

Smythe Academy of Arts & Sciences Middle School



Student Handbook

700 Dos Rios St.
Sacramento, CA 95811

Main Office: 916.566.3430

Fax: 916.566.3531

Attendance Line: extension 24260

Health Clinic: extension 24255

School Mission

The mission of Smythe Academy is to provide an enriched educational environment for an ethnically and socio-economically diverse group of kindergarten through eighth grade students that emphasizes the arts, technology, and community service, and applies a holistic approach to education by involving the Parent, Community, and the Teacher in the academic and social development of the child using both standards-based core curriculum and assessment coupled with project-based instruction and authentic assessment.

School Vision

The vision of Smythe Academy is to provide a rigorous core academic program with high behavioral expectations that emphasizes cultural awareness and acceptance.

The educational environment will include technology, fine and performing arts, physical education, science and service learning to support the intellectual, physical, social, and emotional development of a culturally aware student of the 21st century.

Smythe Knight Behavior

Safe, Respectful, Responsible

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SCHOOL INFORMATION

School Colors: Green & Gold

Office Hours: 7:00 am - 3:30 pm

Breakfast Served: 7:15 am - 7:55 am

Library Hours: 7:00 am - 3:00 pm

School Mascot: Knights

Campus Open: 7:15 am - 2:52 pm

Supper Served: 2:37 pm - 2:50 pm

Tutoring: 2:45 pm - 4:30 pm (*Mon, Tue, Thur*)

BELL SCHEDULE

Regular Day		
Monday/ Tuesday/ Thursday/ Friday		
Period	Start	End
1	8:00	9:07
2	9:11	10:07
3	10:11	11:07
4	11:11	12:07
Lunch	12:07	12:37
5	12:41	1:37
6	1:41	2:37

Early Out		
Wednesday		
Period	Start	End
1	8:00	8:47
2	8:51	9:27
3	9:31	10:07
4	10:11	10:47
5	10:51	11:27
Lunch	11:27	11:57
6	12:01	12:37

Minimum Day		
See TRUSD website for updated student calendar and list of minimum days https://www.trusd.net/Calendar/		
Period	Start	End
1	8:00	9:07
2	8:56	10:07
3	9:38	11:07
4	11:11	12:07
Lunch	12:07	12:37
5	12:41	1:37
6	1:41	2:37

Rally Schedule		
Period	Start	End
1	8:00	8:57
2	9:01	9:47
3	9:51	10:37
4	10:41	11:27
Lunch	11:27	11:57
5	12:01	12:47
6	12:51	1:37
Rally A	1:37	2:07
Rally B	2:07	2:37

ACADEMIC RESOURCES/ AFTER SCHOOL PROGRAMS

To see a list of our academic resources, after school and community programs, visit our website: [Academic Resources](#)

SMYTHE KNIGHT BEHAVIOR EXPECTATIONS



Smythe Academy —School-Wide Matrix

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

Everywhere 	- Stay within campus boundaries. - Keep hands, feet, and objects to yourself. - Respect others' space.	- Use electronic devices appropriately. - Use appropriate school language. Profanity, racial slurs, and sexual content are not tolerated. - Respect others' property.	- Come to school prepared and in dress code. - Report vandalism to adults.
Hallways 	- WALK. - Keep hands and feet to yourself.	- Use quiet voices and appropriate language. - Respect all property.	- Have a hall pass. - Be on time.
Cafeteria 	- WALK - Line up single file in an orderly fashion. - Keep hands, food, and utensils to yourself.	- Wait patiently. - Use quiet voices and appropriate language. - Be kind.	- Only take the food that you are going to eat. - All food and drinks stay in the designated lunch spaces. - Use good manners. - Pick up your area.
Quad & Field Area 	- Play safe games. - Stay in boundaries. - Use sports equipment safely.	- Use appropriate language. - Respect others' space. - Be kind and include others.	- Clean up after yourself; return equipment to cart. - Be appreciative and responsible with school equipment.
Classrooms 	- Keep the floor area clean. - Keep feet and chair legs on the floor. - Pass items to classmates without throwing them. - Keep backpacks out of aisles. - Remove hats and hoods indoors	- Use appropriate language at all times. - Follow all classroom procedures and rules. - Respect the rights and property of others. - Follow adult instructions. - Keep hands and feet to yourself.	- Passing period means getting from one class to another. - Come to class on time with all materials. - Follow directions the first time.
Cellphones 	Store in backpacks during class and passing periods.	Use electronic devices appropriately. Be kind and respectful on social media.	You are responsible for your electronic devices.
School Materials 	Handle materials carefully (chromebooks, books, pencils, etc)	Keep school materials clean. Materials should be returned in the same condition.	Treat school materials as if it is your own valued property.
Restrooms 	- Keep bathroom floors clean and dry. - Wash hands. - Report unsafe conditions.	Be respectful of other students' privacy.	- Keep bathrooms clean and sanitary. - Put all trash in trash cans. - Use toilets properly; only flush toilet paper.
Office 	Walk in the office.	Greet office staff with a positive and respectful tone.	- Wait to be acknowledged. - Show your hall pass. - State your purpose politely. - Ask to use the phone.
Buses 	- Wait safely. - Keep hands and feet to yourself. - Keep all body parts in the bus. - Keep all objects inside the bus at all times.	- Use quiet voices. - Listen to the bus driver's instructions. - Keep the bus free from vandalism. - Stay off elementary school campuses. - Be respectful to adults at all times.	- Wait in a single file in the bus loading zone. - Only get on the bus that you are assigned to.

GOOD CITIZENSHIP

A positive climate for learning is created when our students maintain high standards of behavior and work toward being productive citizens. Students should understand campus rules and accept responsibility for their actions if rules are violated. Rules and regulations establish a safe and comfortable atmosphere for students to achieve academic and personal success.

At a minimum, students should:

1. Follow rules and laws
2. Avoid situations or activities that have the potential to cause verbal or physical conflict
3. Respect authority, property, yourself, and the rights of others
4. Demonstrate social awareness that is characterized by respectful interaction with staff and students regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual identity, age, national origin, or religion
5. Maintain standards of integrity and responsibility characterized by being a positive influence in your school community
6. Report to school personnel any information they see or hear about, including vandalism, bullying, fights, weapons, drugs and/or any illegal activity on campus or at school-sponsored activities

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT

Smythe has a system of positive behavior interventions and support to help students learn and follow the schoolwide behavior expectations. As we are in our 5th year of PBIS implementation, we will continue to grow our support systems. Here are some supports by tier:

TIER 1 Universal support for all students	After-school tutoring Classroom lessons on behavior expectations (August & January) Reward system for students following the expectations is as followed: Classroom Incentives Minga Points Smythe Bucks Field Trips Community-building Events (assemblies, spirit weeks) Rallies.
TIER 2 Extra support programs used as needed for smaller groups of students	Minor & Major Referral guidelines (interventions for misbehaviors) Check In / Check Out (daily mentor program with rewards for progress) Small-group counseling (SART) meeting 21st-century class Check & Connect
TIER 3 Individualized support for students as needed	Individual counseling Student Success Plan (SSP) Individualized Education Plan (IEP) / 504 Plan Home Visit Teen Intervene (substance abuse counseling) School Attendance Review Team SARB

ACADEMIC INTEGRITY

The Twin Rivers Board of Trustees believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. (BP 5131.9) Examples of misuse include, but are not limited to taking an online test for another student, using cell phones or email with the purpose of distributing answers or test questions, and "hacking" into a teacher's computer or grade book. Submitting another person's work as your own, knowingly using or building upon another's ideas without proper citation and using the Internet to purchase or find a paper are all acts of plagiarism. This applies not only to written work but to any school project for which technology is used as a research tool or method of presentation (e.g. PowerPoint presentations, wikis, etc.). Teachers may use online tools to check for plagiarism. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements for citing the work. If unsure whether or not one can use a work, one should request permission from the copyright owner.

ATTENDANCE POLICIES

The most important factor for student academic success is their attendance in the classroom. Students must be in school every day, on time and ready to learn.

The state of California has established that it is a parent's legal responsibility to ensure that their child(ren) attends school. Students will be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year. If a student is absent from school without a valid excuse for 10 percent or more of the school days within one school year, the student is classified as a chronic truant. A School Attendance Review Team (SART) meeting will be scheduled at the school to discuss interventions to correct the attendance concerns.

Families are allowed 5 school days to clear absences. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative
2. Conversation between a verifying school employee and the student's parent/guardian
3. Visit to the student's home by a verifying school/district employee or any other reasonable method which establishes the fact that the student was absent for the reason stated
4. Medical verification for appointments and absences due to illness

Upon accumulating 10 absences in a school year due to illness, health appointments or quarantine, any further absences will require verification by a medical practitioner.

When a student needs to leave campus during the school day, he/she must be checked out through the main office by a guardian or someone listed on their emergency contact list. The person requesting the **early dismissal** must present a valid photo identification.

A student will be marked tardy anytime they do not make it to class by the starting bell. Tardies are considered missed instructional time and can hinder a student's ability to succeed. Tardies can result in the consequences listed.

1. In a cycle of 6 consecutive late arrivals, the first four late arrivals to class will

be documented and noted in the school's attendance database with no disciplinary action taken.

2. At the 5th and 6th late arrival to class, the student will be issued a Campus Beautification Services Project for each late arrival.
3. After the 6th late, our late disciplinary policy starts over again.
4. Excessive late arrivals to class can lead to support from the school's Academic Intervention Specialist, who will meet with the family to plan interventions and schedule an SST/SART.
5. Continued late arrivals after a SART may result in a referral to the Student Attendance Review Board (SARB) and may result in a home suspension, as well as an attendance/behavior contract. Students who continue to have chronic attendance issues after being offered interventions may be referred to the discipline committee for dismissal

BEFORE & AFTER SCHOOL

Students can be dropped off as early as 7:15 to receive breakfast in the cafeteria. Supervision in other areas of campus begins at 7:30 am, 30 minutes prior to the first bell. Students should remain in the cafeteria until that time.

Supervision after school is provided for 15 minutes following the dismissal bell, until 2:52 pm. Students should exit the campus by that time. Students getting picked up should wait at the front of the school for their rides. Students attending tutoring, or athletes waiting for their practice or game, should stay with their coach or their teacher/tutor.

Students attending on site enrichment, sports, or tutoring must be at their assigned locations by 2:52pm. On the days of after school activities, campus closes at 4:30pm. Please ensure you have made arrangements for your child to leave campus by 4:30pm.

TRANSPORTATION

Riding the bus to and from school is a privilege that may be revoked if safety and school rules are not observed. Students must go directly to the bus loading area as soon as they are dismissed from school. Buses will not wait for late students. You may be suspended from riding the bus for any period of time if you violate bus rules.

Rules and Regulations for Riding the School Bus:

The Twin Rivers Unified School District Board of Trustees has adopted the following policy:

- 1 Students are to ride only those buses to which they are assigned and normally take to and from school.
- 2 Students are to line up in an orderly manner at the bus stop. Pushing, shoving, fighting, standing in the street, property damage or other dangerous conduct will not be tolerated.
- 3 Students are to board and exit buses in an orderly manner without pushing or crowding.
- 4 Students will remain seated facing forward in their seats at all times. Legs, feet, or other objects are not to obstruct the aisle.
- 5 Students will always exit through the front door of the bus and never through the emergency doors or windows, except in an emergency and unless otherwise directed by the driver.

- 6 Students will cross roadways in front of the bus (All Grades) and escorted by the driver (Grades pre-K to 8th grade inclusive).
- 7 Students will be respectful and courteous to the driver and other staff at all times.
- 8 Students will not smoke or light matches on the school bus at any time.
- 9 Students are not permitted to eat or drink on the bus.
- 10 Students are not to possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices, or weapons, pressurized containers (hair spray, perfume, paint, etc.)
- 11 Students are to wear shoes at all times. Athletic shoes with metal cleats must be carried.
- 12 Students will not use abusive language or gestures on or near the bus.
- 13 Students will never extend any part of their body or any of their possessions out of the window of the school bus.

Misconduct Citation

This citation process is the drivers Pupil Management tool for students/passengers who do not follow the rules for riding the bus. Drivers will make sure that they observe any student misconduct, rather than to take the word of other students when issuing citations. This document is a four (4) part form with copies that are given or sent to:

- 1 The Parent
- 2 The Site Administrator
- 3 The Driver
- 4 The Transportation Services Department

Under normal circumstances, if a citation is warranted, the Principal or Designee will sign the citation and mail the citation or call the parent to notify them that their child has been issued a citation. The parent notification should indicate what the citation is for and if time off the bus is indicated, and the length or duration of the suspension of school bus riding privileges. In general, a period of forty eight (48) hours is allowed for parent notification. The driver should not take for granted that parent notification has occurred and should confirm with the site Administration before denying transportation services. Students that are cited during the a.m. bus route are entitled to ride the p.m. route home. Further, students who are cited during the p.m. route or on a Friday will be entitled to ride the bus on Monday, unless the citation is for a more severe infraction.

TRANSPORTATION STUDENT DISCIPLINE

AUTHORITY OF THE DRIVER: Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That school bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus, being escorted across the street, or at a Twin Rivers school bus stop. (5 CCR 14103)

DENIAL OF TRANSPORTATION: Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be "denied transportation". The Twin Rivers Board of Trustees has adopted rules and regulations to enforce this provision. (5 CCR 14103)

POLICY ESTABLISHED BY THE TWIN RIVERS UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES SUGGESTS SOME GUIDELINES TO HELP AVOID STUDENT MISCONDUCT.

Minor Infraction:

- 1 Consistently being late at a bus stop
 - 2 Moving about or changing seats while the bus is in motion.
 - 3 Sitting backward in the seat.
 - 4 Failure to cross the street in front of the bus.
 - 5 Spitting on people or equipment.
 - 6 Failure to remain seated until the bus comes to a complete/full stop
 - 7 Eating or drinking on the bus.
 - 8 Throwing objects in and out of the bus.
 - 9 Refusing to follow the directions of the driver

Major Infraction:

- 1 Tampering with the driver's seat, emergency door(s) or other equipment on the bus.
- 2 Smoking, lighting matches, or lighters, setting off fireworks or stink bombs on the bus.
- 3 Crossing the street behind the bus.

Immediate Suspension:

- 1 A physical threat and action toward the driver or passengers.
- 2 Destroying the driver's, students, or school property.
- 3 Bringing knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as weapons.
- 4 After getting off the bus throwing objects at the bus or other vehicles.

THE DRIVER OF A TWIN RIVERS UNIFIED SCHOOL DISTRICT SCHOOL BUS SHALL NOT EJECT ANY SCHOOL PUPIL UNLESS THE PUPIL IS GIVEN INTO THE CUSTODY OF A PARENT OR ANY PERSON DESIGNATED BY THE PARENT OR SCHOOL (13 CCR 1217 (I))

BIKES & SCOOTERS

The school is not responsible for any theft or damage to bicycles or skateboards on the school campus. Bicycles must be walked while on campus and students can coordinate with Site administration or office staff to store bikes. No skateboard, scooter or bicycle riding on school grounds. Misused items may be confiscated.

CHROMEBOOK POLICY

Chromebook laptops are provided to each student by the district as part of their curricular materials. Students are responsible for the care of the Chromebook.

It is important that students:

1. Charge the device each night
2. Bring the device to school each day
3. Prevent damage to the device
4. Keep the cover on the device
5. Report any damage or loss to the school immediately

Normal wear and tear is expected. If a student's device becomes damaged through no fault of their own, or fails to work properly, they should bring the device to the library to exchange it for another. District IT staff can fix most minor issues.

Lost or destroyed devices will be added to the student's fines and families will receive a bill to repair or replace the device. Students will receive a replacement device.

CLASS CHANGE REQUESTS

Students can request a class change at any time for the following reasons.

- Placed in the wrong class
- Unable to keep up with an advanced class or elective class

Class changes typically take place within the first 2 weeks of each semester. Students requesting a class change must complete a request form found in the Counseling office (room 11).

Requests to change classes for any other reason will be considered by administration and will only be granted if urgent and needed.

CLOSED CAMPUS

For the welfare and protection of our students, Smythe is a closed campus. Once students arrive on campus, by bus or any other means, they are not to leave without the proper written authorization of the parent/guardian and permission of school authorities, and they must check out through the main office. Adult visitors are welcome and encouraged to visit.

Adults visiting campus must:

- Sign in at the main office
- Present valid photo identification
- Be listed on a student's contact list (*families can update contacts in Aeries Portal*)
- Wear a visitor's badge while on campus

COMPLAINT PROCEDURES

If you have any questions or problems concerning your child at school, you should **first call your child's teacher to set up a meeting to discuss the problem.** Usually the answer or solution becomes clear during this conversation. If the problem is not resolved, call the vice principal and make an appointment to discuss the problem. If you feel that your child's problem has not been resolved fairly, a claim can be filed in writing to the Student Services department. Details of the complaint procedures can be found in District Policy and Administrative Regulation No. 9349. The purpose of the complaint procedure is to resolve claims fairly and promptly. Our goal is to find a positive solution to meet the needs of each child.

COUNSELING OFFICE

The counseling office is located in room 11. Students who wish to see the counselor may do so during regular school hours if they have a pass from their teacher, except for passing periods, lunch, and before and after school.

CYBERBULLYING, HARASSMENT & DISCRIMINATORY ATTACKS

TRUSD Governing Board Policy 5131 defines "Student Disturbances" as: "Harassment of students or staff, including bullying, intimidation, so-called 'cyberbullying', hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Cyberbullying includes the posting of

harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships."

Cyberbullying and student disturbances conducted using District-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with District policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed. **Students are encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher or other employee so that the matter may be investigated.**

Bullying and/or harassment should be brought to the attention of school administration. Reports will be investigated and responses may include filing a Bullying Report, restorative practices, removal from school activities, parent conferences, police involvement, financial restitution, or suspension from school.

CAMPUS BEAUTIFICATION/ POLICY

Students can be assigned Campus beautification or detention for excessive tardies and misbehaviors. Detention can be served during lunch, or after school (when available). Students who do not serve their detentions will be excluded from participating in events. Teachers may assign detention to be served in the classroom.

After school detention is no more than 59 minutes in duration and will be served at Smythe. Parents are responsible for student pick up after detention has been served. If a student is already enrolled in an after school program (at Smythe), the students may return to their program at the conclusion of detention. All other detention students must be picked up at 3:37pm.

DISCIPLINE POLICIES

Smythe staff follow the California Education Code and TRUSD Board Policies when responding to student misbehaviors. Education Code violations are handled in accordance with the TRUSD

Discipline Guide 7th-12th, which can be found at:

<https://www.twinriversusd.org/documents/Students%20and%20Families/Student%20Services/Discipline%20Guides/TRUSD%20Discipline%20Guide%207th-12th.pdf>.

Minor rule violations are considered class-managed misbehaviors. These violations are subject to teachers' classroom management policies which are communicated to students and families at the beginning of each year. Three violations of the same misbehavior are considered major violations and can be managed by school administration using the TRUSD Discipline Guide. Restorative practices and "other means of correction" are the first intervention used whenever possible in accordance with CA Education Code 48900.5.

Smythe Academy holds the right to revoke the Charter rights of the student due to ongoing discipline. In this instance, the student must be immediately disenrolled from Smythe Academy and enrolled in their home school. Smythe Middle School also retains the right for an Immediate Dismissal without the benefit of a Discipline Committee review for behaviors that are deemed to be an imminent threat to the student population of the school. Such

behaviors may include but are not limited to: repeated fighting (Ed code 48900a), possession of narcotics (Ed code 48900c), possession of alcohol (Ed code 48900c), possession of stolen property (Ed code 48900g & s), and possession of a dangerous object (Ed code 48900 b). Parents will be notified immediately if it has been determined by the Principal that the student will be immediately released from Smythe Academy.

DRESS CODE

All students at Smythe Academy must enter and leave Smythe in Dress Code every day. Students may also earn a "relaxed dress code" day which in those circumstances, students' clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage or private areas, including midriffs, undergarments, and pants below the natural waist, is prohibited. Any type of clothing, accessories, outerwear, undershirts, shoelaces, or shoes that are RED or BLUE will not be allowed. Students who choose to wear clothing that is not appropriate clothing, will be offered school loaners or will have to wait in the office until the parent/guardian brings a change of clothes for them.

Jackets, jewelry, and personal items (gym bags, backpacks, fanny packs, water bottles, etc.) with **language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, or that promote illegal or violent content**, such as the unlawful use of weapons, drugs, alcohol, tobacco, drug paraphernalia, or that contains threats, is prohibited.

Students are allowed to wear sun protective clothing, including but not limited to hats, for outdoor use during the school day.

For safety purposes, we highly recommend students wear **close-toed shoes**. Close-toed shoes are required for PE.

Additional accessories and items deemed unnecessary for a student's outfit, including but not limited to blankets, stuffed animals, toys, bandanas, and ski masks, are prohibited.

Dress Code Description

1. ALL shirts must be SOLID White, Black, or dark Forest Green polo.
2. ALL shirts must have a Polo-style collar. Polo-style collars have 1-4 buttons and a collar that turns over around the neck.
3. Official Smythe Spirit Wear shirts may also count as a dress code compliant shirt. Smythe clubs, enrichment, sports, or event related shirts may be worn on Fridays or the day of a related event (MESA, AVID, Robotics, leadership, etc).
4. ALL pants/shorts/skirts/dresses must be khaki and tan/beige in color. Pants must fit around the waist; no 'bagging' or 'sagging' will be allowed. If pants are too large around the student's waist, they must wear a belt. Pants must also be large enough for students to pull up to their waist. Joggers, sweats, and leggings are not part of the dress code.
5. PE uniforms, such as sweatpants and PE shirts, are allowed during PE only. No PE uniforms are allowed during regular classes.
6. ALL shorts and skirts must be minimally long enough to extend beyond the student's down-stretched fingers. If the shorts/skirt is too short, the student will be asked to change or detained in the office until a change of clothes is brought to school.

7. ALL outerwear – including coats, sweaters, hoodies, and accessories (scarves, snow hats, caps, etc.) must not contain images or language that is vulgar, sexually suggestive, discriminatory, obscene, libelous, or that promotes illegal or violent content, such as the unlawful use of weapons, drugs, alcohol, tobacco, drug paraphernalia, gangs, or that contains threats, is prohibited.
8. No red or blue clothing, shoes, or accessories.

Students who are found in dress code violations will follow our dress code policy. All dress code violations are recorded in our AERIES database.

- 1st violation—Warning
- 2nd violation—Warning
- 3rd violation— Campus Beautification Services or Lunch Detention (LD)
- 4th violation—Call home
- 5th violation— Campus Beautification Services or Lunch Detention (LD) & Call Home
- 6th violation— Behavioral Contract/Meeting with Parents

Students who violate the dress code policy will be asked to change the offending clothing and it will be held in the office until the end of the day. Parents will be called to notify them of the violation and will be asked to bring an alternative item for students to wear if none are available at the school. Student may be referred to the discipline committee if there is continued or willful disobedience

ELECTRONIC DEVICES / CELL PHONES

All cell phones must remain "off and away" for the entire school day including, before school, passing period, lunch, and during school sponsored activities. At dismissal, students may use their cell phones to communicate with families regarding transportation or after school events/activities.

"Off and away" means:

- Device is powered off, on silent, or in "Do Not Disturb" mode
- Device is not visible or accessible to the student
- Device is stored in a backpack or designated location as directed by staff

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

Earbuds, headphones, tablets, recording devices (Meta glasses), and smartwatches must remain off and stored unless authorized.

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

When a student uses a mobile communication device in an unauthorized manner while at a school site or under the supervision and control of a district employee, the student may be disciplined and the district employee may temporarily confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The district will not be responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

Violations

- **First Offense:** The student will be given a verbal warning.
- **Second Offense:** The student's phones will be confiscated by the teacher/staff for the remainder of the class period.
- **Third Offense:** The student's phone will be confiscated by the teacher/staff and stored in the front office/administration office for the remainder of the day.
- **Fourth Offense:** A student's phone will be confiscated by the teacher/staff and stored in the office/administration office for the remainder of the day, and a parent/guardian will need to pick it up.
- Cell phone violations **before school, during passing, lunch, in restrooms, or the locker room** will result in confiscation for the remainder of the day.
 - ❖ Additional actions will be taken for students who continually fail to meet cell phone expectations. Additional actions include, but are not limited to; lunch detention, lunch/after school campus beautification, turning in cell phones to administrators or teachers at the start of school/class, loss of privileges such as rallies, dance, or field trips.

ELIGIBILITY FOR CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Smythe Middle School has high expectations for our student athletes. Joining a team is a commitment that you are making to your coaches, teammates and yourself. Any violation of school rules may result in temporary suspension from games and practice until the expectation is met or in dismissal from the team. Students are required to make up any work they may miss due to games.

Co-curricular activities enrich the educational and social development and experiences of students. The Twin Rivers Unified School District shall encourage and support student participation in co-curricular activities without compromising the integrity and purpose of the educational program. To encourage and support academic excellence, TRUSD requires students in grades 7 through 12 to earn a **minimum 2.0 or "C" grade point average** on a 4.0 scale and no more than 1 F in order to participate in co-curricular activities. **The GPA is based on the quarter grade.**

All athletes must have a sports physical in order to participate in tryouts, practice, and games.

In order to participate in school-day practice or game, the athlete must be in attendance for a minimum of four periods. Field trips, Alternative Learning Experiences, concurrent enrollment, medical/dental appointments (with a note from the medical/dental office), and family situations may be excused by an administrator.

Whether at home or away, the Smythe student body is expected to behave in a way that brings pride to the community and the school they represent. Visitors are to be treated as guests. All school rules apply when Smythe students attend athletic contests either at home or away. **Students are under the authority of school officials under all circumstances at athletic contests.** The following spectator guidelines need to be observed at all times:

- Practice good sportsmanship at all times.
- Cheer for our team, not against the other team.
- Never direct negative cheers or comments to an opposing player, coach, or an official.
- Respect the right of all patrons to watch the game with an unobstructed view

SMYTHE BUCKS FIELD TRIPS

Field trips may be offered throughout the year for students earning Smythe Bucks. Possible field trips include visits to Cinemark, Country Club Lanes, and Scandia. Students are expected to follow the same expectations as they do on campus. Misbehaviors during field trips will result in removal from future events and possibly other disciplinary actions. Field trip eligibility windows will be shared with students and typically run concurrently with Smythebuck due dates.

Students will need to meet the following criteria to attend grade level field trips:

- Have a 1.5 GPA or higher for the quarter (*no more than 1 F*). *Based on progress reports or quarter grades.*
- Have had no suspensions within the field trip window
- Have no more than 5 tardies from 1st through 6th period within the field trip window
- Complete all missed work that was assigned the day of the field trip

END OF THE YEAR TRIP

7th and 8th graders will have the opportunity to participate in a field trip to celebrate the end of the school year. This is different from the Smythe Bucks field trip, therefore, the requirements are a bit different from the Smythe Bucks field trips. In order to participate, students must:

- Maintain a 2.0 GPA or higher by 4th quarter Progress Reports.
- Have had no suspensions in the 4th quarter
- Have no more than 2 Fs.
- Have no more than 10 lates between 1st through 6th period during the last quarter.
- Have 90% attendance for the entire school year.

DANCES:

Smythe Middle hosts dances after school on the same day as the rally. Snacks and drinks will be available for purchase during the dance. Smythe's dress code policy is strictly enforced. Transportation will be provided for students staying after school for the dance. In order to participate, students must:

- Maintained a 1.5 GPA for the current academic quarter

RALLIES:

Each quarter, students are recognized for their academic achievements. Students with a 3.0 or above will have the privilege of being part of the school rally. The school rally includes prizes, games, performances, and time to socialize with friends.

RETURNING 7TH GRADE STUDENTS

7th-grade students must maintain a minimum 1.0 GPA on their 2nd-semester report card to continue in 8th grade at Smythe Academy Middle School.

8TH GRADE PROMOTION CEREMONY

All 8th grade students must comply with the district criteria set forth by TRUSD. In order to participate in the 8th grade promotion exercises, students must meet this criteria:

- Have no violations of California Education code 48900 that result in a suspension during the 4th quarter grading period (*including class suspensions*).
- No more than 2 academic "F" in the 4th quarter.
- Have 90% attendance in the 4th quarter.
- Have no more than 1 Q in attendance (skip class) and no more than 10 period lates excluding 1st period during the 4th quarter.
- Clear all fines.
- Return 8th grade promotion letter signed by parent/guardian.

FINANCIAL LIABILITY

Twin Rivers and Smythe are not responsible for personal property brought to school sites or school activities. Parents or guardians will be held financially liable for acts of willful misconduct, including vandalism, by their children. Parents or guardians will be liable for all property belonging to the district that is loaned to the minor student and not returned. The district may withhold a student's grades, diploma, and transcripts until restitution for damages is made, or fines/fees are paid in full.

All course textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean. Writing, tagging, or drawing in textbooks is unacceptable and will result in fines and replacement fees. Lost textbooks must be paid for immediately. The library media tech will issue a bill for lost items and the main office will accept the money.

FOOD/BEVERAGE

To promote student health and maintain a positive learning environment, energy drinks and other highly caffeinated beverages are not permitted on campus or at school-sponsored activities. Students found in possession of these beverages may be required to discard them and may be subject to school disciplinary procedures.

FOOD DELIVERIES

All deliveries to students must be made by a person on that student's contact list. If students order food to campus, it will be turned away and no refunds will be provided to students or families. This policy follows Smythe's commitment to providing a safe learning environment for students by reducing the amount of strangers visiting campus and limiting access to students by adults who are not approved by the students' guardians. Students who leave class or campus without the permission of a staff member to pick up food will have it confiscated. Parents and guardians must communicate with the front office staff to coordinate a food delivery for their child. The item will only be provided to students during student lunch time.

GRADING

At the beginning of each school year, teachers will communicate their grading policies to students and families. All teachers use **Aeries Portal** to communicate grades and assignments to students and families. Students and guardians will need to set up their own Aeries Portal account to track grades and attendance.

Students are expected to complete homework on a regular basis. Some teachers assign homework nightly, others assign it once a week for the entire week. Long-term reports and projects may be assigned in place of weekly or nightly assignments.

Grades will be officially reported to families each grade-reporting quarter following the district instructional calendar and families will receive progress grade reports halfway through each quarter. Questions about grades and assignments can be emailed to the teacher.

HEALTH OFFICE

The school Health Assistant is available on a full time basis for students with medical emergencies and health problems arising during school hours. All students must have a pass from a teacher prior to coming to the clinic. Students injured during PE must report their injury to their PE teacher that period.

If a child becomes seriously **ill at school**, we will contact their guardian immediately. If they cannot be reached, we will use the emergency contact information provided. Please remember, we cannot keep seriously ill children at school.

The school **cannot administer over-the-counter medicine**, including aspirin, and students cannot have medication on their person or in their belongings. Students who need to take **prescribed medication** must have the appropriate form signed by a physician and parent before the medication can be brought to school. Medication, in its original container, and the form must be left in the health office. Every attempt will be made by school personnel to administer the medication in the dosage and schedule required; however, it is the student's responsibility to

come at the required time.

LIBRARY

Students can visit the library before school, after school, during class with a pass from the teacher, or during lunch when available. Students may check out a book for a two-week period upon showing their student ID card. The student is responsible for returning their book promptly and in the condition in which they received it. If a book is lost, damaged, or stolen, a fine will be issued and no further books will be checked out to the student until the fine is paid in full.

If students forget their Chromebook, they can check one out in the library. Borrowed Chromebooks must be returned by the end of the school day. If a student has multiple Chromebooks checked out, the additional devices must be returned before another Chromebook will be checked out to them.

LUNCH

Lunch, Breakfast, and Supper are free to students each day. Students must get their lunch from the cafeteria at the beginning of the lunch period. Food must be eaten in the cafeteria and cannot be taken out. After eating, students can remain in the cafeteria or they can go to the blacktop where equipment is available for them to play.

Students must remain in the cafeteria, library, or blacktop during lunch. Hallways should only be used to travel between allowed areas or bathrooms. Students are not allowed behind the portable classroom, or in the front of the school, or outside the school boundaries.

ONLINE LEARNING

In the event that regular instruction is provided in an online format (or a combination of online and in-person instruction), students will be expected to follow the codes of conduct stated in the student handbook and TRUSD board policy for learning and behavior. This includes student behavior in online video meetings and discussions in online platforms for school-related purposes. Students and families will be notified about expectations for online attendance, work completion, and participation for the school site and each class in which the student is enrolled. Course grades may be negatively impacted by non-participation or incomplete course work assigned via online learning or distance learning. Attendance in online class meetings is still required and will be subject to the same attendance procedures for in-person learning.

PHYSICAL EDUCATION (PE)

The Physical Education (PE) program is aligned with the California Content Standards and Framework for Physical Education. Students enrolled in PE will be required to dress in PE uniform for safety and hygienic reasons on a daily basis. Students may be given access to a cubicle for the safekeeping of their belongings during class. These cubicles are not enclosed. Students are advised not to leave any valuables or money in the locker rooms. Smythe is not responsible for any lost or stolen property. Students who miss or do not participate in PE for more than three days are required to have a note from their doctor; otherwise, a lower course grade and/or other disciplinary consequences will occur.

SCHOOL SAFETY

All students and staff will participate in several safety drills over the school year, including quarterly earthquake and lockdown drills, as well as monthly fire/evacuation drills. Here is what students can expect for each drill:

FIRE/EVACUATION DRILL

The fire alarm will ring and all students and staff should immediately exit their building in a calm and orderly manner. In a single-file line, walk briskly to your class's assigned evacuation area. Wait quietly in line as your teacher takes attendance and communicates your class's status. The drill ends when all staff and students are accounted for, then classes return to their buildings in single file lines. If the alarm goes off during lunch or a passing period, students report to the line up area of the class they most recently attended.

LOCKDOWN DRILL

A continuous announcement stating that the school has been placed in lockdown will be played over the intercom. Students and staff should shelter in a secure area, close and lock all doors, cover the windows, and then remain seated and silent. Wait patiently while safety staff secure the campus. Your teacher will take attendance and communicate your class's status. The drill ends when all staff and students are accounted for and an announcement is made to end the drill.

EARTHQUAKE DRILL

The beginning of the drill will be announced over the intercom. Students and staff should duck under their desk or other covering. Wait there patiently while safety staff secure the campus and your teacher reports attendance. The drill ends when all are accounted for and an announcement is made to end the drill.

SEARCHES OF STUDENT PROPERTY

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control and may seize illegal, unsafe and prohibited items. Canine detection units will be utilized by TRUSD to conduct random searches of belongings on the campus, in the classroom, lockers, and vehicles.

TECHNOLOGY USE

When students use District technology, they agree to follow the directions of teachers and school staff, rules of the school and school district, and rules of any computer network they access. Students agree to be considerate and respectful of other users and to follow these rules:

- Use school technology for school-related education and research only.
- Do not alter any software or documents (except documents you create).
- Do not produce, distribute, access, use, or store information which: is prohibited by law, District or school rules; violates copyright laws; is obtained by trespassing in private or confidential files; would subject the District or individual to liability; is obscene, pornographic, or sexually explicit; causes delay, disruption, or harm to systems, programs, networks, or equipment; and is otherwise prohibited on a school campus.

TOBACCO USE

Smoking, e-cigarettes, vape pens, or other tobacco products are prohibited in all District buildings, outside on District property, and during activities such as concerts and sporting events on District property. Students in possession of tobacco products are subject to discipline according to the TRUSD 7-12 Discipline Guide.

VOLUNTEERING / VISITING CAMPUS

Guardians who want to **visit classrooms** should contact the teacher(s) at least 24 hours prior to the visit date. All visitors are required to sign in at the main office and wear a visitor's badge their entire time on campus.

Volunteers need to be cleared through the TRUSD District Office. Before you can volunteer or chaperone a field trip, please submit a Volunteer/Chaperone Application, which can be found at https://app.informedk12.com/link_campaigns/volunteer-chaperone-application-c7ae62fe-adb3-

[4afe-828c-531ad99a425d?token=VUSGmTVkGqkW2nrAVbXbV8vJ](#). The application requires a negative Tuberculosis test and a current driver's license or DMV-issued identification. After your application is approved, the District will send you instructions for completing Live Scan (fingerprinting) in order to clear a background check from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). After your background clearance is received, your Twin Rivers ID badge will be sent to the school where you plan to volunteer/chaperone. Live Scan is offered at no charge to volunteers/chaperones.

STUDENT CALENDAR

See TRUSD website for updated student calendar <https://www.trusd.net/Calendar/>