



RANCHO DEL REY MIDDLE SCHOOL

A California Distinguished School

Human Performance and Well-Being Department
Golden Bell Award Recipient

PRINCIPAL

Anna Pedroza

ASSISTANT PRINCIPALS

Dr. Melendrez A - K
Lora Bumatay L - Z

COUNSELORS

Michelle Beale
Maria Elena Friedson
Melanie Hammond-Funke
Miguel Mendez-Bautista

ASB DIRECTOR

Amy Black

SCHOOL COLORS

Midnight Blue, Silver, and White

SCHOOL NICKNAME

Royals

SCHOOL SYMBOL

Crown

SCHOOL THEME

"Creating the Future...Honoring the Past"

Rancho Del Rey Middle School Mission Statement: The mission of Rancho del Rey Middle School, an innovative learning community that embraces a multi-cultural perspective, is to ensure that all students achieve academic and personal success that empowers them as life-long learners through an educational system that is distinguished by a:

- Student-centered system of support that meets the academic, social, physical and emotional needs of the students.
- Rigorous standards-based curriculum that is differentiated to fulfill the needs of each student.
- Safe and secure environment that is conducive to learning and to the principles of respect.
- Highly qualified collegial staff.
- Community that celebrates diversity and values positive contributions to society.

ASSOCIATED STUDENT BODY: The Associated Student Body (ASB) represents all students on campus. Elected officers and appointed commissioners plan the events and activities that take place during the school year.

ASB STORE: The ASB Store is located adjacent to the Cultural Arts Center. The store is open during nutrition break, lunch and sometimes before and after school. Students may purchase a variety of school supplies, Human Performance and Well-being (P.E.) uniforms, as well as an assortment of snack and refreshment items. Items purchased at the ASB Store support the programs and activities at Rancho del Rey Middle School. The selling of any item at school is prohibited unless it is part of a school program and has been authorized by the ASB Advisor.

SPIRIT PROGRAM: School spirit develops ROYAL PRIDE. At Rancho del Rey Middle School, the ASB sponsors many types of activities and dress up days that allow students to show school spirit and earn rewards.

ID CARDS AND ASB CARDS: Each student will receive an ID card. This card is required identification for all Royals while on campus and must be presented at school functions such as dances, library book check-out or field trips. If you lose your ID card you must pay to have it replaced. If you purchase an ASB card for \$10 it is automatically activated on your ID card. The ASB card entitles you to freebies throughout the year. The ASB card sales provide the ASB with needed funds to pay for activities, awards, and other functions.

ASB GIFT CERTIFICATES: Students observed doing positive things by the staff are given ASB gift certificates throughout the year.

ROTATING BLOCK SCHEDULE

REGULAR DAY BELL SCHEDULE		FRIDAY MINIMUM DAY BELL SCHEDULE	
Block 1/4	7:35 - 9:25	Block 1/4	7:35-8:55
Nutrition Break	9:25 - 9:40	Block 2/5	9:00-10:20
Block 2/5	9:45 - 11:30	Lunch	10:25 - 10:55
First Lunch	11:35 - 12:05	Block 3/6	11:00 - 12:15
Second Lunch	12:20 -12:50		
Block 3/6	12:55 - 2:40		

SCHOOL PICTURES: School pictures are taken at the beginning of the school year for use by the office and yearbook staff. Parents may purchase these pictures. Spring pictures are also taken and may be purchased.

ASSEMBLIES: Assemblies are held throughout the year for a variety of reasons. Because of the size of our student body, it is necessary for students to proceed to and from assemblies with their class in a quiet and orderly manner for safety reasons. Students are expected to sit in the area designated by the teacher. Appropriate decorum is also expected at all assemblies.

YEARBOOK: The yearbook staff produces the school yearbook. The yearbook contains pictures of all the students, staff, and of the events that take place during the school year. The yearbooks may be purchased at the beginning of the school year in the value package along with the PE uniform or individually during the school year.

CLUBS AND ORGANIZATIONS: There are a number of clubs and organizations at Rancho del Rey Middle School that students may wish to join. Information regarding these clubs will be provided over KRDR, our daily video bulletin.

AWARDS: Rancho del Rey Middle School recognizes our Royals at the end of designated grading periods (first semester based on the first semester report card, second semester based on 4th progress report). Awards will be presented for the following:

1. **PERFECT ATTENDANCE:** A full day of attendance at school every day is required.
2. **CITIZENSHIP:** A 4.0 grade point average is required.
3. **SCHOLARSHIP:** A 4.0 grade point average is required.
4. **PRINCIPAL'S HONOR ROLL:** A 4.0 grade point average is required in **BOTH** CITIZENSHIP and SCHOLARSHIP.

GRADING: Scholarship and Citizenship grades are recorded as A, B, C, D, and F. The grade "A" indicates outstanding achievement, "C" indicates average work, "F" indicates failing. Remember that day-to-day effort is the best way to achieve passing grades. In computing grade point averages, the following values are used:

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

Scholarship Grades: Teachers establish their own standards for grades in their classes. Grading procedures are explained at the beginning of each semester, during Open House, and parent conferences. Teachers send grading policies home with students.

Citizenship Grades: Citizenship grades are based on class participation, assignments completed on time, regular and prompt attendance, treating others with respect, and general class behavior.

COMPACT FOR SUCCESS: Compact for Success is an initiative whereby current 7th and 8th grade students in the Sweetwater Union High School District (SUHSD) are guaranteed college admission to San Diego State University provided they meet the following benchmarks upon high school graduation:

1. Attain a 3.0 GPA college-weighted
2. Complete all CSU A-G course requirements
3. Pass the ELM (Entry Level math Placement Test)
4. Pass the EPT (Entry Level English Placement Test)
5. Have taken the SAT or ACT Test

PROGRESS REPORTS AND REPORT CARDS: Classes are conducted on a semester basis (18 weeks). Progress Reports are issued two times per semester. Final grades for the student's permanent record are issued in December and June. If parents do not receive a progress report, they may contact the school (619) 397-2500. These progress reports are one way teachers communicate with parents regarding academic performance, behavior, and attendance. Teachers can also be contacted via email through the school's website

<http://rdm.sweetwaterschools.org/> or by leaving a message at the main number for the teacher. Many teachers use education networking websites such as EDMODO, CANVAS and JUPITER to post assignments for students. Students may receive login information from teachers for these sites. Parents of students who are not performing well in academics or behavior are encouraged to request weekly progress reports. Weekly progress reports may be picked up in the counseling center. It is the student's responsibility to ask his/her teachers to fill out the progress report form on Thursdays and Fridays and to take them home to their parents.

EIGHTH GRADE PROMOTION REQUIREMENTS

1. Students need a total of at least 21 semester units.
 2. Students must pass all math and English/Language Arts classes.
- Eighth grade students who are prepared to enter high school and have met the requirements may participate in special promotion events.

COUNSELING SERVICES: Counselors are available during school hours and welcome the opportunity to meet with students and parents. Each student has a counselor who is available to help with any personal or academic concerns that may arise. Students may request to see their counselor by going to the Counseling Center before or after school, during nutrition break, or during lunch and completing a "Request to See Counselor" form. Parents may contact the Counseling Center to discuss personal, family, or academic issues.

SPORTS: Rancho del Rey Middle School Athletic Department will adhere to the six core principles of Pursuing Victory with Honor: Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness. In addition, we will instill good sportsmanship, promote leadership and independence on and off the field, require dedication and hard work, and our teams will seek to be competitive at all levels. In order to play sports at RdRM a student must maintain a minimum of a 2.0 gpa in academics and citizenship grades. You must fill out a waiver that may be picked up at the school office front desk or downloaded from the school website. Currently the sports we offer are as follows: baseball, softball, flag football, boys/girls soccer, boys/girls basketball and girls volleyball. More information can be found on the school website.

THE LIBRARY: The school library provides books and magazines suitable for both study and relaxation. The library is open from 7:30 a.m. to 2:40 p.m. (12:30 on Fridays). Students must have their student ID cards to check out books. Books are checked out for a four-week period. There are fines for past due materials and for damaged library books or textbooks. If books are lost or severely damaged, the student must pay the entire cost of the book. All fines and lost book payments must be paid in CASH – no checks. To help prevent damage to assigned textbooks, book covers are recommended. Textbooks are necessary learning tools; care for them as you would any expensive items. Be sure to review each textbook when it is checked out to you and report any previous damage. Even if a teacher allows a student to keep books in the classroom, the student is still responsible for his/her books. Students must return/pay for all their previous year's textbooks before the new school year begins. Students must return/pay for all their textbooks before they are allowed participation in extracurricular activities including the promotion ceremony.

AFTER SCHOOL TUTORING: The After School Tutoring schedule will be presented at the beginning of each semester as funding is available.

HOMEWORK: Homework is an integral part of the school program and is designed to supplement class instruction, providing the student the opportunity to practice the skills learned. To achieve success, Rancho del Rey Middle School students should spend a minimum of 20 minutes or more per academic subject each night on homework and review.

KRDR BROADCAST AND MULTIMEDIA: KRDR provides a suite of programming to staff and students. At the beginning of each school day, our student-produced Daily Advisor broadcast reaches every classroom via closed circuit cable television. The show includes news and information about events, public service announcements, and administrative messages. Another service of KRDR is the Royal Vision slide show which is broadcast 24/7 and provides a continuous series of visual messages that include events information, content for academic subjects, and details about campus policies. In addition to these services, KRDR provides film coverage and production by teacher request for school-based events. Students participating in KRDR are selected through an application process that is embedded within the Photography-Video Cinema elective. The best way to stay current with everything happening at Rancho del Rey Middle is by checking our website often. You will find information about the school, links to teachers' pages and e-mail, and lots more. Go to <http://rdm.sweetwaterschools.org>

CLOSED CAMPUS: District policy mandates that schools in the district have closed campuses. When a student arrives at school, he/she must remain at school until the end of the school day

OFFICE: With the exception of before and after school or in case of an emergency students must have a pass from a teacher in order to go to the office. Students are reminded that the office a place of professional business and are expected to behave accordingly.

TELEPHONES: Students may request permission to use phones in the office or classroom in order to contact parents. Students will not be called out of class to receive telephone calls. Only EMERGENCY phone messages will be delivered to a student in class. Cell phones must be turned off during school hours.

VISITORS/PARENTS: All visitors are required by law to check in with the main office upon entering and leaving the campus. Those wishing to visit classrooms must have prior approval from the teacher and obtain a visitor's pass from the main office. Only those individuals with valid identification designated as emergency contacts may be given access to students. Students from other schools are not permitted to be on or near our school campus. Rancho del Rey Middle School students are not permitted on or near another school campus without proper authorization.

CLASSROOM INTERRUPTIONS: Rancho del Rey Middle School values instructional time to optimize student learning. We make every attempt to eliminate classroom interruptions. Any items that are dropped off for students will be made available for pick up during nutrition break or lunch time. We encourage you to make sure that your children have all of their school supplies and are organized for school each day so that we can minimize the need for parents having to drop off items in the main office.

EMERGENCY CARDS: Students must have two emergency cards on file. One remains in the main office and one in the health office. AN EMERGENCY PHONE NUMBER IS REQUIRED TO BE USED IN CASE A PARENT CANNOT BE REACHED. All requested information must be provided. These cards are used for identification purposes when releasing students, for medical emergencies, and for accepting absence notes. If a student is residing with a relative other than the parents, the office must have a notarized custodial form on file and be approved by the district. Please keep information on the emergency card up to date.

ATTENDANCE: Regular attendance and punctuality are key elements for academic success. Absences are excused for student illness, death in the immediate family, or other lawful reasons. When a parent calls the school on the day of the absence, students do not need to bring a note the next day. If the parent does not call the school, students must bring a note from the parent. Bring this note to the attendance window before school. When you are absent it is the students' responsibility to turn in all missed assignments. Many teachers use education networking websites such as EDMODO, CANVAS and JUPITER to post assignments for students. Students will receive login information from teachers for these sites. All students are expected to complete all homework and classroom assignments after an absence.

The following is a guide to be used in case parents need assistance collecting assignments for students who have excused absences.

- 1-2 day absence – Student contacts teacher for missing assignments
- 3-5 day absence – Parent contacts the Counseling Center secretary at (619)397-2520 to request missing assignments.
- 5-15 day absences – Contact the Attendance Technician for a short term Independent Study Contract at (619)397-2513.
- More than 15 days absent - Contact the Assistant Principals' Secretary for further assistance at (619)397-2507.

TARDY POLICY: All students must be at school and in their seats by the first bell (5 minutes before school). Students arriving after the second bell (tardy bell) must report to the attendance window.

Excused Tardy: When a student is late to school because of illness or a medical appointment, the student must bring a note from the parent or legal guardian.

Unexcused Tardy: If a student is late to school or class for a reason other than illness or medical appointment, i.e. overslept, traffic, etc., it is recorded as an unexcused tardy and the student receives a "Nutrition Break Detention". Consequences for habitual tardiness: Verbal warning – then AP referral for discipline. All detentions and Saturday Schools must be served in order to be eligible for activities.

TRUANCY POLICY: An unexcused absence or returning to school after an absence without a note from a parent within 10 days is violating state law. Therefore, students may be required to attend Saturday School to make up the absence and missed work. Truancies will affect scholarship and citizenship grades.

SATURDAY SCHOOL: Saturday school may be assigned to students for unexcused absences, truancies, excessive tardies and disciplinary reasons. Students attend school on Saturday from 8:00 a.m. to 12:00 p.m. Students are responsible for bringing school assignments to work on the entire time.

OFF CAMPUS PERMITS: The front office must be notified in writing or in person by a parent or guardian if a student needs to leave school early. The student must be signed out at the front desk. If returning to school on the same day, students must check back in at the front desk. A student who leaves campus for any reason without authorization from the nurse, attendance secretary or an administrator is considered truant. *Truancies cannot be cleared by the parent.*

HALL PASSES: The hall pass is for emergencies only. Students out of class during class time are required to have a hall pass. Only one student per class may utilize the hall pass at a time. Student aides and students on special errands are required to have passes or identification. Students sent to the office must have a pass or note.

BREAKFAST, NUTRITION BREAK, and LUNCH: Students will eat outside in designated areas. Food may not be taken to the classrooms. Yellow lines indicate the out-of-bounds areas. Students will walk and refrain from pushing, shoving, or playing around during break times. All students are expected to help maintain a clean and safe campus.

Breakfast: Breakfast is served at the cafeteria window 30 minutes before school starts.

Nutrition Break: There is a 15-minute break between the first and the second class each day. Breakfast and other food items are sold in the cafeteria, cafeteria windows and ASB windows.

Prepaid Lunch: Students may pre-pay for lunches with cash or check in the cafeteria or online. For every 10 prepaid lunches, students will receive one lunch free at the cafeteria window. Applications for free or reduced meals may be picked up from the cafeteria or main office.

Lunch: A 30-minute lunch break is provided. Students will remain in the lunch area away from buildings. Lunches are sold in the cafeteria. Snacks are sold at cafeteria windows and carts, and ASB windows.

TOBACCO FREE: The use of tobacco products by students is not permitted at school or at school related functions. This is to include the possession of cigarettes, tobacco products, paraphernalia, or lighters of any kind.

SCHOOL SAFETY: A safe and secure campus is a top priority. We believe that a safe school campus is conducive to having our students maximize their academic achievement. Search and seizure is conducted whenever there is reasonable suspicion of student involvement with alcohol, tobacco, controlled substances (drugs), weapons, or prohibited items on campus.

DRUG FREE CAMPUS: Any student found to be under the influence or in possession of an illegal substance and/or drug paraphernalia at school or while under the school's jurisdiction, may be subject to the following actions:

1. Parent/guardian contact
2. Law enforcement contact
3. Five (5) day suspension and possible expulsion
4. Restriction from all school activities during suspension

SUSPENSION: A suspension means a student is sent home and cannot return to school for a specified number of days. Suspensions are implemented for serious disciplinary issues and only used when other forms of disciplinary actions have been exhausted, or when the offense is so serious that it is considered appropriate that the student be away from school. Students are responsible for making up work missed during the suspension. While students are on suspension, teachers are not required to provide any assignments. However many teachers post their assignments online.

STUDENT REFERRAL: When a student has not shown expected standards of behavior a referral form will be submitted by a staff member. The student may be sent to the counselor for counseling or the assistant principal for disciplinary action. The student will take the referral directly to the appropriate office.

HEALTH SERVICES: Parents will be notified of accident situations and are responsible for transporting students except in cases of extreme emergency. AN EMERGENCY PHONE NUMBER IS REQUIRED IN CASE A PARENT CANNOT BE REACHED. Students who wish to see the nurse must have a pass from the teacher. The nurse's office is intended for students who are ill or have been injured. A student who may have any contagious/infectious/communicable disease may not attend school. The parent must contact the nurse to determine when the student may return. Students may not be in possession of any medications, including aspirin, Tylenol, cough drops or any over-the-counter medications. Under California law, when prescribed medication must be given during school hours, proper forms are to be completed by parents and the doctor. Parents must bring the medication to school in the prescribed container with instructions for dispensing by the nurse. No medication may be kept with a student at any time. If you have questions, call the school nurse at 397-2512.

SEXUAL HARASSMENT: Sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, which creates an intimidating hostile or offensive educational or social environment for students, faculty or staff. Acts of sexual harassment at school or any school activity will be investigated in a timely manner and serious disciplinary action will be taken if proven to be factual. (District policy #5349.1 and Ed. Code #212.6)

BIKES: Bike racks are provided at both the east and west side of the Administration building. Bikes must be locked to safeguard your property. Loitering at the rack is prohibited. The school is not responsible for theft of parts or damage while bikes are parked at the school. WALK YOUR BIKE ON AND OFF THE CAMPUS. Students must wear helmets when riding their bicycles. Failure to do so will result in the removal of bike privileges.

HUMAN PERFORMANCE and WELL-BEING CLASS (HPWB)

(Formerly known as P.E.) All students are required to suit up and participate in this health and physical education class. The HPWB outfit is a change of clothes that includes: socks and tie athletic shoes, RDR Uniform (sold in the ASB) or full length ash-grey colored T-shirt, plain navy blue shorts, ash-grey sweatshirt or warm-up top for cold weather. All clothing must be marked with the student's last name and first initial as instructed by the teachers. HPWB clothes and locks may be purchased at the beginning and throughout the year from the ASB. It is strongly recommended that expensive name brand clothing and shoes not be brought to school to avoid loss or damage.

Hygiene: Health and hygiene are critical concepts being taught in this program. Students will have an option to shower after HPWB activity, so it is encouraged to bring a towel to school on the days that they participate in that class.

HPWB Lockers: Students are responsible for the lock, locker, and clothes. Teachers will engrave student names on combination locks. It is important that students do not share lockers or lock combinations with other students. Student name should be written on all articles of clothing. This will assist in the return of any lost or stolen items. When leaving the locker area, students should check to make sure that the lock is secure and all possessions are in the locker.

1. Lockers will be issued for HPWB classes only.
2. Backpacks remain in the teachers' classroom.
3. The locker is to be used only by the student to whom it is assigned.

4. Students should not leave items of value in lockers over weekends and holidays. The school is not liable for the cost or replacement of books or personal articles lost through negligence or theft.
5. Cell phones and cameras are not permitted in the locker rooms under any circumstances.
6. Only combination locks will be allowed on lockers.
7. School administration reserves the right to enter school lockers at any time, with reasonable suspicion, to ensure a safe and secure school climate.

DRESS GUIDELINES: Students are required to wear clothes that are neat in appearance and appropriate for school (CA Title V, Sec. 3022; SUHSD Policy 5146).

1. Attire should protect the health and safety of the students.
2. Attire should not interfere with the educational process.
3. Attire design and/or decoration must not refer (in pictures or words) to the promotion of violence, sex, drugs, alcohol, gangs, or profanity.
4. Shoes must be worn at all times.
5. Half-shirts, crop tops, spaghetti straps, tank tops, low neck lines and similar type shirts are not appropriate for school. Pajamas are not appropriate clothing at school. Undergarments are to be covered at all times.
6. Short/skirt length must be longer than the fingertips when the arms are at one's sides.
7. Pants must be worn at the waist with a belt. "Sagging" is not allowed at school.
8. The Sweetwater Union High School District prohibits the wearing, use, possession, distribution, display or presence of any apparel, jewelry, emblem, badge, symbol, sign, accessory, notebook or manner of grooming which, by virtue of color, arrangement, trademark or any other attribute, is recognized as or denotes membership of affiliation with any gang (SUHSD Policy 5150).
9. No head coverings of any kind such as hats, caps, beanies, except for RDR hats.

Students arriving at school improperly dressed will be sent to the office to have parents bring a change of clothing or provide "loaner" clothing. Loaner clothing must be returned washed before student's original clothing will be returned.

LOST AND FOUND: A lost and found area is located in the main office. Students may request permission to look for a lost item by going to the main office before school, during nutrition break, or after school. Bulletin notices will remind students to claim their personal belongings. Items not claimed one week before a school break will be given to a charity.

STANDARDS OF BEHAVIOR: Students are expected to be responsible individuals who demonstrate courtesy and respect for themselves and others. Willful disobedience, defiance, and disrespect will not be permitted.

BEFORE AND AFTER SCHOOL: The Education Code 48900 states that any offense that occurs on the way to school, at school, or on the way home from school is subject to school disciplinary action.

ON THE SCHOOL GROUNDS

1. Students will walk while on campus.
2. Students will remain within the designated area (yellow boundary area) during break times.
3. Students will be respectful to others. No teasing or hitting of other students.
4. Students will walk their bikes on and off campus.
5. Students will place trash in the trash cans and leave the campus clean.
6. Students will not deface or damage any school property.
7. Students will not chew gum.
8. Students will not fight or play fight.

IN THE CLASSROOM

1. Students will respect fellow classmates and teachers.
2. Students will be prepared with pencils, books, and completed assignments.
3. Students will listen to instructions and ask questions for clarification.
4. Students will be in their seats before the bell rings.
5. Students will keep up on all assignments and request make-up work when absent.
6. Students will not disrupt classroom activities.
7. Students will do their best in all classes.
8. Students will groom in the restrooms only.

EXAMPLES OF MAJOR OFFENSES: Class disruption, defiance, threatening, bullying or harassment of a student, destruction of school property, fighting, vulgarity, gang identification or involvement, smoking, vandalism, stealing, weapons or drugs. Consequences may include: parent contact and conference, detentions, campus cleanup, suspension, and or police involvement.

EXAMPLES OF SEVERE OFFENSES: Examples of severe offenses are fighting, assault, possession of weapons or explosives (including any type of fireworks-poppers) possession, sale, or use of drugs, theft, vandalism, gang identification or intimidation. Consequences may include: parent contact and conference, suspension, transfer to another school, police intervention, arrest, or expulsion.

PROHIBITED ITEMS: Items that are brought to school and taken into the classroom should be for the purpose of supporting the instructional program. The list below is meant as a general guideline and is not all-inclusive. There are specific laws against items being brought to school. Possession of certain items can be grounds for student disciplinary action such as Saturday School and/or suspension/expulsion. (District Policy #5113 and Ed. Code #48900).

- *Cell phones including functions such as camera, text messaging and internet access should not be used during school hours. Cell phones may be used **only** before and after school. At all other times, cell phones are to remain turned off and out of sight. Cell phones are not allowed in the boy's or girl's locker rooms. **Since these are prohibited items, school personnel will not spend inordinate amounts of time investigating lost or stolen phones or any other prohibited items.***
- Any electronic device that is not explicitly to be used for instructional purposes at Rancho del Rey as determined by the faculty.
- Explosives of any kind to include fireworks, stink bombs, aerosol cans; poppers and shells;
- Alcohol, narcotics, drugs, or tobacco products to include paraphernalia (roach clips, bong, lighters, etc.);
- Obscene or pornographic materials;
- Gambling and gambling equipment;
- Knives and shooting devices (to include guns, darts, slingshots, bows and arrows or any facsimiles of any of these);
- Graffiti marking pens, laser light pens, spray paint, or permanent markers;
- Pocket chains or ornamental jewelry that constitutes a potential safety hazard (studded bracelets, necklaces, or belts etc.);
- Head coverings, hats, beanies and/or caps. RDRM hats are allowed.
- Trading cards or collectibles of any kind;
- Toys, balloons, stuffed animals or sports equipment too large to be hand carried throughout the day as there is no storage space on campus;

- Any items of value that are irreplaceable or have sentimental meaning as unfortunately theft does occur. It is recommended that amounts of money over \$5.00 not be sent with students to school;
- Due to safety concerns, the following are not allowed on campus: Skateboards, roller blades, scooters, shoes with wheels.

Prohibited items brought to school will be confiscated and returned only to the parents. Items that have not been claimed by the end of the school year will be turned over to authorities, donated or discarded. **Rancho del Rey Middle School personnel will not be held liable for prohibited items which are confiscated when brought to school.**

NON-PRIVILEGE LIST: Any student on the non-privilege list (NPL) will not be eligible to attend or participate in any event outside of regular classes, such as field trips and 8th grade promotion. Students are put on the NPL for numerous reasons including: library fines or library books owed, outstanding Saturday Schools not served, ASB fines, and for other disciplinary reasons at the direction of the school administrators. The NPL is posted outside of the Attendance Office and Cultural Arts Center (CAC) by student ID number only (no student names appear) and is updated weekly. Students are responsible for clearing their names off of the NPL by resolving the issue(s) listed next to students' ID number.

CRIME STOPPER HOTLINE (1-888-580-TIPS): Campus Crime Stoppers provides students with an avenue to anonymously report crime on their school campuses to Crime Stoppers tip line. When a tip is made to the tip line, Crime Stoppers contacts the school police to take action.

BULLYING: Bullying is repeated abuse that can take four forms.

Physical: hitting, spitting, kicking, stealing or damaging belongings

Verbal: threats, lying to cause trouble, name-calling, sexual remarks, including those posted on the web.

Psychological: intimidation, social exclusion, spreading gossip.

Cyberbullying: Cyberbullying is a fast-growing form of bullying that has emerged with the advent of technology. It involves sending offensive, humiliating or threatening messages or images through the computer or cell phone. The most common form of cyberbullying is the posting of hurtful comments and rumors online.

Here at Rancho del Rey Middle:

- We will not bully others.
- We will help students who are bullied.
- We will make it a point to include students who are left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Students who bully will be held accountable for their actions in accordance with Rancho del Rey discipline policy (see discipline chart). If there is a victim of bullying or a witness to a bully incident, there are three ways to anonymously report bullying:

- 1) Bullying Hotline: (619) 397-2590
- 2) Email: stopbullyingatrancho@sweetwaterschools.org
- 3) Bully Box located in the Counseling Center

GENDER EQUITY: Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. (SUHSD Board Policy 0410).

Rancho del Rey Middle School policies are established to maintain a safe and secure campus where students can experience academic success without fear of harassment and/or intimidation.

iPads/ELECTRONIC DEVICES: iPads are educational tools as are textbooks, pencils and paper. They are to be used strictly under teacher direction and instruction. Student may **only** have access to their iPads when asked by the teacher; otherwise the device must be faced down on the desk or in the backpack. At no time are iPads allowed to be in use outside the classroom, unless under the direct supervision of a teacher in a controlled environment. If an iPad is being used outside these guidelines during Nutrition Break/Lunch, the device will be confiscated. Repeat offenders will be administered escalating consequences. In addition, student must comply with the iPad-Use Agreement signed by the student and parent/guardian at the beginning of the school year.