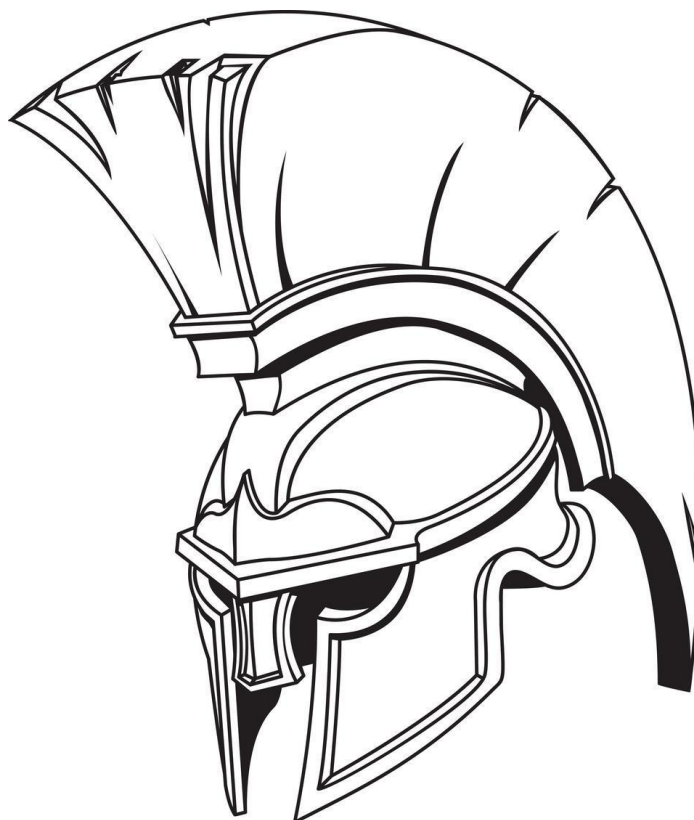


# SEQUOIA MIDDLE SCHOOL STUDENT HANDBOOK 2021-2022



[sequoia.reddingschools.net](http://sequoia.reddingschools.net)  
1805 Sequoia Street, Redding, CA 96001  
Telephone: (530) 225-0020  
Fax: (530) 225-0029

*Principal: John Moser*

*Assistant Principal: John Selke*

## IMPORTANT!

Please note that, due to COVID-19, certain policies and procedures have changed in an effort to maximize student and staff safety. (Indicated below with a \*). These policies and procedures are aligned with State and District guidelines as of August 2021 and are subject to change.

Thank you for your cooperation and understanding.

# WELCOME TO SEQUOIA!

Welcome to Sequoia Middle School. It should be an exciting year for all of us as we meet new people, opportunities, and set new goals. This handbook is presented to you to acquaint you with our traditions, with our priorities for the new year, and especially with our school policies and expectations. Please read this carefully as it will answer many of the questions you will have about our school.

## Important Phone Numbers and Times

Sequoia Main Office:	225-0020	Main Office Fax:	225-0029
Attendance Office:	225-0023	Attendance Office Fax:	245-7706
Home School:	225-0076		

The Sequoia Main Office and Attendance Offices are open from 7:30 A.M. – 4:00 P.M.  
School Day: 8:35 A.M. – 3:00 P.M. Wednesdays: 8:35 A.M. – 2:00 P.M.  
Parent Conferences (November 1st- 5): 8:35 A.M. - 12:10 P.M.

## HEALTH CENTER

The Health Center (HC), located inside the Administrative building, is staffed from 8:15 A.M.-3:30 P.M. on days that school is in session. It is not equipped to take care of any serious illness. If you become ill during school hours, you must receive a pass from your teacher before going to the HC. If you have an accident in the school building, or on school grounds, at practice sessions, or at any athletic or extra-curricular event sponsored by the school, you must report it to the person in charge and to the HC. Your parent or guardian will be contacted if necessary. **We cannot dispense medication of any kind without written authorization from a doctor. All medicines (including non-prescribed/over-the-counter medications) are to be kept in the HC. According to state law, all medicine must be in its original container.**

**TELEPHONE**

Students may use the classroom telephone at teacher discretion. Please arrange after-school transportation and/or plans prior to coming to school. Students will be allowed to use the phone after school for emergency purposes only.

## **STUDENT MESSAGES**

Uninterrupted class time is important for learning. Students will receive messages from parents or guardians during the school day through the office. **Please do not text or call your child's cell phone during class, as it is distracting to the learning environment.**

## **DELIVERIES**

Deliveries for students, such as flowers and balloons, **will not be accepted** by school personnel or delivered to a student during school hours. Students are likewise asked not to bring similar items to school. **Please respect our students' right to an uninterrupted learning environment.** If a student forgets something (i.e. materials or lunch money) a parent/guardian may drop the item(s) off at the Main Office for the student to pick up. Students are responsible to check in at the Main Office for delivered items.

## **ATTENDANCE, ABSENCES, AND TARDIES**

Every student between the ages of 6 and 18 years, not exempted, must attend school full time, (Ref. Education Code Section 48200). Excellent attendance has a direct impact on student achievement and success. Furthermore, the amount of money the state of California apportions to a school is based on the actual number of students in school each day. Therefore, it is imperative that students attend school every day. We still need to verify absences because of the compulsory attendance law. For compulsory attendance purposes the following are considered excused absences: illness, quarantine, medical, dental, optometric, or chiropractic services, attendance at a funeral, jury duty, or court appearances.

## **WHEN ABSENT**

1. Have your **parent** or **guardian phone** (before 10:00 A.M.) to inform the attendance office of your absence, 225-0023.
2. **Bring a written excuse** giving your name; date, days of absence, reason for absence, and parent or guardian's signature to the attendance office before school begins on the day you return. **Ask teachers for make-up assignments when you return.**
3. A student may be put on independent study for multi-day (five consecutive days or more) absences. If you anticipate a multi-day absence due to personal reasons, please contact the attendance office to arrange an independent study contract. **Independent study must be arranged in advance.** If a student, under doctor's care, will be absent for two or more consecutive weeks, the parent or guardian should call the school office to arrange a home and hospital teacher.
4. **We encourage all students to have two study buddies whom they can call to get or check assignments.**
5. **Students are responsible for all assignments and homework missed due to Sports, Field Trips, etc.**

## **TARDIES**

**Being tardy to school or to class (to your job) is unacceptable!** At Sequoia, we firmly believe that class time is important. **DON'T BE LATE!** Students are required to be in their class with all materials and ready to work when the tardy bell rings.

## **CHANGE OF ADDRESS/EMERGENCY CARD**

Please inform the office if you change your address, phone number, or emergency contact person information. **Communication between home and school is extremely important. INFORMATION CAN ONLY BE GIVEN TO THOSE INDICATED ON THE EMERGENCY CARD.** If you are on an inter-district transfer contract and you fail to keep the school informed of your current address, it may result in the denial of your interdistrict agreement to attend Sequoia.

## **WITHDRAWAL**

If it becomes necessary to withdraw from Sequoia during the school term, your parent or guardian is requested to inform the office at least **ONE DAY IN ADVANCE**. The reason for your withdrawal and your destination will be required. Withdrawal forms are available in the front office.

## **CLOSED CAMPUS**

**Sequoia is a closed campus!** Students may not leave campus for any reason during the school day without prior approval from the attendance office. **Non-Sequoia students or guests are not permitted on campus during the hours of 7:00 A.M. to 6:00 P.M.** Please plan to meet friends, who do not attend Sequoia, after school and away from campus. All students not enrolled in Sequoia after-school programs or attending after-school study halls must leave campus by 3:30 P.M.

## **VISITORS/GUESTS**

Parents and guardians are always welcome at Sequoia. We require that parents and guardians register at the Front Office before entering campus. A visitor tag will be issued and must be visibly worn at all times. Because Sequoia is a closed campus, student visitors will not be permitted on campus during regular school hours (**7:00 A.M. - 6:00 P.M.**). The only exceptions are those who have permission from the principal or designee.

- \* Sequoia will limit nonessential visitors, volunteers, and parent access to areas outside the office. Doors may be locked at times to limit the number of people who can enter at one time. Appointments might be utilized for parents to complete needed paperwork or other items.

## **LIBRARY**

Before school, at lunch and after school, you will find the library a quiet place to do school work, enjoy leisure reading, search the Internet, or read current magazines and newspapers. A library technician is available throughout the day to help you find the materials you need. A pass from your teacher is needed to go to the library during class time and at lunch. You may also acquire a pass from a noon duty supervisor to go to the library during lunch.

**\* Students will not be permitted on campus earlier than 8:10 during the 21/22 school year.**

## **INTERNET ACCESS**

In order for students to access the Internet at Sequoia Middle School, they must have a current parent-signed/student-signed *Student Acceptable Use Agreement* on file. The form is available online at the District Website, or at the Sequoia Main Office. If a student violates the Internet Access agreement, Internet privileges may be revoked.

## **LOST AND FOUND**

All efforts will be made to return lost and found articles that are labeled. Check for lost items in P.E. locker rooms, attendance office or cafeteria. Articles turned in are kept a reasonable length of time or until they are claimed. The one who claims the article is expected to identify it. **MAKE IT A POINT TO LABEL YOUR BELONGINGS WITH PERMANENT INK.**

## **FOOD SERVICES**

**\* Breakfast and lunch will be provided at no cost to students for the 2021-2022 school year.**

Breakfast is served each day. The full price of a breakfast is \$1.25. The reduced price is \$.30. Milk is \$.35. Lunch also is served each day. The monthly lunch calendar is available in the office and online at [www.reddingschools.net](http://www.reddingschools.net). Milk and salads are offered every day in addition to various entrees. The Spartan Café located on the patio serves prepackaged items such as salads and fruit parfaits. The full price for lunch is \$2.70 and the reduced price is \$.40. It is recommended to pay the lunch account by check to insure proper credit for your child. Full pay 5 days is \$13.50; reduced 5 days is \$2.00. Full pay 20 days is \$54.00; reduced 20 days is \$8.00. While payments for prepaid meals are accepted in the cafeteria, parents are encouraged to participate in the ONLINE prepaid meal service ([myschoolbucks.com](http://myschoolbucks.com)). Using this service is convenient, eliminates concerns about lost money, and helps the food line move quickly. Students forgetting lunch or lunch money may ask a cook for an alternate lunch which consists of a cheese sandwich, fruit, and milk.

A clean and orderly cafeteria is a must. A computer system for food service is in place.

Cashiers are stationed at the end of the service lines. Each student is required to key in his/her own student identification number. These numbers will be issued at the beginning of the school year. Students are not to share their student identification number with other students.

**\*Breakfast, Lunch, & Super Snack – Cafeteria Area:**

Please fill out the eligibility form at  
<https://www.myschoolapps.com/Home/PickDistrict>

**Cafeteria Seating Plans:** Common dining areas will have organized seating arrangements to ensure separation between table setups to keep cohorts of students together. Outside areas will be utilized when practicable. This may require lunch schedule changes to accommodate.

**Super Snack** – This will be provided on a daily basis for those students enrolled in the After School Extended Learning Program at no cost to the family. Each snack will be grab-n-go bag that will contain milk, fruit/vegetable, grains, and protein.

### **EMERGENCY PLAN**

In case of an emergency where the school has to be evacuated, Sequoia staff has been assigned specific responsibilities. **Staff will escort students to a safe area where an emergency command post and first aid station will be established.** If there is an intruder on campus, we will lock the campus down until it is determined that all are safe.

### **INSURANCE**

Sequoia does not carry insurance on any student. Medical care and payments are the responsibility of the parents. Parents of students who cause malicious injury may be held liable for costs. We highly recommend that parents purchase school insurance if they do not have any other type of coverage for their student. Please contact the Health Center at 225-2353 for more information.

### **TRANSPORTATION**

**Buses:** Riding the bus is a privilege. Student responsibilities include riding only their assigned bus, being at the designated stop on time for pick up, boarding the bus immediately following dismissal and obeying all bus rules for passenger conduct.

**Student personal transportation:** Students may elect to ride bicycles or skateboards to school. If so, **they must wear a helmet** and be sure to lock their bikes in the racks provided for their use. The school assumes no responsibility for personal loss. We

recommend that bikes be registered and licensed. We stress that bikes are not to be in the area in front of the school at any time. In fact, with the exceptions of riding to and from school, bikes and skateboards are not to be ridden on campus. Walk your bike on campus. Once on campus, secure your skateboard in a classroom with teacher permission for the day. School policy precludes any middle school student from driving a motorized vehicle to school. This includes cars, trucks, go-carts, motorcycles, and mopeds. Also, school policy does **not allow students to bring or to use rollerblades, heellies, or any other form of transportation that has wheels** on campus. We encourage everyone to be safe and to obey the rules of the road.

**\*Busing:** Due to Required Health Department directives, we ask that if you can bring your student to school then please do so. The health department requirements are to have one student every other seat. If we followed this requirement, we couldn't transport many of our students to school as the busing isn't available at that level. As a compromise, the health officials have allowed busing at typical capacity with all students and adults wearing masks. All riders will use hand sanitizer when they get on the bus.

### **RALLY (REACHING ALL YOUTH) AFTER-SCHOOL PROGRAM**

Do you need something for your child to do after school? Have them join our before- and after-school program, RALLY. Our program is available to all Sequoia students. Many opportunities will be available for students during the school year including but not limited to: guitar, hip-hop, Spartan Chronicle, art club, gardening club, homework assistance, sports, drama, games, cooking, sewing, arts/crafts, community service projects, and intervention (small group tutoring).

The goal of our after-school program is to provide academic enrichment, homework assistance, promote positive peer interaction, recreation, and provide a safe environment where students can have fun and learn new skills while in a supervised setting.

Rally hours are Monday through Friday, 7:00-8:30 A.M. and 2:35-6:00 P.M. A snack will be provided for students. Students are expected to attend a minimum of 3 days a week, come prepared, and stay the entire session unless other arrangements have been made. It is expected that all students will adhere to the school-wide behavior policies while attending Rally.

#### **\* Extended Learning After School Program:**

- Families need to apply for limited spacing.
- Registration forms for this program are in the school office.
- Students should remain in the same cohort from the morning to the greatest extent possible.
- Distance measures between students maintained.
- Masks will be required the same as classroom procedures above.

- Sign-out procedures modified to eliminate contact between families and staff to the greatest extent possible.

### **AIM**

We will challenge each student academically, build relationships, and foster the development of each student's gifts and talents. We will emphasize the reality that success is earned through a strong work ethic and personal responsibility.

### **VISION**

Sequoia Middle School is a safe learning community empowering all members with the knowledge, values, skills, and vision to be contributing members of local and global societies.

### **MISSION**

Working together, Sequoia families, students, and staff will:

- create a connected and empowered community for learning;
- teach a core of common knowledge;
- ensure success for all students;
- connect students to school through multiple pathways;
- improve academic performance through better health and fitness;
- engage families in the education of young adolescents;
- connect school with the local and global communities.

### **PRIORITIES**

- Build and maintain relationships
- Challenge students academically and provide a variety of pathways and supports for success
- Continue to build a positive school culture
- Build local community and family partnerships
- Promote a strong work ethic and personal responsibility

### **BELIEFS**

- ◆ All individuals are valued.
- ◆ Building relationships among students and adults is essential for learning and growth.
- ◆ Each of us makes a difference.
- ◆ Student learning, growth and achievement is our primary focus.
- ◆ Collaboration is essential to success.
- ◆ Successful individuals:
  - Exhibit positive work ethic
  - Demonstrate critical thinking skills
  - Are effective team leaders



- o Communicate effectively
- o Engage in rigorous academics
- o Develop the Six Pillars of Character (trustworthiness, respect, caring/empathy, responsibility, fairness, and citizenship)

### **EXPECTED STUDENT COMPETENCIES**

- ◆ **Basic Skills** - reading, writing, mathematics, listening, speaking
- ◆ **Thinking Skills** - creative, decision making, problem solving, visualization, reasoning, how to learn
- ◆ **Personal Qualities** - responsibility, self-esteem, sociability, self-management, accountability
- ◆ **Resourceful** - manages time, money, materials, facilities, and human resources, good work ethic
- ◆ **Interpersonal** - works as team member of diverse groups
- ◆ **Information** - acquires, evaluates, organizes, maintains, interprets, communicates, utilize technology
- ◆ **Technology** - selects and applies technology for tasks

### **AERIES ONLINE, REPORT CARDS AND PROGRESS REPORTS**

Current grades and assignments are available online through our student information system, Aeries. This is a perfect tool for parents/guardians to keep abreast of the academic standing of your child/children. Instructions and an access code will be provided by the school. Report cards will be sent home within two weeks after the end of each quarter. As a help to concerned parents and an update to all students, progress reports will be sent home to students earning a C- or below each mid-quarter. These progress reports do not become part of a student's permanent record, but are a means of improving communication between school and home.

### **HONOR ROLL**

Eligibility for the honor roll is based on a point system: "A" = 4 points, "B" = 3 points, "C" = 2 points. An average of 3 points or more qualifies a student for the Honor Roll. An average of 3.5 points or more qualifies a student for the Principal's Honor Roll. A "D" or "F" grade disqualifies a student for any Honor Roll. In order to receive a Sequoia diploma during the 8<sup>th</sup> grade year, a student must achieve a 2.0 GPA the first semester and a 2.0 GPA with no "F" grades the second semester, have good attendance, and exhibit good behavior.

### **HOMEWORK**

Homework should constitute about one-third of a student's school life. **One and one-half**

**hours** of study is recommended for most students so that they may receive full benefit from their daily work at school. Some thoughtful organization and planning time early in the school year will prove to be advantageous. Check your child's planner regularly for assignments. If your child is having trouble, call or email the teacher. **Have a set study place!** It is recommended that you check Aeries online and have two "study buddies" to contact for homework in case of absence. Parents/guardians are encouraged to communicate with teachers by email and voicemail for any concerns and/or questions.

### **COUNSELING**

Sequoia School takes pride in its guidance and counseling programs. Social, emotional, academic, group counseling and guidance services are available. Counseling can be done on a one-time basis or on a continuing basis. **In addition, counselors as well as the Health Center can assist in referrals to outside agencies.**

Students wishing to see the counselors must obtain a permission slip from a teacher. **If parents notice that their student is experiencing academic, social, or emotional problems, we ask that they call a counselor/team leader for assistance.**

### **AWARDS**

Sequoia has an extensive student recognition program. Students are recognized for exemplary academic efforts, exemplary attendance, exemplary behavior, and exemplary performance in extracurricular activities.

### **8<sup>th</sup> GRADE GRADING POLICY**

8<sup>th</sup> graders receive grades based on a semester system. Sequoia divides the year into four quarters. The first and third quarter reports on grades are technically considered progress reports. For 8<sup>th</sup> grade, 1<sup>st</sup> and 3<sup>rd</sup> quarter grades do not end at the quarter but continue on until the end of the semester. The semester grade is the permanent grade of record and is the qualifying grade for graduation.

### **ELIGIBILITY FOR DIPLOMA AND GRADUATION CEREMONIES**

***In order to be eligible for a diploma of promotion at the end of eighth grade, students must meet the following requirements.***

1. During the eighth grade year, be a full-time student who has achieved at least a 2.0 grade point average and no "F" grades for the second semester.
2. Students who do not earn a 2.0 GPA the first semester will be placed on academic probation. (2.0 GPA and no "F" requirement for the second semester to graduate.) Students also are required to be in attendance 90% of the year.
3. A letter will be sent to the parents/guardians of each 8<sup>th</sup> grade student who is not meeting promotion standards at the end of the first semester.

***In order to be eligible to participate in graduation activities (including the ceremony, 8<sup>th</sup> grade***

***field trip, and graduation party) the student must:***

- a. Satisfy the requirements in #1 and # 2 above.
- b. Be present 90% of the time (162 days) with no truanacies the last semester.
- c. Demonstrate good behavior in accordance with school rules during the entirety of the student's 8<sup>th</sup> grade year. Disciplinary referrals, suspensions, or detentions during the course of the student's 8<sup>th</sup> grade year due to behavior will result in restriction from graduation activities: graduation field trip, graduation party, and/or walking in the ceremony.
- d. Students in alternative placement during the course of their 8<sup>th</sup> grade year will not participate in graduation activities such as: graduation field trip, graduation party, and walking in the ceremony.
- e. Turn in all textbooks, library books, Chromebook & accessories and pay cafeteria charges and/or any fines.
- f. Appeals of these regulations may be made and will be considered by the principal when special circumstances exist.

**TEXTBOOKS, LIBRARY BOOKS, and STUDENT HANDBOOK**

Although all textbooks and library books are furnished free of charge, students are asked to care for and protect them from damage. You are responsible for theft, loss, or damage.

The Sequoia Middle School Handbook is available online at:  
[www.sequoia.reddingschools.net](http://www.sequoia.reddingschools.net).

**SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us when our regular teachers are unable to be in the classroom. A guest teacher is an important visitor whose impression of the school will be carried into the community. Let us be certain that these are positive impressions. Your behavior speaks loudly of your school, your teacher, your family, and you. Disruptive or disrespectful behavior will result in disciplinary action.

**STUDENT ACTIVITIES**

At Sequoia a great deal of emphasis is placed on student activities. We encourage all of our students to become involved in the variety of activities we offer. We feel that students who participate in school activities can more closely identify with the school and develop a feeling of pride and loyalty. In general, the student who becomes involved in school activities outside of class as well as in class finds school more enjoyable. Listen to the daily bulletin for meeting times and places.

## **ASSEMBLIES AND RALLIES**

Assemblies and rallies are held throughout the school year. Success depends on the cooperation and participation of students. Good student conduct enables us to arrange exciting assemblies and rallies. Respectful, supportive behavior is the expected norm.

## **EXTRACURRICULAR FIELD TRIP POLICY**

Sequoia offers many opportunities for students to participate in field trips during the school day. Students must receive permission from all of their teachers to attend extracurricular field trips. In order to participate in extracurricular field trips, students must maintain a 2.0 grade point average with no "F's" All work needs to be made up for any absences. Polite, respectful behavior during a field trip is the standard expectation.

## **SCHOOL-WIDE EXPECTATIONS**

- All electronic devices, including cell phones, are to be turned off upon arriving on campus.(See Cell Phone policy below)
- We are not responsible for lost or stolen personal items such as electronic devices i.e. iPods and cell phones, while on campus.
- Unauthorized selling of anything is not allowed on or near campus.
- Please eat in designated areas approved by staff.
- We take pride in our school by preserving the cleanliness of our buildings and campus.
- Plastic containers are okay, glass containers are not allowed for safety reasons
- Clothing, backpacks, and other personal items are not to be marked with anything other than your legal name (i.e. gang graffiti and hate symbols).
- Spitting is unacceptable, unsanitary, and a potential health hazard.
- Permanent pens, markers, gel pens, paints, etc are not allowed on campus.

### **\* Entrance & Exits:**

- Masks will be required for entering and exiting the building for everyone.
- Students will also enter and exit the building at an entrance/exit closest to their classroom.

### **\* Classrooms:**

- Classrooms organized in grade level instructional models as is traditional for schools.
- Desks are spaced to maximize distancing between seating as much as practicable.
- Mask use within the classroom will be required for both staff and students.
- Sinks for handwashing as well as hand sanitizer are available for all classrooms and students and staff are asked to use them as frequently as is needed.
- Multiple tissue boxes will be in all classrooms.
- Teachers will provide instruction on proper handwashing/hygiene

and ways to prevent the spread of germs: covering cough/sneeze with tissue or elbow, avoid touching face, avoid close, prolonged contact with others.

### **CELL PHONES AND ELECTRONIC DEVICES**

All electronic devices, including cell phones, are to be turned off prior to entering the classroom at the start of 1<sup>st</sup> period. Cell phones and other personal electronic devices are to remain off until the dismissal bell at the end of the day. These electronic devices are to remain in the student's backpack or bag throughout the school day. Personal electronics that are visible, ringing, vibrating, etc., before the dismissal bell will be confiscated.

**Violation: Device is confiscated & must be picked up by a parent at the end of the day.**  
**After 3 Violations: Student will not be permitted to bring device on campus. Additional Disciplinary action will be enforced at the discretion of the administration.**

Cell phones may be used as a learning device if the use is initiated by a teacher for an instructional activity. (i.e, unless your teacher allows the use of electronic devices for educational purposes in the classroom, our policy on cell phone use on campus will remain enforced in accordance with Redding School District Board Policy #5131.2 and #6163.4.)

### **CLEAN CAMPUS**

Sequoia Spartans are proud of their school and want it to be well cared for so that other people also will be proud of it. The appearance of our school and the way it is kept has a great deal to do with the reputation of our school. **It is the responsibility of all of us to help keep our school campus clean.**

### **DANCE POLICY**

At Sequoia, dances\* are considered a privilege earned by maintaining appropriate attendance, academic, and behavior standards. **Students who have been suspended in the same semester as the dance will be restricted from that dance.** Your student body card is required for admittance. Night dances will be held from **6:30 – 8:30 P.M. in the cafeteria.** Once students enter the dance, they will not be permitted to leave until the dance ends or a parent picks them up at the door. Parents are asked to make arrangements to pick up their children on time. **Students not picked up by 9:00 P.M. may not be allowed to attend the next dance. Students who are not attending the dance or who are restricted from the dance are not to be on or near the school campus after 6:00 P.M.** \* School Dress Code applies at all dances.

## **DRESS CODE**

**\*\*\* Beginning on the first day of school of 2021 and each day until further notice, students are required to wear masks or approved face shields at all times when indoors.**

As clothing trends change and adapt during the school year, the administration reserves the right to apply new dress code guidelines not noted at the time of this printing. Sequoia seeks a distraction-free community. Clothing, apparel, or hairstyles worn to school are to be in good taste, modest, conducive to the educational climate, and safe for students and staff. Students who violate the dress code will be asked to change into approved clothing provided. A student's inappropriate clothing will be kept until the approved loaner clothing is returned to the school office. Students MAY NOT change into PE clothing (unless in a PE class\*\*) if in violation of the dress code. Students may not be allowed to call home for a change of clothes if in violation of the dress code. Our goal is to return the student to the learning environment as quickly as possible. \*\*Students are to wear PE clothes in PE class only.

Sequoia Middle School students may wear hats/caps outside. Hats must be removed when entering all buildings. Shoes must be worn at all times. Sandals must have heel straps. Flip flops or backless shoes or sandals are not to be worn for safety reasons.

Clothes should be sufficient to conceal undergarments at all times. Shorts should have a minimum of a 1" (one inch) long inseam and cover all private body parts regardless of the activity.

### **Tops must be modest and cover undergarments:**

- Mid-drifts must be covered at all times
- No low-cut tops
- No halter tops, tube tops, strapless tops
- No loose fitting muscle shirts
- No fishnet/see through tops
- No spaghetti straps, straps must be 1" wide
- Undergarments are not to be exposed at anytime

**Footwear must be worn for health and safety reasons.** Certain classes require closed toed shoes for safety. If your shoe has a back strap, it must be worn buckled. **Military boots are not permitted.**

**No sagging pants.** Pants must be hemmed, worn at the waist, and not touch the ground. Baggy pants that stay up around the waist without a belt and don't touch the ground are acceptable.

**Clothing that advertises** cigarettes, vapes, alcohol, drugs, drug paraphenalia, depicts violence, death, macabre, sex, obscene acts or anything considered offensive to another's race, creed, religion, or gender are not acceptable. Dress code violations will be left to the discretion of the administration.

**Clothing, footwear, etc. that is derisive or symbolic of gang affiliation is prohibited.** Trends in clothing and gang attire will be updated and communicated, as needed, in order to ensure a safe school setting.

**No writing on one's body or personal items is allowed.**

Clothing, backpacks, and other personal items may only be marked or identified by the student's legal name.

## **SAFETY**

Safety is everyone's responsibility. Threats and unsafe conduct will not be tolerated. Students are expected to walk at all times in the building area, and keep their hands and feet to themselves. In the interest of safety, students are not to climb or jump from any feature of the facilities. Threats of violence are taken seriously and will be referred to the police. All students are encouraged to report threats or are encouraged to call the Safety Hotline **(1-877-422-7233)** anytime they feel there might be a safety problem in our school or in our city.

## **BULLYING**

### *Board Policy*

*Bullying* is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

*Cyberbullying* includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

(Board Policy 5131)

## **RACIAL HARASSMENT**

Any student who engages in racial harassment may be subject to disciplinary action up to and including expulsion. Listed below are some examples of racial harassment:

1. Unwelcome racial slurs, epithets, threats, verbal abuse, derogatory comments or racially degrading descriptions.
2. Racial jokes, stories, drawings, pictures or gestures.
3. Spreading racial rumors.
4. Displaying racially suggestive objects in the educational environment.
5. Any act of retaliation against an individual who reports a violation of the District's harassment policy or who participates in the investigation of a harassment complaint.

## **SEXUAL HARASSMENT GUIDELINES**

### **BP 5145.7, AR 5145.7**

Any student who engages in the sexual harassment of anyone may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct which are prohibited in the district and may constitute sexual harassment include:

27803152. Unwelcome leering, sexual flirtations, or propositions.
27803153. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching in a sexual way or attempting to remove clothing.
7. Cornering or blocking of normal movements.
8. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

For more information about Redding School District's Board Policy and Administrative Regulations regarding Sexual Harassment, please contact our office.

## **DISABILITY HARASSMENT**

Sequoia Middle School (SMS) affords all students equal educational opportunities, as well as, equal opportunities to participate in extra-curricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by SMS. Disability harassment is a form of discrimination and is prohibited by Redding School District policy and by state and



federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or individual's disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Discrimination/Harassment is considered to have occurred when such conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive academic environment,
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance, or
3. otherwise adversely affects an individual's academic opportunities.

### ***EXAMPLES OF DISABILITY HARASSMENT***

The following are examples of circumstances that may constitute disability harassment:

- Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class.
- A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' mobility.
- Habitually subjecting a student to inappropriate physical restraint because of conduct related to his disability.
- Repeatedly denying a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to a student's disability.
- Repeatedly belittling and criticizing a student for using accommodations in class.
- Taunting and belittling a student with mental retardation by mocking and intimidation.

### ***PREVENTION AND REMEDIATION***

School personnel who become aware of disability, sexual or racial related harassment shall promptly and effectively act to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student who was harassed. Remedial measures will generally include counseling both persons(s) who have been harmed by harassment and person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on resolved issues of disability harassment.

Students are encouraged to report any concerns related to disability, sexual and racial harassment to a teacher or school administrator. Complaints of harassment shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedures.

## **HUMAN TRAFFICKING RESOURCES**

The Commercial Sexual Exploitation of Children(CSEC)

<https://www.shastacapcc.org/commercial-sexual-exploitation-of-children>

Northern California Anti-Trafficking

<http://www.ncatcoalition.com/>

City of Redding, Report Human Trafficking

<https://www.cityofredding.org/departments/police-department/report-it/report-human-trafficking>

### **GANGS**

The safety of students is our first priority. As a community, we will not tolerate any individual or group activity that indicates possible gang membership (**i.e. bullying, dress, gestures, signs, doodling, graffiti, intimidation, threats, etc**). Violators will be referred to the police and a pre-expulsion/SARB hearing or an expulsion hearing may result.

### **DISCIPLINE**

We expect students to take responsibility for their own actions. This is essential for individual development and the creation of a successful school and work environment. Students are expected to display good citizenship and are expected to cooperate with peers and adults at all times. Students are to respect themselves, others, and the property of others. The overall discipline plan for the school includes acknowledging positive behaviors such as being responsible, considerate, respectful, and polite. Our primary goal is to make sure Sequoia is a safe and fun place to learn.

If any student interferes with the educational rights and privileges of others, disrupts the educational process, or willingly keeps others from learning, they may be put on a behavior plan, or other meaningful intervention designed to help the student make proper choices. It is our duty to work with families, students, staff, support services, and the community to bring about the most positive learning environment possible.

Certain laws apply in order to maintain an orderly campus. You may read California Education Code 48900 for details.

### **SEQUOIA IS AN ALCOHOL, TOBACCO, VAPE AND DRUG FREE CAMPUS.**

It is unlawful to be in possession of alcohol, vapes, tobacco, marijuana, prescriptions, or drugs. Anyone who uses or is in possession of these items will be subject to disciplinary action including referral to law enforcement or other appropriate agencies.

## California Education Code 48900

<u>BEHAVIORAL PROBLEM OR INCIDENT</u>	<u>POSSIBLE DISCIPLINARY ACTION</u>
1. INJURY & FIGHTING - threatened, attempted, or caused physical injury. (fighting, threatening, intimidating, bullying, hazing, throwing things, stare down, gang activity, tripping, etc.)	SUSPENSION, POLICE INVOLVEMENT, PRE-EXPULSION MEETING AND/OR EXPULSION/SARB HEARING Education Code 48900
2. WEAPON - possessed, sold or furnished: knife, gun, any dangerous object, fireworks, matches, chains, razor blades, studded rings, etc.	SAME AS #1
3. DRUGS - possessed, used, sold or provided, or been under the influence of: alcohol, marijuana, pills, unlawful prescription drugs, or any controlled substance, etc.	SAME AS #1
4. DISRUPTIONS – disrupted classroom or school activities, defiance of authority or school dress code.	SAME AS #1
5. FAKE DRUGS - possessed, used, sold or provided, or negotiated to sell a controlled substance, but then provided something different as if it were the real drug.	SAME AS #1
6. DRUG PARAPHERNALIA - possessed, offered, arranged, or negotiated to sell: pipes, roach clips, spoons, containers, needles, etc.	SAME AS #1
7. ROBBERY OR EXTORTION - Threatened someone if he/she didn't give money, candy, food, etc.	SAME AS #1
8. PROPERTY DAMAGE - caused or attempted to cause damage to private/school property, graffiti.	SUSPENSION, POSSIBLE EXPULSION, POSSIBLE POLICE INVOLVEMENT, AND/OR RESTITUTION

9. THEFT - stole or attempted to steal.	SAME AS #8
10. STOLEN PROPERTY – knowingly received stolen property. Stole property from school or others.	SAME AS #8
11. SEXUAL/RACIAL/DISABILITY HARASSMENT - refer to section discussing sexual, racial, disability harassment.	DETENTION, POSSIBLE SUSPENSION, POSSIBLE EXPULSION, AND/OR POSSIBLE POLICE INVOLVEMENT
12. OBSCENITY/PROFANITY - acted, in a profane or vulgar manner (verbal, written or visual). This includes yearbooks and computer/Internet use.	SAME AS #11
13. TOBACCO/VAPE - possessed, used, sold or provided: cigarettes, chewing tobacco, cloves, vape pens, vape liquid, etc.	SAME AS #11

**TEACHER DETENTION** may be held before school, after school or at lunch, according to the teacher's instructions. It is the student's and parent's/guardian's responsibility to make transportation arrangements. Also, if a student cannot serve detention because of a dental or medical appointment, or an emergency, he/she is to contact the teacher to explain the reason. In such a case the student will be reassigned the detention the next day of attendance. **If a teacher gives a detention and a student does not serve the detention, the teacher will notify the parents/guardians for their cooperation in the matter before it becomes a referral to administration.** If a student chooses not to serve, and if referred to the team leader, he/she may be assigned lunch detentions or before school detentions in lieu of suspension from school. **Repeated failure to serve detentions may lead to further disciplinary action.**

**OUT-OF-SCHOOL SUSPENSION** is another disciplinary tool available at Sequoia. A suspended student is to remain at home or in the presence of a parent or guardian. A suspended student is to remain away from the school grounds of any school and shall not be allowed to participate in or attend any school sponsored activity during the length of the suspension. **The suspended student also may not attend a dance during the semester in which he/she was suspended. A student participating in an interscholastic sport may not participate in the event immediately following the suspension.** During the period of suspension, a teacher may require the student to make up school work. We encourage you to use Aeries online during a suspension to see what assignments were missed.

**EXPULSION** hearing will result from any of the following: causing serious physical injury to

another person, fighting, possessing weapons or drugs, assault and battery upon any school employee, and committing robbery or extortion. A pre-expulsion or expulsion hearing also may result when other means of correction are not feasible or have repeatedly failed to bring about proper conduct. An alternative educational setting may be arranged for the student.

**SCHOOL ATTENDANCE REVIEW BOARD (SARB)** will hear cases involving a student with excessive absences and/or repeated behavior problems. SARB will determine the educational placement that best meets the student's needs.

### **DUE PROCESS**

Students at Sequoia Middle School have rights guaranteed by the First and Fourth Amendments to the U.S. Constitution and acknowledged and protected by the District's Board of Education. With these rights, however, come responsibilities - inclusive of student adherence to a reasonable code of conduct. If you fail to fulfill your responsibilities in regard to conduct, disciplinary action may follow. In disciplinary cases, you are entitled to due process. This means:

1. You must be informed as to accusations against you.
2. You must have the opportunity to accept or deny the accusations.
3. You must have explained to you the factual basis for the accusations.
4. You must have a chance to present an alternative factual position if the accusations are denied.

### **OFF CAMPUS AND ONLINE CONDUCT**

School officials are not expected to police off campus, non-school activities. This includes social media and online activity. If a violation occurs while at an athletic contest, the coach, if informed of a negative behavior, must notify the athletic or school administrator immediately.

### **CAMPUS SUPERVISORS**

These staff members are important in ensuring safety before and after school and at lunch. Their function is to provide supervision and safety. They are to be treated with respect and courtesy.

### **PASSES**

Any time a student is out of class he/she must have in his/her hand a pass that is dated, timed, and signed. The pass must be visible to staff members. The pass also is to be signed, dated and timed after you have completed your business. Only one student name is allowed per pass.

Students are expected to demonstrate SAFE, RESPONSIBLE, and RESPECTFUL behavior at all times as outlined in the student handbook.

Sequoia School reserves the right to modify or amend this document as necessary to meet the needs of our students and maintain a safe, orderly and productive learning environment.

Revised 8/2/2021