



ATTENDANCE

Attendance Procedures

Academic success can be directly linked to consistent attendance at school. Students who are absent often feel overwhelmed by having to complete make-up assignments.

Absences and Tardies

Parents are requested to call the school before 9:00 A.M. each day the student is absent. Reporting absences may be done on our **24-hour Attendance Line at (949) 459-8257**.

If parents have not made contact with the office, students must have a note signed by the parent, stating the dates and reasons for the absences. Notes must be presented at the attendance window prior to the beginning of school on the first day the student returns from the absence.

Students whose parents have not been in contact with the school are considered truant and may be assigned consequences for failing to clear an absence. Per California Education Code, doctor/dentist appointments, illness, preplanned school business, and bereavement are the only excused reasons for absences or tardiness. Any problems with transportation, oversleeping, completing homework projects, babysitting, truancy, suspension or other reasons are unexcused tardies/absences. Vacation trips and family celebrations are recorded as unexcused absences unless an Independent Study Contract has been approved in advance (see Independent Study Contracts for instructions).

Students who miss schoolwork due to absences may be given the opportunity to make up missed work for full or reduced credit.

A student will be allowed two (2) days for each day of absence to make up assignments and/or tests given during the period of absence. However, the student whose first day of absence is the day of the test will take the test on the day he/she returns to class.

Additional time may be given at the classroom teacher's discretion. Assignments given prior to an absence will be given no additional time, but are due on the day the student returns to class.

Arrival After Homeroom

Students who arrive at school after homeroom must report to the attendance window with a note from their parent/guardian. This note must indicate the student's full name and reason for the tardiness. Unexcused tardies or failure to report to the attendance window may result in a consequence.

Independent Study Contracts

Students who expect to miss school for five or more days because of family vacation or other business should contact the attendance clerk two weeks in advance of the trip. Arrangements can be made to place the student on an Independent Study Contract so the student's academic program is minimally interrupted. To receive credit, the student must complete assignments from all classes and turn them into the attendance clerk on the first day that the student returns to school. Please contact the school attendance clerk for information and procedures about Independent Study Contracts.

Illness at School

Students who become ill at school must request permission from their teacher or other adult, if not during class time, to report to the health office. For students who are too ill to remain at school, the office will call the parent, guardian, or designee. Under no circumstances are students allowed to leave campus without the school's knowledge.

Truancy

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 15-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

Early Dismissal for Appointments

Students leaving school during the day (for any reason) must bring a note stating the student's full name and the time and reason for the early dismissal. The note must be brought to the attendance window before school or at snack. The student will receive an "Early Dismissal Slip." This slip must be shown to the classroom teacher at the time of dismissal to allow the student to report to the office. A parent or guardian must come to the main office and sign the student out. If someone other than the parent or guardian is to pick up the student, the parent should include that person's name in the note. Students will not be allowed to walk home to meet a parent for an appointment or walk to their scheduled appointment from school.

Homeroom and Classroom Tardy Policy

Students are expected to be on time to each class. All students tardy to homeroom must first report to the attendance window for a pass to class. Failure to do so may result in consequences as outlined in the school's discipline matrix. If a teacher or the office has detained a student for school business, the student will receive an excused tardy pass to give to the next teacher.

Homework Requests

In the case of extended illness (three days or more), assignments may be requested on the 24-hour attendance line as the 3rd day absence is being reported, or with the attendance clerk by calling 459-8253. Please call before 9:00 A.M. to allow time to have materials ready for pick up after school between 3:15 – 3:30 P.M.

For fewer than three days of absence, students should refer to "study buddies" who can give them information about class work and homework assignments during their absence. Teachers' websites may also provide information on current assignments.

Please note: Students who miss schoolwork because of an excused absence are accountable for the assignments and shall be given the opportunity to complete all assignments and tests. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Ed. Code 48205).

Office Procedures

Students are welcome to come to the attendance window to take care of routine business before and after school and during snack and lunch. During class time and immediately following a passing period, students must have a pass from their teacher before coming to the office.

Telephones

Office and classroom phones are reserved for business purposes and health calls. There is a phone available to students in the front office for emergency use only.



SECTION II: HEALTH, SAFETY, AND TRANSPORTATION

Campus Safety

Safety is one of our primary concerns at RSM and is a team effort for students, parents, and staff. Students are expected to consider the safety of their actions and be responsible for maintaining a safe school. If a student or parent is aware of any unsafe situation, it is his/her responsibility to notify an adult immediately. Students at RSM are expected to respect each other and settle his/her differences in respectful and appropriate manners. Through our Peer Assistance Leadership (PAL) Program, students are available to assist other students in resolving differences. In addition, the guidance counselor, teaching staff, and administration are available to help students resolve problems.

Closed Campus

In order to promote safety for students and the school environment, RSM is a closed campus. Students may not leave campus for any reason without signed parent permission. Students leaving

campus for lunch with their parents may not invite other students. Parents are welcome to visit our school. To schedule a visit please call the front office to speak with an administrator at least 48 hours in advance to schedule an appointment. All visitors must sign in at the reception desk, located in the main office, and acquire a visitor's pass. Student guests are not allowed on campus during school hours. Student visitors must arrange an appointment time with staff and check in at the office before making after-school visits to the campus.

Deliveries

Students are expected to remember their books, lunches, assignments, and projects on a daily basis. When parents deliver items to school it is the student's responsibility to check at the attendance window. In an effort to minimize distractions to the learning environment, items will not be delivered to students in class unless it is an emergency.

Disaster Preparedness

As a means of promoting student awareness, safety drills are regularly scheduled and conducted. Each classroom is equipped with emergency supplies, procedures, and evacuation routes. In the event of an actual disaster, such as a fire or an earthquake, teachers and administrators will act in a manner to ensure the students' safety first. Evacuation from the buildings to an open area where students can be accounted for will occur if necessary. Procedures for releasing students to parents have also been established. During an actual disaster, parents and guardians must first report to the Information Station located in the Southeast parking area entrance (adjacent to the 300 building). During an emergency, students will be released to legal parents or guardians, persons representing public agencies that may take responsibility for the student, and those people authorized by parents on the Emergency Information Card (kept on file in the school office).

Emergency Information

In order to ensure the maximum safety for students, parents must list on the emergency card the names of at least two people who are authorized to pick up the student at school in case the parent or guardian cannot be reached. Should this or other information on the Emergency Card change during the year, please write a note or call the office to report the new information.

Health Services

The office staff at RSM is available to administer basic first aid. If a student must take medication during school hours, the student's parent or office staff must administer it. A Doctor/Parent Authorization Form must be completed and on file in the office before any medication can be dispensed by office personnel to a student. There is a section on this form that must be initialed by the doctor in the event that your student needs to carry an inhaler, Epi-pen, or insulin. A parent or guardian must deliver all medicine directly to the health office. Students must not transport medication. This includes prescription medications, aspirin, cold remedies, etc. In order to protect all students, medicine must be kept in the original bottle or container with the prescription label clearly visible. Unauthorized possession of drugs (either prescription or over-the-counter type) is a violation of the District's drug policy and could result in suspension and/or recommendation for expulsion.

Insurance

A private insurance company offers an accident policy that gives students coverage during regular school hours and/or during after school-sponsored activities. The company will also furnish students with a form listing the benefits covered. Parents have the opportunity to purchase this insurance if they wish. The District is not responsible for any medical cost resulting from accidents that occur at school or during school-related activities. We strongly suggest that this insurance be purchased even though you may have other insurance coverage. The policy application is provided in our fall registration packet or may be obtained in the guidance office.

Identification (I.D.) Card

All students at Rancho Santa Margarita Intermediate School receive a free identification (I.D.) card that contains their picture and student identification number. This card is required in order to check out books from the library, purchase dance tickets, or check out lunchtime sports equipment. Every student must carry his/her I.D. card with them at all times.

Backpacks

Backpacks are recommended for all students to store and carry school and personal items. These items are a student's responsibility and should not be left unattended.

Celebration Gifts

It is requested that parents and other students refrain from sending/bringing balloons, flower bouquets, large or expensive gifts, etc., to students while they are at school. While it is a heartfelt expression for special occasions, your support and cooperation with these issues is greatly appreciated. These items present a distraction to the learning environment. They will not be delivered to class and may be confiscated during the school day.

Personal Property

Toys, sports equipment, playing cards, laser pens, and any other items not needed for educational purposes must be left at home. Students should also not bring large amounts of money and should have only the amount needed for snack and lunch or school activities. RSM assumes no liability for the loss or damage to personal property such as backpacks, purses, wallets, textbooks, P.E. clothes, etc., and therefore should not be left unattended or unsupervised.

Lunch Program

RSM offers a variety of hot and cold lunch items for students to purchase and a free or reduced lunch is available for qualifying students. Please refer to the District website for the updated Lunchbox Program: www.svusd.k12.ca.us. Then click on Lunch Menus.

Lunch Expectations

During lunchtime at RSM students must:

1. Line up at the food service entrance in an orderly and safe manner.
2. Use their own money to buy their own food.
3. Be responsible and remain inside the lunch boundaries indicated by the red line marked on the ground or natural boundaries.
4. Do the right thing and pick up trash to help keep the campus clean.
5. Eat their lunches in the designated lunch area.
6. Stay away from any classroom, gym, or theater unless specifically supervised by a staff member.

Lost and Found

Students are expected to be responsible for their own materials and are encouraged to mark all personal belongings with their name so that lost items may be returned properly to them. The school is not responsible for lost or missing items, and articles not claimed are donated to a charity each trimester.

Transportation

Bicycles, Skateboards, Roller Blades

Students may ride bicycles to school as long as they do so in a legal, responsible manner. Bicycles may not be ridden on campus. Helmets are required by state law and should be locked to bicycles during school hours. It is important that students use strong, dependable locks and not share their combination or key with friends. Every precaution is made to ensure the security of bicycles parked during the school day. To prevent theft, bicycles must be individually locked to the racks in the designated enclosures. These enclosures are locked at 8:30 A.M. and opened again at 2:45 P.M. However, the school cannot be held financially liable should a bicycle be stolen. For the safety of all students, all other modes of transportation must not be ridden or driven to or from school, or on the school campus.

Bus Transportation

Please refer to the District website for Bus Transportation information: www.svusd.k12.ca.us. Click on Departments and then Bus Pass. Students are expected to follow all bus rules. Failure to do so can result in removal of bus privileges.

Vehicle Transportation

Parents often choose to drive students to school. Please remember to account for traffic on the way to school and that school begins at 8:15 A.M. In addition, please remember to adhere to the 10 MPH speed limit in our parking lot to ensure safety for all students, parents, and staff.

Walking

Walking to campus is a great way to get to school. Students are reminded to be on time and are encouraged to follow safe walking procedures including walking on sidewalks and crossing only at designated crosswalks. Also, it is important to respect the crossing guards and follow their directions at all times.

Parent Traffic

Please be safe and follow all speed limits and any directions from supervisors and staff while on campus. Safety is our number one concern.

Section III: Academics

Academic Standards at RSM

RSM is dedicated to providing a supportive learning environment for every student to achieve academic success. To ensure a greater opportunity for success students are encouraged to

- Be responsible and attend classes punctually and regularly
- Be ready for school daily by bringing:
 - **A 3-ring notebook** with at least one and a half inch rings to hold materials for six classes. The notebook should be organized and divided by subject area, using index tabs. Students may also be required to have a separate notebook for individual classes or projects.
 - **Notebook paper** that is three-holed and standard-ruled.
 - **Writing tools** that include **two #2 pencils, two blue/black pens, a highlighter, and one red pen.**
 - **A student planner** to record assignments and notes.
 - **A Reading Counts book**
 - **Optional materials** such as a pencil bag, a small set of colored pencils, a small handheld pencil sharpener, a compass, a protractor, a ruler, and a calculator.
- Be ready to set aside 1-2 hours **each day** for completion of homework. Please note that long-term assignments may take more time.
- Be responsible for turning in assignments on time that have an appropriate heading, including full name, date, class, and period. All work must be legible and completed on standard size (8 1/2 x 11) notebook paper using proper grammar, spelling, and punctuation; in addition, MLA format must be used for English and history classes.
- Please note that cutting devices (scissors), and permanent pens (Sharpies), should be left at home.

Academic Honor Roll

Each trimester, students are recognized for their academic efforts through Honor Roll. Honor Roll is awarded to students who earn a 3.5 grade point average (GPA) or above. Unlike high school, intermediate school does not weight grades for honors classes.

Academic At-Risk

Academic probation or "Academic At-Risk" status may limit a student's participation in school activities. "Academic At-Risk" status will be imposed for students whose grades have fallen below a GPA of 2.0, or have earned a failing grade in a single subject. The guidance counselor is available to help students and parents improve student success. With limited student support services, ultimately, it is the parent's responsibility to monitor a child's progress in school.

Grade Reporting

Grades are mailed home at mid-trimester and final trimester grade reports are mailed home within two weeks after the close of each trimester. Access to grades online is available through the district's "Parent Portal." It is necessary to have your student's I.D. number and their pin number. Please note: it is optional for teachers participate in the online grading program.

Promotion Requirements

There is a positive correlation between appropriate school behavior, good attendance, and academic achievement. The expectation at RSM is that each student will achieve to his/her potential, behave properly, and achieve passing grades.

In order to be promoted to the next grade level, a student must:

- Earn a minimum cumulative grade point average of 1.50
- Earn at least a 1.0 GPA in English and mathematics each year
- Not receive more than 3 trimester "F's" during the current school year.

Parent Conferences

Parents may call at any time and request a conference. Requests should be made through the guidance counselor. Teachers are available for conferences before school and after school. The guidance counselor and the assistant principals are also available to assist parents with questions or concerns regarding student progress.

Textbooks

For most classes, students will receive a textbook to take home for homework use and will have access to another book for classroom use. This saves wear and tear on the textbooks and ensures that each student will have a book at home for homework. Students are responsible for their textbooks at home as well as any textbook they are using at school. Debts for damaged, lost, or stolen books (including losses from P.E. lockers or backpacks) must be cleared each trimester through the school librarian. Privileges (such as dances) will be withheld for students who do not pay their debts and library fines.

Library

Information on the library hours and guidelines will be posted at the beginning of the school year.

Ethics Policy & Academic Dishonesty

Saddleback Valley Unified School District supports a strong Ethics Policy, which deals with students who cheat on tests or plagiarize on assignments. All tests, quizzes, reports, assignments and any school related test (STAR Writing Assessments, etc.) are subject to this policy. Cheating includes looking at or copying another student's paper or talking during an exam. Helping another student cheat on an exam or assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own. Students and parents have the right to an appeal of the ethics violation and should consult with an assistant principal for appeal procedures. For more detailed information, please refer to Board Policy AR 5131.9. Violation of this policy may result in the following consequences:

1st Offense

1. Automatic "0" (failure) on the assignment or test.
2. Teacher contacts parent with details of offense and explains consequences, including Ethics Policy Contract.
3. Student sent to the assistant principal and referral placed in student file.
4. Trimester citizenship grade may be lowered in the class where the violation occurred.
5. Student is placed on probation for the remainder of the school year.
6. Student signs Ethics Contract, copy goes home for parent signature, teachers are notified, and a copy is placed in the student's discipline file.

7. If the Ethics Policy violation occurs in a student aide class, the student may be transferred to another elective.

2nd Offense (Either in the same class as the first offense or the second time the student violates the Ethics Policy during the same school year)

1. Trimester academic grade in the class where the 2nd offense occurred will be lowered one grade level.
2. Student assigned "U" in citizenship and work habits in the class where the second offense occurred.
3. Referral placed in student discipline file and teachers are notified.
4. Parent conference with assistant principal, student, and teachers.
5. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.
6. If the Ethics Policy violation occurs in a student aide class, the student may be transferred to another elective.
7. Student will be assigned one day of in-school suspension.

3rd Offense (Either in the same class as the first or second offenses or the third time the student violates the Ethics Policy during the same school year)

1. Student transferred from the class in which the offense occurred with an academic grade of "F" and a "U" in citizenship and work habits.
2. Referral placed in student discipline file and all current teachers are notified.
3. Parent conference with assistant principal, student, and teachers.
4. Student suspended home for 1 day.
5. Student removed from all extracurricular activities and school activities (except promotion) for the remainder of the school year.



SECTION IV: POSITIVE REWARDS/ACTIVITIES/SCHOOL INVOLVEMENT

ASB Student Leadership

The Associated Student Body (ASB) leadership class encourages students to take an active part in student government. They meet daily during zero period and its purpose is to provide a voice for the students and encourage student involvement in co-curricular activities. ASB Officers are elected for a term of one trimester. The elected ASB officers are President, Vice President, Treasurer, Secretary, and Homeroom Representatives. To run for one of the ASB elected positions, a student must declare the office he/she would like to serve, obtain parent permission, complete a student and teacher petition, and develop and run an effective campaign. Students running for ASB must meet established eligibility requirements and be a member of the leadership class.

Eligibility for Student Leadership (ASB)

1. Have a minimum GPA of 2.5 during the previous trimester and maintain that GPA while in office.
2. No more than one "U" in citizenship or grade of "F" in the trimester prior to running for office.
3. A waiver or probationary period may not be used to become eligible for initial candidacy, but may be used on a one-time basis to remain in office if it has not already been used for another purpose.
4. A position is forfeited if the minimum requirements for candidacy are not met during elections.

California Junior Scholastic Federation

Membership in California Junior Scholastic Federation (CJSF) is based on strong academic grades, citizenship, work habits, and service to the community. In order to become a member, a student must submit an application each trimester the student is eligible to
www.saddlespace.org/nelsonr/cjsf

Eligibility for CJSF

To be an Honor Member the student must qualify two trimesters in 7th grade and two trimesters in 8th grade and complete 12 hours of community service each year.

Honor members will be awarded the CJSF gold pin and the gold medallion to wear at promotion.

KRSM

KRSM is the morning television show broadcast during homeroom for RSM. Student anchors inform viewers of school announcements, current events in the world, and present daily trivia to encourage interaction with homerooms.

PAL (Peer Assistance Leadership)

Peer Assistance Leadership (PAL) is a class in which students learn to work with other students and help resolve problems, offer tutoring, and assist the school in a variety of ways. PAL students often act as tour guides, new student buddies, peer tutors, and conflict resolution assistants. Students wishing to be in PAL must demonstrate appropriate behavior and good academic effort to be eligible and remain an active member. PAL is a fantastic way to outreach at RSM.

Caught in the Act

"Caught in the Act" is a student recognition program at RSM. Students received cards for doing acts that demonstrate RoadRunner Pride and Above the Line choices. Students place these cards in a box in the library for weekly and monthly drawings for prizes and rewards. At the end of the school year, additional student names will be drawn for gift certificates to local businesses.

Student of the Trimester

The Student of the Trimester luncheon is a way to recognize students who have made a special effort during the trimester. At the end of each trimester, staff members nominate students who have demonstrated good study habits, excellent citizenship, and considerable effort in class. These students are invited to a luncheon with the nominating teacher.

Assemblies

Rancho Santa Margarita Intermediate School provides a variety of assemblies for our students. These assemblies include guest speakers, musical and dramatic performances, motivational programs, and cultural presentations. Students are expected to be respectful at all of these presentations.

Dances

RSM's dances are a fantastic way to show school spirit and release some energy! All dances are held at RSM in the gymnasium and tickets must be purchased in advance during lunch. In order to purchase a ticket, the student must submit a

completed, parent-signed permission form and her/his Rancho Santa Margarita Intermediate School identification card. Dance tickets are sold specifically to the student whose name is on the permission form and cannot be resold, transferred, or given to any other student. Refreshments (pizza and sodas) are sold at the dance.

All school rules and educational codes apply to any student attending the dance. If a student receives any disciplinary action during the dance, he/she will lose the privilege to attend other RSM dances and may have additional consequences as well. The following rules specifically pertain to dances:

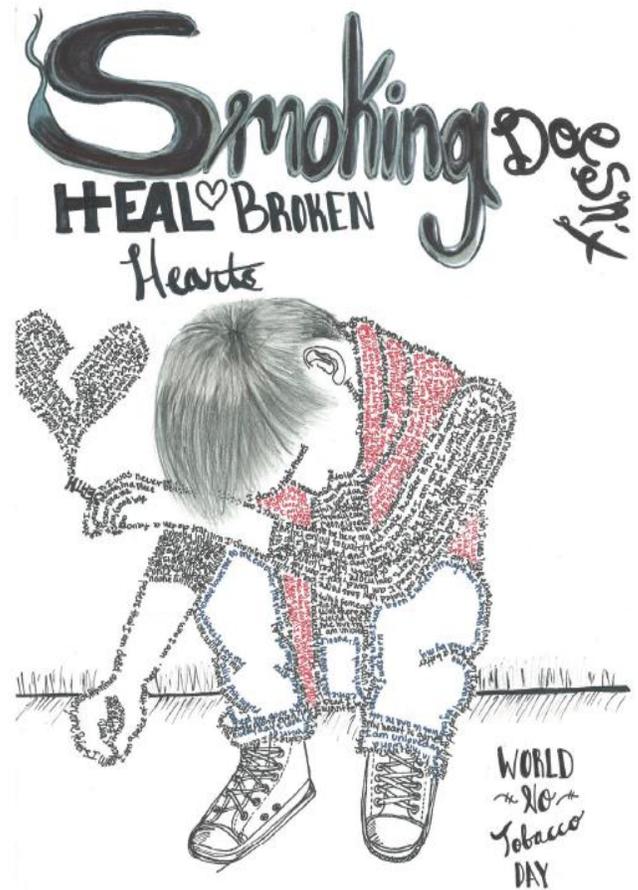
1. Once a student is dropped off for the dance they are to remain on campus and enter the dance.
2. Students may not leave the dance until its conclusion unless advanced arrangements have been made and their parent comes to the entrance to pick up the student.
3. Any student who has been assigned Saturday school, Intervention Class, or suspended from school since the previous dance is not permitted to attend the current dance. Students may be excluded from attending any dance if they have been placed on an exclusion list for at-risk grades or a behavior contract.
4. All library fines, textbook fees, and other debts must be paid before a student is permitted to purchase a dance ticket.
5. Students who are absent from school due to illness on the day of the dance may not attend the dance.
6. All students are to be picked up from the parking lot by a parent no later than 20 minutes after the end of the dance.
7. Dances are for RSM students only. No guests are permitted. No exceptions!
8. Clothing that conforms to the dress code is required.
9. Unsafe behavior or inappropriate dancing is not permitted.
10. Students are not to vandalize, destroy, or take any decorations.
11. All food is to remain in the eating area only. Absolutely no gum is permitted at any time.

Extracurricular Activities & Eligibility

RSM offers a wide array of after school activities to promote curricular enrichment, physical exercise, and safe competition. Some programs are fee-based and run through the SVUSD Recreation Department. Information and applications regarding the programs will be available throughout the year.

In order for students to be eligible for extracurricular activities such as concerts, drama productions, sports teams, etc., students must meet the following criteria:

1. 2.0 GPA from last report card.
2. No more than one "U" in citizenship.
3. No more than one "F" grade.
4. Must attend 4 periods to participate in that day's event.
5. A waiver may be used (for a single trimester during 7th and 8th grade) to be able to participate in extracurricular activities. Waiver must be completed and received one (1) week prior to date of event.



Field Trips

Field trips are considered an enhancement to the educational program, but are not mandatory curriculum. Students are eligible for participation on field trips if they have:

1. An overall minimum GPA of 2.0 (partial day trips require a minimum GPA of 2.0 for each class missed).
2. A completed permission form with parent signature and emergency/insurance information.

- Received approval on the permission form from the teachers of all the classes they will be missing.

End of the Year Activities (8th Grade)

In accordance with SVUSD Board policy, students must meet promotion requirements and behavior standards in order to participate in any celebratory activities. Please watch for these materials in May and review the information about activities carefully.

Lunch Activities

Get involved and have fun at lunch break! Lunch activities are a great way to get connected at school and they are scheduled on a regular basis. ASB offers skits, spirit days, and special events during lunchtime known as Fun-A-Ramas. Organized and free play athletic activities are also offered daily during lunchtime. Students may use I.D. cards to check out sports equipment. Listen to daily announcements for details and upcoming events.

Publications

All publications including newspapers, magazines, pamphlets, and flyers that are distributed on the school campus must have the approval of the principal or district office.

Most students will want to purchase a copy of the yearbook, which is sold during the year and distributed during the last week of school. In addition, "Roadrunner Express" is the school's newsletter and is available on our website and e-mailed home each week. School Site Council membership includes the principal, teachers, parents, and students. It is the responsibility of the School Site Council to ensure continuous school improvement. The students who serve on School Site Council are elected in late September or early October.

Student Teacher Parent Organization (STPO)

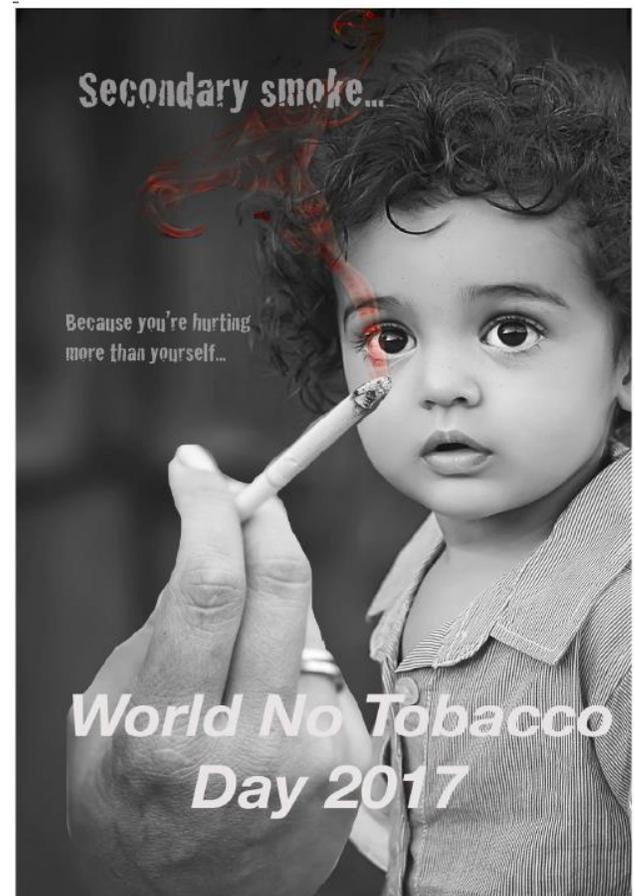
The Student-Teacher-Parent Organization is a very important and active support group for RSM. The S.T.P.O. serves the school by fundraising, volunteering time, serving on district and school committees, and supporting school success through its community-building functions. In addition, the S.T.P.O. provides help with student-centered activities, teacher and library support, and health aide funding. Please consider signing up at the membership drive during Roadrunner Rally. Parents,

staff members, and friends are encouraged to join the S.T.P.O. at any time.

SECTION V: PHYSICAL EDUCATION

P.E. Clothes & Lockers

All students are required to wear a P.E. uniform. Uniforms are available for purchase during Roadrunner Rally and throughout the year. Lockers and locks are loaned to students to secure valuables during P.E. class. Students are not to share their lock combinations or locker and are responsible for their own locker and clothes. Students are also responsible for keeping their P.E. uniforms clean and mended. Valuables should be secured in a locker before leaving the locker room. RSM assumes no liability for property that is lost during P.E.



SECTION VI: ABOVE THE LINE EXPECTATIONS

GUM IS NOT ALLOWED ON THE RSM CAMPUS.

MINTS ARE ACCEPTABLE SUBSTITUTES. PLEASE USE THEM.

General Expectations for Behavior

At Rancho Santa Margarita Intermediate School we believe in the 3 R's: Respect, Responsibility, and Readiness. These 3 R's are the guiding principles for the standards of behavior for all students and key to our Above the Line expectations. Students should always remember to:

1. Show respect for all staff and students including their property and right to learn.
2. Be ready to learn every day.
3. Be responsible for following all school and classroom rules.

While at school, going to or from school, and at all school activities, it is expected that all students at Rancho Santa Margarita Intermediate School will abide by the following rules at all times:

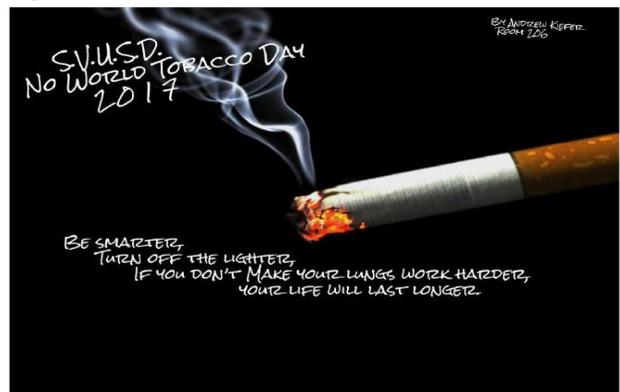
1. Avoid any aggressive or violent behavior including physical contact and any verbal threats or acts of intimidation. Horseplay, bullying and harassment are prohibited.
2. Keep hands and feet to oneself.
3. Refrain from using inappropriate gestures or language.
4. Avoid any defiant or disrespectful behaviors (either verbal or action) directed toward teachers or other students.
5. Avoid any fight situations (even as a spectator). This also means to avoid making any threats to fight other students (even as horseplay).
6. Avoid taunting behaviors such as name-calling or put-downs.
7. Avoid behavior that disrupts the learning environment at RSM.
8. Be on time to school and be present during the entire instructional day.
9. Respect school and other people's property and rights.
10. Avoid bringing any weapon or look-alike weapons to school.
11. Avoid any threats or comments about using or bringing any type of weapon to school.
12. Avoid any situation that involves the possession, sale or use of drugs, alcohol, or tobacco.
13. Abide by the district/school dress code.

14. Avoid bringing toys, fingerboards, laser pens, or any object not needed for school.

Classroom Code of Conduct

RSM believes in correcting problem behaviors through progressive discipline. The teacher through regular classroom procedures and/or use of Roadrunner Reminders will handle a violation of the Classroom Code of Conduct. Failure to follow classroom standards will result in parent contact by the teacher, and/or a teacher or office assigned consequence, and may include the lowering of a student's citizenship or work habits. If a student continually chooses to break the classroom rules and parent contact has not corrected the problem, the student may be referred to the office for administrative discipline. Students are responsible for maintaining high standards of behavior that enhance learning for themselves and other students. The following are things that successful students at RSM do as classroom routine:

1. Arrive to class on time and enter the room orderly and quietly before the bell rings.
2. Have all required materials.
3. Raise your hand for recognition – wait to be called on.
4. Are prepared to participate positively in classroom/school activities.
5. Complete all assignments and homework and turn them in when due.
6. Respect the classroom teacher's authority and show respect for self and peers at all times.
7. Respect personal and school property.
8. No eating or drinking in the classroom. No gum on campus at any time.
9. Use appropriate language at all times.
10. Students are expected to do their own work unless working in a collaborative group as assigned by the teacher.
11. Work on assigned tasks during the time allotted without creating disruption.
12. Follow directions of the teacher without argument or defiance.



Harassment/Bullying Policy

The Board of Education for SVUSD prohibits any harassment/bullying of any person by another person. This policy specifically addresses sexual harassment/bullying, but also includes any form of harassment/bullying including teasing, intimidating, and pestering behaviors. RSM has adopted the following policy to assist students who are bullied. In most cases:

- Clearly tell the harassing/bullying student to stop such behavior or it will be reported to the office.
- If the harassment/bullying continues, the student should immediately inform an adult staff member of the situation and details.
- An investigation will take place and a conference will be held with the students involved.
- Any necessary disciplinary action will be taken.
- Parents will be contacted and informed of the incident.
- Students who continue to harass/bully others will be suspended from school and may be recommended for expulsion.

SVUSD Harassment Policies

1. Non-Discrimination Policy Documents [BP 0410] (*The District is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities.*)
2. Married, Pregnant, Parenting Policy Documents [BP 5146] (*Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. An educational institution shall not exclude or deny any student from any educational program or activity including class or extracurricular activity solely on the basis of a student's pregnancy, childbirth, false pregnancy, termination or pregnancy or recovery therefrom. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible*)
3. School Activities Harassment Policy Documents [BP 5145.3] (*District programs and activities shall be free from harassment/bullying with respect to a student's actual or perceived sex, gender, or gender*

expression, ethnic group identification, race, national origin, religion, color, physical or mental disability, ancestry, age, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district.)

4. Other Translations Available Documents (*If you need this information in a language other than English or Spanish, please contact Services for English Learners at (949) 580-3347*)

Electronic Network Use Rules

Rancho Santa Margarita Intermediate School provides students with open access to local, national, and international sources of information through the Internet. Such information is vital in fulfilling a goal of academic excellence through technology. This privilege carries with it a responsibility that the student will use the network in an ethical and legal manner. All students and parents must sign an Acceptable Use Agreement, which clarifies the conditions that students must maintain in order to use the Internet at school or as part of a school activity. This includes violating copyright laws, vandalizing data or equipment, invading the privacy of others, posting anonymous messages, unauthorized installation of software, and accessing inappropriate material through the Internet. Students who choose to violate this policy will lose the privilege to use any district equipment to access the Internet.

Electronics: "Bell to Bell, Limited Cell" for phones and "One Ear to Hear" for music

Saddleback Valley Unified School District supports the use of new and emerging technology in classrooms to enhance the learning experience and to provide convenience for communication. Yet, the educational value of cell phones and personal electronic entertainment devices must be acknowledged. During **class** and **passing periods**, cell phones must be powered off and stored out of sight unless specifically being used for class purposes with the authorization of the teacher. Violating this policy will result in a consequence. Music devices may be used on campus before and after school or with the permission of the teacher *as long as only one earbud/headphone is in use at one time to allow the student to be aware of his/her surroundings*. RSM does currently allow use of electronic devices, following the above rules, during

snack and lunch only. This is considered a privilege and a reward for Above the Line behaviors and can be rescinded at any time.

Dress Code

The Saddleback Unified School District supports dress codes that help maintain a safe, educational environment. In an effort to meet that goal, RSM's dress code promotes neat, safe, and age-appropriate clothing and accessories. Any style or item that could be construed as disruptive, immodest, unsafe, or extreme is not permitted. Our dress code is open to revision as fashions change. School personnel reserve the right to determine the appropriateness of any attire, taking into consideration information from staff, parents, students, and law enforcement. Please see the full page dress code overview at the front of this planner for more details.

Minor Incidents Referrals

Minor incident referrals are a reminder to the student to make good choices. If a student is making poor choices in or out of the classroom that are unacceptable but only a minor interruption to the educational process, a staff member may choose to give them a minor incident referral to help them assess their own choices and to reflect upon how they might do better in the future. Multiple minor incident referrals are usually accompanied by a parent contact and small progressive consequence such as a campus beautification or snack or lunch detention and/or a parent contact.

Disciplinary Consequences

The goal at RSM is to encourage students to make appropriate choices and to help them assume responsibility for their actions. We practice progressive discipline and if the established classroom disciplinary procedures and the use of Roadrunner Reminders fail to promote improvements in student behavior, alternatives will be considered. Conferences between students, staff, and parents are encouraged in an effort to increase home/school communication and to ensure a higher level of student success and positive behavior.

Campus Beautification Service

On occasion, students may be assigned campus beautification service as a natural consequence to littering, minor vandalism, or other minor rule infractions. This might require the student to assist the custodian by picking up litter or cleaning up an area. This service is usually done during the regular

lunch or snack time. Students are provided with gloves when assigned to this duty.

Lunch Detention

Students who choose not to follow rules or are disruptive to the learning in the classroom may be assigned a lunch detention that will be served in a classroom or the Intervention classroom. The student will be allowed sufficient time to get and eat their lunch during the detention. Students who do not report to their assigned detention or are excessively late will be assigned an after school detention date and parents will be contacted.

After School Detention

A detention is assigned to students who choose to prevent teachers from teaching or students from learning. Students who are assigned detention will receive a notice at least one day before the detention date. Parent or guardian will be notified. Students who do not report to their assigned detention or are excessively late will be reassigned two detention dates and a parent will be contacted. Resources permitting, students who do not complete homework may be assigned snack, lunch, and/or after school detention to complete missing assignments.

Saturday School

Saturday school is held on an as needed basis throughout the year from 8:00 A.M. to 12:15 P.M. This alternative consequence serves as progressive deterrent for continued inappropriate behavior or attendance problems. On the Thursday prior to the assigned Saturday school the student will receive an assignment sheet on which teachers will indicate any assignments or incomplete work the student should work on during Saturday school. The student must bring the assignment sheet and any necessary materials with him/her on that Saturday. Students who arrive late, do not bring work to do, or misbehave during Saturday school will not receive credit for attending and will be reassigned and given additional discipline.

Intervention Class (IC)

The Intervention class is offered to provide specialized curriculum, climate, instruction, and guidance necessary to help students who are experiencing difficulty in school because of irregular attendance, habitual truancy, insubordination and/or lack of ability to conform to the regular school rules. Students work on current class lessons and

assignments under the supervision of the credentialed intervention classroom teacher.

Suspension

In extreme cases, when other forms of discipline have failed to correct problem behaviors, an administrator may use home suspension for disciplinary purposes. Some examples include, but are not limited to, defiance, fighting, possessing a dangerous object, theft, and bullying/harassment. In such cases, students are not to come to school and are the responsibility of the parents or guardians.

Suspendable Offenses

Students who commit a violation of the following items may be suspended under Education Code:

1. Caused or attempted to cause damage to school property or private property.
2. Stole or attempted to steal school property or private property.
3. Committed hazing.
4. Possessed or used tobacco or tobacco products.
5. Committed an obscene act or engaged in habitual profanity or vulgarity.
6. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
7. Disrupted school activities or otherwise willfully defied the valid authority of school officials.
8. Knowingly received stolen school property or private property.
9. Possessed an imitation firearm.
10. Possessed a shock and/or laser pen.
11. Harassed/bullied, threatened, or intimidated a pupil who is a witness in a disciplinary action or proceeding.
12. Committed sexual harassment as defined in Section 212.5 (E.C. 48900.2).
13. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined by Section 33032.5 (E.C. 48900.3).
14. Committed harassment/bullying directed toward an individual or group that disrupts the educational process.
15. Committed terrorist threats against school officials or school property.
16. Engaged in an act of bullying and/or cyber-bullying.
17. Aiding or abetting the infliction or attempted infliction of physical injury to another.

Students who have knowledge of other students who are in possession of a weapon or an object

represented to be a weapon or any other dangerous object on school facilities or at a school-related activity shall immediately report this information to a staff member. Failure to do so shall be considered defiance of authority and is subject to appropriate disciplinary action.

Expellable Offenses

As a school, our primary responsibility is to provide a safe learning environment. In accordance with the law, students violating Education Code with respect to drugs, controlled substances, alcohol, or dangerous objects will be subject to suspension, loss of extracurricular activities, and will be referred to law enforcement and a community intervention program. Students who fail to respond to interventions and corrective action by repeatedly violating the Education Code will be subject to a recommendation for expulsion or other disciplinary action.

Other Expellable Offenses:

Any student for whom there is reasonable cause to suspect he/she has committed any one of the offenses listed below (including violations associated with gang activity on campus or in any way related to a school activity), shall be suspended from school and all school-related activities pending the outcome of a subsequent investigation. If the student is suspected of committing acts listed as numbers 1-5 below, the student can expect to be recommended to the Panel for a hearing to determine whether cause for expulsion exists.

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willfully used force except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife of any size or type, explosive, or other dangerous object including replicas and soft air guns.
3. Committed or attempted to commit sexual assault.
4. Assault or battery upon any school employee.
5. Committed or attempted to commit robbery or extortion.

**Ready,
Responsible,
Respectful**