

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
Serrano Intermediate School
SCHOOL-WIDE STUDENT EXPECTATIONS
2009-2010

School rules and policies have been established to insure that all students are provided with an educational environment that supports learning. By working together, we can provide a safe, pleasant, and academically rewarding environment in which students can achieve maximum success. Serrano Intermediate has established three SCHOOL-WIDE EXPECTATIONS as guiding principles for behavior while on campus, and while going to and from school. These three principles form the foundation for all student attitudes and behavior. Each student should practice these principles daily, focusing on the positive benefits they produce. Serrano Intermediate's three practices are:

Readiness ~ Prepared to learn

Respect ~ Proper behavior toward others

Responsibility ~ Pride in my actions and attitudes

I. CLASSROOM STUDENT EXPECTATIONS

A. CLASSROOM BEHAVIOR

At Serrano Intermediate School, we understand that a student's behavior affects not only his or her learning, but also the learning of others. The goal of the Serrano staff is to make our expectations for student behavior clear and consistent. Students will know what consequences to expect when rules are broken, while at the same time receive positive encouragement for practicing the three SCHOOL-WIDE EXPECTATIONS. We believe that if students practice the three R's, they will experience success at Serrano. Each student is expected to enter the school campus READY and prepared to learn. Appropriate RESPECTFUL behavior in each classroom allows for a stronger, more positive relationship between the student, peers, and adults. Assisting students towards maturity means that each individual accepts RESPONSIBILITY for his or her actions. Classroom expectations are that:

1. Students shall enter the classroom orderly and quietly and be seated when the bell rings.
2. All students shall have the following materials:
 - **3-Ring binder (2" minimum)**-Students will carry their notebook and student planner to class and home each day.
 - **Divider tabs with course titles**-The notebook should be divided by subject area.
 - **ASB Student Planner**-The student planner must be purchased on registration days or on the first day of school. The planner will inform students and parents about school policies and procedures as well as assist students to be organized in their studies. Students will use this planner to record their daily assignments, school business, and important dates. Use of the planner will be reviewed with students during the first week of school.
 - **Passport on the Sea to Success (will be provided)**-This packet will be provided to students the first week of school. The materials it contains are designed to help students develop good academic habits and show how to stay organized.

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- **Pencil pouch or holder**
 - **Pencils (2) longer than 3”**
 - **Pencil lead for mechanical pencils**
 - **Pens (2) with black or blue ink**
 - **Eraser**
 - **Highlighter (no permanent markers allowed)**
 - **White, ruled paper (at least 20 sheets)**
 - **P.E uniform**
 - **Optional Items**-A list of suggested study tools is listed in the *Passport* that students will receive the first week of school.
3. Each student shall have all homework and classroom assignments completed when due.
 4. Each student shall respect the classroom teacher's authority and show respect for self and peers at all times.
 5. Eating, drinking, and/or performing personal grooming shall not take place in the classroom.
 6. Gum shall not be chewed nor brought to school.
 7. *Students shall do their own work unless working in an assigned collaborative group.*
 8. *Students shall not have any scissors, knives, or other form of cutting device at school.*

B. CLASSROOM CONSEQUENCES

Teachers will monitor classroom and school-wide expectations and use various methods to discipline students who are not following Serrano Intermediate expectations. Parents will be contacted if these methods of discipline prove to be ineffective. If a particular student continues to break classroom rules, the student will be sent to an Assistant Principal for disciplinary action. This may result in the lowering of the student's classroom citizenship grade. In severe cases of misbehavior, the student may be directly referred to an Assistant Principal for disciplinary action.

II. SCHOOL-WIDE STUDENT EXPECTATIONS

A. CAMPUS BEHAVIOR

A positive school climate is a result of respectful and responsible behavior that promotes a safe and orderly environment. Below are the guidelines that foster this positive climate while on campus and while traveling to and from school:

1. Courteous and Respectful Behavior
 - Students shall show respectful and responsible behavior while at school and on the way to and from school.
 - Students shall stay off private property of our Serrano Intermediate neighbors, including the *Railroad Right of Way*.

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- Students shall obey all school rules prohibiting activities such as smoking, fighting, possession or use of alcohol or drugs, and possession or use of any weapon or explosive.
2. Personal Items
 - Personal property not used in the instructional program should not be brought to school. This includes but is not limited to radios, CD players, IPODS, card collections, pagers, laser pointers, electronic games and other electronic devices. If brought to school, these items will be confiscated.
 - Students may bring basketballs (with the student's name) to school for use during lunch.
 3. Inappropriate Language or Behavior
 - All students are to refrain from the use of profanity.
 - Screaming, shouting, running, or participating in horseplay shall not be allowed.
 - Students shall show respect towards other students, adults and other individuals who visit our campus.
 4. Bicycle Transportation

Students riding bicycles to and from school must observe all traffic laws including wearing a helmet. Bicycles are to be walked when entering and leaving school grounds. Improper use of bicycles may result in the loss of bicycle privileges. To prevent theft, bicycles must be individually locked to the bike racks in the designated enclosures. Gates are locked at 8:30 am and opened again at 2:45 pm. Every precaution is made to ensure the safety of bicycles parked at Serrano. However, Serrano Intermediate School cannot be held financially liable should a bicycle be stolen or vandalized. Sheriff's deputies may ticket students not wearing a bike helmet. Skateboards, roller blades and scooters are not allowed on campus and are not to be used as a method of transportation to or from school.
 5. Closed Campus Policy

Serrano is a closed campus. Students may not audit classes nor have visitors attend classes with them. Parents are welcome to attend classes with their children. Parents wishing to do so should call our guidance specialist at least 24 hours in advance to make arrangements. All visitors to Serrano must check in at the attendance window upon arrival to school. No student shall leave the campus at any time without written parent permission. Parents are required to sign students out at the attendance window.
 6. Telephones

Office telephones are reserved for school business purposes. **Office telephones are not provided for students except in cases of emergency.** Emergency calls will be made for the student by office staff. All after school arrangements should be made between students and families before arriving at school.
 7. Cell Phones

The Saddleback Unified School District recognizes the importance of providing students with sustained, uninterrupted instruction. Therefore, interruptions and

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distractions must be controlled and minimized. We understand that the use of cell phones has increased in recent years for convenience purposes. Serrano Intermediate School will therefore allow students to carry cell phones for use before and after school only. Cell phones must be off at all times during school hours. Any student whose cell phone disrupts a classroom or is visible during school hours will have their cell phone taken and placed in the office. The first time a cell phone is taken, the student may pick it up from the office at the end of the day. A second violation will result in the phone being taken and held in the office for a parent or guardian to retrieve. The student will also receive a consequence. Additionally, Serrano Intermediate School will not be responsible for any phone that is lost, stolen, or damaged at school.

B. SCHOOL-WIDE CONSEQUENCES

The following chart lists typical violations that are referred to the principal or assistant principals along with the range of consequences typically assigned. Severity of consequences is based on the severity of the incident. Any repeated misbehaviors as listed below may result in the student being placed on a Serrano Student Behavior Contract.

STUDENT DISCIPLINARY ACTIONS (Typical)

(Minimum/Maximum)

Table with 2 columns: Violation and Consequence. Rows include: Air Soft or Pellet gun, Assault, Bus Citation, Bullying, Controlled Substances/Paraphernalia, Dangerous Objects, Disobedience, Defiance of Authority, Disruptive Behavior, Dress Code, Ethics Policy Violation (Academic "Cheating"), Extortion, Fighting, Forgery, Gambling, Harassment (Racial, Sexual, Electronic, etc.), Hazing, Laser pens, Offensive Social Behavior, Pantsing another student, Pornographic Materials, Stink Bombs/Smoke Bombs, Substitute Policies, Theft/Vandalism, Threats, Tobacco, Truancy.

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Vandalism	Susp/Exp
Verbal Abuse/Profanity.....	Det/Opps/Sat. Schl./Exp
Weapons.....	Exp

C. ATTENDANCE

Academic success is directly related to consistent attendance. Being prepared for school is the first step toward your academic success.

1. Each student must report to each class on time with required materials.
2. Parents are requested to notify the school of their child's absence on the **attendance answering machine at 586-0921** the day(s) of the absence(s) by 9:00 a.m.
3. If a parent has not notified the school, the student is expected to bring a note and obtain a readmit slip from the Attendance Office, which is to be signed by each classroom teacher. The student is expected to obtain the readmit before school and be on time to class. **Students who do not clear their unexcused absences within three days will be assigned consequences. THERE WILL BE NO EXCEPTION TO THIS RULE!**
4. **Excused absences and/or tardies must be verified by parents and include illness, medical/dental appointments or attendance to immediate family funerals.** All other absences for vacations, car trouble, etc., are considered unexcused for State of California reporting purposes.
5. Notes requesting early dismissal **must** be brought to the Attendance Window before school begins in the morning. Students with early dismissals must carry this pass and **be signed out at the office by a parent or guardian.** Persons other than parent or guardian may not pick up students without prior written authorization from parent/guardian.
6. The student is expected to carry an official classroom pass when released from a classroom.
7. The student is expected to remain in his/her classroom until released by the teacher for the next period class.

D. TARDIES AND TRUANCIES

TARDIES-unexcused (less than 30 minutes late to school or any class without a proper excuse)

Promptness to class is very important at Serrano. Students are to be seated and ready to work when the bell rings. Tardy students interrupt their own learning as well as others by taking away valuable instructional time. Unexcused tardies to class are dealt with in the following fashion:

- ✓ 1st Offense: Warning (documented).
- ✓ 2nd Offense: Lunch detention.
- ✓ 3rd Offense: After school detention.
- ✓ 4th Offense: Two after school detentions.
- ✓ 5th Offense: Five days lunch detention.
- ✓ 6th Offense: Saturday School.
- ✓ 7th Offense: On Campus Suspension (OCS)
- ✓ 8th Offense: Suspension.

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TRUANCIES-unexcused (students who are more than 30 minutes late to school or unexcused to any class are considered truant for the entire period)

Absences without parent knowledge or consent, either partial or full days, are considered truancies. In the case of truancy, students will be given two hours detention for one period-hour of truancy and Saturday School and/or in-house suspension for truancies longer than two periods. As noted above, **excused absences and/or tardies must be verified by parents and include illness, medical/dental appointments or attendance at immediate family funerals.** All other absences for vacations, car trouble, etc., are considered unexcused for State of California reporting purposes.

- ✓ 1st Offense: Parent contact/two detentions
- ✓ 2nd Offense Saturday School.
- ✓ 3rd or more: Saturday School and/or On Campus Suspension (OCS)

E. PERSONAL PROPERTY

1. Serrano Intermediate School is not liable for lost or stolen articles from backpacks or P.E. lockers. P.E. locker combinations are to remain **confidential**. Students are required to pay for any textbook or other school property such as musical instruments issued to them that is lost, damaged, or stolen. Students should not bring valuable personal items or large sums of cash to school.
2. Parents bringing personal items to students such as forgotten books, lunches, homework projects, P.E. clothes, etc., must leave such articles (labeled) at the Attendance Office. Class will not be interrupted to deliver personal items. The names of students with messages or items left for them will be called on the PA system during passing periods. It is the responsibility of the student to check at the Attendance Window, during passing periods only, for any items delivered.
3. Special occasion balloon and/or flower bouquets are not allowed in the classroom. If brought or delivered to school, they will be kept in the office until school dismissal.

F. ETHICS AND ACADEMIC HONESTY (AR5131.8)

Students of the Saddleback Valley Unified School District are subject to an Ethics Policy, which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related test (CAHSEE, AP, and STAR.) are subject to this policy.

Cheating also includes looking at another student's paper, taking credit for work that is not your own, or talking during an exam. Helping another student cheat on an exam, homework or other assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.

Students, who violate the Ethics Policy while taking a major state and/or national examinations, such as SAT, PSAT, etc., will be removed from any and all extra class

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activities and elected or appointed leadership positions for the remainder of the school year.

The following action will be taken in regards to students in violation of this policy:

1st Offense:

1. Automatic "O" (Failure) on assignment or test.
2. Teacher contacts parent with details of offense and explains consequences including Ethics Policy Contract.
3. Referral placed in student discipline file.
4. Trimester citizenship grade will be lowered in the class where the violation occurred.
5. Student is placed on probation for remainder of the school year. Student signs an Ethics Policy Contract, copy goes home for parent signature, teachers are notified, and a copy is placed in discipline file.
6. If the Ethics Policy violation occurs in a student aide class, the student may be transferred to another elective.

2nd Offense: (The second offense by the student during the period of probation)

1. Automatic "O" (Failure) on assignment or test.
2. Trimester academic grade in the class where the second offense occurred will be lowered by one grade level. Student assigned "U" in citizenship and work habits in the class for the trimester in which the second offense occurred.
3. Referral placed in student discipline file and teachers are notified.
4. Parent conference.
5. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.
6. If Ethics Policy violation occurs in a student aide class, the student will be transferred from the aide class with grade of "F".
7. Student placed on In-school (Opportunities Class-OCS) Suspension.

3rd Offense: (The third offense by the student during the period of probation)

1. Automatic "O" (Failure) on assignment or test.
2. Trimester academic grade in the class where the third offense occurred will be lowered by one grade level. Student assigned "U" in citizenship and work habits in the class for the trimester in which the third offense occurred.
3. Student transferred from class with grade of "F".
4. Referral placed in student discipline file.
5. Parent Conference.
6. Student placed on out of school (home) suspension.

Students who wish to appeal these penalties may do so to the local site Ethics Committee. This committee is composed of four members; two teachers, an administrator, and a student. The student committee member will have an advisory vote. The accused student must file an appeal within ten working days from the date of the infraction.

G. PROMOTION REQUIREMENTS

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The Saddleback Valley Unified School District has adopted a board policy regarding criteria for promotion of students:

- Students must satisfactorily complete all required courses for promotion to the next grade.
- Students must earn a minimum cumulative GPA of 1.50 and not receive more than 3 trimester “Fs” for the current school year.
- Students must have a cumulative GPA in math and English of 1.0 or higher to be promoted.
- Lastly, students’ scores on the standardized test under the STAR Program must be at or above the 23rd percentile in reading, Language Arts, and mathematics, or the score on the California Standards Tests under the STAR Program or other comparable District standards-based benchmark tests must be at performance level 2 or above in English/Language Arts and mathematics.

Remediation classes are available to assist students in meeting promotional requirements. Summer school programs are also available to earn promotion.

H. DRESS CODE

Students must wear clothing that is appropriate for school, respectful to oneself and others, reflects decency, is comfortable, clean, and in good repair. Clothing and other items that students wear to school must not disrupt the educational process, create any form of school disturbance, or pose a safety concern. ***Special note to parents: Your assistance in supporting the Serrano Dress Code is one of the prime components of maintaining a strong academic program for your child.*** Please discuss appropriate and modest apparel for your child.

General Apparel

- Clothing shall not be symbolic of gang attire nor have gang logos.
- Clothing shall be free of logos, words, or slogans that promote alcohol, tobacco, or drugs, or promote vandalism, bigotry, violence, suicide, death, or contain sexual connotations and/ or inappropriate double meanings. Clothing must also be free of logos or symbols of any kind of weapons.
- Plain white T-shirts or undershirts shall not be worn by themselves.
- Undergarments may not be showing or worn as clothing.
- Spiked studded accessories and other sharp objects including staples and safety pins may not be worn.
- Clothing must be clean and in good repair, free from cuts and tears (including torn knees).
- Extreme radical hairstyles including Mohawks, faux-hawks, large or long spiked hair and hair dyed to unnatural colors may not be worn.
- No visible body piercing except for the ears. Spiked earrings and ear plugs are not allowed.
- Large medallions, rings, or chains (including those attached to wallets), may not be worn.

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- Any extreme attire that causes a distraction or disrupts the learning environment will be referred to the administration.
- Students shall follow guidelines for removal of jewelry for P.E. classes.
- Any type of writing on oneself is not permitted.

Boys' Apparel

- Pants/shorts must be the proper size fitting securely at the waist. No sagging pants/shorts, or oversized clothing.
- Tank shirts are not to be worn.
- Tall socks with long shorts that overlap shall not be worn.

Girls' Apparel

- **ALL TOPS MUST HAVE SLEEVES.** Tank tops, cutoff tops, halter tops, or bare midriffs for girls are not to be worn. Sheer, low-cut, or backless tops are not allowed. Cleavage may not be visible. Undergarments must not be showing.
- Fishnet stockings are not allowed.
- Sleepwear shall not be worn to school.
- Skirts and shorts must be an appropriate length. (No shorter than to end of fingertips when arms are at one's side)

Shoes

- Shoes shall be worn at all times.
- All footwear must have a back-strap.
- Heels shall not exceed 1 1/2 inches.
- Steel toed shoes, flip-flops, skate shoes (with wheels), and slippers are not allowed.
- Sunglasses and Hats
- Students may wear sunglasses, hats, or visors for sun protection during P.E. and lunch only. They may not be worn at anytime while inside buildings, in class, or in covered areas.
- Hats and visors must be in school colors of solid blue or yellow. No logos permitted.
- Hoods on sweatshirts may not be worn except outside during inclement weather.

Students who dress inappropriately will be required to wear their P.E. uniform, or wear clothing provided by the school or brought by the parent. Continued violations of the dress code shall be referred to the administration for additional disciplinary action. When fashion trends arise that compromise the learning environment or safety of our students, Serrano administration reserves the right to revise the dress code as needed.