul>

## **RULES IN THE CLASSROOM**

The staff uses assertive discipline guidelines in order to establish rules for classroom use. Individual classroom rules will be discussed with your child, and will be reviewed periodically throughout the school year.

### **Citizenship Marks and Standards**

A mark of an O (Outstanding) is properly used for students who display model behavior and make a positive contribution to class. This mark is not given for students who are simply quiet. A mark of S (Satisfactory) would be assigned to the majority of students at JMIS. These students respond appropriately when corrected by their teacher.

Requirements for students to receive a satisfactory mark in citizenship are the following: Respecting yourself, your teacher, and your peers; Being well prepared; Having supplies and books, pencils sharpened, and ready to learn; Abiding by the no hat, no gum-chewing policies; Punctuality; Showing initiative, thinking for yourself, and using good teamwork rather than going to the teacher each time with questions; Keeping bathroom breaks to a minimum and asking for permission each time, at the appropriate time; Speaking only when called on during instruction; Staying in your seat unless given permission to do otherwise; Obeying class rules.

A mark of N (Needs Improvement) is assigned when a pattern of chronic citizenship violations occur and excessive teacher corrections are required. When the N mark is used, teachers should issue coded comments on student report cards. A mark of U (Unsatisfactory) is assigned for the more extreme behavior problems. Students who are repeatedly disruptive, disrespectful, unresponsive to correction, and display inadequate improvement despite class and school consequences will receive a U on their report card. A parent and student conference, with administration, will be required.

## **STUDENT DRESS**

### **Student Dress Policy**

#### **Moraga School District believes:**

- The responsibility for the dress of our students rests primarily with the student and their parents or guardians.
- Students need to wear clothes that are suitable for the school activities in which they participate.
- Student dress codes should support equitable educational access and are written in a manner that does not reinforce stereotypes of any kind.
- Student dress codes and their enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, cultural observance, or body size.
- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self expression.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.

#### **The MSD Dress Policy is designed to accomplish the following goals:**

- Maintain a safe learning environment where protective or supportive clothing is needed, such as science (eye or body protection) or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

**Dress Policy Basic Principles:** These dress code principles shall apply to regular school days, as well as any school-related events and activities. Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and breasts are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle. Students who feel they have been subject to discriminatory enforcement of the dress policy should contact the Administration.

**A. Students must wear\***, while following the basic principles of the section above:

- o A shirt (with fabric in the front, back, and on the sides under the arms), and
- o Pants and jeans or the equivalent, e.g., a skirt, sweatpants, leggings, a dress, or shorts, and
- o Shoes

**B. Students may wear:**

- o Hats and head coverings, including religious headwear
- o Hoodie sweatshirts (as long as it doesn't obscure the face and ears)
- o Fitted pants, including leggings, and yoga pants
- o Ripped jeans, as long as underwear is covered and the basic principles are met
- o Tank tops, including spaghetti straps, and halter tops
- o Athletic attire
- o Clothing with commercial or athletic logos provided they do not violate the school's philosophy/values as stated above

**C. Students cannot wear:**

- o Images or language depicting violence, drugs, or alcohol (or any illegal item or activity)
- o Hate speech, profanity, or pornography
- o Images or language that creates a hostile or intimidating environment based on any protected class or marginalized group
- o Any clothing that reveals underwear
- o Swimsuits
- o Any item that obscures the face and ears, including hoodies in the classroom (except as a religious observance)

**Dress Policy Enforcement:** To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections A and C in "Dress Policy " above. Students in violation of Section A and C will be provided three (3) options to be dressed more to code during the school day:
  - o Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - o Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - o If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - o kneeling or bending over to check attire fit;
  - o measuring straps or skirt length;
  - o asking students to account for their attire in the classroom or in hallways about perceived dress code violations in front of others;
  - o accusing students of "distracting" other students with their clothing.

\*Courses that include attire as part of the curriculum may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted, e.g., athletic shoes for physical education.

Eighth Grade Graduation Dress includes, in addition to the regular school day dress code:

Dresses of a youthful nature, no longer than tea length (mid calf), no shorter than 5 inches above the knee; no backless dresses or large cutouts, no strapless dresses; dress shoes should be no higher than 3 inches. Slacks, no jeans; collared shirt and tie; sweater or jacket optional; no athletic shoes or sandals. Tuxedos are not appropriate and discouraged.

## **STUDENT CODE OF CONDUCT**

All students have a right to a **safe, respectful, accepting, and emotionally nurturing environment**. Our students and staff have an obligation to promote mutual respect, tolerance, and acceptance.

### **Behavior that infringes on the physical or emotional safety of any student will not be tolerated.**

- Students shall not intimidate or harass another student through words (spoken or written) or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
- Acts of bullying, cyber bullying, and harassment are prohibited at JMIS. Bullying, cyber bullying, and harassment is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.
- Students will treat each other and staff with appropriate behavior, treating others with civility and respect, refusing to tolerate harassment.
- Bullying or Cyberbullying may consist of any gesture (written, verbal, graphic, or physical act, including electronically transmitted acts that are reasonably interpreted as being motivated either by any actual or perceived characteristic such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity/expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing physical or personality characteristic; or by social status. Such behavior is considered bullying or harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.
- Harassment is bullying that is persistent.
- Students should constructively attempt to stop acts of bullying and report such acts to the JM staff OR students should walk away from acts of bullying (if unsafe to intervene) and report to JM staff. Active or passive bystanders may receive the same education/consequences as first incident bullying.
- Students are expected to immediately report incidents of bullying, cyber bullying or harassment to the administration/staff.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the student who reports the incident or the parent of that student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal.
- The school system prohibits retaliatory behavior (pay back) against students who report bullying/cyber bullying or harassment or any participants/witnesses in the investigation process.

***Any student who engages in bullying will be subject to disciplinary action/intervention which may include a letter of apology, lunch detention, after-school detention, parent contact, community service, Saturday School, and/or expulsion.***

### **Ways to report acts of mistreatment at JM:**

- Talk to a school adult such as teachers, counselors, lunch duty supervisor, librarian, custodian, aides, secretaries, vice principal or principal.
- Use Google email to report to a school adult
- Use Google email to contact the school counselor
- Use the Say Something mobile application, the website at [www.saysomething.net](http://www.saysomething.net), or by calling 1-844-572-9669.

# **Joaquin Moraga Intermediate School**

## **Student Handbook and Code of Conduct Acknowledgement**

### **School Year**

This handbook and the Student Code of Conduct (found on JMIS website in its entirety) is designed to help students and parents understand the expectations, rules, and procedures established to help Joaquin Moraga Intermediate School operate safely and effectively.

We ask that each of our students and parents sign this acknowledgement form to commit to the following expectations:

- Act respectfully towards all other students and toward adults.
- Do everything you can, as a member of the JMIS school community, to create and preserve a physically and emotionally safe environment.
- You will not bully your peers. This includes physical and verbal bullying, social exclusion, intimidation and teasing, sexual harassment, and intentionally ignoring or excluding peers.
- When you experience or witness bullying, you will ask the bully to stop and/or report it to an adult and/or the Say Something reporting system.
- You will "Say Something" if you suspect bullying or other acts of aggression in the JM community by using the Say Something mobile application, the website at [www.saysomething.net](http://www.saysomething.net), or by calling 1-844-572-9669.
- You will comply with the rules, guidelines, and procedures in this handbook and the Student Code of Conduct.

Thank you for carefully reading this handbook in its entirety (found on JMIS website) and understanding that it is your responsibility as a student of Joaquin Moraga Intermediate School to understand and abide by these policies.

**PLEASE SIGN BELOW TO ACKNOWLEDGE YOUR UNDERSTANDING AND AGREEMENT.**

Student's Name \_\_\_\_\_  
(Please Print) *First Name* *Last Name*

Our signatures below indicate that we have read the Student Handbook located on Joaquin Moraga's website in its entirety and the Code of Conduct also located on JM's Website under the School Climate tab, and that we understand and agree to abide by the school policies and procedures published herein.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**PLEASE SIGN & RETURN TO YOUR ENGLISH TEACHER**  
**NO LATER THAN August 22, 2025**