

Charlotte Wood Middle School

STUDENT PLANNER 2024-2025

600 El Capitan Drive, Danville, CA 94526

Bridget Vorhees, Principal

Office: (925) 855-4400 Fax: (925) 820-1857

HOURS: 7:30AM – 4:00PM

<https://cwms.srvusd.net/>

24-hour absence line...(925) 855-7798

**Only an adult voice will be accepted*

**State and spell student's name, grade, and the date
along with the reason for absence*

This Planner Belongs to:

Name: _____

PRINCIPAL'S MESSAGE:

Hello Students,

I am very excited to welcome you to the 2024-2025 school year! We are very excited for the upcoming year and hope you are too. We have been working diligently to make Charlotte Wood the best place it can be for you.

We urge you to use this planner to help you achieve your academic goals. You should have and use this planner on a daily basis to help you track assignments and due dates. You can work with each of your teachers so that you know how much you can expect to find on Google Classroom and use that tool accordingly. You should also go over the handbook section of this planner as soon as possible with your parents/guardians so that you know what we expect of you behaviorally as well as academically.

Our main expectation at Charlotte Wood is that you come prepared to do your best every day by being here on time, with the proper materials and with a great attitude towards learning. Please remember that all the adults are here to help you navigate the middle school years, so please let us do that by letting a teacher, counselor or administrator know when you need help.

We are proud to have you here, and again, we look forward to the year.

Sincerely,

Bridget Vorhees, Principal

Charlotte Wood MS Student Handbook 2024-2025

THE CHARGER MISSION

Our community works collaboratively to provide the support and structure necessary for all students to achieve high levels of learning.

COMMUNICATION

We, as a staff, encourage parents to contact us with questions, comments or suggestions, and we encourage communication early and often. If you have a concern regarding a classroom situation, it is always most helpful to contact the teacher first. School-wide issues regarding policy, practice or rules can be addressed to the Administration, while scheduling, testing and relationship questions should be directed toward our Counseling Department.

Many teachers at Charlotte Wood post their assignments, policies and other class notes on Google Classroom so that students can double-check their homework assignments and testing dates. We encourage parents to check these web resources together with their students for explanation. However, please do not rely solely on Google Classroom for communication, as much information is given in class and through other avenues. All employees have email addresses and voice mail, which are listed in the school's directory, however email is best for most situations. One of the best communication tools is this Charlotte Wood Student Planner. This planner contains an assignment log for keeping track of tests and homework, as well as important information on study skills.

ATTENDANCE POLICY

Being in class every day, on time and ready to learn, is one of the most important keys to success in school. Absences and tardies get in the way of a student's learning and should be avoided when possible. Our attendance policies and procedures are designed to prevent these occurrences and increase every student's chance for success. Our school district notifies parents/guardians if a student has had irregular attendance (high numbers of tardies or excused absences) during the school year or is

deemed truant (3 or more unexcused absences or tardies). In both “truancy” and “irregular attendance” cases, a student may be referred to the District’s School Attendance Review Board (SARB).

Clearing Absences

Full Day Absences:

- **Must be called in to the 24-hour Attendance Line (925-855-7798) by 9:45 a.m. for each day of the student’s absence.** Please state and spell student’s name, grade, date of absence, reason for absence and your name.
- Only calls from people listed on the student's Infinite Campus Summary will be accepted. Students may **NOT** clear their own absences.
- Only legal reasons (as stated in the California Education Code) will result in excused absences (illness, medical/dental appointment, religious holiday, court appearance, and funeral). All other reasons are unexcused.
- Absences not cleared within 48 hours will be recorded as “Cut” and may be referred to administration.

Partial Day Absences (late arrivals):

- When coming to school late, the student must bring a note to the Attendance Office or parent sign at the attendance office and receive a pass to class.

AR 5113 States that all absences which are not cleared within two (2) days after a student's return to school shall be recorded as unexcused (CUT).

Leaving During the School Day

- Students must bring a note (signed by their parent or guardian) to the Attendance Office before school to obtain a “*Permission to Leave Grounds*” pass.
- Students can then come to the Attendance Window at the designated time to sign themselves out and meet you out front. Whenever possible, please have the student return to school with a note from the Medical/Dental appointment in order for the absence to be excused.

- If a student does not bring a note, then the parent/guardian must come to the Attendance Office to sign the student out. A picture ID will be required.
- Students can NOT be released with a phone call to the Attendance Line.

Please note: Students are required to be in school at least 50% of the day in order to attend extra-curricular activities, such as dances or to participate in plays, sports or concerts.

Independent Study Contracts

If your student is going to miss 5 or more days of school, you may request an Independent Study Contract. However, it is required that you notify the attendance secretary, by email, at least three days in advance. We are unable to process Independent Study Contracts without proper notice. Once a request is submitted, expect an email confirmation within one school day. We will get the assignments to your students on their last day of school before they leave. All Independent Study work must be returned completed on the first day back to school.

Homework for Absences

If a student feels well enough to do homework assigned the day of illness, they should check Google Classroom for the assignment or call a classmate. Most often, students can get caught up with the teacher once they return to school. If the student is absent for more than a couple of days and hard copies of assignments must be obtained from the teacher, the student or parent should contact the teacher directly via district email. There is a bin at the Front Office to pick up assignment papers that the teacher might provide. Please note that our office is open from 7:30-4:00, so plan accordingly.

Tardy Policy

Tardies interrupt the classroom environment and interfere with learning. **Our first period bell rings at 8:10 (9:25 on Wednesdays) and students are considered tardy if they are not in their seats when the 8:15 (9:30 on Wednesdays) bell rings.** Students arriving after 8:15 (9:30 on Wednesdays) must stop at the Attendance Office and obtain an Admit Slip before going to class.

- Parents may not excuse first period tardies unless it is for a *legal* absence reason (illness, medical/dental, religious holiday or funeral). All other reasons are considered (by the California Education Code) unexcused.
- Please see above section regarding Partial Day Absences (late arrivals) for procedure to clear legal absences/tardies.
- Tardies due to traffic, over-sleeping, carpool trouble or any other “personal” reasons are not excused.
- Students may be marked tardy if they are inside the classroom but not in their seat when the tardy bell rings at the teachers’ discretion.

Discipline Action: *Excessive tardies either in the morning or during the school day may result in disciplinary action at the discretion of the teachers and the administration. Additionally, students with excessive tardies or absences may be subject to the district’s Student Attendance Review Board process.*

ITEMS BROUGHT FROM HOME

We do our best not to interrupt learning in classrooms to make deliveries or to call students out to pick up forgotten items.

- * Items which are not essential to students’ learning that day should be brought to the attendance office, and will be placed on a table near the MPR. Students can pick up these items between classes, at break or during lunch. Anything left until the end of the day will be delivered to the student’s last period. Unfortunately, we cannot be responsible for the security of these items or lost lunches.
- * Items which are learning related (homework, classwork, and class materials), and essential to learning for your child that day should be brought to the front desk. We will attempt to notify your child or otherwise get the item to your student. *Please note, we cannot guarantee that the items will be received by your student in the timeframe that they may need.*
- * We recognize also that many times parents need to get items or messages to kids that are not learning related, yet still important. We will do our best with these items, but cannot guarantee delivery.

EXCUSAL FROM P.E.

If your student needs to be excused from PE for anything less than 3 days, arrangements can be made with their teacher via email, phone or written communication. For longer than 3 days, a doctor's note must be provided to the PE teacher or the front office. The student will go to a designated location during their scheduled PE period and will be required to complete a PE-related assignment at the discretion of their PE teacher.

ACADEMIC INTEGRITY

We hope and expect that students complete work at school honestly and with integrity. Please review the following guidelines.

- I will do my own work. I will not copy another person's work, in whole or in part, and turn it in as my own.
- I will not receive unfair assistance from another student, parent, computer program, or any other unauthorized source on a project that is expected to be completed alone.
- I will keep quiet during a test. I will not talk to a student, look at anyone else's paper/computer, or allow anyone to see my paper/computer.
- I will not consult other unauthorized material for information during tests unless my teacher gives me permission (notes, websites, calculator, electronic storage, etc.)
- I will not plagiarize; I understand that plagiarism is using the words or ideas of other authors in my papers without giving those authors credit.
- I will not communicate exam information or answers during or following an exam.
- I will not retrieve unauthorized information during a closed test.
- I will not turn in an original paper or project more than once for different classes or assignments.

CELL PHONES AND ELECTRONIC DEVICES

Possession of cellular phones or other electronic devices by a student, at school, is a privilege, which may be forfeited by any student who fails to abide by the pertinent district or school rules that pertain to the possession

or use of such devices. Cellular phones or other devices are only allowed to be used for instructional purposes under the direct supervision of a classroom teacher. Otherwise, cellular phones or other electronic devices (earbuds) are not to be used, heard or seen during the school day, which includes both in-class instructional time as well as non-structured times such as lunch, break & passing period. **If phones are visible or audible at any point of the school day, they will be taken and held for parent pick-up after school. Repeat violations will result in progressive disciplinary consequences.**

Smart watches should only be used to tell time and not for communication with others. The same consequences will apply for violations to this policy.

The District/school shall not be responsible for the loss of or damage to cellular phones or other electronic devices brought onto campus.

COMPUTER USE ON CAMPUS

- An updated version of the Middle School Technology Responsible Use Agreement can be found on the SRVUSD website.
- Computers are school property and their use is a privilege subject to SRVUSD policies.
- No improper use of passwords or logging in to another student's account.
- No downloading software/plugin without permission.
- Accessing sites which are not related to schoolwork, containing profanity, pornography or IM's are not allowed and can result in suspension and loss of computer privileges.
- Students should not access teachers' files for any reason.
- Cyberbullying is not acceptable on or off campus. In any case where use of technology directly or indirectly harms any student's learning environment, administration will work with the student. This may include disciplinary consequences.

INAPPROPRIATE USE OF TECHNOLOGY (DISTRICT POLICY)

The purpose of providing access to technology, including the school's computer, technology devices, the district Network and the Internet, is to support the educational objectives of the district, classroom instruction and

educational research by students. As such, at Charlotte Wood the usage of technology for any reason other than what has been instructed by teachers and/or staff is not permitted. Transmission of or access to materials or speech, which violate federal or state laws, is prohibited. This prohibition includes, but is not limited to copyrighted materials, threatening or obscene materials, or material restricted through passwords or other user access codes. Any activity, i.e., probing, hacking, scanning, etc., preparatory to or resulting in gaining unauthorized access to a device or system will result in disciplinary action. Use for commercial advertising and political lobbying is also prohibited.

Whether illegal or not, students are prohibited from accessing pornography and using obscenities, vulgarities, racist, sexist, threatening, defamatory, bullying, harassing, inflammatory speech, messages or media when communicating with others using the Network, commercial networks and/or the Internet. If students encounter such materials while using the Network, they should report the fact to an instructor and stop accessing the material immediately.

Students are prohibited from introducing any unauthorized programs or files and/or computer viruses/malware to the Network or District devices. Students are prohibited from using another's private account or from allowing another to use their private account. Students are prohibited from sharing private passwords with anyone else or from using another's private password to access their account.

The use of the Network and access to the Internet is a privilege, not a right. If students use the Network inappropriately or if a District or school staff member suspects that students have done so, all access privileges may be suspended or revoked at any time. Reinstatement of access privileges shall be at the discretion of District or school staff members. Use of the District Network should not be regarded as private. District staff may monitor communications and use of the Network, and may inspect files on district devices at any time.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/ comments
- Creating websites that have words, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and/or impersonating someone else and sending vicious or embarrassing materials
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school will not be tolerated. Because of its impact on the school climate, administrators may take disciplinary action even if the cyberbullying activities take place outside of school. The administrators may also report the Cyber Bullying or Harassment to the police.

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an inappropriate or unwanted image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the bully.
- Clearly tell the bully to stop or block communications.
- Contact the bully's parents.
- Contact the police.

DISCIPLINE GUIDELINES

As a general rule, discipline at Charlotte Wood is based on our desire to keep our learning environment intact and safe for all students. Students who interfere with a teacher's ability to provide a suitable learning environment or with other student's learning are subject to the discipline below.

Charlotte Wood Middle School is currently implementing Restorative Practices (RP) in dealing with peer to peer conflicts. Restorative Practices focuses on improving the learning environment and the emotional safety of our students. The goal for RP is to be non-punitive, non-isolating of our student in the learning process and to improve and promote healthy relationships in our educational community. Conflict skills and peacemaking are learned and practiced with our students.

“Restorative Practices builds empathy and repairs the harm.”

FOR MINOR OFFENSES

The following are generally not allowed at school and students may receive disciplinary consequences for infractions: chewing gum, eating or drinking on blacktop, inappropriate clothing, profanity or other inappropriate language, rough-housing, aggressive body contact, encouraging others to fight, minor incidences of harassment or bullying (including cyberbullying), defiance or disrespect to staff members, disrespect to peers, name-calling, cheating, plagiarism, forgery, riding bicycle/skateboard/scooter on campus or riding without helmet, spitting, littering, making/leaving a mess, graffiti, habitual tardies, cutting classes, not being prepared for class, disruptive behavior, inappropriate use of technology, spreading rumors, entering restricted areas unsupervised, and inappropriate body contact including excessive public displays of affection.

This is not an exhaustive list. Consequences may include: Work Detail, Lunch Detention, After School Detention, 2-hour Detention, and Community Service. Suspension may be issued for more severe or repeated offenses. The teacher or administrator may utilize discretion when making the final decision.

GROUND FORS SUSPENSION AND EXPULSION

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may

range from detention or suspension to a maximum penalty of expulsion.

A.	(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) *Willfully used force or violence upon the person of another, except in self-defense.
*B.	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
*C.	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
*D.	Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
E.	Committed or attempted to commit robbery or extortion.
F.	Caused or attempted to cause damage to school property or private property.
G.	Stolen or attempted to steal school property or private property.
H.	Possessed or used tobacco, or products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
I.	Committed an obscene act or engaged in habitual profanity or vulgarity.
J.	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

K.	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
L.	Knowingly received stolen school property or private property.
M.	Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
N.	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
O.	Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
P.	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
Q.	Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school sanctioned events.
R.	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
T.	A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

*	Additional Grounds: * Sexual harassment. (Ed Code 48900.2) * Committed an act of hate violence. (Ed Code 48900.3) * Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4) * Terrorist threat against school officials or school property. (Ed Code 48900.7) * Hazing (Ed Code 32050-51)
	Any of the above may be referred to a law enforcement agency. *The principal or designee <u>must</u> notify law enforcement personnel of these offenses.

DETENTION

Detention shall be limited to one hour on school days. A parent/guardian of the student to be detained must be notified at least twenty-four hours prior to the beginning of the detention.

SUSPENSION

Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p). At the discretion of the school administration, a student may receive “in-house” suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1)

EXPULSION

Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

CHARLOTTE WOOD BEHAVIOR GUIDELINES

- Students should enter classrooms and be ready to learn when the bell rings.
- Students should bring all necessary materials whenever possible.
- Rules of courtesy: Students and adults should show respect to each other at all times.
- Students shall meet each teacher's standards concerning class procedures.
- Students should have explicit permission to leave the classroom.
- Birthdays and Holidays - Students at Charlotte Wood are honored on their birthdays through morning announcements, if they have a signed release by a parent/guardian. Balloons, cakes, signs and gifts are disruptive in the classrooms and are not allowed on campus. Also, please remember that the Dress Code Guidelines state: *"Students must dress in a way that classroom learning or school operations are not disrupted"*
- Charlotte Wood students are responsible, not only for their behavior while on campus, but also for any behaviors they engage in off-campus which negatively impact the learning process for any within the school day. ***This includes, but is not limited to, inappropriate language, insults or threats written on the Internet or sent through text messages or emails.***

Conduct Outside the Classroom

- There should be orderly behavior at all times on school campus.
- Students should take good care of furniture, books, restrooms and other facilities and equipment provided for their use.
- All school personnel should be treated and addressed in a respectful manner.
- Students are expected to comply with all rules and regulations for behavior on the school grounds and in the cafeteria, such as:
 - Eating in assigned areas
 - Helping maintain a neat and orderly cafeteria and campus
- No rough-housing, pushing, and shoving.
- Students may not borrow money from other students or staff, or sell any items to other students

Prohibited Materials

1. Possession of any object having the potential to inflict injury or damage upon another person or their property or of no practical use will be confiscated and may be turned over to the police department. Any type of flammable or explosive object is considered illegal and possession of such items may be grounds for suspension.
2. Objects such as motorized vehicles, toys and any other item disruptive to the educational environment are not allowed on campus. (skateboards & scooters can be used off campus only)
3. Valuable items and large sums of money should not be brought to school. The school cannot be held responsible for the loss or theft of such items, and unfortunately, stolen items are rarely recovered.
4. Students are not allowed to sell food or other items on campus.

DRESS CODE GUIDELINES

Students should dress in such a way that classroom learning, safety and school operations are not disrupted. In the event that a student's attire conflicts with a teacher's ability to provide a distraction free learning environment, students may be asked to change, and in repeated or severe cases, subject to disciplinary action.

- Students wearing anything which obscures our ability to recognize them (hats, visors, bandanas, sunglasses, sweatshirt hoods) may be asked to remove those items for safety and learning purposes.
- Students wearing anything which is too distracting for the learning environment (including ‘birthday’ balloons and outfits), may be asked to change into less distracting clothing.
- Clothing should cover students’ torso, midriff and backside.
- Students wearing articles of clothing, patches or buttons, which have slogans advertising alcoholic beverages, illegal substances, or bearing suggestive, offensive or demeaning remarks will be asked to remove the offending item/ change their clothes.
- Hats, other headgear, and sunglasses may be worn for sun protection during outdoor activities or lunch.
- Footwear should allow students to safely participate in all school activities.

Students found to be in violation of the dress code, or disrupting learning due to attire will be asked to change clothing.

FOOD SERVICES

Per AB 130, all students in the State of California attending public school districts, county offices of education, and charter schools are eligible to request one breakfast and one lunch at no charge regardless of their eligibility for free or reduced-price meals.

Eating On Campus

Lunches will be eaten in the MPR or main quad only. The Child Nutrition Department provides free lunches for all students.

Cafeteria Rules

- Courteous and responsible behavior is required in the lunchroom.
- All lines must be single file. Anyone crowding or pushing in line will be sent to the end of the line immediately.
- No one can save a place in line for someone else.
- Students should only take what they will consume in order to decrease food waste.

- While in the MPR, all students must remain seated.
- Each student is responsible for placing litter in the garbage, recycling, or composting cans provided.

Note: Families may drop lunch off for their student in the front office. Students are not allowed to order food to be delivered by a meal delivery service.

During Lunch

Students eat in the MPR or main quad area. After eating they are allowed to be on the blacktop area next to the gym, or they are allowed to go to the library if it is open. Osage Park is off limits unless there is a supervised activity taking place.

Lunch Time Rules

- Students may go to the library during lunch if they have their ID and obtain a pass from the library before school or during break. We limit the number of students in the library to thirty-five (35). During lunch period the library is to be used for studying.
- Students may check out sports equipment using their picture ID. That student is responsible for returning games/balls in good condition or they must replace them.

HEALTH SERVICES

Students may not carry any over-the-counter medications on their person or in their backpacks while at school. If your student requires medication at school, all medication must be kept in the Nurse's Office in its original container. In order to do this, District Policy and State Education Code No. 49423 and 49480 states that a "**Prescription or Over-the-Counter Medication Consent Form**" must be filled out and signed by parent/guardian of the student and the student's physician. Medication Administration form is available on the district website. Medication must be brought to school by the parent/guardian in its original container. The exceptions to the above policy are asthma inhalers and Epipens, which can be carried by the student provided the physician and parent signed the medication administration form, and it is on file in the nurse's office. The

parent/guardian and physician must sign and complete section III of the form. Forms are available in the office and on the district website.

Illness at School

If a student becomes ill at school their teacher will send him to the main office. *Students should not call or text home prior to going to the Nurse's Office.* Parents will be contacted and arrangements made for transportation home. Students must not leave school without signing out in the Attendance Office. **Students are urged to stay home with symptoms of a contagious disease (sore throat, fever, headache, nausea, diarrhea, skin rash, vomiting, and fever > 101) within the last 24 hours. For questions or concerns please email our school nurse.**

Accidents at School

Students must report all accidents and injuries to their teachers immediately. Parents will be notified if the injury is of a serious nature or follow-up care is indicated.

MISCELLANEOUS INFORMATION

Lost and Found

A lost and found area is maintained at the school. Books and valuable items found on campus should be taken to the Main Office; all other items should be placed in the lost & found MPR hall. Several times during the year, items not claimed will be donated to charity. Charlotte Wood is not responsible for lost or stolen items.

Telephone Use

School office and classroom telephones are for **school business** and their use by students is limited to emergencies. Students cannot be called to the telephone except in cases of emergency. Any false 911 calls will result in disciplinary action.

Any student wishing to contact their parent/guardian by telephone should come to the front office to do so. Students will, in most cases, always be allowed to contact a parent should they feel the need to do so; however, this must be done from the front office.

PE Lockers

PE Lockers are not safe for valuables. Every student is required to lock their items in a locker. Make sure your lock is locked - *spin the dial to lock*.

Substitute Teachers

At Charlotte Wood our substitutes are valued guests. They are an extremely important part of the student's education. They must be treated with absolute courtesy, respect, cooperation, and caring. A referral from a substitute will result in disciplinary action.

STUDENT ACTIVITIES

At Charlotte Wood, we offer a wide variety of extracurricular and intramural activities.

After School Sports Teams

These may include: Football, Basketball, Golf, Volleyball, Track, Cross Country, Dodgeball, and Badminton. (Offered sports are subject to change depending on student interests and ability to find coaches.)

Special Events

These may include: Drama Productions and musicals, Talent Show, Spelling Bee, Odyssey of the Mind, Speech Contest, Book Club, Reflections, Career Day, Field Day

After School

Between the hours of 2:45 and 6:00 PM, all students are invited to become involved in the after-school recreation program sponsored by the Town of Danville called the Student Union. Students are under the supervision of a recreational leader and participate in a wide variety of activities. This program is independent of CWMS. For information and registration, visit www.ci.danville.ca.us

Academic Competitions

Charlotte Wood participates in the District-wide Spelling Bee as well as the National Geography Bee.

Super Chargers

Super Chargers are students who demonstrate excellence in school work, responsibility and good citizenship. Super Chargers volunteer their time

and energy in the community and are rewarded for their achievements through luncheons and special treats during the school year. To become a Super Charger you must initially earn 240 points (30 hours) for service. To remain active, you must earn 100 points in each semester. You must earn a GPA of 2.0 or above and have no grade lower than a “C-”.

Dances

Each year the Charlotte Wood Student Council sponsors a series of dances, which are held throughout the year. Dances are on Fridays in the Multi-Purpose Room or Main Quad. Visitors or guests are not allowed. Tickets for dances are sold *during* lunch periods the week of each dance. Tickets are not sold after lunch on the day of the dance. Each student is allowed to purchase only one ticket and must turn in a signed parent permission slip and show their **current** school ID card for each dance. These slips spell out all the rules for each dance. Replacement ID cards may be purchased in the front office. Once in the dance, students will not be allowed to leave until the dance is over or their parent/guardian picks them up. **Students must be picked up within 15 minutes of the dance being over.** Students who are absent from school on the day of a dance, for a full or partial day over 50%, may not attend without a doctor’s note. Students may lose dance privileges due to disciplinary or attendance problems per quarter in between dances. Inappropriate conduct at the dance will result in expulsion from the dance and future dances. Students must be at school at least 50% of the day to participate in an extra-curricular activity on that day.

EXTRA-CURRICULAR PARTICIPATION CODE

The San Ramon Valley Unified School District (SRVUSD) puts a high priority on scholastic achievement, positive personal attitudes and behavior. We consider it a **privilege** to participate in our extra-curricular programs and not a **right**. Therefore, the following set of standards will be enforced for all students representing the SRVUSD on any athletic team or extra-curricular activity.

Eligibility

The current eligibility policy of the SRVUSD determines a student’s eligibility in an extra-curricular program or on an athletic team in the SRVUSD schools.

1. A grade point average of 2.0 in all current classes as well as those taken during the previous quarter.

2. Enrollment in the middle school being represented by seven classes, unless participating in a Personalized Learning Initiative (PLI).

Students going from the middle school to the high school must meet these requirements in order to play any sport as a freshman.

Promotion Activities

In order to participate in promotion activities (i.e., 8th grade trip and promotion exercise), students shall be in good behavior standing. If a student has been suspended, or repeated referrals have been issued, participation will be up to the discretion of Administration. Promotion activities are considered a reward and privilege by the school district. Excessive disciplinary referrals due to behavior or attendance problems could result in a loss of some or all of the promotion activities.

Student Government

Students are encouraged to be involved in student government at Charlotte Wood. We have four elected student body officers and a leadership class. Each year, through our first period class, our leadership class sponsors several major charitable events and fun-filled class competitions.

STUDENT RECOGNITION

Student of the Month

Each month every teacher selects a student of the month from his or her classes based on monthly themes geared to recognize as many students as possible. Students receive a Student of the Month certificate and their pictures are mounted in the display case just outside the main office.

Caught Ya!

We recognize students for demonstrating respect, responsibility and resourcefulness. Students receiving this award are eligible for a weekly drawing.

STUDENT SAFETY

Emergencies

Safety is a primary focus at Charlotte Wood. Students and parents are encouraged to contact a staff member if they become aware of any unsafe condition or situation. The safety committee has purchased supplies that would sustain the school population for three days in case of any

emergency. Emergency response plans and training are reviewed with all staff members every year.

Emergency Drills

The following drills will be practiced at least once during the school year: fire, hold and secure, evacuation, and earthquake. In the event of a real emergency, students need to remain quiet and follow the instructions of the staff.

Traffic

Traffic-parents please drop your student off at the white curb only. For the safety of all students, *do not block the middle or red curb lane at any time*. Students should follow staff instructions to provide the safest traffic flow. Bicyclists and skateboarders should walk their vehicles in the crosswalks surrounding school and must be walked on school grounds. Students are expected to follow helmet laws or may receive disciplinary action. All bikes, skateboards, skates, scooters, etc. should be locked up in the bike enclosure. Although Charlotte Wood makes provisions to safeguard bicycles, the school assumes no responsibility for vehicles and helmets left in the bike rack enclosure. Students are not to bring any motorized vehicles to school.

VISITOR PROCEDURE

To ensure the safety and security of our students and staff and the orderly operation of the San Ramon Valley Unified School District educational programs, all parents, guardians and other individuals planning to visit our school are required to follow the CWMS visitor check in/check out procedure. Please take time to review the visitation procedures.

To meet with a teacher or speak to an administrator, visitors should make appointments in advance. This includes before and after school visits.

- Teachers will not be able to meet with parents on demand. Please make an appointment in advance.
- Teachers or staff members will let the office know in advance if they are expecting a visitor. This includes any family members or friends. No high school students or other students will be allowed on campus until after 2:45 PM unless approved in advance.

- Upon arrival at the school building all visitors must register in the front office before proceeding to any part of the campus. As part of the registration process in the front office, all visitors will be asked to sign the visitor register and provide identification. *No one can be allowed on campus unless prior notification has been arranged.*
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises. The visitor will then proceed to the green electronic gate to be let in. Visitors without a badge will not have access to our campus.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the office building, sign out on the visitor register and return the visitor badge. This is VERY important, because in case of an emergency we need to account for all visitors that are still signed in.

Please note that parents and guardians who are dropping off items for a student do so at the Attendance Window, and others who are not coming onto the campus, may do so without advance registration.

STUDENT SERVICES

Peer Tutoring

Peer Tutoring is a special program that pairs up students who would like extra help in a subject with students who are strong in that subject. Tutoring sessions are scheduled one to two times per week. Tutors are trained and then are paired with students who have been referred by teachers.

Counseling Office

The Counseling Office is open from 7:30 am to 4:00 pm. Staff includes Counselors, a Registrar, and a Counseling Secretary. The Counseling Office provides many vital services to our students and parents.

- Registration and course selection information are provided to students as well as orientation to the school and instructional programs.
 - Students are assisted in solving personal problems.
 - The counselor will act to facilitate communication between students and their parents, teachers, administrators and/or peers.
 - Referrals to professional community services are made when appropriate.
 - The Counseling Office provides information on personal and social services available in the community.
 - The Counseling Office maintains the cumulative record for each student.
 - The Counseling Office acts as a liaison to students and parents to help obtain special education services.
 - The Counseling Office coordinates Student Success Team referrals.
- For more information, please visit the CW website, click on Resource & Counseling.

Adding/Dropping a Course

Students who enroll in a course must request permission to add/drop a course before the completion of their third week at the beginning of each semester. Students dropping a course during this time will receive an "N" grade indicating "not enrolled". Beyond the third week at the beginning of each semester, the teacher may give an "N" grade or an "F" grade, depending on the quality of the student's work to date and provided that proper notice concerning the possibility of failure has been given to the parents of students who are to receive an "F" grade. Teachers who desire to give an "F" grade for a drop must formally notify the parents/guardian with a written notification at the time of the drop.

LIBRARY MEDIA CENTER

Staffed by one full-time credentialed Library Media Teacher.

Mission

- To provide an information-rich environment by offering a diverse collection of materials in a variety of forms.
- To prepare students to be independent, competent users of information and technology.

- To foster a love for reading and literature.
- To support the school curriculum.

Hours

Monday, Wednesday, Thursday, and Friday 8am-3pm;

Tuesday 8:45am-3:00pm

Other Library Services/Programs

Battle of the Books

Book Club

Printing

Circulation

Students may check out four items for two-week periods, renewable online or in person, unless there is a hold on the item. Student ID # is required for check out. Deposit library materials in the library Return Box during service hours, or the deposit box outside the library. Late dues are not charged; however, damaged items and lost material will be fined. Students are notified regularly through email of overdue items. Yearbooks may be held if overdue books are not returned or paid for in a timely manner.

Rules

Students must do quiet, independent work. Food and beverages are not permitted. Computers are for school-related use only.