

# Pinacate Middle School Student Handbook



## Welcome to the 2015-16 Pinacate School Year!

Hello Pinacate Families,

I am Dru Morgan, the Principal of Pinacate, and I am thrilled to start the new school year. I am especially excited because we are finally completing the entire reconstruction project of the “new” Pinacate. Every square inch of our campus has been completely remodeled or built from the ground up during the last 5 years. It is wonderful to work at such a beautiful and modern site. We are so appreciative of our caring community that has given us the finest middle school building in Riverside County.

I have been a teacher and administrator for more than 22 years, the last 9 here at Pinacate where I also served as a teacher and as Assistant Principal. During these years, Pinacate has not only changed tremendously on the outside, but even more importantly, it has changed on the inside. Through effective classroom instruction, connection-building after school clubs, championship “no-cut” sports teams and recognized PBIS, AVID and STEM programs, each year Pinacate becomes a safer, more positive school that builds a foundation for our students to become college and career ready.

This upcoming school year we are starting each day at 7:45 a.m. This new time will enable us to have a 7 period day schedule, allowing students to take up to two electives a day. We hope all of our students will take advantage of this incredible opportunity to develop themselves academically by taking classes that only a handful of middle schools in Southern California offer.

Here at Pinacate our vision and mission is summed up by saying: “To become college and career ready, be our **BEST!** Every student! Everyday!” We unitedly believe that every student is important, valuable and that each one can become college and career ready by striving to **B**e respectful, **E**xpect excellence, **S**tay connected and involved and **T**ake care of business. Each year we see Pinacate improving and we are looking forward to helping our school become the **BEST** school that it can be.

Thank you for taking the time to look around our school website and to see the resources and useful information that has been collected here. If you have a student that attends Pinacate, please be sure to create your Infinite Campus web account where you can track their grades, attendance, and communicate via email with their teachers. If you have any questions, comments, or concerns, please feel free to contact me by phone, email, or on my Pinacate Principal’s page.



Dru Morgan, Principal

## ***PINACATE MIDDLE SCHOOL 2015-16 Calendar***

<b>DATE</b>	<b>DAY OF WEEK</b>	<b>COMMENTS</b>
August 12, 2015	Wednesday	2015-16 School Year Begins
September 3, 2015	Thursday	<b>Back to School Night 6-7:30 p.m.</b>
September 07, 2015	Monday	Labor Day ( <b>NO SCHOOL</b> )
September 18, 2015	Friday	<b>Parent Day</b>
September 25, 2015	Friday	<b>S1 – 6 week progress report</b>
October 30, 2015	Friday	<b>S1 – 12 week progress report</b>
November 11, 2015	Wednesday	Veterans Day ( <b>NO SCHOOL</b> )
November 23 -27, 2015	Monday- Friday	Thanksgiving Break ( <b>NO SCHOOL</b> )
December 04, 2015	Friday	Winter Arts Night <b>6-7:30 p.m.</b>
December 17, 2015		Semester 1 report card
December 18, 2015	Friday	Staff Development ( <b>NO SCHOOL</b> )
December 18- January 8, 2016		Winter Break ( <b>NO SCHOOL</b> )
January 18, 2016	Monday	Martin Luther King Jr. Day ( <b>NO SCHOOL</b> )
February 15 - 19, 2016	Monday- Friday	President's Day 15 & 19 <b>NO SCHOOL 15 – 19</b>
March 3, 2016	Thursday	<b>Open House/Science 6-7:30 pm</b>
March 4, 2016	Friday	<b>S2 – 6 week progress report</b>
March 25–April 01, 2016		Spring Break ( <b>NO SCHOOL</b> )
April 7, 2016	Thursday	<b>7th Grade Orientation 6-7:30 p.m.</b>
April 22, 2016	Friday	<b>S2 – 12 week progress report</b>
April 26, 2016	Tuesday	<b>NJHS Induction Ceremony</b>
May 24, 2016	Tuesday	<b>Arts Night</b>
May 26, 2016	Thursday	<b>8th Grade Awards Night 6-7:30 p.m.</b>
May 27, 2016	Friday	<b>NO SCHOOL 27</b>
May 30, 2016	Monday	<b>Memorial Day</b>
June 8, 2016	Wednesday	<b>8th Grade Promotion @ PHS Stadium</b>
June 9, 2016	Thursday	<b>LAST DAY OF SCHOOL</b> Semester 2 report card

# Attention Parents!

Monitor your child constantly in middle school!

*It is strongly recommended that you monitor your child's progress for grades, behavior and attendance. Here's how:*

1. Contact PMS Administration to obtain an activation key.
2. Using the activation key you can obtain a username and password to access information about your student by doing the following:
  - First go to the Pinacate Middle School Website: <http://www.puhsd.org/pms/site/default.as>
  - Next, click on the IC Portal (upper right hand-side of PMS home page).
  - Then log-in by entering your username and password.
  - After logging-in, your student's name will appear.
  - Select report information listed on the left-hand side of the screen to view important information about your student. (attendance, class schedule, grades, health, etc)

## **How to Login With Your PUHSD Network Account**

1. Students must log in on a school computer at least once and have changed the individual password before access is available online.
2. At the login screen enter your username and password, and then click OK. Your username is your student ID number (found on your ID card) and your password is your birth date in eight-digit format (i.e., if your birthdates is May 12 1992 your password is 05121992).
3. Change your password. Type your new password in both the "New password" and "Confirm password" fields and click OK to continue. Password must be at least six characters in length. It is case sensitive (so if you use uppercase letters you will need to do so every time you login).
4. Once you have logged into a computer on campus and changed your password you will be able to login to the school website to gain access to your file storage area. For instructions on using the website click on the Students menu at the top, then select Website Help.

# **Pinacate Middle School**

## **2015-2016 Positive Behavior Intervention Support Plan**

### **Purpose of this Plan**

To achieve our mission, vision, values and goals, Pinacate Middle School is committed to a systematic school-wide positive environment and behavior plan that is fair and consistent. This plan is designed to encourage acceptable student behavior by clearly stating student expectations for conduct. Pinacate applies a progressive disciplinary model that encourages positive student behavior.

### **Pinacate Middle School Mission Statement**

Pinacate Middle School will inspire and support the academic and personal success of every student every day by providing a safe, positive learning environment, effective instruction, targeted intervention, and active parental involvement.

### **Vision of Pinacate 2015-2016**

The vision of Pinacate Middle School is to prepare and support all students to be their BEST to become productive and contributing members in a competitive global society.

### **School Climate**

At Pinacate, an attitude of enthusiasm and optimism reigns throughout the entire campus. Students come to Pinacate excited to learn because they feel connected in and out of the classroom. Classes such as ASB, PLTW (Project Lead the Way), AVID, fine arts electives, and after-school sports and clubs foster positive relationships with their peers and teachers. Award assemblies and spirit days are carefully planned and carried out to motivate our students toward improved behavior, to celebrate high academic achievement, and to establish goals leading toward proficiency.

### **Students**

Students meet high academic and behavioral expectations by being RESPECTFUL. They are punctual, carry their supplies, have positive attitudes and are thoughtful to others. They understand that bullying and gossiping are not allowed, and if they are involved in these activities, they are given clear strategies to resolve these problems peacefully by “taking care of business”. In the classroom, students are constantly engaged. They strive each day to accomplish every class assignment, complete all of their homework and always give a sincere effort on formative assessments and benchmarks. Outside of the classroom students are connected and involved in extracurricular clubs and activities to help them have a more positive and edifying middle school experience.

### **Teachers**

Teachers believe wholeheartedly that every student can learn and they differentiate instruction to facilitate each child's mastery of grade-level standards. Teachers make every effort to provide engaging and effective standard-based instruction. Each week teachers attend professional learning communities allowing them to examine test data, determine successes and challenges, and to collectively decide the next steps necessary to deliver the highest quality instruction possible. Explicit, bell-to-bell instruction of curriculum-based content skills and academic vocabulary is provided by implementing structured interactive strategies requiring students to develop higher-order thinking skills. Constant checks for understanding are used throughout each period allowing teachers to make adjustments to ensure that instructional objectives are met, and to maintain a sense of urgency towards achieving proficiency.

### **Parents and Community**

Parents are recognized as a vital component to the education of our students. Staff continuously invites parents to volunteer on campus, participate in activities and to observe instructional practice. Our community liaison encourages parents to join parent councils and organizations and to be active participants in parenting classes provided by Pinacate. Parents, staff and neighborhood businesses collaborate to provide resources for our school and to help needy families residing in our community.

## **Counselors and Interventions**

The counseling staff of our school diligently works to assist our students with overcoming the burdens that they bare while attending our school. Effective counseling groups and programs help students overcome these challenges, deal effectively with peer pressure, and develop essential social and life skills.

Our Pyramid of Intervention organizes and provides timely, purposeful, and progressive interventions according to student need. Benchmark, strategic and intensive interventions are provided inside and outside of the classroom enabling students to behave successfully and progress academically.

## **Support Staff**

All classified staff members understand the importance of their positions and strive to accomplish their responsibilities to reinforce learning throughout the day. All support staff are treated equally by other stakeholders and are constantly recognized as vital team members and professionals striving to realize our mission of proficiency.

## **Administrators**

High visibility and accessibility of administration to all stakeholders communicate a strong sense of urgency, responsibility and caring throughout the campus. Administrators strive to be instructional leaders by attending and supporting a quality PLC process, by daily observance of classroom instruction, and by holding themselves accountable for the overall environment and instructional practice throughout the campus. Above all, administrators are focused on student progress towards academic achievement, supporting and motivating the staff, and communicating consistently to all students and parents.

## **Values**

- **B**e Respectful
- **E**xpect Excellence
- **S**tay Connected & Involved
- **T**ake Care of Business

## **Goals**

- 100% of students will move up 1 achievement level descriptor as measured by the SBAC (Smart, Balanced, Assessment, Consortium) in Math and English
- 100% of all EL students will improve one CELDT level

## **Pincate is becoming a PBIS School. (Positive Behavior Intervention & Support)**

### **What is PBIS?**

PBIS is best described as an organizing structure rather than a program. Explicit social skills and expectations are taught, acknowledged, and corrected by all staff within a safe and welcoming school culture for the purpose of equipping students for behavioral success in school and in life. Using PBIS means that all students are being treated equally and fairly, with emphasis on their learning. We hope to encourage positive behaviors in all students by having them understand clear expectations, and by being rewarded when they follow these expectations correctly and consistently. Evidence-based features of PBIS include: ([www.pbis.org](http://www.pbis.org))

- Commitment to prevention and intervention
- Emphasis on strong collaborative leadership to build effective systems and practices
- Universally defined expectations/skills which are taught,
- Acknowledgment and correction of prosocial behavior
- Provision of fair and consistent consequences
- On-going collection and review of data for decision making purposes
- Continuum of behavioral interventions — multi-tiered supports.

## **Be RESPECTFUL**

To be RESPECTFUL, students must adhere to the social skills below and remember to be, do or have the following:

- R** Responsible for behavior  
**E** Enthusiastic Attitude  
**S** Study everyday  
**P** Prepared with all supplies  
**E** Early to school and all classes  
**C** Caring and sensitive toward others  
**T** Thoughtful about future consequences

<p style="text-align: center;"><b>GREETING OTHERS</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Say "hi" or "hello."</li> </ol>	<p style="text-align: center;"><b>GETTING THE TEACHERS ATTENTION</b></p> <ol style="list-style-type: none"> <li>1. Look at the teacher.</li> <li>2. Raise your hand and stay calm.</li> <li>3. Wait until the teacher says your name.</li> <li>4. Ask your question</li> </ol>	<p style="text-align: center;"><b>ASKING FOR HELP</b></p> <ol style="list-style-type: none"> <li>1. Look at the teacher.</li> <li>2. Raise your hand and stay calm.</li> <li>3. Wait until the teacher says your name.</li> <li>4. Ask your question.</li> </ol>
<p style="text-align: center;"><b>ACCEPTING DECISIONS OF AUTHORITY</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Remain calm and monitor your feelings and behavior.</li> <li>3. Use pleasant or neutral tone of voice.</li> <li>4. Acknowledge the decisions by saying "Okay" or "Yes, I understand."</li> <li>5. If you disagree, do so at a later time.</li> <li>6. Refrain from arguing, pouting or becoming angry.</li> </ol>	<p style="text-align: center;"><b>ACCEPTING "NO" FOR AN ANSWER</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Say "okay."</li> <li>3. Stay calm.</li> <li>4. If you disagree, ask later.</li> </ol>	<p style="text-align: center;"><b>ACCEPTING CRITICISM/CONSEQUENCE</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Say "okay."</li> <li>3. Stay calm.</li> </ol>
<p style="text-align: center;"><b>APPROPRIATE VOICE TONE</b></p> <ol style="list-style-type: none"> <li>1. Listen to the level of voices around you.</li> <li>2. Change your voice to match.</li> <li>3. Watch and listen for visual or verbal cues and adjust your voice as needed.</li> </ol>	<p style="text-align: center;"><b>LISTENING TO OTHERS</b></p> <ol style="list-style-type: none"> <li>1. Turn and face the person who is talking and remain quiet.</li> <li>2. Wait until the person is through talking before you speak.</li> <li>3. Show that you have heard them by being able to repeat back what was said.</li> </ol>	<p style="text-align: center;"><b>DISAGREE APPROPRIATELY</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Tell why you feel differently.</li> <li>4. Give a reason.</li> <li>5. Listen to the person and agree to disagree.</li> </ol>
<p style="text-align: center;"><b>ACCEPTING COMPLIMENTS</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Say , "Thank you"</li> </ol>	<p style="text-align: center;"><b>MAKING AN APOLOGY</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Say "I'm sorry for" or "I apologize for."</li> <li>4. State what you did wrong, what will you do different next time.</li> <li>5. Say , "Thanks for listening."</li> </ol>	

## PBIS School Wide

PBIS also exists outside of the classroom, in hallways, the cafeteria, after school, and even on the bus and at athletic events. Every time our students are on campus we want them to carry a strong character and have high behavioral expectations. To be Respectful school wide, students must remember to do the following:

<p><b>USE QUIET VOICES - SO NOT TO DISRUPT OTHERS</b></p> <ol style="list-style-type: none"> <li>1.Keep the conversation between you and the person you are talking to.</li> <li>2.Go directly to your next location.</li> </ol>	<p><b>WHEN SPOKEN TO BY AN ADULT</b></p> <ol style="list-style-type: none"> <li>1.Stop, look &amp; listen.</li> <li>2.Be polite.</li> <li>3.Wait your turn to speak.</li> <li>4.Be honest.</li> </ol>	<p><b>PUT TRASH IN TRASHCANS</b></p> <ol style="list-style-type: none"> <li>1.When you are finished eating or drinking put your trash in the trashcan.</li> <li>2.If you see trash on the ground, pick it up and put it in the trashcan.</li> <li>3.It is everyone's responsibility to keep the campus clean and free of trash.</li> </ol>
<p><b>WHEN WALKING WITH CLASS-ASSEMBLY/ EVACUATIONS</b></p> <ol style="list-style-type: none"> <li>1.Walk quietly in a straight line to and from the activity.</li> <li>2.Sit or stand in your assigned seat, section or in line (during fire and earthquake drills).</li> <li>3.Be respectful and quiet.</li> <li>4.Follow all directions given by your teacher and other staff.</li> </ol>	<p><b>KEEP HALLS CLEAN</b></p> <ol style="list-style-type: none"> <li>1.Finish all food and drinks in the cafeteria.</li> <li>2.This is a Food Free Zone.</li> <li>3.This is a Gum Free Zone.</li> </ol>	<p><b>WALK AT ALL TIMES</b></p> <ol style="list-style-type: none"> <li>1.Running can lead to injury, <b>ALWAYS</b> walk.</li> <li>2.Walk with a purpose, get to next destination.</li> <li>3.Encourage friends to get to class on time.</li> </ol>
<p><b>MOVE WITH THE FLOW OF TRAFFIC</b></p> <ol style="list-style-type: none"> <li>1.When you stop abruptly, others may run into you.</li> <li>2.When you walk too fast, you may run into others.</li> <li>3.Follow the painted paws at all times.</li> </ol>		

## Expect Excellence

Expecting Excellence means that students think about their futures by creating a vision of what they want to become. Students who have a vision of themselves graduating from high school and moving on to higher education and career development are more likely to do what is necessary to prepare themselves for the demands of the modern workforce. They learn to believe in themselves and to never give up!



<p style="text-align: center;"><b>FOLLOWING INSTRUCTION</b></p> <ol style="list-style-type: none"> <li>1. Stop what you are doing.</li> <li>2. Look at the teacher.</li> <li>3. Listen to what the teacher says.</li> <li>3. Do what you have been told right away.</li> <li>4. Ask questions if you dont understand.</li> </ol>	<p style="text-align: center;"><b>STAYING ON TASK</b></p> <ol style="list-style-type: none"> <li>1.Look at your task or assignment.</li> <li>2.Think about the steps needed to complete it.</li> <li>3.Focus all your attention on the task.</li> <li>4.Stop working only when instructed.</li> <li>5.Ignore distractions and interruptions from others.</li> </ol>	<p style="text-align: center;"><b>WORKING WITH OTHERS</b></p> <ol style="list-style-type: none"> <li>1. Identify the task to be completed.</li> <li>2. Assign tasks or roles to each person.</li> <li>3. Discuss ideas in a calm, quiet voice and let everyone share their ideas.</li> <li>4. Work on tasks to be completed.</li> </ol>
<p style="text-align: center;"><b>COMMUNICATING HONESTLY</b></p> <ol style="list-style-type: none"> <li>1.Look at the person.</li> <li>2.Use a clear voice. Avoid stammering or hesitating.</li> <li>3.Respond to questions factually and completely.</li> <li>4.Do not leave out details or important fact.</li> <li>5.Truthfully take responsibility for any inappropriate behaviors you displayed.</li> </ol>	<p style="text-align: center;"><b>BEING PREPARED FOR CLASS</b></p> <ol style="list-style-type: none"> <li>1.Gather all necessary books, papers, homework and writing implements.</li> <li>2.Be on time for class.</li> <li>3.Present homework and assignments when the teacher asks for them.</li> <li>4.Write down assignments and homework to complete.</li> </ol>	<p style="text-align: center;"><b>CONTRIBUTING TO DISCUSSIONS</b></p> <ol style="list-style-type: none"> <li>1.Look at the people who are talking.</li> <li>2.Wait for a point when no one else is talking.</li> <li>3.Make a short, appropriate comment that relates to the topic being discussed.</li> <li>4.Choose words that will not be offensive or confusing to others.</li> <li>5.Give other people a chance to participate</li> </ol>

## Stay Connected and Involved

All students at Pinacate are encouraged to stay connected and involved in after-school clubs, sports and activities. Clubs and activities are available to all students from Mon-Thurs from 3:10 to 4:10. Depending on the club or sport the end time may be 5:10. A late bus is provided Mon-Thurs for all students. Students who actively participate in clubs and other extra-curricular activities are found to enjoy school more, develop positive relationships and increase their academic success.

## Take Care of Business (see also Bullying Policy)

At Pinacate, students are encouraged to show respect towards each other. If confrontations, rumors, gossip or bullying occurs, students are encouraged to get help from an adult immediately. This is called “Taking care of business”.

To “take care of business”, tell an adult something like this: **“A student is messing with me and I don’t want to have any problems with anyone. Can I meet with you and the student so we can work this out?”** A meeting will be arranged with a counselor or an administrator where the students can talk about the situation and work things out.

Things to remember when “taking care of business”:

- You have a right to feel safe and secure on campus.
- Calling names such as “snitch” or “rat” are not allowed on campus and will result in severe consequences, even suspension.
- **Always walk away from a situation** if angered and avoid fighting (**no confrontations**).
- It is your responsibility to empower yourself. If you do these things, then bullies will not bother you. They will realize that you are responsible and not afraid of them and that you are willing to **“take care of business”**.

<b>M.Y.O.B./ DISENGAGING FROM CONFLICT</b>	<b>RESISTING PEER PRESSURE</b>
<ol style="list-style-type: none"> <li>1. When people are having a conversation that does not involve you, <b>mind your own business</b>.</li> <li>2. Do not involve yourself in arguments between others.</li> <li>3. Walk away.</li> </ol>	<ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a calm voice</li> <li>3. Say clearly you do not want to participate.</li> <li>4. Suggest something positive to do.</li> <li>5. If necessary, continue to say no.</li> <li>6. Leave the situation.</li> </ol>

### **How can parents provide support for PBIS?**

Parents please provide support for PBIS at home by discussing the importance of positive behavior with your child at home. Give your kid some “for instance” scenarios of how to deal with stress or disagreements in a positive way. Let them know that their teachers care about their learning and that their learning is the purpose of their purpose for coming to school each day. Ask them about their PBIS HERO track; are they getting PUMA POINTS or referrals? How do they feel about the PBIS system and are they trying to do their BEST so they can earn a spot on the VIP list?

(SBUSD PBS)

### **Rules/Interventions/Consequences**

#### **When and Where School Discipline Applies**

- Traveling to and from school and while on school grounds.
- Traveling to and from and while attending school sponsored activities

#### **Rules**

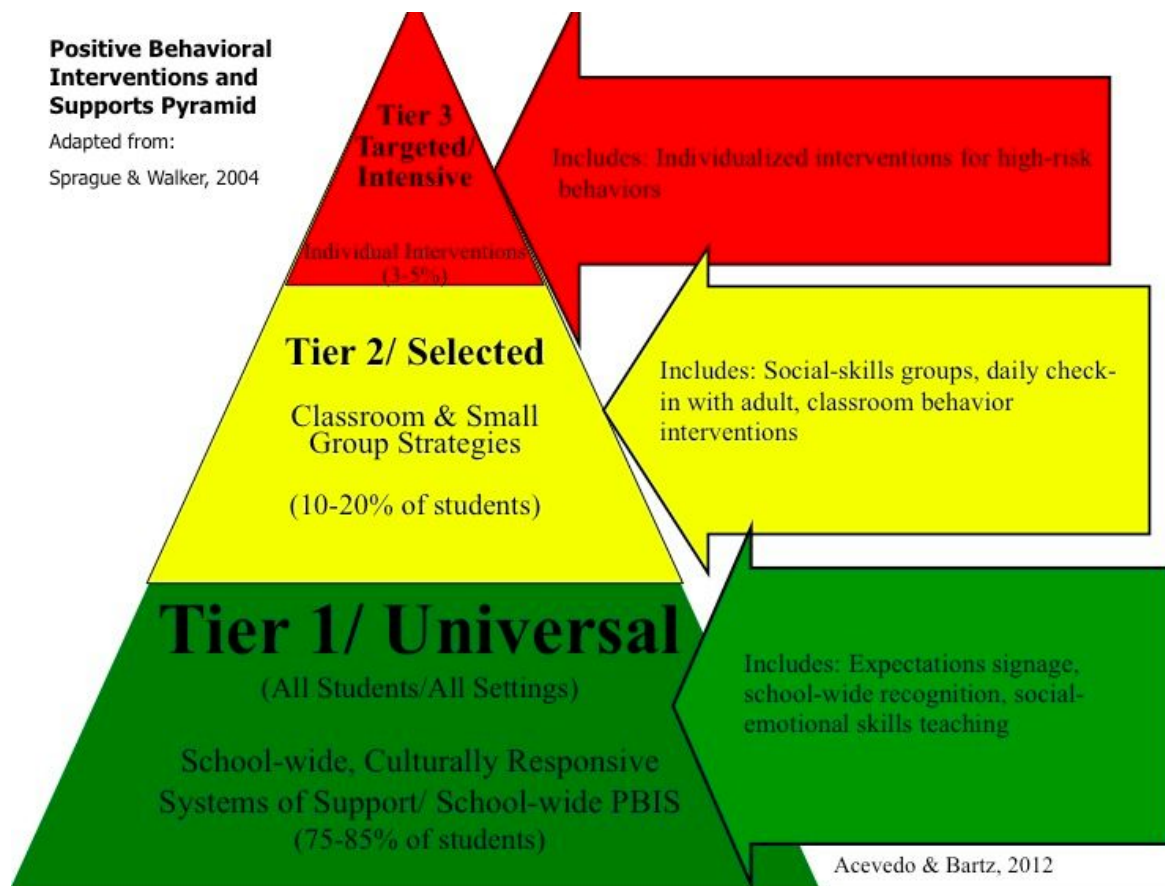
**(Teachers add to these rules in their own individual classroom as deemed necessary)**

1. Be on time, in seat, prepared (pencil, paper, homework, etc.) to work when the tardy bell rings.
2. Follow ALL school rules and social skills listed in the Student Handbook .

Rules and social skills are posted in every classroom. PBIS schools organize their evidence-based behavioral practices and systems into an integrated collection or continuum in which students experience supports based on their behavioral responsiveness to intervention. A three-tiered prevention logic pictured below requires that all students receive supports at the universal or selected tier. If the behavior of some students is not responsive, more intensive behavioral supports are provided, in the form of a group contingency (selected or secondary tier) or a highly individualized plan (intensive or tertiary tier).

## Positive Behavioral Interventions and Supports Pyramid

Adapted from:  
Sprague & Walker, 2004



**Failure to live up to behavioral expectations and follow social skills will result in immediate Tier 2 and 3 interventions/consequences including:** warning, parent contact, time-out, writing of apology letter, lunch detention, mandatory after school TASC, campus beautification, 2-day class suspension, on-campus suspension, Daily Progress Reports (DPR), behavior contracts, discipline points, “No-Go” list/loss of extracurricular activities, off-campus suspension, alternative-site placement, expulsion and other appropriate disciplinary measures as circumstances warrant.

### Targeted Academic Support Class (lunch or after school)

Pinacate issues both TASC (with prior arrangements with the parent) and lunch detention. Students serving lunch detention will be given the opportunity to eat lunch and to use the restroom. Detention is often assigned for students who commit non-suspension violations such as:

class disruption, defiance to an adult, disrespect towards others and other inappropriate behaviors.

Parents will receive notification for after school detention by either receiving a copy of the after school detention form or by phone by the administrator or teacher issuing the detention.

### On Campus Detention (OCD)

If a student is sent to On Campus Detention (OCD), they have already broken a school rule. If students act disrespectfully or cannot abide by the behavioral expectations while serving OCD, they may be given a lunch detention, after-school detention or a full day of On Campus Suspension (OCS).

### On Campus Suspension (OCS)

Students assigned OCS are required to spend the day in the OCS Room. During this time, students are required to complete class work assigned by their teachers. If students cannot meet behavioral expectations while in OCS, students will be warned, given time-outs and their parents will be notified. If the behavior continues, then students will receive an off-campus suspension.

### Campus Beautification

To help maintain a safe and clean learning environment, students are assigned Campus Beautification during breakfast, lunch or after-school detention.

### **Off Campus Suspension**

Students who receive an Off-Campus Suspension must not visit the campus during the days of suspension. Failure to remain off campus may result in more severe consequences, including a citation issued for trespassing by a Riverside County Deputy Sheriff.

### **VIP List**

Pinacate Middle School provides a wide variety of academic and extracurricular activities for students including but not limited to dances, assemblies, field trips, and promotion ceremonies. In an effort to increase academic and personal excellence and a sense of responsibility, students may lose the privilege of attending these events and will not be placed on the *VIP List*. Students can make the list by showing sustained improved behavior that includes adhering to all school social skills and rules. Students may earn extra PUMA POINTS to make the VIP list by wearing Pinacate blue on certain days and doing good deeds etc. Look for more information to come on our website to stay informed on how to earn extra PUMA POINTS. The following is the criteria to lose such activities:

- **Academic:** to be included on the VIP list, a student must not have more than two failing grades and must maintain a GPA 2.0.
- **Behavior:** to be included on the VIP list, a student must not have excessive discipline referrals and maintain a required amount of PUM POINTS..

**\*All students must meet both academic and behavior criterias to be included on the VIP list**

### **Student Rights**

The student's rights to due process will be adhered to and respected and students shall know the reason for disciplinary actions. Students are subject to search if the administration has *reasonable suspicion* that a student may be under the influence or in possession of alcohol, drugs, or tobacco. A student may also be searched if there is *reasonable suspicion* that they are in possession of stolen goods, weapons, or vital information (i.e. a note indicating some improper conduct).



# Perris Union High School District Behavior Guidelines

Questions? Call Pupil Services (951) 943-6369, extension 81200

EC=Education Code      PC=Penal Code      HSC=Health and Safety Code

Other Means of Correction		CONSEQUENCES	
<ul style="list-style-type: none"> <li>➤ Study Teams</li> <li>➤ Behavior Contracts</li> <li>➤ Daily Progress Reports</li> <li>➤ Referral to programs teaching pro-social behavior</li> <li>➤ Parent Teacher Conferences</li> <li>➤ Referral to Counselor</li> <li>➤ Community Service</li> <li>➤ Campus Beautification</li> <li>➤ Restorative Justice Program</li> </ul>		<ul style="list-style-type: none"> <li>➤ Lunch Detention</li> <li>➤ After School Detention</li> <li>➤ Class Suspension</li> <li>➤ On Campus Suspension</li> <li>➤ School Suspension</li> <li>➤ Alternative Placement</li> <li>➤ Expulsion</li> </ul>	
ISSUES	VIOLATIONS	CONSEQUENCES	
<b>1. PHYSICAL INJURY &amp; VIOLENCE</b> <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a)(1) EC § 48900 (s) EC § 48915 (a)(1), (a)(5)	<b>(a)(1)</b> Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb Threats, verbal threats (not terroristic threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. <b>(s)</b> Aiding or abetting infliction of physical injury.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (a)(1) or (s).</li> <li>✓ Referral to Counseling.</li> <li>✓ Sheriff/Police Citation - Fighting on school grounds: PC 415, 242.</li> <li>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).</li> </ul>	
<b>2. BATTERY</b> EC § 48900 (a)(2) EC § 48915 (a)(5)	<b>(a)(2)</b> Willfully used force or violence upon another person, except in self-defense: striking, shoving, and kicking. Assault with deadly weapon. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (a)(2).</li> <li>✓ Referral to Counseling.</li> <li>✓ Sheriff/Police Intervention PC 242, 243.2.</li> <li>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).</li> </ul>	
<b>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS</b> EC § 48900 (b), (m) US Code, Section 921, Title 18 EC § 48915 (a)(2) EC § 48915 (c)(1), (c)(2), (c)(5)	<b>(b)</b> Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. <b>EC 48915 (c)(5)</b> Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. <b>(m)</b> Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.	<b>EC § 48900 (m) Requires others means of correction for 1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (b),</li> <li>✓ Sheriff/Police Intervention PC 626.9, 244.5, 417, 653 (g).</li> <li>✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a).</li> <li>✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c)(2), possession of a firearm (c)(1), explosives (c)(5)].</li> <li>✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size.</li> <li>✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.</li> </ul>	
<b>4. CONTROLLED SUBSTANCES DRUGS &amp; ALCOHOL</b> EC § 48900 (c), (d) EC § 48900 (p) HSC 11366-11375 EC § 48915 (a)(3), (c)(3)	<b>(c)</b> Possessed, used, sold, furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind. <b>(d)</b> Offered, arranged, or negotiated to sell any controlled substance, and then sold, delivered, or furnished to any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage, or intoxicant. <b>(p)</b> Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. <b>EC 48915 (a)(3)</b> Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less than one ounce. Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (c), (d).</li> <li>✓ Sheriff/Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053.</li> <li>✓ Referral to Counseling.</li> <li>✓ Expulsion Recommendation – EC § 48915 [Mandatory for sales of controlled substances (c)(3)].</li> </ul>	
<b>5. ROBBERY, BURGLARY, OR EXTORTION</b>	<b>(e)</b> Committed or attempted to commit robbery (take personal property by means of force or fear) or extortion (obtaining of property	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (e).</li> <li>✓ Restitution to Victim/Community Service</li> </ul>	

EC § 48900 (e) EC § 48915 (a)(4)	from another, with his/her consent induced by a wrongful use of force or fear). Burglary: Entry with intent to commit a theft.	✓ Sheriff/Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519. ✓ Expulsion Recommendation EC § 48915 (a)(4).
<b>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI / ARSON</b> EC § 48900 (f)	(f) Caused or attempted to cause damage to school property or private property.  Possession of graffiti implements (markers, scribes, liquid or aerosol paint).	<b>Requires other means of correction for 1<sup>st</sup> Offense</b> ✓ In-House Suspension or Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service. ✓ Sheriff/Police Citation - Graffiti: PC 594 (a)(1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452. ✓ Fire Department Intervention PC 451, 452. ✓ Expulsion Recommendation.
<b>7. THEFT</b> EC § 48900 (g), (l)	(g) Caused or attempted to steal school property or private property. (l) Knowingly received stolen school property or private property (Possession of stolen goods).	<b>Requires other means of correction for 1<sup>st</sup> Offense</b> ✓ In-House Suspension or Suspension EC § 48900 (g). ✓ Restitution to Victim/Community Service. ✓ Sheriff/Police Intervention PC 484, 487, 488. ✓ Expulsion Recommendation.
<b>8. TOBACCO</b> EC § 48900 (h) EC § 48901	(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigar, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel, and electronic cigarettes.	<b>Requires other means of correction for 1<sup>st</sup> Offense</b> ✓ Sheriff/Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.
<b>9. PROFANITY &amp; VULGARITY OBSCENITY</b> EC § 48900 (i)	(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures	<b>Requires other means of correction for 1<sup>st</sup> Offense</b> ✓ Teacher warning; Teacher suspension; Detention or In-House Suspension. ✓ Administrative Conference. ✓ Suspension if profanity is directed toward a school official EC § 48900 (i). ✓ Sheriff/Police Intervention.
<b>10. PARAPHERNALIA</b> EC § 48900 (j) HSC 11364	(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig-Zags (rolling papers), roach clips, bowls, bongs.	<b>Requires other means of correction for 1<sup>st</sup> Offense</b> ✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Sheriff/Police Intervention. ✓ Expulsion Recommendation.
<b>11. DISRUPTION &amp; DEFIANCE</b> EC § 48900 (k)	(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.	<b>Requires other means of correction for 1<sup>st</sup> Offense</b> ✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k). ✓ Sheriff/Police Intervention.
<b>12. SEXUAL ASSAULT OR BATTERY</b> EC § 48900 (n) EC § 48915 (c)(4)	(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.	✓ Suspension EC § 48900 (n). ✓ Sheriff/Police Intervention PC 243.4, 261 - 269, 286, 288. ✓ Expulsion Recommendation EC § 48915 (c)(4).
<b>13. ELECTRONIC SIGNALING &amp; OTHER DEVICES</b> EC § 48901.5, EC § 48900 (k). May possess on school campus during the day, not activated.  <b>ELECTRONIC MUSIC EQUIPMENT OR GAMES</b> EC § 48900 (k).	Activated, used, or lent to another any electronic signaling device (i.e. cell phone, pager, walkie talkies, PDAs, etc.) on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee.  Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones.	✓ 1 <sup>st</sup> Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ 2 <sup>nd</sup> Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 3 <sup>rd</sup> Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ Suspension for defiance EC § 48901.5, 48900 (k).
<b>14. SEXUAL HARASSMENT</b> EC § 48900.2, PC 212.5 <i>Grades 4 to 12</i>	Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.	✓ Suspension EC § 48900.2. ✓ Sheriff/Police Intervention PC 212.5. ✓ Expulsion Recommendation.
<b>15. HATE VIOLENCE</b> EC § 48900.3 <i>Grades 4 to 12</i>	Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, gender, religion, disability, nationality, sexual orientation): Racial slurs over time, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols.	✓ Suspension EC § 48900.3. ✓ Sheriff/Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.
<b>16. HARASSMENT/BULLYING</b> EC § 48900.4, (o), (r)	(o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing). (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel".  Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.	<b>Requires other means of correction for 1<sup>st</sup> Offense</b> ✓ Suspension EC § 48900.4. ✓ Referral to Counseling. ✓ Sheriff/Police Intervention - Kidnapping: PC 135. ✓ Expulsion Recommendation.
<b>17. TERRORISTIC THREATS</b> EC § 48900.7	Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or	✓ Suspension EC § 48900.7. ✓ Sheriff/Police Intervention PC 422. ✓ Expulsion Recommendation.



	family's safety.	
<b>18. DRESS CODE</b> EC § 48900 (k)	Wore any inappropriate dress such as clothing, attire, apparel, accessories, head coverings (hats, bandanas, knit caps, doo rags, skull caps, etc.), or gang attire, except "for outdoor use (P.E.), articles of sun-protective clothing, including, but not limited to, hats (wide brim with neck covering only), and sunscreen."	<ul style="list-style-type: none"> <li>✓ Dress changed/Accessory seized/Detention/In-House Suspension.</li> <li>✓ Loaner T-shirt or school uniform provided.</li> <li>✓ Parent/Guardian notified.</li> <li>✓ Suspension EC § 48900 (k).</li> </ul>
<b>19. HAZING</b> EC § 48900 (q) EC § 32050	<p><b>(q)</b> Engaged in or attempted to engage in hazing as defined in EC § 32050.</p> <p>Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.</p>	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (q).</li> <li>✓ Sheriff/Police Intervention PC 242, 212.5.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<b>20. ATTENDANCE</b> EC § 48260, EC § 48262, EC § 48264.5 (a) <i>RESTRICTED AREA</i> EC § 48900 (k)	<p>Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission.</p> <p>Truant from school or contributed to the truancy of other students.</p> <p>Excessive tardiness to school or class.</p> <p>In unauthorized / restricted areas on-campus.</p>	<ul style="list-style-type: none"> <li>✓ Detention/In-House Suspension.</li> <li>✓ Truancy Letters/SART.</li> <li>✓ Sheriff/Police Citation EC § 48264.5 (a) - ages 13 and above.</li> <li>✓ Referred to SARB EC § 48320.</li> <li>✓ Referred to District Attorney Mediation/Juvenile Court.</li> </ul>
<b>21. VISITORS/TRESPASSING/ ADULT CAMPUS DISRUPTION/ THREATS, ASSAULTS TO SCHOOL OFFICIALS</b> EC § 32211, 44811, 44014	Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by parents or adults; students visiting campus during suspension or expulsion period or during off-track vacation period without permission	<ul style="list-style-type: none"> <li>✓ Visitor escorted off campus.</li> <li>✓ Persona non grata declaration/Restraining Order.</li> <li>✓ Sheriff/Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.</li> </ul>

## School Policies

### **Bullying Prevention Policy (also see “Take care of business”)**

Bullying is prevalent in schools today. Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social/and/or physical power deliberately dominates and harasses another who has less power. Failure to act can damage students' self-esteem and have a negative impact on academic progress. Pinacate Middle School has a responsibility to provide a safe and healthy learning environment where students feel secure. Do not ignore bullying. If you or someone you know is being bullied, please seek help from a parent, teacher, counselor, administrator or any adult staff member on campus.

### **Characteristics, Causes and Effects of Bullying**

- Bullying differs from conflict. Bullying involves a student or students targeting another student who has difficulty defending him or herself.
- Bullying occurs both with and without a teacher or another adult present.
- Bullies often feel justified inflicting hurtful behavior because they think their victims deserve it.
- Bullies appear to be concerned with their own wants, pleasures and needs.
- Bullies are more likely than non-bullies to be involved in vandalism, fighting, theft, substance abuse, truancy or to have an arrest by young adulthood.
- **The bully is the problem, not you!**
- Students who are repeatedly victimized can experience physical and psychological problems.
- Victims can withdraw and become depressed if bullying continues over time. Some victims may take extreme measures and seek violent revenge or consider suicide.
- Learn to react properly without getting into trouble by letting an adult know. **DO NOT WAIT!** If someone is bothering you, then you are being bullied. **GET HELP!** Do not be afraid to **“TAKE CARE OF BUSINESS”**.
- 

### **Student Identifications**

All students must have their student ID's on them at all times. Student ID's will also be required to enter on the bus. If students don't physically have their student ID's on them, the following alternative is also sufficient.

- a clear picture of the student ID on their mobile device or chrome book

If the student misplace their ID a nominal fee will be charged.

## Transportation/Bus Policy

It is a privilege to ride the bus in the Perris Union High School District. All transportation is provided at no cost for students who live more than 3 miles from Pinacate MS. Students who ride the school bus may only ride their assigned bus and will be **required to show their ID** for admittance on the bus. The driver has complete authority over any circumstance arising on the bus. Drivers will issue bus tickets at their discretion. The following consequences will be given for bus tickets:

### DON'T LOSE YOUR RIDING PRIVILEGES! FOLLOW THESE RULES:

1. Observe same conduct as in the classroom.
2. Be courteous. No profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

# of Tickets	Consequence
1	Warning and After School Detention
2	5 day bus suspension
3	Student is no longer allowed to ride the bus for the remainder of the semester and or semesters.

## Dress Code Policy — Dress for Success!

The manner in which students dress for school influences personal behavior and learning. Violation of dress standards may result in disciplinary consequences. Students may be asked to remove an item or change into dress code shorts and shirts provided by the school. At end of day, the inappropriate clothing or items will be returned. The school code is in effect when students attend any school sponsored event. For dress code violations that cannot be resolved at school, the student will wait in On Campus Detention until a parent brings the appropriate clothing for the student to wear. Repeated dress code violations will result in further disciplinary action.

### Words, Initials, Symbols

Any clothing including head apparel, backpacks, purses, or skin that display words, initials, or symbols that COULD BE interpreted as gang-related (for example, sport team logos), racially insensitive, gambling or drug-related and sexually suggestive (for example, images of women in bikinis or sexually suggestive poses) are NOT allowed on campus.

### Head Apparel

Almost all baseball caps are allowed. With the exceptions of the LA Dodgers with "LA" logo, SD Padre with "SD" logo, and Pittsburgh Pirates with "P" logo that are not allowed. Baseball caps are to be worn bill forward at all times.

- Caps that are allowed may not be worn inside any room or building on campus.
- Do-rags, bandanas, and hairnets may not be worn or be visible while on campus.
- Students riding bicycles to school must wear bicycle helmets.

### Shirts and Tops

- Nothing sexually suggestive, extremely tight or excessively baggy
- No halter-tops, spaghetti straps, or cleavage showing
- Straps must be at least 1½ inches wide
- Must completely cover stomach and lower back when arms are raised
- Boys must wear shirts with sleeves, no tank tops or muscle shirts

### Belts and Belt Buckles

- Belts must be worn around the waist and cannot be hanging around other parts of the body.
- Buckles must be less than 2 inches in diameter. Numbers, letters or sharp protrusions are not allowed.



### **Pants, Shorts, Skirts/Dresses**

- Extremely tight or excessively baggy pants and shorts are not allowed
- Holes or tears in the pants that expose underwear and excessive amount of skin are not allowed
- Shorts, skirts/dresses must cover personal body parts
- Extremely tight skirts or dresses are not allowed

### **Undergarments**

- Undergarments may not be visible (such as boxers or panties).

### **Footwear**

- No steel-toed boots, flip-flops, house or bath slippers, backless shoes, open-toe shoes or high heels.

### **Jewelry and Accessories**

- Piercing-related jewelry must not be sharp or excessively protruding. No safety-pins or spiked jewelry.
- Gloves are not allowed except during extremely cold weather and must be removed while on campus.
- Sunglasses may only be used in bright daylight. They may not be worn indoors (unless under a doctor's prescription) and they may not be worn as jewelry (i.e., on top of head or around the neck).

### **Other Items**

- No blankets, pillows, or stuffed animals
- No pajamas or sweats

### **PE Uniforms**

- PE uniforms are to be worn ONLY during P.E. class unless otherwise specified by an administrator.

### **School Discretion**

-School officials may determine other inappropriate clothing. **Any potential or perceived distractions, student endangerment and the behavior of a student or groups of students may be used as criteria for dress code violations.**

### **Attendance Policy**

The staff at Pinacate believes that if a student is absent from class, the educational experience cannot be replaced. Please attempt to make appointments after school hours for students.

Students returning to school after an absence should submit a written and signed explanation **in ink** from the parent or guardian stating the student's name, grade level, date of absence and reason for absence on the first day back to school.

Parents may also call the Absence Phone Line at (951)943-6441 ext. 40114 to clear an absence. Students must obtain a re-admit slip from the attendance window prior to the start of first period or be subject to further disciplinary actions

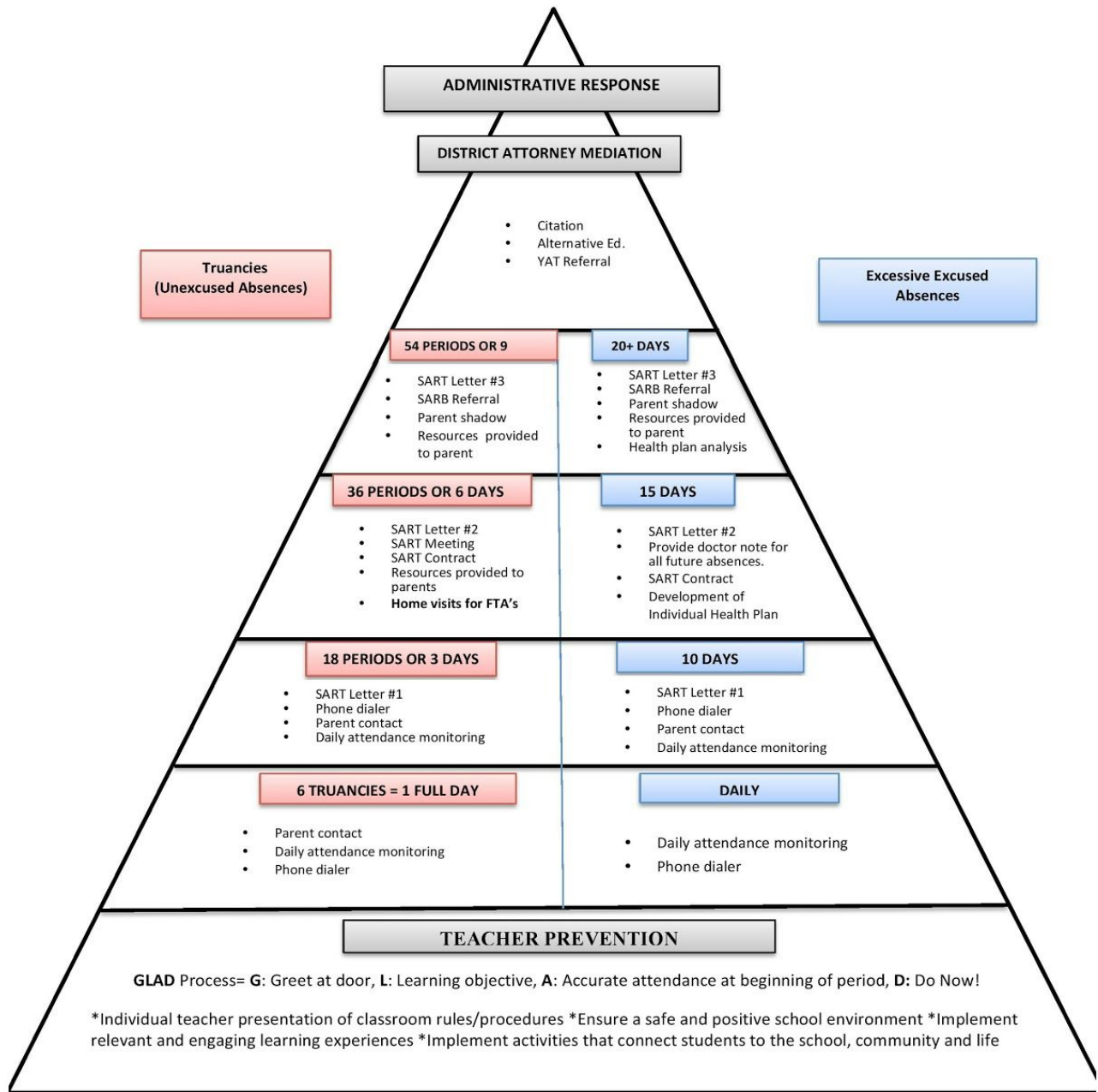
It is the student's responsibility to make arrangements for make-up work. Students returning from unexcused absences do not have a right to receive make-up work. Make-up work in such cases is based on teacher discretion.

### **Truancy (unexcused absence) Consequence**

Unexcused absences are suspensions, trancies, and unverified absences. An unverified absence is considered a truancy if the absence has not been properly cleared by a parent or guardian after 72 hours. Pinacate will call the primary phone number and leave an automated message informing parents of missed periods. Please contact the school if you receive such a message, but believe your student was in school or to clear the absence.

Please refer to the diagram on the next page for the 2015-2016 PUHSD Attendance Guidelines.

**PUHSD  
Attendance Pyramid of Intervention  
2015-2016**



**Special Note:**  
*Students with excessive truancies may not be allowed to participate in extracurricular activities.*

## Student Early Dismissal

If your child is to be dismissed before the regular time, please come into the office and check him/her out. **You will need to be listed on their emergency card, 18 years or older and must show a valid picture ID.** We want to make sure your child is safe and to do so we must verify who we are releasing the student to. Below are some guidelines for your students early dismissal.

**\* Please note ABSOLUTELY NO early dismissal is permitted 15 minutes before the end of the school day.** (based on the school schedule the below times are subject to change)

- **Mon, Tues, Thurs**  
Early Release will not be permitted after 2:55 p.m.
- **Wed and Fri**  
Early Release will not be permitted after 1:15 p.m.

\* To maintain all students are safe, **ABSOLUTELY NO early dismissal is permitted during lunch time without prior arrangements.**

Prior arrangements include:

1. Notify your child of the time of their early dismissal. It is the **student's responsibility** to report to the office at the time you instructed them to do so.
2. Call attendance in advance at (951)943-6441 ext. 40114 and inform them of your students name and time of early dismissal.

It is important to understand if the above arrangements are not made, we will not be able to dismiss your child during the lunch time and you will need to wait.

**Below are the following lunch times early dismissal is not permitted without prior arrangements.**

<b>Monday Tuesday, &amp; Thursday</b>	<b>Wednesday &amp; Friday</b>
1st lunch 11:41-12:16 2nd lunch 12:39-1:14	1st lunch 10:40-11:15 2nd lunch 11:25-12:00

## Electronic Device Policy

Students are permitted to bring cell phones to school, but they must be turned off and kept completely out of sight while on campus. No other electronic devices (iPods, MP3 players, Game boys, PSPs, cameras, headphones) are allowed on campus! When an electronic device is confiscated, it will be placed in the Discipline office until the parent can come to pick it up. Per District policy, electronic devices confiscated for the third time will not be returned until the end of the semester.

## Banned Items Policy

The following items are not allowed on campus. Of course, any type of weapon (**including toy weapons or replicas**), drugs, alcohol, tobacco or dangerous object is never allowed, even if not listed below.

Electronic Devices (iPods, MP3 players, GameBoys, PSPs, cameras, headphones); sports equipment; knives of any size, matches, lighters, or any other drug paraphernalia; gum, candy, and sunflower seeds, scissors/metal nail files/screwdrivers, etc.; sharpies or other permanent markers; skateboards/rollerblades, squirt guns/water toys; video cameras/cameras; large sums of cash;  
toys (stuffed animals, etc.), blankets and/or pillows.

Pinacate Middle School will not investigate the loss or theft of non-school related personal property. Site administration will not be responsible for determining ownership of any banned item; therefore the item will only be released to the parent/guardian of the student from whom the item was taken, unless the parent of the actual owner can provide proof of ownership. Pinacate staff/administration will not be responsible for lost or stolen banned items. The owner of a lost or stolen banned item may file a report with the Perris Police Department at their own discretion.

## **Food Policy**

- Gum, nuts or seeds in the shell are not allowed
- Food/drinks will be consumed in the lunch area or MPR only (no food/drinks in the classrooms)
- Glass containers are not allowed
- No outside food allowed on campus (i.e. birthday cakes, cupcakes, brownies, etc.)

## **CA Education Code**

Pinacate Middle School and the Perris Union High School District support a policy of promoting **safe schools** and will strictly enforce the rules when students are involved in serious violations involving violence, controlled substances, possession of weapons, hate crimes, and sexual assault or harassment. Any such offense will be reported to the proper legal authority, which is usually the Riverside County Sheriff Dept.

## **Important Information**

### **Health Services**

A district nurse or health clerk will be present on campus six hours per day. Parents will be notified of accidents and are responsible for transporting students except in the case of extreme emergency. Since medical treatment is the responsibility of the parent and the family doctor, medications will be given only on the written request of a physician. All medications (including aspirin and inhalers) must be in their original container, be labeled with the student's name, and stored in the nurse's office. An authorization for prescription/over the counter medicine form completed by both parents and doctor must be on file in the Health Office. See the school nurse for a form to complete.

### **Illness**

Students who feel ill must request a pass to the office to see the health clerk. Students leaving early for medical appointments, etc. must report to the office before leaving. Parents are required to sign the students out through the office and present identification. Students may NOT take it upon themselves to use their cell phone to call to be picked up from school.

### **Student Handbook**

Each student will be given one Student Handbook. Replacement handbooks are available for a fee. All important school information is included in this handbook.

### **Student ID Cards**

ID cards are issued at the beginning of the school year and students are required to carry them at all times. Replacement I.D cards are available for a nominal fee.

### **Student Records**

All student records are kept in the Counseling office. Only parents or guardians may check out a student from Pinacate. All books must be returned before the student is officially withdrawn.

### **Food Services**

Food items are available during breakfast and lunch in the school cafeteria. To apply for free and reduced meals or to purchase meals, please visit the PUHSD district website at [puhsd.org](http://puhsd.org) and click on the link to Nutrition Services. Parents may also go to Nutrition Services at the PUHSD District Office on 155 East 4<sup>th</sup> Street, Perris, Ca 92570 or pick up a nutrition application at Pinacate.

### **Grading Periods**

Each semester students receive two progress reports mailed out after the 6<sup>th</sup> week and 12<sup>th</sup> week of the semester. Students also will receive one report card mailed out at the end of each semester.

### **Homework**

Homework is a valuable part of the instructional program. Homework should be done independently; however, parents are encouraged to show interest in their child's work and to provide an appropriate setting. Generally, homework will be assigned Monday through Thursday.

**Lost and Found**

Lost and found is located in the Attendance Office. Items left for extended periods will be given to charity at the end of each semester. Lost textbooks will be returned to the library. For keys, glasses and check with the attendance clerk.

**Electronics**

Electronics go to the discipline office for parental pickup.

**THANK YOU**

Your support of this positive environment and behavior plan is necessary for us to complete our mission at Pinacate Middle School. By following the expectations, codes and policies, all students can learn to behave respectfully and to develop the necessary character to expect and achieve excellence!

We have read and understand Pinacate's Positive Environment and Successful Behavior Plan

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Student Signature

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Parent Signature