



A California Distinguished School

1970 Morrill Ave., San Jose, CA 95132

Welcome to Morrill Middle School “Home of the Tigers.” Morrill is a progressive, student-centered middle school. The excellent and dedicated staff at Morrill strives to provide well balanced, standards based education for our students. The primary goal of the entire staff at Morrill Middle School is to provide each student with a strong foundation as they build their future. However, students are accountable in developing their own success. During the three years at Morrill Middle School, each student is expected to work hard to prepare for each day.

The Student - Parent Handbook (Time Tracker) is designed as a guide to be used by students and parents. Please take the time to carefully review and discuss our rules, regulations, and other school information. Keep the Student – Parent Handbook (Time-Tracker) in a three-ring binder so the information will be available for use in the future. All of our guidelines and expectations can be summarized in three simple rules: **Take care of yourself, take care of others, and take care of our school.** If your behavior matches these three rules, you will have a successful experience at Morrill.

This time-tracker belongs to: _____

Homeroom/Advisory: _____

Bell Schedule

REGULAR DAY SCHEDULE		
0 PERIOD	7:20 - 8:00	40
WARNING BELL @ 8:00AM		
ADVISORY	8:05 - 8:10	5
1st PERIOD	8:13 - 9:08	55
2nd PERIOD	9:11 - 10:06	55
BREAK	10:06 - 10:18	12
3rd PERIOD	10:21 - 11:16	55
4th PERIOD	11:19 - 12:14	55
LUNCH	12:14 - 12:44	30
5th PERIOD	12:47 - 1:42	55
6th PERIOD	1:45 - 2:40	55
SEL THURSDAY		
0 PERIOD	7:20 - 8:00	45
WARNING BELL @ 8:00AM		
ADVISORY	8:05 - 8:17	12
1st PERIOD	8:20 - 9:00	40
2nd PERIOD	9:03 - 9:43	40
BREAK	9:43 - 9:53	10
3rd PERIOD	9:56 - 10:36	40
4th PERIOD	10:39 - 11:19	40
LUNCH	11:19 - 11:49	30
5th PERIOD	11:52 - 12:32	40
6th PERIOD	12:35 - 1:15	40
MONDAY WEB/ADVISORY DATES		
AUG. - 17, 24	SEPT. - 14, 21	OCT. - 5
NOV. - 30	JAN. - 4	FEB. - 22
MAR. - 15		
SEL THURSDAYS		
AUG - 13, 20, 27	SEP - 3, 10, 17, 24	OCT - 8, 15, 22, 29
NOV - 5, 12, 19	DEC - 3, 10, 17	JAN - 7, 14, 21, 28
FEB - 4, 11, 25	MAR - 4, 11, 18, 25	APR - 1, 15, 22, 29
MAY - 6, 13, 20, 27	JUN - 3, 10	

WEB MONDAY SCHEDULE		
0 PERIOD	7:20 - 8:00	40
WARNING BELL @ 8:00AM		
ADVISORY	8:05 - 8:35	30
1st PERIOD	8:38 - 9:29	51
2nd PERIOD	9:32 - 10:23	51
BREAK	10:23 - 10:34	11
3rd PERIOD	10:37 - 11:28	51
4th PERIOD	11:31 - 12:22	51
LUNCH	12:22 - 12:52	30
5th PERIOD	12:55 - 1:46	51
6th PERIOD	1:49 - 2:40	51
1ST WED. & NON THURS. EARLY RELEASE DAYS		
0 PERIOD	7:20 - 8:00	45
WARNING BELL @ 8:00AM		
ADVISORY	8:05 - 8:10	5
1st PERIOD	8:13 - 8:54	41
2nd PERIOD	8:57 - 9:38	41
BREAK	9:38 - 9:49	11
3rd PERIOD	9:52 - 10:33	41
4th PERIOD	10:36 - 11:17	41
LUNCH	11:17 - 11:47	30
5th PERIOD	11:50 - 12:31	41
6th PERIOD	12:34 - 1:15	41
1st WEDNESDAY & EARLY RELEASE DATES		
AUG. - 13, 20, 27		
SEPT. - 2, 3, 10, 17, 24, 25		
OCT. - 7, 8, 15, 22, 29, 30		
NOV. - 4, 5, 12, 19, 20		
DEC. - 2, 3, 10, 17, 18		
JAN. - 6, 7, 14, 21, 28		
FEB. - 3, 4, 11, 12		
MAR. - 3, 4, 11, 18, 25		
APR. - 1, 14, 15, 22, 29		
MAY - 5, 6, 13, 20, 27		
JUN - 3, 10		

2026-2027
SCHOOL YEAR CALENDAR
180 Student Days

Legend

New Teachers Report

All Teachers Report

Prof. Dev. Day

() # of Student Days

First Day of School

Last Day of School

Pupil Holidays

July

(0)

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3rd- July 4th

August

(13)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7th-New Teachers Report
10th -Welcome Back & All
Teachers Report
13th - 1st Day School

November

(14)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2nd - Prof. Dev. Day
11th - Veterans Day
23th - 27th Thanksgiving Btk

March

(23)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

(16)

M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2nd - 9th Spring Break

September

(17)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7th - Labor Day
18th - Prof. Dev. Day
28th - 30th Fall Break

January

(19)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1st - Winter Break
18th - Dr. King Day

May

(20)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

31st - Memorial Day

October

(20)

M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1st - 2nd -Fall Break

February

(15)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15th - 19th Presidents' Week

June

(9)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11th -Last Day of School
18th- Juneteenth

MAP OF MORRILL

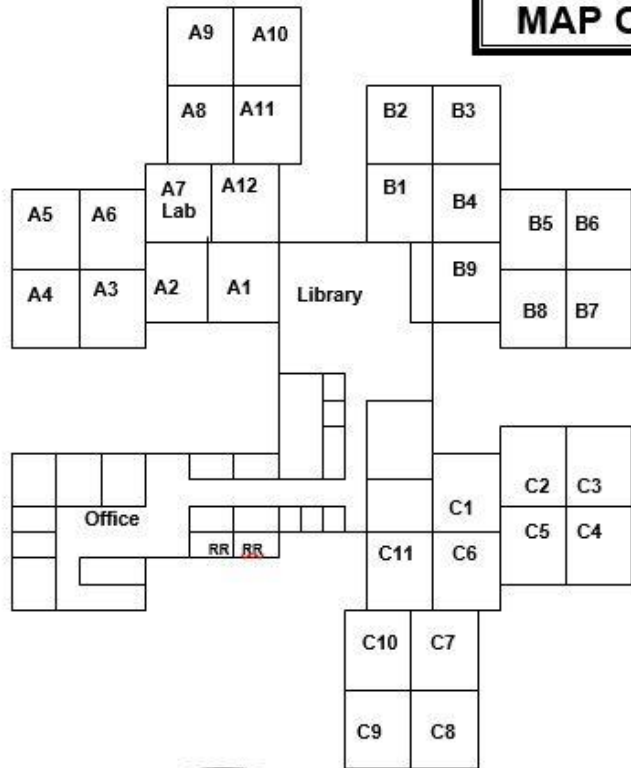
Morrill Avenue

Parking

Small Amphitheater

Tiger Territory

Parking



Cropley Avenue

MY GRADE TRACKER

To understand your grade point average (G.P.A.) for each semester, you must first understand that each grade equals a point value.

A= 4 B=3 C=2 D=1 F=0

For 8th grade promotion, an average of 1.75 for each of our two semesters is required. Calculating your GPA requires you to add up the total points for the grades earned in your six periods and then divide by six. As an example, if a student receives three B's, a C, a D, and an F, calculating the student's GPA would be as follows:

$$3+3+3+2+1+0=12 \qquad 12/6=2.0$$

This student's GPA is 2.0 for this semester. Complete these steps for each semester, add the two GPAs and then divide by two to get your overall GPA.

Two Other Ways of Thinking about the 1.75 Overall GPA Requirement:

1. Add your GPA from each semester. If the total is 3.5 or higher, you can promote.

$$1.75 \text{ G.P.A.} \times 2 \text{ semesters} = 3.5 \text{ GPA by the end of year}$$

-or-

2. At the end of the year, add all the point values of your grades from each semester; it must be 21 or higher.
minimum of 10.5 grade points per semester x 2 semesters = 21 grade points by the end of year

A= 4 B=3 C=2 D=1 F=0

Period	Title of Class	1st Semester		2nd Semester		GPA Goal:
		Letter Grade	Grade Points	Letter Grade	Grade Points	
1st						Semester 1 GPA: _____
2nd						
3rd						Semester 2 GPA: _____
4th						
5th						End of the Year GPA: _____
6th						
* Homeroom (No grade)		GPA: _____	Total:_____	GPA: _____	Total:_____	_____

School Guidelines and Student Supports

Academic Counseling

Our school provides an academic counseling program for the purpose of guiding students and families through middle school and preparing them for later in life. The services of the academic counseling program include: student and/or parent conferences concerning low and/or failing grades, schedule changes, scheduling new students, and helping students understand their academic and career goals.

After School Events

After school events like dances, band or choir performances, or other activities, are a privilege and are based on good behavior and attendance. Should a student miss the school day or be on suspension, they are not allowed to attend these events. Additionally, if they are on the restriction list, they may not attend the event.

After School Sports

A full range of boys and girls sports are provided throughout the school year. Minimum criteria for participations include a 2.0 GPA, no 'F' grades, and good behavior and attendance. Additionally, students and parents/guardians **must** attend a school sports meeting to understand expectations of student athletes and their parents/guardians. Students on a sports team must meet eligibility criteria for school activities and have medical insurance provided by parents. Should a student miss the school day or be on suspension, they are not allowed to participate in the game. Additionally, if they are on the restriction list, they may not be on the team.

Arrival and Dismissal

Students are expected to arrive on time, and be seated in class by 8:05 AM. School is dismissed at 2:40 PM (1:15 on a Minimum Day every Thursday and on the 1st Wednesday of each month). Students are to leave campus after school unless they are participating in school directed activities. Students who stay for study sessions with their teachers may remain on campus. Students not involved in a school directed activity after school must leave campus by 3:00 PM (1:30 PM on Minimum Days).

Attendance, Tardies, and Lates

California law (Education Code Section 48200) mandates full-time education for students aged 6-18, requiring daily, on-time attendance. A student is considered a truant after three (3) unexcused absences or tardies (over 30 minutes). Chronic absenteeism (missing 10% of school) triggers school district intervention, including potential referrals to the School Attendance Review Board (SARB).

Reasons for excused absences may include the following: illness, medical appointments, religious duties, or civic duties, but does count toward chronic absenteeism.

Reporting a Student Absence: Parents/guardians must call **(408) 923-1930** to report each day of a student's absence and provide a valid reason. When calling, please include:

- Student's first and last name
- Your first and last name
- Your relationship to the student
- The reason for the absence

Absences must be reported **within 72 hours** from the start of the absence in order to be considered excused.

Whenever possible, parents/guardians should schedule medical appointments and family commitments outside of school hours to minimize instructional time missed.

Vacations taken during the school year are not considered a valid reason for absence and will be recorded as unexcused.

- **Attendance Consequences for Unexcused Absences**

Unexcused absences may result in the following actions:

- Mandatory meeting with the student, parent/guardian, and school social worker to discuss attendance concerns and establish requirements for improvement
- Referral to the District Office for a Student Attendance Review Board (SARB) hearing
- Referral to the County Office for a Student Attendance Review Board (SARB) hearing
- Referral to the District Attorney's Office to pursue charges related to the welfare of the student
- If a student has 10 or more consecutive unexcused absences, they may be dropped from enrollment and will need to be re-enrolled

Any student absence **MUST BE CALLED IN at 408-923-1930.**

To clarify the attendance policy, the following consequences will apply for the following offenses at the discretion of the principal or assistant principal:

Possible mandates from review team and review board include:

- ❖ Doctor's note for any illness that leads to students missing school
- ❖ Creating a bedtime routine
- ❖ Creating a routine to limit access to electronics to encourage rest
- ❖ Parent/Guardian shadowing their student for a day
- ❖ Recommendation to outside services to deal with issues brought up during meetings.

Please note that many of these expectations are set by California state education code (such as what is considered an excused or unexcused absence and the consequences for days missed) and are non-negotiable. Please call if you have questions or concerns: 408-923-1930.

- **Tardies and Lates**

Each student is responsible for arriving to all classes on time and is expected to be seated and ready to learn when the class bell rings. Habitual tardiness may become a truancy matter (see Attendance).

Any student arriving after the start of the instructional school day must report to the office before going to class to obtain a tardy pass. Tardies of 31 minutes or more will be marked as a "Late." Three "Lates" are equivalent to one unexcused absence and will result in attendance actions outlined in the Attendance section.

- **Truancy/Cutting Class and/or School**

Any student who cuts or attempts to cut (leave campus or class without permission) any part of the school day will be reported to their parent/guardian, and appropriate disciplinary action will be taken in accordance with Education Code 48260–48273.

Associated Student Body (ASB)

ASB (Associated Student Body) acts as the student government and leadership team, planning school activities, fostering school spirit, and managing student funds. Students serving as ASB Commissioners are expected to demonstrate positive behavior, good attendance, and appropriate academic standing.

Bicycles, E-Bikes, Scooters, and Skateboards

Bicycle, e-Bikes and scooter racks are available outside the school office and at the front of the Berryessa Youth Center. All bicycles, e-bikes, scooters, and other personal vehicles must be secured in the designated racks during school hours. Students are required to walk their bicycles, e-bikes, scooters, and other vehicles while on school grounds when arriving to or departing from campus. Bicycles, e-bikes, scooters, skateboards, and other personal vehicles are brought to school at the student's own risk. The school assumes no responsibility for lost, stolen, or damaged items.

In accordance with California law, students riding bicycles, e-bikes, scooters, or other moving vehicles **are required to wear a helmet.**

Bills

Students may be billed during the school year for damage to school property, including Chromebooks and chargers. Students may also be restricted from participating in optional activities until outstanding balances are paid. Parents/guardians are expected to promptly pay any charges incurred. Receipts will be provided upon payment.

Birthday Celebrations

Balloons, cakes and other birthday celebration materials are allowed, but have proven to be disruptive in class. They must be dropped off in the office before school and may be collected at the end of school.

Bullying/Cyberbullying

Every student has the right to attend school in an environment that is safe, respectful, and free from bullying, intimidation, and harassment. Students who experience or witness bullying or cyberbullying are encouraged to report the behavior to a counselor, administrator, teacher, or other trusted adult so the situation can be addressed promptly.

Bullying includes repeated verbal, physical, social, or emotional harassment, intimidation, or threats directed toward another student. Cyberbullying includes bullying behaviors carried out through electronic means such as text messages, social media platforms, group chats, gaming platforms, email, or other forms of technology.

Examples of cyberbullying may include:

- Sending threatening or harassing messages
- Spreading rumors online or through group chats
- Creating fake accounts to threaten, impersonate, or embarrass others
- Sharing or altering images to humiliate or harm another person
- Posting hurtful comments, videos, or content online

Students who witness bullying or cyberbullying should report it to a school staff member immediately. Reports will be taken seriously, investigated appropriately, and handled as confidentially as possible. Morrill Middle School is committed to supporting the safety and well-being of all students.

Cheating/Plagiarism

Taking another person's work and claiming it as your own without appropriate citation or excessive use is not honest and is not allowed. Students who take or copy another student's work, test, assignment, or project, or students who give their work, test, assignment, or project to other students for cheating/plagiarism, will receive an 'F' grade for the graded item. Additionally, the behavior will be referred to the office.

Child Abuse Reporting Law

In accordance with California Penal Code Section 11166, all school employees are mandated reporters and are required to report any suspected child abuse or neglect to the appropriate authorities. Employees receive annual training regarding mandated reporting responsibilities and procedures.

Chill Zone

To support student wellness and provide a space for students to de-stress during times of heightened stress or emotional need, Morrill Middle School offers a Chill Zone supervised by the school social worker. The Chill Zone is available during lunch periods, and as needed throughout the school day.

Students are expected to follow all behavioral expectations while using the Chill Zone. Cell phones, gaming systems, and other personal electronic devices are not permitted. Appropriate and respectful peer interactions are required at all times. Students who do not follow Chill Zone expectations may receive a temporary restriction from the space. Repeated or serious violations may result in a permanent loss of Chill Zone privileges.

Closed Campus

All students are required to remain on school grounds during the regular scheduled school day. In order for an adult identified on the student's emergency card to remove a student from school, the adult must sign out the student in the front office. Students who leave campus without permission will face disciplinary consequences. **No student is allowed to bring visitors to school for any reason.**

Counseling Services

Morrill Middle School provides social-emotional counseling services to support students throughout their middle school experience and help prepare them for future success. Counseling services are designed to assist students with personal, social, emotional, and school-related concerns.

Services may include:

- Individual counseling
- Group counseling
- Conflict resolution support
- Guidance with personal or social challenges
- Social-emotional skill development
- Support in understanding oneself and building positive relationships with others

To participate in ongoing counseling services, a parent/guardian permission form must be completed and on file with the school.

Dances

Dances are an after school event and the following guidelines apply: Students are expected to be picked up by their parents/guardians promptly at the end of the dance. No student is allowed to leave the dance early, and **no one is admitted one-half hour after the dance begins unless dropped off by their parent or guardian.** Admission fees are paid at a lower rate in advance or at the door at the standard rate. All school rules, including dress code, apply to behavior at dances. Students with unacceptable behavior may be restricted from dances by the principal or assistant principal. **ONLY MORRILL STUDENTS MAY ATTEND OUR DANCES. OUTSIDE GUESTS ARE NOT PERMITTED.**

Dress Guidelines

Our primary focus is to provide all students with a safe and positive learning environment that helps each student learn to the best of their abilities. Over the years it has become apparent that a student's attire has a strong influence on their self-image as well as how much they focus on their learning. It is not the purpose to dictate specific dress requirements in this section, but rather to ensure that all students will be dressed in a way that contributes and builds their confidence to succeed while helping to generate a positive learning environment. These expectations also introduce students to dress expectations they will encounter in future employment and education.

Berryessa Union School District Board Policy 5132 states that ***"The development of attitudes and behavior patterns in dress and grooming should be part of each student's total educational experience."*** In general, students are not to be attired in clothing that compromises their safety, their ability to respond in an emergency, their modesty or is disruptive to the educational process. In order to assist parents/guardians in planning their student's apparel in middle school the following guidelines are presented.

The primary standards for student dress and grooming are to be neat and clean while at school and to follow the Morrill Middle School Dress Guidelines. The standard dress expectations for all students at Morrill are:

- ❖ Student IDs and lanyards must be available immediately upon the request of any adult wearing identification as a Berryessa Union School District employee or first-responder. **This is directly tied to campus security.**
- ❖ No undergarments should be visible, whether partially or completely, including any of the following:
 - Tank tops or undershirts
 - Boxers, briefs, boxer briefs, thongs, etc.
 - Bra straps or bras
 - **Underwear of any type**

- ❖ Student's bellies and backs should not be visible
- ❖ Pants/shorts should not have holes, rips, or tears above the knee
- ❖ Hats or hoodies in class

Students are prohibited from wearing any of the following clothing or apparel, which may include but is not limited to:

- ❖ Clothing considered unsafe, dangerous, or a health hazard including flip-flops, open-toe shoes and sandals, or "slides"
 - This is non-negotiable: in the event of an emergency, students must be able to move quickly and safely to designated safety areas. Footwear such as the examples listed above may create safety hazards, including tripping, loss of footwear, and disruption to the orderly flow of traffic during an evacuation or emergency response.
 - The only exception to this expectation will be for documented medical reasons, such as an obvious injury or a doctor's note.
- ❖ Clothing that contains offensive or obscene symbols, slogans, or words degrading any gender, cultural, religious, sexual, or ethnic values
- ❖ Clothing that contains language or symbols oriented towards violence, vandalism, sex, illegal substances, alcohol, tobacco, or marijuana
- ❖ P.E. or gym clothes within the general education classrooms unless with permission from administration
- ❖ Gang-related apparel such as
 - Majority one color outfits: Examples- red shoes, red shirt, and red hat, or blue shirt, blue pants, blue shoes, and blue belt.
 - Chains, jewelry or other accessories with gang symbols/references

Dress Guidelines Consequences

Students who violate any aspect of the above dress guidelines will receive the following consequences, though the response may vary depending on the violation and student response to being notified of the violation:

1. **1st Violation:** Temporary removal from class until dress code regulations are met; possible parent contact and possible detention.
2. **2nd Violation:** Temporary removal from class until dress code regulations are met; parent contact and one hour of detention.
3. **3rd Violation:** Temporary removal from class until dress code regulations are met; parent contact, detention, and a 9-week restriction from activities.
4. Additional referrals may be considered willful defiance of district and school policy, and suspension or other consequences may be applied.

ELECTRONIC COMMUNICATION DEVICES

Wireless electronic communication devices include, but are not limited to, cell phones, smart watches, iPads, tablets, laptop computers with cellular or internet capability, and two-way radios. The District reserves the right to determine the educational appropriateness of any electronic device brought to school.

Electronic devices must be turned off and stowed in backpacks during the instructional school day. Students may not call, text, record, photograph, or otherwise use electronic devices during the instructional school day.

Devices with camera, video, or audio recording capabilities may not be used to photograph, record, or infringe upon the privacy rights of others while on campus or during school activities.

If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the activity, class period, or school day.

Students who engage in inappropriate use, access or sharing of personal, school, or individual electronic data will be subject to disciplinary action. Inappropriate electronic communication which is demeaning, harassing, bullying, or teasing based upon sex, race, ethnicity, religion, disability (physical and mental), sexual orientation or perceived sexual orientation, or any other protected category under applicable law will be subject to legal and/or disciplinary action.

The following guidelines apply when going to and from school, at school, or to and from or while at a school-related activity on or off school grounds. Under **Education Code Section 48901.5**, the school is authorized to regulate possession or use of electronic devices by students who are on campus, who attend school-sponsored activities, or who are under the supervision and control of school District employees.

A student who brings an electronic device to school is responsible for ensuring that the electronic device does not disrupt class or any school function. **Electronic devices must be turned off during the school day and at all school functions and kept out of sight during all class times and during testing times except when being used for a valid instructional or other school related purpose as determined by the teacher or other District employee.** Students may not telephone, text or otherwise use electronic devices during the school day.

If a disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the activity, class period, or school day.

A student is prohibited from using the cell phone's camera and/or video functions except when being used for a valid instructional or other school related purpose as determined by the teacher or other District employee, while on campus, while at a school activity, or while under the supervision of school staff whether on or off campus.

Cell phones must not be used for bullying, harassing, threatening, or teasing of students or school staff. Cell phones must not be used to send threats and must not contain photos that are sexually explicit, photos of nude or partly nude people, photos of undergarments, photos of illegal activities, or photos of unlawful acts, drugs or drug paraphernalia.

If a student brings a cell phone to school, the school reserves the right to search the cell phone and review photos, videos, voicemail messages, text messages, and any other capabilities when there is reasonable suspicion and/or when the law otherwise allows.

By signing the Acceptable Use Agreement policy, student and parents are providing specific consent to any and all District employees to with reasonable suspicion to search or otherwise access and review electronic device information by means of physical interaction or electronic communication with any electronic device used or possessed by the student, whether the device is owned by the Student, Parent, District, or anyone else, if the student uses or possesses the device at school or a school activity, on the way to and from school or a school activity, or otherwise related to school activity or attendance, and with any electronic device owned by the student or Parent if reported lost or stolen.

The school may also share the cell phone with police when legally authorized.

If a student whose cell phone has disrupted the school refuses to turn their cell phone over to staff immediately when requested or if a student uses a cell phone in a manner that violates this handbook or other school rules, the student will be disciplined for disruption and/or willful defiance, up to and including suspension when legally authorized, and the student may be prohibited from bringing a cell phone to school or school activities.

Student Chromebooks: Students are responsible for bringing their charged chromebook to school every day.

A. Chromebook Chargers: we do not loan out chargers. Students can borrow a daily loaner chromebook if their permanent device is not charged.

B. Chromebook Loaners

1. Day Loaners are for students who forget their chromebooks. They are returned the same day, after school.

2. Repair Loaners are for students with chromebook issues that need fixing. A paper ticket noting the problem will be completed and will be delivered with the device to the LMT, who will put in the IT ticket. Students are to hold on to Repair Loaner CB until IT returns the original.

C. Intentional damage to device: Following guidelines in our student handbook as well as Policy 5131.5: Vandalism And Graffiti:

1. Warning and parent contact by Administration
2. Temporary suspension of technology use
3. On campus detention or restoration assignment
4. Student restriction list
5. Bill parents/guardians for damages

Emergency Cards

Every student must have a completed and up-to-date emergency card on file in the school office. Parents/guardians must notify the office immediately of any changes to home address, work address, telephone numbers, or email addresses. Students will only be released to adults listed on the emergency card.

Emergency Drills

Emergency drills, including fire, earthquake, and intruder drills, are conducted throughout the school year. Each teacher is provided with an evacuation map that is reviewed with students at the beginning of the school year and posted in the classroom for reference. The purpose of these drills is to ensure students know how to respond safely and appropriately during an emergency.

In the event of an actual emergency, parents/guardians should report to the student check-out area located on the field by the baseball diamonds on Copley Avenue. It is critical that the school is able to account for all students to provide accurate information to first responders. The unaccounted absence of any student may create additional safety concerns and delays.

During a real emergency, students will only be released to parents/guardians or individuals listed on the student's emergency card. Please ensure that all emergency contact information remains current and up to date.

Flyers, Notices, or Invitations

Flyers, notices, invitations, or other materials may not be distributed on campus without prior approval from administration.

Glass Bottles and Containers

Glass bottles and glass containers should not be brought to school, as they may break and cause injury. Any such items brought to campus may be confiscated and may only be returned to a parent or guardian.

Health Services

- **Injury or Illness:**
 - Students who become injured or ill during the school day must report the issue to their teacher or the school office. Students coming to the office during class time must have a pass, except before or after school, during lunch, or during break periods.
 - Parents/guardians will be contacted if a student has a fever, vomiting, stomach pain, severe diarrhea, a head injury, or another significant injury or illness. Parents/guardians will be expected to pick up their student promptly. If a parent/guardian cannot be reached or is unable to pick up the student, the school reserves the right to contact emergency medical services if necessary.
- **Medication:**
 - In accordance with state law, school staff may not administer medication to students unless written instructions have been provided by the student's physician and the parent/guardian has completed the required Medication Permit to Take/Administer Medication at School form. This includes over-the-counter medications such as aspirin, Tylenol, and allergy medication.
 - Students may not carry medication on campus unless they have an approved Medication Carry Permit on file.
- **Chronic or Long-Term Illness:**
 - Parents/guardians of students who will be absent for 10 or more consecutive school days due to illness should contact the school as soon as possible. A written request from the student's physician is required to arrange home teaching services.

Homework

In order to reinforce a specific concept from class or to complete work unfinished in class, teachers reserve the right to assign homework during the school week. **Homework assignments should be recorded each day on the daily assignment section in the Student Handbook or tracked via the method teachers utilize.** Some teachers may also use an online tool such as a website, Infinite Campus or Google Classroom to list and track homework. Please be aware of how each teacher chooses to share information in class.

Library

Students are encouraged to use the school library. The library is open to students during break and lunch. Books can be checked out and returned when due.

Lost and Found

Items that are found on campus may be kept in the classroom for one or two days before being turned in to the school office. Lost clothing, shoes, lunch boxes, and other personal belongings will be placed in the Lost and Found located in the School Office. **The school is not responsible for lost, stolen, or damaged personal items.**

Non-School Items

The school is not responsible for recovering lost, stolen, or damaged non-school items. Students are encouraged to keep items unrelated to schoolwork at home, as such items may be confiscated by school staff. Examples of non-school items include, but are not limited to gum, screwdrivers, toys, personal electronics (such as handheld gaming systems, tablets/iPads, etc.), laser pointers, and large amounts of money.

Off-Campus Food Delivery

Off-Campus Food Delivery State law AR 5030 states, *"If the foods and/or beverages are noncompliant, students must collect the foods and/or beverages of school campus or 1/2 hour after the end of the school day. All foods or beverages offered for sale at any school on any school day by a student or adult entity or organization must also be approved by the Governing Board, as set forth by Berryessa USD Board Policy 3554."* Students are not permitted to order food through delivery services such as Uber Eats, DoorDash, Grubhub, or similar delivery apps during the school day or during after-school activities. Food deliveries from a delivery service or any individual not listed on a student's emergency contact form will not be distributed to students until at least 30 minutes after the school day has ended. Students are also not allowed to collect money from classmates or ask parents/guardians to pick up food for multiple students.

Parent Visits

Parent visits to classrooms are welcomed and encouraged. As a courtesy to teachers, our policy is to require that visits be arranged at least 24 hours in advance.

Public Displays of Affection

Students are expected to maintain a respectful attitude toward one another at all times. Public displays of affection are not appropriate at school and are not permitted on campus or during school activities. Examples of inappropriate public displays of affection may include kissing, prolonged hugging, cuddling, holding hands, or similar behaviors. These actions are not appropriate at school and may result in a conference with parents and/or disciplinary action.

Racial Slurs and Inappropriate Language

Morrill Middle School is committed to maintaining a safe, respectful, and inclusive learning environment for all students and staff. The use of racial slurs, hate speech, discriminatory remarks, profanity, harassment, or inappropriate language of any kind is strictly prohibited.

Students are expected to communicate respectfully at all times, including:

- In classrooms and common areas
- During school activities and events
- Online or through electronic communication when it impacts the school environment

Language or behavior that targets an individual or group based on race, ethnicity, nationality, religion, gender, disability, sexual orientation, or any protected characteristic will not be tolerated.

Selling, Bargaining, or Trading

Students are not permitted to sell, bargain, or trade items while on school campus. This includes personal items such as clothing, electronics, trading cards, and food or beverage items such as candy, drinks, or other snacks.

Any sale or distribution of items on campus must receive prior approval from school administration. Students involved in unauthorized sales or exchanges may have the items and money confiscated and may be subject to disciplinary action.

Traffic Safety

Parents - As you are dropping off your student in the morning, we ask that you drive slowly, obey all traffic signs and road directions, and watch out for students as they move towards the sidewalks. The safety of all students, not just your own, is paramount to a community focused on learning and student health and well-being.

Students - All students must use crosswalks going to and from school. Unsafe behavior puts you and others at risk. Please be sure you look carefully before crossing any street or driveway.

Technology Acceptable Use Agreement

Written parent/guardian permission is required for students to use computer equipment connected to the internet and to access internet services at school. Parents/guardians and students are encouraged to carefully read and discuss the Acceptable Use Agreement together.

It is extremely important that all rules and expectations outlined in the agreement are followed. Failure to comply with the Acceptable Use Agreement may result in the loss of school computer and internet privileges, as well as additional disciplinary action when appropriate.

Textbooks

Textbooks are available for checkout to all students. Digital textbook options may also be available for families who prefer that format. Students are responsible for all books issued to them during the school year. Lost, stolen, or damaged textbooks should be reported to the teacher immediately so that a replacement may be issued. Students will be billed for damaged or lost books, and all financial obligations must be resolved by the last day of school. Returned textbooks showing signs of misuse or excessive damage may result in a fine. The amount assessed will depend on the extent of the damage.

Physical Education Classes

All students are expected to participate in physical education classes. Students with a medical excuse on file with the school office and physical education teacher will be provided with a modified program as appropriate.

Students are expected to dress for P.E. in the standard P.E. uniform or in solid black or solid gray athletic clothing without large logos or brand markings (such as Nike, Adidas, etc.). Students should wash their P.E. clothes regularly, at minimum once per week.

Students will be assigned lockers for storing gym clothes and personal items. The school is not responsible for items that are lost, stolen, or removed from lockers.

P.E. clothing may not be worn during regular academic classes unless permission has been granted by administration. Students in violation of this expectation may be sent to the office to change clothes or may be required to call home for a change of clothing if necessary.

Report Cards and Progress Reports

Mid-semester progress reports and semester report cards are mailed home to provide parents/guardians with information regarding their student's current academic progress. If a student receives a "D" or "F" grade, parents/guardians are encouraged to contact the school to schedule a conference with the teacher to develop an academic improvement plan. Families may also monitor student grades, attendance, and assignments throughout the school year through the Infinite Campus Parent Portal. Parent Portal forms and access codes are available in the school office with a valid form of identification.

Student Handbook and Assignments

All students are provided with a student handbook and are expected to record assignments from each class daily in the assignment section of the handbook or by using another approved organizational method.

Parents/guardians are encouraged to review assignments each evening and assist students with planning and managing their time to ensure assignments are completed. Families should contact the teacher if they have questions regarding assignments or academic expectations.

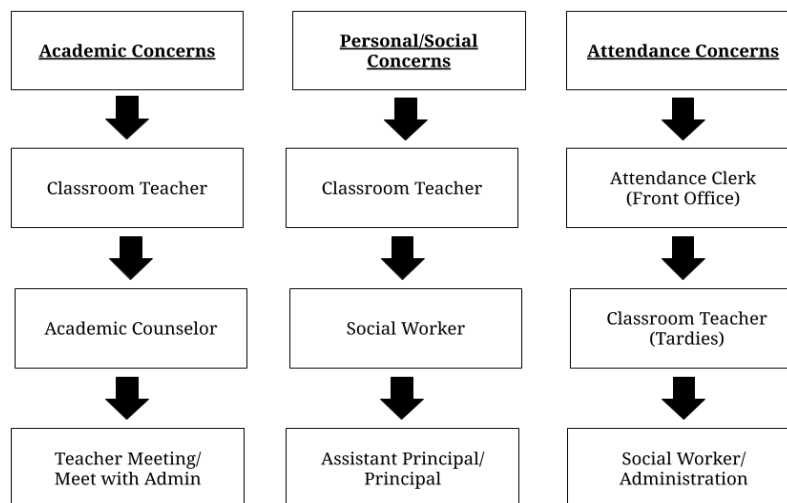
If a student loses their handbook and would like a replacement, a new handbook may be purchased in the school office for \$5.

Teacher Conferences

Teachers are available to meet with parents/guardians throughout the school year. Parents/guardians may contact the school office at (408) 923-1930 or contact the teacher directly to schedule a conference.

Teachers are generally unavailable to answer phone calls during instructional hours.

Who should students and parents contact with questions?



8th Grade Promotion End of Year and Promotion Criteria

Eighth grade students may participate in the promotion ceremony if they have the following:

- ❖ Higher than a 1.75 cumulative GPA for the 8th grade academic year or a cumulative middle school GPA of 2.0 or above
- ❖ No suspensions during promotion week

Eighth grade students will be restricted from some or all of the end of the year activities due to the following:

- ❖ Financial Obligations: Owing a debt to the school limited to:
 - Damage, defacing, or destruction of school or private property
- ❖ Placement on the Restriction List
- ❖ Excessive suspensions or behavior based referrals throughout the year

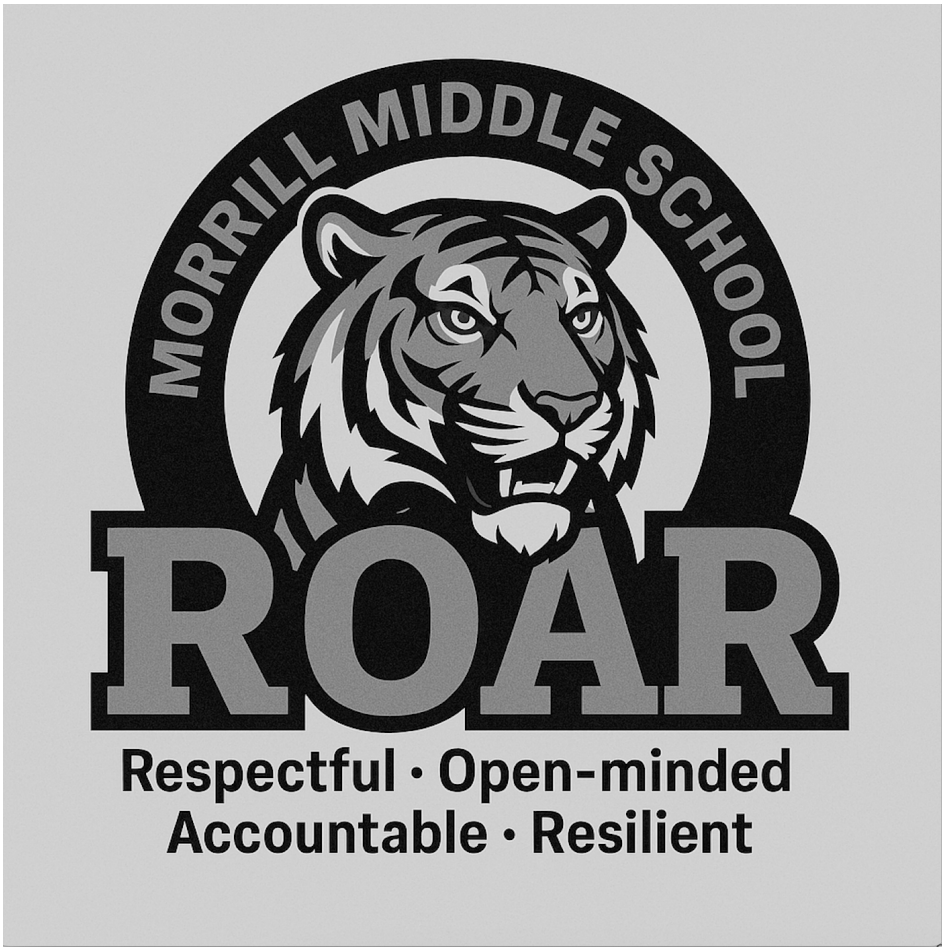
The 8th grade contract is given out at the beginning of the second semester. At that point the following applies:

Participating in the promotion ceremony is reserved for those 8th graders who have met all academic requirements. The following may place restrictions on their participation in other end of year events.

1. Suspensions or repeated referrals within the last 6 weeks
2. Three or more unexcused absences and/or excessive tardiness within the last 6 weeks

If your student has any of the above they may not be able to participate in 8th grade activities (i.e. Promotion Ceremony, 8th Grade Dance, and/or Field Trip). Students may be able to appeal a decision through a student meeting with the Principal.

Student Actions/Offenses and Consequence Matrix



The following information is intended to clearly communicate school regulations, behavioral expectations, and possible consequences. All students are expected to understand and follow these guidelines. Students found to have committed acts listed under the “Actions/Offenses” column may be assigned one or more of the consequences identified under the “Consequences” column. Please note that the severity of the behavior, prior disciplinary history, and patterns of behavior may influence the consequence assigned. School administrators reserve the right to exercise discretion when determining appropriate disciplinary action.

All school regulations and consequences apply during the school day, while traveling to and from school, during after-school activities, and at all school-sponsored or school-related events. Students are expected to demonstrate appropriate behavior and conduct at all times while participating in school activities.

The Actions Matrix establishes guidelines for determining consequences related to violations of School Board Policies and school rules. The Administration team may exercise administrative discretion in assigning consequences and may deviate from the matrix when deemed appropriate based on mitigating or aggravating circumstances, the severity of the incident, prior behavioral history, or other relevant factors.

Actions/Offenses	Consequence 1st Occurrence	Consequence 2nd Occurrence	Consequence 3rd Occurrence
Causing /attempting to cause /threatening physical injury to another including fighting, willful use of force or violence, and/or terrorist threats	Up to 5 days of detention, possible suspension; Parent/Guardian Contact	Up-to 5 days of suspension	Up to 5 days suspension; possible police referral, and/or recommendation for expulsion
Committing or attempting to commit a sexual assault or committing a sexual battery	5 day suspension, police referral and expulsion recommendation;		
Chewing gum/Littering	Warning	Campus restoration assignment; Parent/Guardian Contact	Behavior referral, 1 - 3 Days Detention, Parent/Guardian Contact
Disruption, defiance	Warning; Possible campus restoration assignment; Parent/Guardian Contact	1 - 3 Days Detention, Campus restoration assignment. Parent/Guardian Contact	Up to 5 days suspension
Gang related conduct /activity on all school campuses and during all school-sponsored events.	Restorative accountability support; Parent/Guardian Contact	Up to 5 days suspension Police referral	Possible Expulsion Recommendation
Harassment /Sexual harassment/Intimidation /Bullying of another student, including cyberbullying	Detention or campus restoration assignment; Parent/Guardian Contact	Restorative accountability support	Up to 5 days of suspension
Habitual Tardiness	Teacher or campus Restoration assignment; Parent/Guardian Contact	Parent/Student Meeting	Detention, possible placement on the Restriction List
Inappropriate display of affection	Warning	Detention; Parent/Guardian Contact	Parent/Guardian Conference; Schedule Change if appropriate
Inappropriate use of technology	Warning; Campus restoration assignment	Temporary suspension of technology use and parent	Extended /permanent suspension from technology; Up-to 5 days of suspension
Off-campus without permission or cutting class	Detention, "CUT" on Attendance Record	1-3 Days detention; "CUT" on Attendance Record and Parent/Student Meeting; possible Restriction List placement	

Actions/Offenses	Consequence 1st Occurrence	Consequence 2nd Occurrence	Consequence 3rd Occurrence
Possession, use, sale, or furnishing of a controlled substance including alcohol, tobacco, marijuana, intoxicants of any kind, such as e-cigarettes, vape pens, etc.	Restorative accountability support; Parent/Guardian Contact	Up-to 5 days of suspension; Possible Police Referral	Recommendation for expulsion; Possible Police Referral
Possession/use of matches or lighters or any flammable substance specifically used for starting fires	Restorative accountability support; Parent/Guardian Contact	Up-to 5 days of suspension	
Possession of, use, or sale of small explosives such as firecrackers, smoke bombs and/or stink bombs	Up to 5 days of suspension	Up to 5 days of suspension; possible police referral	
Possession of, sale of, use, brandishing at another person, or furnishing weapons such as guns, knives and other dangerous items at school, including imitation or “look-alike” weapons or dangerous items	5 day suspension, police referral, and expulsion Recommendation; Parent/Guardian Contact		
Possession of and/or electronic transmission of inappropriate sexual content at school or using a school device	Restorative accountability support; Parent/Guardian Contact	Up-to 5 days of suspension and suspension of access to technology; Parent/Guardian Contact	Up-to 5 days of suspension, permanent suspension from technology, and possible expulsion recommendation
Possession of, sale of, distribution of, or electronic transmission of inappropriate sexual content of a minor, including the individual distributing or in possession	5 day suspension, police referral, and expulsion Recommendation Parent/Guardian Contact		
Profanity /abusive language or gesture /racial, sexual, or ethnic slurs	Campus restoration assignment; Parent/Guardian Contact	Restorative accountability support; Parent/Guardian Contact	Up to 5 days of suspension
Recording and sharing, and/or failing to disperse from the area of a fight	Campus restoration assignment; Parent/Guardian Contact	Behavior referral, 1 - 3 Days Detention, Parent/Guardian Contact	Possible suspension
Stealing /attempting to steal school or private property and/or extortion	Campus restoration assignment; Parent/Guardian Contact	1-3 Days detention; parents /guardians will be billed for any lost or damaged items.	
Unsafe behavior such as: playfighting, roughhousing,	Warning; Campus restoration assignment	Behavior referral, 1 - 3 Days Detention, Parent/Guardian Contact	Behavior referral
Vandalism /defacement/ destruction of property	Detention or Campus Restoration; Parent/Guardian Contact	Campus restoration assignment, Restriction List, and Parents/Guardians billed for damages	Up-to 5 days of suspension, Restriction List and Parents/Guardians billed for damages
Violation of dress code guidelines	Refer <u>Dress Guidelines</u>		

PBIS Teaching Matrix