



Eastside Union

S C H O O L D I S T R I C T

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This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Gifford C. Cole Middle School
3126 East Avenue I
Lancaster, CA 93535
Office / Oficina: (661) 952-1041
FAX: (661) 946-0166
www.cole.eastsideusd.org
www.facebook.com/CMSCRUSADERS

Welcome Letter

Welcome to Gifford C. Cole Middle School. We are incredibly excited to begin the 2021-2022 school year. The previous school year challenged us to find a new normal for learning, connected us in new ways, and required you as LEADers to LEAD from afar. What we have most learned through this process is how much we appreciate the support of our Cole parents, expertise our teachers bring, the ways in which our students continue to be resilient, and appreciation for the little things in life (giving a high five, a hug, or being able to laugh out loud with friends in the same room). This promises to be a year filled with opportunities for all of our students as we strive to find ways that we can be even better than we have before! We embark on this journey with a continued pledge to you, our students and parents, that this will be a year of engaging, meaningful, and rigorous work in our classrooms, combined with special events and a plethora of extracurricular programs, activities, clubs, and athletics certain to encourage our Cole “Crusaders” to be involved and stay connected!

Please know that we highly value home/school communication here at Cole. It is vital and plays an integral role in each student’s success. We encourage you to contact us if/when the need arises, and to stay in the know about assignments, assessments, and school activities, as well as other events and happenings. You can do this by signing up for our Aeries Parent and Student Portals, Hero K-12 app, Google Classrooms, Parent Square, and Facebook page. You will learn more about these apps in the pages to follow. We also encourage you to visit our website at www.cole.eastsideusd.org for up to date information and important announcements.

The information that follows is an important resource that will help students be successful at Cole Middle School. It is extremely important that all students and families feel welcomed and safe here. The

pages that follow contain expectations, policies, resources, and procedures that students are expected to know and understand to ensure a positive and safe learning environment for all. Please take the time to review the contents. It is full of information that will hopefully answer many of the questions you may have. If you cannot find an answer to one of your questions, please give us a call at (661) 946-1041 or contact the teachers, counselors, and administrators on campus.

We look forward to working, learning, and LEADing with you this school year. We wish our students nothing but success this year and we are excited for the amazing things that will happen here. Again, we welcome you to Cole and here's to an AWESOME new school year as we work together to make our school a great place to work, learn, and LEAD each day.

Go Crusaders!

Sincerely,

Gifford C. Cole Administration

TEACHER CONTACT

Teacher	Room	Ext #
Broussard, C.	504	5504
Callis, Q	501	5501
Colcord, S.	508	5508
Conlin, S.	520	5520
De Leon, J.	217	5217
Douglass, L.	203	5203
Espinoza, B.	211	5211
Pileckas, S.	506	5506
Vannicolo, J.	214 & 216	5009
Hobbs, R.	401	5401
Johnson, E.	212	5212
Joseph, M.	205	5205
Longeteig, T.	213	5213
Magno, S	215	5215

McKnight, Q	511	5511
Parent Liaison	5403	5007
Medina, O.	207	5207
Richardson	504	5504
Persson, J.	GYM	5351
Rasch, K.	522	5522
Reichert, J.	GYM	5351
Counselors	109	5109
Schmidt, A.	204	5204
Roth, S.	208	5208
Rudolph, E.	507	5507
Bergman, L.	201	5201
Sanders	218	5218
Santa, J.	510	510
Virtual Learning	512	5512
Sin, J.	505	5505
Stack, C.	503	5503

Strader, W.	GYM	5352
Strong, E.	509	5509
Pincetich, J	521	5521
Teare, M.	210	5210
Wood, S	202	5202

Hughes jhughes@eastsideusd.org
Johnson ejohnson@eastsideusd.org
Joseph mjoseph@eastsideusd.org
Longeteig tlongeteig@eastsideusd.org
Magno smagno@eastsideusd.org
Mc Knight qmcknight@eastsideusd.org
Medina omedina@eastsideusd.org
Persson jpersson@eastsideusd.org
Pincetich jpincetich@eastsideusd.org
Rasch-Herrera krasch-herrera@eastsideusd.org
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Roth sroth@eastsideusd.org
Rudolph erudolph@eastsideusd.org
Sabol dsabol@eastsideusd.org
Sanders dsanders@eastsideusd.org
Santa jsanta@eastsideusd.org

Staff Name **Email Address**
Bergman Lbergman@eastsideusd.org
Broussard CBroussardEspinosa@eastsideusd.org
Callis qcallis@eastsideusd.org
Canela scanela@eastsideusd.org
Colcord scolcord@eastsideusd.org
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Douglass ldouglass@eastsideusd.org
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Strader	wstrader@eastsideusd.org
Strong	estrong@eastsideusd.org
Teare	mteare@eastsideusd.org
Vannicolo	jvannicolo@eastsideusd.org
Villa	mvilla@eastsideusd.org
Wood	swood@eastsideusd.org

“bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in EC 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student(s) in fear of harm to their person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
3. Causing a reasonable student to experience substantial interference with their academic performance.
4. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

There are different types of bullying and misconduct including, but not limited to:

Physical bullying: hitting, kicking, pushing or other unwelcome physical contact. Serious physical bullying may be regarded as a criminal act, such as battery or assault.

Cyberbullying: using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone, or on social networking sites such as Facebook, Instagram, or Twitter. Sending nude or sexual images of minors may be considered distribution or possession of child pornography, which is a crime.

Social bullying: leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.

Verbal bullying: name-calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. All threats are taken seriously and may be reported to law enforcement.

ANTI-BULLYING POLICY

All staff at Gifford C. Cole believes that all students have a right to a safe and healthy school environment and have an obligation to promote respect, tolerance and acceptance. We will not tolerate behavior that infringes on the safety of any student.

Generally, bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotion or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition of a deliberate act. However, acts of bullying that constitute grounds for suspension or expulsion, and the right for a victim of an act of bullying to transfer to another school through the intradistrict or interdistrict process, must meet the criteria specified under EC 48900(r). Under EC 48900(r),

Non-verbal bullying: posturing, dirty looks, stalking, damaging property, graffiti, making signs or other efforts to intimidate or pressure someone.

Indirect bullying: getting someone to do something mean or hurtful to someone else on your behalf.

Sexual harassment: any unwanted or demeaning behavior based on someone's sex, sexual orientation, gender or gender identity or gender expression. Sexual harassment may require additional investigation.

Discrimination: targeting someone based on their real or perceived race, color, national origin, ethnicity, immigration status, age, religion, disability or medical condition, sex, sexual orientation, gender, gender identity, or gender expression may be considered an act of hate and may be a crime.

Students, parents, and/or staff are expected to immediately report incidents of bullying to the school principal or designee. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school sponsored activity.

To help ensure bullying does not occur on our school campus, staff development trainings in bullying prevention will take place. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

ATTENDANCE

Eastside Union School District has a mission To provide a rigorous education in a safe, inclusive learning environment with caring, passionate professionals who prepare students to reach their highest potential.

Unparalleled results can only happen when students show up to school, every day, ready to learn. We have increased our communication to our parents and students around the importance of attendance. Attending school every day helps our students build a solid foundation for their future in school and in life.

We understand there are unavoidable illnesses or other times when your child should remain at home. We also know that absences add up quickly, and attendance is critical to your child's success.

If your child is absent, please call your school's office and inform the school of the absence and reason. (661) 946-1041

When a child is absent from school, it adversely impacts the learning process. Attendance is extremely important to your child's academic success. If your child must be absent from school, please call the school's office. Please provide the following information:

1. Your name.
2. Your child's name.
3. Your child's teacher's name.
4. Date(s) of the absence.
5. Reason for absence (specific illness).

If possible, please call prior to 9:00 a.m. on the date of absence. Occasionally, we have had students absent from school without their parent's knowledge. We have this policy in place to ensure your child's safety.

Independent Study Contracts (ISC's) are available for extended absences of three or more days. The ISC allows students to be given attendance credit. You must notify the office a minimum of 3 days prior to the beginning of the ISC to allow the teacher(s) to gather the work. ISC's are available for 3 - 15 days. Parents and students are required to complete work and log to receive credit.

Tardies of 30 minutes or more are documented and may result in truancy letters. Tardies now include early pick up of more than 30 minutes. Please try to schedule appointments before and after school to avoid tardies.

ARRIVAL/DISMISSAL/SAFETY

Our campus will open for all students at 8:00 AM. At 8:20 AM, students will report directly to their Advisory period classroom where they will receive breakfast. Teachers will be standing outside their classroom door to supervise and to call their students into class. Students are not allowed to leave Advisory once inside. Advisory gives students time that is specifically designed to help them succeed academically. This is also time for teachers to get to know a specific group of students and build relationships. Students are expected to participate in advisory activities, be present by participating, sharing ideas and respecting others opinions.

For the safety and welfare of our students, Gifford C. Cole Middle School enforces the closed campus regulation. This means that students may not leave the campus between the time they arrive in the morning and the time school is out in the afternoon. Students are not to leave the school grounds after the bus has brought them to school in the morning nor while they are waiting for the bus after school. Students are not to be on school grounds before 8:00 AM unless they are participating in an extended learning zero period starting at 7:30 AM. All students are to be picked up or walk home promptly after school at 3:10 PM or 4:15 PM if they are participating in an extended learning opportunity.

In order for a student to be released from school before the end of the school day, the student's parent or authorized adult must report to the school office, present a photo ID upon request, provide a reason for the early checkout, and sign a log. The student will be called to the office only when the parent or authorized adult is physically present. Students will not be released to anyone who is not listed

on the emergency procedure card. These procedures are to ensure the safety of all students.

BREAKFAST/LUNCH

For the 2021-2022 school year all students enrolled in Eastside Union School District are eligible to receive a healthy breakfast and lunch at no cost each day. In addition, participation in the Community Eligibility Provision (CEP) program does not require a meal application to be completed, instead a simple online form is required in order not to jeopardize state school funding to the District. Please use this link (<https://family.titank12.com/income-form>) You can also contact the child nutrition office at 661-952-1216 and we will help you complete it over the phone.

Menus are sent home with the first day packet, and parents can sign up to have the menus automatically emailed monthly at: <http://eastsideusdnutrition.com//index.php?sid=1408131751469239&page=automenu>.

BUS CONDUCT

Contact Information:

Student Transportation of America (STA)
(661) 946-5686

Carol Morris

Or your school's office (661) 946-1041

Students are required to:

- Follow the Driver's directions.
- Arrive at the bus stop five (5) minutes prior to the scheduled departure time.
- Use the designated stop assigned for pick up and drop off.
- Pre-approval by the school is necessary if using a different bus stop. Note must identify parent or guardian and who will receive the student at the other stop.

- Enter/Exit the school bus in an orderly manner.
- Promptly sit in your assigned seat. Move as far to the right as possible allowing other students to be seated.
- Remain in your seat while the bus is moving.
- Face forward.
- Keep head, hands, fingers, arm and all personal items in the bus at ALL TIMES.
- Keep bus aisle and emergency exits clear of feet, legs, arms, backpacks and other items at ALL TIMES.
- Keep the bus clean.
- Keep out of the street and off private property while going to and from the bus stop and while waiting for the bus.
- Act appropriately – school rules apply on the bus.
- Keep your hands to yourself.
- Use a quiet, indoor voice at all times.
- Use appropriate language.
- Respect all equipment – including seats, windows, floor, etc.
- Cell phones should remain in your backpack while on the bus.

Failure to observe rules may result in any of the following:

- Discipline by school
- Denial of bus riding privileges
- Relocation of bus stop

CROSSING OF STREET

When required to cross the street at a bus stop, because the student lives across the street, THE STUDENT MUST WAIT for all other students to unload from the bus and ONLY CROSS WHEN THE DRIVER INDICATES IT IS SAFE TO DO SO. Students must walk in front of the bus and straight across the street. The driver will escort students across the street, but only in a safe location and where legally permitted to do so. Students shall not cross streets or parts of streets where it is prohibited by law. Please follow all instructions given by the driver.

NOTICE FOR PARENTS/GUARDIANS OF KINDERGARTEN STUDENTS

Kindergarten students must have a current release on file. Kindergarten students will be released at the bus stop ONLY to persons listed on the current release form. If no one picks the student up or if the person is not on the release form, the student will be transported back to the school office and the parent/guardian will pick up the student from there.

NOTICE FOR PARENTS/GUARDIANS OF COLE MIDDLE SCHOOL STUDENTS

Cole Middle School students must show their bus pass to the driver before entering the bus. Failure to show a valid bus pass will result in transportation being denied. If a temporary pass is needed, it must be issued by the school office. Please keep the temporary pass until the regular pass is issued. If the pass is lost, another pass may be purchased from the Transportation office for a fee.

If a student lets another student use his or her bus pass, bus riding privileges can be denied for both students and a parent conference will be arranged to discuss the situation.

BUS SCHEDULE REVISIONS AND DELAYS

Bus routes, bus stops, and schedules may be revised. STA and EUSD will make every effort to promptly inform the school and parents of such changes. As with all vehicles, mechanical problems can sometimes occur. If you are at the bus stop five minutes prior to the scheduled departure time and the bus has not arrived, please do not leave. STA will ALWAYS send a bus to any stop where students have not yet been picked up. The school will not mark students late or tardy due to late buses.

CELEBRATIONS

Non-food celebrations are encouraged. Schools shall limit celebrations that involve food during the school day to no more than two per year. Food and beverages for class parties should strive to meet the nutrition standards for foods and beverages sold individually. If the celebration is not part of the National School Lunch Program, the celebration must occur after the last lunch period. Non-food celebrations might include: birthday books, special occasion items such as pencils, erasers or stickers, special classroom activities, or classroom donations.

DRESS CODE

“Dress for Learning” is a first step toward maintaining the safety of students within our school and community and enhancing the learning process. Apparel and grooming must not inhibit participation or cause disruption in any phase of the instructional program. Casual clothing is recommended for school except for special “dress-up” occasions. Tennis shoes are essential as students do not change for P.E. and feet need to be protected. Students may wear sun-protective clothing including, but not limited to, hats while outdoors. Information regarding procedures related to the use of sunscreen is available at each site. In order to assist us in maintaining an effective learning environment and to keep the focus of the classroom on learning, the following attire is appropriate for students:

- Jeans, cords, denims, slacks, simple dresses, skirts, and shorts (finger-tip length)
- Shirts, T-shirts, blouses, and sweatshirts
- Tennis shoes with flat, non-skid soles – socks are to be worn at all times

The following attire is inappropriate for students:

- Oversized and baggy clothing, cut-offs (*i.e.*, shirts, pants, jeans, tank tops with oversized armholes; pants are to fit around the waist and not drag on the ground)

- Clothing with inappropriate language or advertisements, or any reference to alcohol, drugs, tobacco, or gangs
- Gang-related clothing (*i.e.*, long belts, trench coats, chains, chain wallets, caps worn backwards, etc.)

EMERGENCY PROCEDURES

In order to familiarize students and staff with proper procedures, the following drills will be conducted, as appropriate, throughout the school year: fire, lockdown, earthquake drop procedures, and bus evacuation.

Parents should prepare their children for an emergency by:

- Being aware of the emergency procedure instructions given to their children at school.
- Keeping their child’s emergency card on file at the school and updated at all times.
- Establishing the safest and most direct route to and from school.
- Arranging for a neighbor or friend to care for their child if the parents leave home for the day.

In the event of an emergency during the school day, the best place for the students to remain is at school. Students will be kept in a safe area until parents or authorized persons noted on the emergency contact list arrive at the school. Students not picked up will remain at school until the end of the normal school day, and will be released at that time, providing it is safe to go home. During the emergency, it is essential that the school telephone lines are available to school personnel and those providing emergency relief; therefore, the school should be called only if it is absolutely necessary. Families may tune in to the following radio stations to stay current on the situation:

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

There are students who have special dietary needs and/or are allergic to certain foods or ingredients (e.g., peanuts, tree nuts, wheat, milk, etc.). When exposed to an allergen, affected students may experience shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. Students will not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Please help keep all of students safe and healthy at school by keeping in mind the following:

1. Parents are responsible for notifying the principal or school nurse, in writing, regarding their child's food allergies or other special dietary needs.
2. When a student's food allergy or food intolerance substantially limits one or more major life activities, they may be evaluated to determine if accommodations pursuant to Section 504 are required.
3. School lunch meals make dietary accommodations for students who have a medically certified disability that is verified by a medical statement.
4. Each school site has designated allergen-free area(s) to ensure students with allergies are safe.
5. Students should not share or exchange meals or utensils with other students.
6. Without identifying the student, the principal or teacher may notify parents of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.
7. Parents are encouraged to bring non-food items, such as stickers or pencils, for school celebrations in lieu of food items which present a challenge for students with food allergies.
8. When sending food for others to consume, do not send any foods that do not have food labels.

HOMEWORK POLICY

Meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework will be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

Homework assignments will be reasonable in length and appropriate to the grade level and course. The number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Although it is the student's responsibility to undertake assignments independently, parents may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete homework, the teacher will notify the student's parents as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

Homework will not be given for disciplinary measures. However, the teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. When a parent of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment may not be included in the calculation of the student's overall grade in the class.

Students who miss schoolwork because of an excused absence will be given the opportunity

to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests will be reasonably equivalent to, but not necessarily identical to, the assignments and test missed during the absence. Students will receive full credit for work satisfactorily completed within a reasonable period of time.

ILLNESS

Students should not be sent to school if they have any of the following signs or symptoms:

Fever (over 100 degrees). Keep the student at home until they have not had a fever for at least 24 hours without the use of fever reducing medication (e.g., Tylenol, Motrin).

Eyes that are red, swollen, crusting or draining. The student may return to school when the eyes are clear, or a doctor's note states "non-contagious" or "under treatment."

Head lice. Students with head lice may return to school after they have been treated with an appropriate lice shampoo and there is no evidence of live lice in their hair.

Vomiting/Diarrhea. Keep the student at home until they have not vomited or had diarrhea for 24 hours.

Skin rashes. A skin rash of unknown origin or a contagious rash requires a clearance from a health care provider that states the student is not contagious and may return to school. Otherwise, the student may return when the rash has cleared.

If there is a reasonable suspicion that a student is ill with any of the above signs or symptoms while at school, the student will be removed from class and isolated from others, as appropriate, and the parent, or authorized adult listed on the emergency contact list, will be called to pick up the student from school. Additionally, in accordance with EC 49451, a student may be excluded from school whenever there is good reason to believe that the student is suffering from a recognized contagious or

infectious disease. The student will not be allowed to return to school until there is reasonable evidence to show that the contagious or infectious disease no longer exists.

INJURED STUDENTS

Students requiring the use of crutches, casts, or any other medical apparatus (example, but not limited to stitches, splints, etc.) will need a note from the attending physician authorizing their use at school. Parents will need to provide a doctor's note signed by the attending physician with restrictions and limitations in regards to physical activity during physical education class and during outside times such as recess.

If a student comes to school with a medical apparatus, stitches or staples (without a doctor's note stating activity limitations and/or restrictions), the student will be kept in the health office during recess and physical education times for their own safety until the stitches, staples, or apparatus is removed or until a doctor's note releasing them to participate in physical activity is received by the school.

All children with medical restrictions can sit in the school office during recesses as per doctor's orders. Minor first aid and illnesses will be handled by the office personnel. If necessary, parents will be called for additional assistance. It is our policy to inform you of a head injury reported to the office.

LOST AND FOUND

In order to ensure that lost articles are returned to their proper owner, it is suggested that your child's name be printed on clothing articles such as sweaters, coats, lunch pails, etc. Articles that are found will be turned in to the school office or placed in the school's designated area and may be claimed at recess or after school. Lost and found items are donated to a local charity group at the end of each reporting period.

Schools are not responsible for loss or damage to items.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless youth is defined as a child who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; may be living in motels, hotels, trailer parkers, or shelters; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; or are migratory children who qualify as homeless because of similar living circumstances.

The District's educational liaison for homeless youth is Shannon Birden, MSW, District Social Worker. The role of the educational liaison is to: 1) ensure that homeless students are identified so that they have access to and receive educational services for which they are eligible; 2) assist homeless students when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades; 3) ensure that homeless families and students receive referrals for services, such as health care, dental, mental health, and housing; 4) assist, facilitate, or represent a homeless student who is undergoing disciplinary proceeding that could result in their expulsion; 5) participate in an individualized education program or Section 504 team meeting to make a manifestation determination regarding the behavior of a student with disability; and 6) address any disputes over school selection or enrollment.

The following is a brief summary of a homeless youth's rights:

1. Right to attend either the "school of origin" or the current school of residence. The school of origin can be the school attended when the student had permanent housing, the school most recently attended, or any school the homeless youth attended in the last 15 months. Transportation may be provided.
2. Right to immediate enrollment even if the homeless youth is unable to produce records normally required for enrollment (*e.g.*, proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (*e.g.*, school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
3. Right to automatically qualify for child nutrition programs.
4. Right not to be stigmatized by school personnel.
5. Right to file a complaint through the Uniform Complaint Procedures if there is allegation that the District has not complied with requirements regarding the education of homeless youth.

Unaccompanied youth who meet the definition of homeless youth are also eligible for rights and services under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a parent.

MEDICATIONS

ALL MEDICATION (including cough syrup, cough drops, Tylenol, ChapStick, sunscreen, etc.) must be kept in the school office. It must be delivered to the school by a parent or other authorized adult, unless the student is authorized to carry and take the medication by themselves (*e.g.*, auto-injectable epinephrine or inhaled asthma medication). A form is available in the school office that must be completed and signed by the parent and physician before school.

employees can administer prescription or over the counter medication. Prescription medication MUST be in a prescription bottle that lists the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. Medication cannot be sent home with a student at the end of the day. Any medication -- whether discontinued, outdated, and/or unused -- going home must be picked up by a parent or authorized adult.

MENTAL HEALTH

"School counselors recognize and respond to the need for mental health and behavioral prevention, early intervention and crisis services that promote psychosocial wellness and development for all students. School counselors are prepared to address barriers and to assess ways to maximize students' success in schools, communities and their family structure by offering education, prevention, and crisis and short-term intervention until the student is connected with available community resources." (ASCA, 2015).

In addition to each school site having a school counselor, each school is partnered with mental health service agencies, which provide School-Based Therapy services.

Masada Homes

(Serves Enterprise Elementary School)
314 E Ave K4 #104
Lancaster, CA 93535
Tel:(661) 726-5500

Children's Bureau Center

(Serves Eastside Elementary, Tierra Bonita Elementary and Cole Middle School)
921 West Avenue J, Suite C
Lancaster, CA 93534-3443
Tel: 661.949.0131

Penny Lane Center

(Serves Columbia Elementary School)
43520 Division St
Lancaster, CA 93535
Tel: (661) 266-4783

There are additional community agencies who provide Mental Health Services. If you have private insurance, reach out to your insurance company for information on local service providers.

Alafia Mental Health

43845 10th St. W. Ste. 2-B
Lancaster, CA
(661) 940-9094

Child and Family Guidance

40005 10th St. W. #106
Palmdale, CA
(661) 265-8627

Children's Center of A.V.

45111 Fern Ave.
Lancaster, CA
(661) 949-1206

Masada Homes

314 E. Ave. K-4, #104
Lancaster, CA
(661) 726-5500

Penny Lane Centers

43520 Division St.,
Lancaster, CA
(661) 266-4783

Children's Bureau of Southern CA

921 W. Ave. J Ste. C
Lancaster, CA
(661) 949-0131

Hathaway Sycamores

44738 Sierra Hwy., Lancaster, CA
(661) 942-5749

Pathways Community Services

44285 Lowtree Ave.
Lancaster, CA
(661) 341-3900

Tarzana Treatment Center

44447 N. 10th St. W.
Lancaster, CA
(661) 726-2630

Antelope Valley Mental Health Center

349 E Ave. K-6, Suite A

Lancaster, CA 93535
(661) 723-426

PARENT INVOLVEMENT - TITLE I POLICY

The Eastside Union School District recognizes that, when schools and parents form strong partnerships, children's potential for educational success improves significantly.

The Every Student Succeeds Act (ESSA) was signed into law on December 10, 2015 replacing the previous version of the law, the No Child Left Behind Act (NCLB). ESSA and Title I of the federal Elementary and Secondary Education Act are designed to improve the academic achievement of students. Title I programs, activities, and procedures shall be developed and agreed upon with parents/guardians of participating students.

The California Education Code guides all school and District practices regarding the engagement of parents in their children's education. In addition, the California Education Code requires that every school receiving federal funds establish a School Site Council (SSC). Parents must be involved in advising or, as members of the SSC, in making decisions about the school's educational program, the use of categorical funds to support these programs, and the school plan to involve parents in their children's education.

The District has established a Title I Parent and Family Engagement Policy and directs all schools to annually review and revise, as necessary, their school's Title I Parent and Family Engagement Policy. In addition, all schools with twenty-one or more English Learners (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC).

All EUSD schools have established a parent resource room where parent support services and trainings will occur. The School Goals for Parent Engagement sets standards for effective parental engagement and guides school efforts

to effectively engage parents at all grade levels in a broad range of roles and activities. These goals are the following:

- Ensure parents are welcomed as equal partners.
- Provide parents opportunities to strengthen their capacity to support learning.
- Operate an effective volunteer program.
- Respond effectively to parent concerns.
- Maintain compliance regarding all parent involvement mandates.

Parent engagement programs at schools are developed at the school level, with each school staffing a parent liaison. All parents, including parents of English learners, migrant students, and students with disabilities are guaranteed access to school-based activities and programs. Upon request, schools will make special accommodations for parents who are disabled or who require other special consideration. In addition, the Division of Special Education provides free resources for parents of students with disabilities, including offering them information about their child's education and ways to be involved. For more information, contact (661) 952-1224.

PARKING LOT

The school parking lot is located in front of the school and in the back of the school. Parking is not permitted in front of the stairs, this is designated for dropping off and picking up students only. Stay in designated pick up areas as directed by school personnel.

- Yield to pedestrians, crossing guards, and buses, and be aware that children who are walking home may not look both ways before venturing in or across a roadway.
- Speed on school campus is to be kept at or below 10 mph and drivers must operate their vehicles with due care and caution at all times.

- Be sure to drive the proper direction through parking lots and nearby streets.
- When waiting for students to be released, pull all the way forward on the curb to allow other cars ample room and minimize driving around.

PROGRAM CHOICE

Language Acquisition Programs

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (20 U.S.C. Section 6312[e][3][A][iii],[v]); EC Section 306[c])

We are required to provide a Structured English Immersion (SEI) program option. Your child will be placed in a classroom that uses mostly English for instruction. (See the description below.)

Description of Program Option and Goals for English Learners

A description of the language acquisition program provided in the Eastside Union School District is listed below. (20 U.S.C. Section 6312[e][3][A][iii],[v])

Structured English Immersion (SEI) Program: A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction

shall be required to offer such a program to the extent possible. (20 U.S.C. Section 6312[e][3][A][viii][III]); EC Section 310[a])

Parents or guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. (EC Section 52062) If interested in a different program from those listed above, please contact your student's school to ask about the process.

Although schools have an obligation to serve all EL students, parents or guardians of English learners have a right to decline or opt their children out of a school's EL program or out of particular EL services within an EL program. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Education Opportunity Act of 1974 to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

SCHOOL OR DISTRICT PROPERTY

Textbooks and other school/district property (e.g., chromebooks, school supplies) may be issued to students at the beginning of the school year or semester, and must be returned at the end of the school year or when requested by the school. Each student is responsible for the proper care of items loaned to them by the school, and parents will be responsible for any lost or damaged school/district property. If any item is stolen, the student should immediately report it to the administrator.

The school may withhold grades, diploma, or transcript from the student and parent if the student willfully damages any school/district property, or willfully does not return school/district property loaned to the student upon demand, until restitution is paid.

SCHOOLWIDE EXPECTATIONS

Each school site and each classroom teacher has established behavior expectations for their students that are consistent with Board policy and applicable state and federal laws. It is the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee will hold students to a strict account for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus. Students must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Specific behaviors are forbidden by state and federal laws and by District policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents, detention during and after school hours, loss of privileges, community service, involvement of law enforcement, placement in alternative programs, suspension, or expulsion.

The severity of disciplinary consequences depends upon several factors such as the nature or seriousness of the offense and whether the offense is a first offense. Ordinarily, suspension (and expulsion) is imposed only when other means of correction fail to bring about proper conduct, or whenever the student has committed a serious, first-time offense; or when it is also determined that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Corporal punishment will not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property is not considered corporal punishment.

SCHOOL WIDE EXPECTATIONS (PBIS)

The main focus of PBIS (Positive Behavioral Interventions and Support) is to create and maintain a positive learning environment by empowering students and staff with a clear system for expected behaviors at Cole Middle School. There are several components of the program including teaching expected behaviors in all settings, acknowledging students when they demonstrate the expectations, and providing interventions when the expectations are not met. Through PBIS we will work to maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Cole Expectations (LEAD):

1. Learn with a Growth Mindset
2. Engage in the Cole Community
3. Act Responsibly
4. Develop Positive Relationships

Cole Behavior Expectations Matrix Link:

https://drive.google.com/file/d/1InNztb9u5A6g1dARiN_J-FI8R1J5PjVA/view?usp=sharing

PBIS REWARD SYSTEM

What will the reward system look like?

All staff will use the HeroK12 app to give L.E.A.D. (points) to students who they catch exhibiting expected behaviors. The L.E.A.D. (points) will be the immediate recognition of the expected behavior. Then the L.E.A.D. (points) will be used to purchase items at Cole's Student Store, placed into a drawing for prizes, or used to qualify students for a special reward event.

Who will be giving the tangible reward and verbal reinforcement to the student (s) when the desired behavior is observed?

Any staff member can give L.E.A.D. points by using the HeroK12 app on Laptops, cell phones, tablets, etc.

Under what circumstances will the tangible item be given?

Immediate: Student meets one of the expectations (Learn, Engage, Act, Develop) and is given L.E.A.D. points by the staff member in the moment.

Crusaders are given every opportunity to make positive behavioral choices and decisions.

They are to be held accountable for their actions corresponding with their age and other factors. The process is progressive and the disciplinary entry level depends upon the seriousness of the offense, the habitual behavior of the student, and actions taken and results attained at previous levels.

For those students having difficulty in choosing acceptable modes of behavior, the following measures have been identified as appropriate:

1. Warnings (oral or written)
2. Parent contact (oral or written)
3. Detention
4. Extracurricular ineligibility
5. Athletic Suspension
6. Loss of social activities
7. Loss of field trip privileges
8. Referral to counselor
9. Intervention Courses/Assignments
10. Saturday School
11. Campus Beautification
12. Community Service
13. In school suspension
14. Out of school suspension
15. Referral for expulsion
16. Law enforcement notified

Academic Success:

Expected Behavior: To ensure success this school year, you are expected to complete all class and homework assignments on time and to the best of your ability.

Reasons for Expected Behavior: Effort and determination are key to success. If you put

forth your best effort and take pride in your work, then you are more likely to achieve your potential.

Consequences of Misbehavior: If you fail to put forth your best effort in class and homework assignments are unacceptable, then you will complete your assignments or redo them, possibly after class time. (mandatory tutoring)

Honesty:

Expected Behavior: You are expected to be honest in all your relationships with other students, staff and community. Lying, stealing, and cheating are unacceptable behaviors.

Reasons for Expected Behavior: You will benefit from your relations with others only by being open and honest in what you say and do.

Dishonesty in your words or actions or written work has a negative effect on your reputation.

Consequences of Misbehavior: Proof of dishonesty carries very serious consequences. In the case of lying, cheating, or stealing, a parent conference will be arranged to discuss the situation and any of the possible consequences listed on the previous page.

Attendance, Absenteeism, and Tardiness:

Expected Behavior: You must report to class promptly each day, ready, willing, and able to work. Absences require a written excuse or call to the front office at (661) 946-1041.

Reasons for Expected Behavior: Students who miss a great deal of time are certain to encounter difficulty in keeping up their schoolwork. In order for you to achieve your maximum potential, **REGULAR ATTENDANCE IS ESSENTIAL.**

Consequences of Misbehavior:

All unexcused tardies = Parent notification
3rd unexcused tardy = Lunch detention
6th unexcused tardy = After school detention
10th unexcused tardy = Saturday school
Beyond 10 unexcused tardies = Behavior Contract

Respect Self and Others:

Expected Behavior: Students at Cole Middle School are expected to behave in a manner which exhibits respect and consideration for themselves and others. School is not the appropriate place for exaggerated displays of disagreement or affection.

Reasons for Expected Behavior: Each and every person attending Cole Middle School has the right to be treated with respect and courtesy. Learning how to interact in a positive way with our fellow human beings is a valuable skill essential in today's society. In addition, rough behavior may result in personal or physical injury to others. Remember the Golden Rule "Treat others as you would like to be treated".

Consequences of Misbehavior: This action may include one or more of any of the consequences listed on the previous page.

Appropriate Language:

Expected Behavior: The language used by all individuals in and around Cole Middle School will be of a nature that shows respect for staff and other students. Name calling, swearing, crude, rude and obscene language spoken, written, implied, or gestured are unacceptable.

Reasons for Expected Behavior: Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others the hurt feelings it may cause can lead to further conflict.

Consequences of Misbehavior: The use of inappropriate or unacceptable language may result in one or more of any of the consequences listed on the previous page.

Designated Areas:

Expected Behavior: Students are prohibited from being in the hallways and outside of class without a pass. All students must remain in their designated areas and not wander the halls or outside areas. Students are not allowed to enter the teacher lounge, gym, or any other area in the school without permission.

Reasons for Expected Behavior: These guidelines are necessary for your own

protection, safety, and for proper security of specialty equipment which assists in your instruction.

Consequences of Misbehavior: You will be reminded of the rule and may have restricted privileges for a time in designated areas. Students who violate this rule will face one or more of any of the consequences listed on the previous page.

Student Movement:

Expected Behavior: In the morning students will wait in the quad until the 8:20 bell. Students should go directly to their class in an orderly manner. When walking in the hallway and transitioning to classes students should go directly to their next class and/or lunch.

Reasons for Expected Behavior: The safety and security of the students at Cole is dependent on the orderly movement and conduct of its students. Students have a right to a quality education in a safe environment undisturbed by unnecessary noise.

Consequences of Misbehavior: Students will be reminded of the required behavior. If the offense is serious or repeated, action will be taken and students will face one or more of any of the consequences listed above.

Personal Appearance

Expected Behavior: You are expected to dress in a clean, neat appropriate manner. Clothing with offensive words, slogans or pictures is considered inappropriate. Any clothing that promotes alcohol, drugs or tobacco products is inappropriate in the school.

Reasons for Expected Behavior: Your appearance reflects your good judgment and your respect for yourself and others.

Consequences of Misbehavior: The following consequences will be given for dress code violators.

1. Warnings (oral or written)
2. Parent contact to request change
3. Detention
4. Extracurricular ineligibility

Tobacco, Alcohol, and Drugs:

Expected Behavior: You will not partake of any tobacco, alcohol and illegal drugs while on school property.

Reasons for Expected Behavior: In your formative years we want to help you develop good self-esteem and a healthy lifestyle. The use of tobacco, alcohol and illegal drugs is dangerous both to you and those around you.

Consequences of Misbehavior: This action may include one or more of any of the consequences listed on the previous page.

Extra-curricular Activities:

Expected Behavior: On school buses and at extra-curricular activities all relevant school rules apply.

Reasons for Expected Behavior: You should remember that on these activities you represent your school. Don't let your misbehavior ruin the opportunity for others. Always let others know that you are proud to be a Crusader.

Consequences of Misbehavior: This action may include one or more of any of the consequences listed on the previous page.

Care of School Property and Property of Others:

Expected Behavior: Respect all school property (classrooms, halls, stairways, bathrooms, cafeteria, gym, and library: all equipment, textbooks and supplies as well as the property of others). School furniture is to be used for the purpose intended for it. You are expected to treat the school and equipment with the same care and respect as you would your own valuable personal possessions.

Reasons for Expected Behavior: In taking care of school property you display pride in your school; you also help to maintain attractive surroundings and useful facilities which are necessary to successful learning for you and your fellow students.

Consequences of Misbehavior: Students will be reminded of the required behavior. If the

offense is serious or repeated, action will be taken and students will face one or more of any of the consequences listed above.

Hero K12 App

<https://youtu.be/C3c5E0sMZ7I>

Standardizes rewards for positive behaviors and the consequences for infractions. It makes processing rewards and infractions quick and seamless. It also establishes non-discriminatory practices. Class-to-class equitable discipline and reward policies show students they're being treated fairly, which fosters trust and respect. We strongly encourage parents and students to download the app.

SEXUAL HARASSMENT

Sexual harassment of students at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity will be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) are taken into account.

Instructional Program. As a preventative measure, students will receive age-appropriate instruction and information on sexual harassment, including:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.

3. Encouragement to report observed instances of sexual harassment even where the victim of the harassment has not complained.
4. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
5. Information about the rights of students and parents to file a criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues.

Defining Sexual Harassment. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

2. 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, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting and Investigating Allegations of Sexual Harassment. Any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to their teacher, the principal, or any other available school employee. An employee who receives a report or observes an incident of sexual harassment must notify the principal or the District compliance officer within 24 hours even

if the alleged victim does not file a complaint. Once notified, and regardless of whether a formal complaint is filed, the principal or compliance officer will take the steps to investigate and address the allegation. Any complaint alleging sexual harassment will be investigated and resolved through the Uniform Complaint Procedures, in coordination with the District's Title IX compliance officer.

Pending the results of the investigation, interim measures (e.g., transfer of classes, counseling services) that do not disadvantage the complainant or victim of the alleged harassment may be implemented to stop the harassment and protect students and/or ensure their access to the educational program. As appropriate, interim measures may be considered even when a student chooses not to file a formal complaint, or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Confidentiality. All complaints and allegations of sexual harassment are kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. A complainant or victim of sexual harassment who notifies the District of the harassment, but requests confidentiality, will be informed that the request may limit the District's ability to investigate or take other necessary action. Nevertheless, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the District of the harassment but requests that the District not pursue an investigation, the District will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Records of all reported cases of sexual harassment are maintained to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

For a copy of the District's board policy and administrative regulations on sexual harassment, go to:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030646&revid=1oPnzU5O4WotSjnJGvf3tg==&PG=6&st=sexual%20harassment&mt=Exact>

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030646&revid=7qY1MYwplcupPNEOoon4w==&PG=6&st=sexual%20harassment&mt=Exact>

VOLUNTEERS AND VISITORS

Because parents serve as the backbone to our instructional program, parents are always welcome to visit classes and volunteer. Visits should be pre-arranged with the classroom teacher to avoid unnecessary interruptions to the instructional program. All volunteers and visitors are required to sign in at the school office and wear a volunteer or visitor badge while on campus. We must be aware of all non-employees on our school campus to ensure the safety of our students. All volunteers are required to have a TB risk assessment and fingerprinted through the District and obtain a certificate showing that they have submitted to a tuberculosis (TB) risk assessment, and if TB risk factors were identified, they were examined and found to be free of infections TB.

The District requests that classroom observations be arranged 24 hours in advance for security reasons, and to ensure that instructional time is maximized. Observations should be limited to no more than thirty minutes. Visitors should not engage the teacher in conversation during classroom visits. Conferences may be arranged for a later time.

The Eastside Union School District very much appreciates the valuable service volunteers provide our students and staff. In order to assure the safety and well-being of our children, a person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer. Registered sex offenders

and/or persons convicted of a felony are required by law to disclose this information to school officials prior to entering the campus. Failure to notify school officials may result in arrest, prosecution, and likely fine and imprisonment.

Please note that the District may verify a volunteer's status as a registered sex offender by checking the Department of Justice's Megan's Law internet website or may request that a local law enforcement agency conduct an automated records check. Information about registered sex offenders in California can be found on the California Department of Justice's website, <https://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, and frequently asked questions.