

Claremont

Middle School

Student/Family Handbook



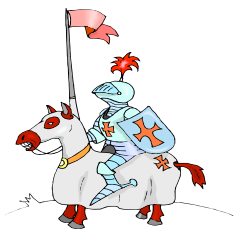
Dear Students and Families,

Welcome to Claremont Middle School! As a member of this community, you are part of a proud tradition of students, staff, and families striving for excellence in everything that we do.

By working together, as a community, we can do great things this year. This handbook is a tool. It contains important information about how our school works. It will help you to better know and understand the school's policies and procedures. Families should keep this handbook in a "handy" spot at home as a resource you can turn to when you have questions. Students should carry it with them everyday, as part of your binder reminder. Students, if you lose it, let us know right away; we'll help you replace it.

The entire staff is here to help. If you have any questions or concerns, please do not hesitate to ask. We are pleased to welcome you into our community this year.

The Claremont Staff



Why Are We Here?

We have learned that schools only work well when the students, their families, and the staff all understand and agree on the answer to the question, “Why are we here?” At Claremont, our answer to that question is found in our **School Vision**.

The Claremont Vision

Claremont Middle School will be a small, diversified school, both in student population and staffing. We will provide a challenging and engaging education that prepares students to succeed at the highest levels in high school, college, or other post-high school pursuits. The curriculum will be challenging in terms of creating critical thinkers and adherence to state-mandated guidelines. Our students will not only be distinguished as scholars, but also by being “noble” human beings.

Our students will be aware of and reflective of local, city, and world-wide issues. Students will be able to voice and articulate their wants and desires from a manner of respect and humility. Our students will also develop skills to be proactive in the local and general community when the need arises. When a student crosses the stage, the students will exhibit the following attributes:

Academic skills, knowledge, and behaviors:

- Reached a minimum of proficiency in the 8th grade California content standards.
- Developed meta-cognitive skills, such as the ability to self-reflect, compare evidence, understand perspectives, make connections, etc.
- Developed strong communication skills, both verbal and written, that allow them to present and support their ideas.

- Developed the ability to organize and revise work until it is their “best”, to identify and access resources, and to cooperate in a group setting.
- Literacy in key areas of the fine arts, in computers/technology, and in geography/environment.

Personal skills, knowledge and behaviors:

- Behave in a manner and make choices that promote their well-being and allow them to be successful in a variety of social and work environments.
- Demonstrate intra-personal habits, including awareness of self, confidence, pride (with self and as Claremont alumni), self-respect, and positive goal-setting.
- They will demonstrate inter-personal habits, including problem solving, respecting others, accepting responsibility, displaying empathy and compassion, and acting in solidarity with others.

Community skills, knowledge and behaviors:

- Demonstrate a willingness to act and vocalize on local and global issues and a confidence they know they can make a difference in the world (one person at a time).
- Express a sense of community (CMS, neighborhood, city).

Daily Schedule

Class Bell Schedule

Monday, Tuesday, Thursday, Friday

| Period | Times | | |
|---------------------------|-----------------|-----------------|---------------|
| Warning Bell | 8:20 | | |
| 1 st /Advisory | 8:30 – 9:30 | | |
| 2 nd | 9:33-10:18 | | |
| 3 rd | 10:21 – 11:06 | | |
| 4 th | 11:09 - 11:54 | | |
| 5 th | 11:57 - 12:42 | Lunch 6 | 11:54 - 12:34 |
| Lunch 7/8 | 12:42 – 1:22 | 6 th | 12:37 – 1:22 |
| | 7 th | 1:25 – 2:10 | |
| | 8 th | 2:13 – 3:00 | |
| | 9 th | 3:10 – 4:10 | |
| After-School Program | 3:10 – 5:45 | | |

Wednesday/Early Release

| Period | Times |
|----------------------------------|---------------|
| Warning Bell | 8:20 |
| 1 st /Advisory | 8:30 – 9:17 |
| 2 nd | 9:20-9:45 |
| 3 rd | 9:48 – 10:13 |
| 4 th | 10:16 - 10:41 |
| 5 th /6 th | 10:44 – 11:09 |
| 7 th | 11:12 – 11:37 |
| 8 th | 11:40 – 12:05 |

| | |
|----------------------|---------------|
| Lunch | 12:05 – 12:30 |
| After-School Program | 12:30 – 3:00 |

**Every Day Counts!
Be in School.**

Attendance: Absences

If a student misses two or more periods in one day, families will be contacted by the OUSD automated calling system and by the school staff. All absences must be verified by bringing a note to school. If a student has been absent, on the day he/she returns to school, the student must get a pink admit slip from attendance prior to attending class. The attendance office is open before school from 8:20 – 8:30am and after school. For more information regarding absences call 510-879-8502.

Student's Class Schedule (filled in by student)

| Period | Class | Teacher |
|----------------------------|-------|---------|
| 1 st / Advisory | | |
| 2 nd | | |
| 3 rd | | |
| 4 th | | |
| 5 th | | |
| 6 th | | |
| 7 th | | |
| 8 th | | |
| 9 th | | |
| After- School Program | | |

**Every Period Counts!
Be on Time.**

Attendance: Tardiness

“Being on time” is a habit we take very seriously because it affects academic and future career performance. We expect all students to be in their seat when the bell rings.

- At the start of school, if a student is more than 15 minutes late, they must check in at the attendance office and get a pink slip before going to class. A parent note or phone call is required.
- If a student is tardy to class, he/she must sign the class tardy book. Repeated tardies lead to disciplinary action.



Key Academic Info

Required Classes

| <u>6th Grade</u> | <u>7th Grade</u> | <u>8th Grade</u> |
|-----------------------------|-----------------------------|-----------------------------|
| English/Reading | English/Reading | English/Reading |
| Social Studies | World History | US History |
| Math 6 | Math 7/Algebra | Algebra/Geometry |
| Earth Science | Life Science | Physical Science |
| PE | PE | PE |

Grading

The school year is divided into **2 semesters** with **3 marking periods in each semester**. The semester grade is usually an average of the three marking period grades; however teachers have the option of giving more weight to the third marking period to arrive at a final semester grade that is higher than the average. Marking period grades are NOT part of the student's permanent record; only the final semester grade is recorded for credit on the student transcript.

Progress Reports

Each teacher at Claremont will provide regular progress reports to make parents aware of student's academic progress during the marking period. In addition to teacher progress reports, there are several other ways to get reports of student progress: 1) During a Student Success Team (SST) meeting (see below), asking that a student be placed on a School Contract; 2) Filling out a Parent/Guardian Request for a Progress Report; 3) Requesting a Teacher Parent meeting.

Promotion/Retention Policy

A student is promoted if they meet 2 criteria: 1. earning a final grade point average (GPA) of 2.0 or higher in their core academic classes (Math, Science, Social Studies, and Language Arts); 2. Scoring Basic or higher in math and English on the yearly California Standards Test (CST).

To calculate a student's academic GPA we use a 4-point grading system where:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

We look at the semester grades in each core class and average them to see if a student has a final grade point average of 2.0 or higher.

Academic Probation

Students who are not on track for promotion (either by failing to obtain a 2.0 GPA each report card period or by not earning enough credits) will be placed on academic probation. Several interventions occur:

1. Required After-School Tutoring

Academic probation requires students to attend our After-school Tutoring period tutorial help. Students must attend tutoring until they show satisfactory progress.

2. Student Study Team meeting

If a student continues to show poor progress, the student and parent/guardian will have to attend a Student Study Team (SST) meeting. At this meeting, an individual improvement plan will be completed; this plan will describe what the student, the parent/guardian, and the school must do to help the student improve his/her performance.

Academic Awards

We are proud of our student's efforts and to reinforce their positive work, students receive awards for their many achievements including. Each semester students receive recognition for their academic achievement of the following:

Honor Roll (based on academic grades):

| | |
|--------|-----------------|
| Gold | 3.75 – 4.00 GPA |
| Silver | 3.50 – 3.74 GPA |
| Bronze | 3.00 – 3.49 GPA |

In addition, each department awards certificates and various awards of merit to acknowledge student achievement.

8th Grade Promotion

Participation in the Claremont 8th Grade Promotional Activities (promotion ceremony, dinner/dance, picnic, and class trip) is a privilege earned by students in good academic and behavioral standing. To participate, students must be on track for promotion and have a citizenship GPA of 2.0 or higher in the 5th and 6th marking periods. There will be no exceptions granted.



Academic Support & Enrichment Programs

The After-School Program

The After School Program runs from 3:10-5:45pm everyday except Wednesday. On Wednesdays, the schedule is 12:30-3:00pm. Through the After-School Program, Claremont offers several different tutoring and enrichment classes and programs.

For complete information, contact our After-School coordinator at 510-879-3170.

Tutoring

Students may participate in tutorials with teachers or with hired tutors. Students on Academic Probation are required to attend tutorials during Encore period. These programs help students develop the academic and study skills needed to be more successful in school.

Homework Help

Homework Help is for students who are NOT on academic probation in a given subject area. Homework Help classes are focused on providing help to students to complete homework assignments and projects. Students enrolled in these must bring homework assignments to class.

Enrichment Classes

Enrichment classes offer extended learning opportunities and a chance for students to explore their various talents and interests. We have athletics, dance, martial arts, Yearbook, newspaper, spoken word, web-page design and a variety of other offerings. Some of these classes and programs go on all year, while others are only a semester in length. Each fall the schedule will be provided to students and parents. Any changes in the schedule during the year will be promptly communicated to parents

Sports Teams

Students may try out for the various sports teams. Tryout dates and times will be posted and communicated to parents. Students must be in good academic and citizenship standing in order to represent the school as a team member.

Events

A number of after-school citizenship events, such as dances, trips, and parties, will be sponsored throughout the year. Students must have a current, valid good citizenship card in order to be admitted to these events. Only Claremont students will be allowed to participate in these events.

Concerts and Games

All students and families are welcome to attend school concerts and athletic events. We expect all spectators/audience members to behave appropriately at all school events.

Information on Other Community-based Academic Support and Enrichment Programs

In addition to the many classes and programs our school offers, we can also provide you with information on other community-based academic support and enrichment programs, especially those offered during the summer. Some of these programs may require a fee. Contact our Encore/After School coordinator or our counselor for further information.

Library/Media Center, Computer Lab & Internet Access

The Library/Media Center is open for studying, reading, checking out books and other library material, and/or quiet work time on the computer during students' lunch period & by appointment. Students must have a signed Internet Access Agreement on file to access the Internet.

Textbooks are issued to students in most subjects. It is important for students to maintain their textbooks by having them covered and sheltered from unnecessary damages. No writing is allowed in books issued to the students. If damages occur, students are expected to pay for a replacement textbook. Please be advised that most textbooks cost \$60.00+ each. We encourage our students to take care of their books.

Academic Counseling

Our academic counselor is the first person you should contact if you have any questions about an academic schedule or a student's academic progress. Our counselor assists families with understanding Claremont's course offerings, with concerns about the correct placement of students, with questions about promotion / retention, and with mediating class conflicts. Any academic question should go to the counselor first, and then to the administration.

Safe Passages

Safe Passages is a program designed to create a positive school climate and support student academic progress. The program includes a Safe Passages coordinator, a case manager, and a therapist. The main goals of the program are to reduce suspensions, to give students skills to deal with conflict, and to ensure that students can access the academic supports they need. The core elements of the program include counseling and support staff for students, a peer mediation program, and a violence prevention curriculum. In partnership with the school staff, this team works to ensure a safe, healthy, and productive learning environment for all students.



Community Procedures and Rules of Conduct

We work hard at Claremont to have a safe and supportive school. Like any community, we also have rules and supports/interventions that help us work well together:

Authority of School Staff

To have a safe campus, the directions of school staff must be followed at all times. There are no exceptions. If a student feels he/she is being treated unfairly by an adult, they are to follow the adult's directions first. Then they can report the incident to an administrator.

A word about staff “putting hands” on students: We have found that many students and parents are not clear on the rules about adults touching students. Generally, the right of a student not to be touched is protected by law. However there are exceptions: adults are allowed to put their hands on students to prevent an incident that threatens the health or safety of others or to direct a repeatedly-defiant student to the office or off-campus. Adults are allowed to restrain students, especially if they are acting illegally or in defiance of school rules.

Cell Phones, School Telephone, Messages

Students are not allowed to operate a cell phone on campus under any circumstances during school hours. Students who do so will have the phone confiscated. Students must store cell phones turned off **in their school locker**. The office telephone may be used by students and parents for urgent situations. We do not deliver messages to students unless it is an emergency and the caller is on the emergency card.

Closed Campus

Claremont is a **CLOSED CAMPUS**. No students may leave campus once they have arrived. This applies even before classes start in the morning and during all lunch periods. Students can leave campus only with an adult who is on their emergency card.

Common Dress Requirements and Personal Appearance

Students are to wear white or black tops with dark bottoms with no logos, which present a personal appearance that supports a positive learning environment. Students who report to school wearing inappropriate clothing or jewelry will be directed to change into loaner clothing available on site or may be sent home to change into appropriate clothing or remove items. The following are some of the items that are not appropriate for school: Open-toed shoes or slippers; Tank or low-cut or bellies showing tops; pajama bottoms; excessive jewelry or fake teeth. No hats or hoods.

Drugs, Alcohol, Tobacco

Smoking and/or possessing any tobacco or alcohol product in the school building, on school grounds, or at school events is prohibited.

Food & Food Services

No food or drinks, other than water, will be allowed in the building without the explicit permission of a teacher or administrator. The goal of Claremont middle school is to provide a healthy diet for students to allow proper student growth. The cafeteria is open from 8:00 – 8:20 AM for breakfast and during 5th and 6th periods for lunch. Food items not allowed on Claremont campus: Hot Chips; Soda; Cookies; Candy; Gum, Sunflower seeds.

Student Valuables

Students are not to bring large amounts of money or other valuable items to school. The student, not the school, is responsible for their personal property at all times. **CMS and OUSD cannot assume liability for any lost or stolen items.**

Prohibited Items & Confiscation Policy

The following items are not allowed on campus: guns of any kind (including water, toy, pellet, BB, etc.); lighters; electronic devices of any kind (including walk men, radios, game boys, etc.); permanent markers, skateboards, scooters, roller skates, and/or any other items creating distractions/interruptions or presenting problems. Sports equipment should be left in hall lockers or with first-period teachers during school hours. If these items are out, they will be confiscated and turned in to the administrative team and may result in disciplinary action.

Storing Bicycles, Scooters, and Skateboards

Students who ride the above to school may store them on campus. Bicycles should be locked in the fenced-in area of the Big Tree Courtyard. Scooters and skateboards may be stored with a staff member (in an office or classroom). Please remember that none of these may be ridden on campus.

Hall Passes & 15 Minute Rule

A student must have a hall pass when out of class during class time.

Fighting/Threatening or Instigating Violence

Students who fight, threaten violence, or instigate violence of any kind, will be suspended and a parent conference held. If a student thinks there is any chance they might get into a fight, TALK TO AN ADULT IMMEDIATELY. Let adults help settle the problem. We encourage students to resolve problems before they get backed into a corner where fighting is the only way to “save face”.

Zero Tolerance for vulgar, profane or offensive language

Harassment

Sexual harassment in any form will not be allowed. Any discrimination on the basis of race, creed, national origin, gender, sexual orientation, age or handicap also will not be tolerated. Such harassment/discrimination is a violation of the law and will be dealt with swiftly.



Incentives/Rewards

Following school and classroom rules and exhibiting positive behavior has its rewards. These rewards include monthly citizenship activities, Caught in the Act prizes, and other school wide events. Caught in the Act winners are drawn for students in each grade level at the start of each week. Students who win the drawing may choose from a variety of prizes ranging from binders and pens at the beginning of the year to walk men and boom boxes at the end of the year. Other rewards for good behavior include special class days, student/staff games, and field trips. These events will be posted each month on the school calendar.

Interventions

When students have difficulty following school and classroom rules and exhibiting positive behavior, we recognize that students may need support or interventions. We have several resources to provide support or interventions:

1. A school counselor;
2. Conflict resolution and peer mediation staff;
3. A case manager; and
4. A therapist.

Any adult on campus can make a referral to these resources, and parents can certainly ask for their help. The main way to do this is to request a Student Success Team (SST) meeting where the student, the family, and all the adults who work or could work with that student meet to understand the student's challenges and to develop a plan to address them.

Consequences

Claremont has a progressive discipline policy, beginning with the classroom teacher and ending with the administration, to deal with repeated defiance of the school rules and violations of the Ed Code.

Classroom Consequences

Each teacher has a set of classroom rules and progressive consequences that they follow when students do not follow these rules. These consequences include:

1. Detentions: Teachers may require students to serve detention at lunch time or after school, for no more than 15 minutes unless notified by teacher. Students serving detention must report directly to the assigned room at the beginning of lunch or at dismissal. With 24 hour notice of the parent, detentions can be longer than 15 minutes.

2. In-class Parent Phone call: Teachers can call parents directly from their classrooms to talk about student behavior on the spot. Because of the way our phone system is set up, however, parents cannot call directly into teachers' classrooms. Parents, please be sure you get the teacher's name who called, so you can leave messages with the front desk.
3. Referral to another teacher: If a student needs a temporary time out from the classroom, teachers will often send them over to another teacher's classroom to work quietly for a time.
4. 2 Day Suspension from the Classroom: If violation of classroom rules is repeated and the teacher has already talked/met with the parent, the teacher can suspend the student from just that class for 2 days. Students work in an alternative classroom for that period, but attend the rest of their regular classes.

Community Service

We expect all students to play a role in keeping our campus clean and beautiful. Periodically teachers will ask students to provide a community service by helping clean or beautify the campus. Students will always be provided with protective gloves and clothing.

Teachers, support staff, or administrators may also judge that repeated violations of school rules by a student may require that the student do community service. Such service can include everything from helping staff with operational tasks and campus beautification projects. Parents will be informed of service projects assigned to students.

Suspension from School

Students may be suspended from school for one to five days, according to the judgment of the administrator, for violations of the Ed Code. Students returning to school from a suspension must get a pink slip from the attendance office before returning to the classroom.

Drop-Off, Pick-up and Dismissal Procedures

Dropping off and picking up students should occur **ONLY** at the Miles St. gate by the big black-top. Please do not park in the front of the school on College.

At dismissal, we ask all students to follow safety rules when crossing the streets—especially crossing only at cross walks. They should not be in the road or dashing across the street against the light. We ask parents to work with our PM supervision staff to make sure that our students get home safely!