

# **Monroe Clark Middle School**

4388 Thorn Street  
San Diego, CA 92105  
Phone 619 344-4200 Fax 619 344-4272



## **Student and Family Handbook 2019-2020**

**Nicole Hendricks, Principal  
Patricia Meredith, Vice Principal  
Anthony Vu Pham, Vice Principal**

Web site: <https://www.sandiegounified.org/schools/clark>  
Twitter: @ClarkMiddleSD

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### What is College Avenue Compact?



College Avenue Compact is a partnership between Price Philanthropies, San Diego State University (SDSU) and San Diego Unified School District that offers guaranteed admission to SDSU for Hoover students only who meet certain academic requirements.

**Vision:** Making college possible for all students and future generations.

**Mission:** College Avenue Compact supports students and their families to be college-ready and achieve guaranteed admission to SDSU or other postsecondary opportunities to ensure their success in higher education.

### The College Avenue Scholars Program

A college access program exclusively available to a select group of 7th-12th graders from Clark, Wilson and Hoover who have maintained an overall GPA of 3.0 or higher. To prepare Scholars to meet the requirements needed to gain guaranteed admission to SDSU, our program services include:

- One-on-one college and career mentoring
- Support with the entire college application process
- Assistance with financial aid and scholarships
- Academic workshops to build key study habits



- ACT and SAT test preparation
- Ongoing academic enrichment programs
- College tours
- Student leadership opportunities

### College Avenue Scholars at Monroe Clark Info

Located in Rm 263  
Program Hours: 8am-4pm

Giovana Duong, Student Coordinator  
Email: [gleyva@sdsu.edu](mailto:gleyva@sdsu.edu)  
Office: 619-344-4262

**Website:**  
**[www.MakingCollegePossible.org](http://www.MakingCollegePossible.org)**



**To receive the guaranteed admission to SDSU, students must complete the following by the end of their senior year at Hoover High School:**

- Demonstrate that you are college ready in Math and English by using SBAC/EAP, SAT, ACT, or AP Scores
- Must be enrolled at Hoover High School for all 4 years (grades 9th-12th)
- Complete the 15 "A-G" requirements with grades of "C" or higher.
- Obtain a 3.0 GPA in all "A-G" courses.
- Take the SAT or ACT tests.
- Meet all SDSU admissions and enrollment deadlines.

**Note:** College Avenue Compact DOES NOT guarantee admission to majors with additional requirements such as: Nursing, Music, Dance, and Theater and Performing Arts.



# Clark Middle School Daily Bell Schedule

## 2019-2020

Monday, Tuesday, Thursday & Friday

<b>Grade 8</b>	<u>Start</u>	<u>End</u>	<u>Minutes</u>
Period 1	7:30AM	8:28AM	58
Period 2	8:32AM	9:30AM	58
Advisory *	9:34AM	9:58AM	24
Period 3	10:02AM	11:00AM	58
Period 4B	11:04AM	12:02PM	58
<b>LUNCH</b>	<b>12:02PM</b>	<b>12:32PM</b>	<b>30</b>
Period 5	12:36PM	1:34PM	58
Period 6	1:38PM	2:36PM	58

<b>Grade 7</b>	<u>Start</u>	<u>End</u>	<u>Minutes</u>
Period 1	7:30AM	8:28AM	58
Period 2	8:32AM	9:30AM	58
Advisory *	9:34AM	9:58AM	24
Period 3	10:02AM	11:00AM	58
<b>LUNCH</b>	<b>11:00AM</b>	<b>11:30AM</b>	<b>30</b>
Period 4C	11:34AM	12:32PM	58
Period 5	12:36PM	1:34PM	58
Period 6	1:38PM	2:36PM	58

<b>Grade 6</b>	<u>Start</u>	<u>End</u>	<u>Minutes</u>
Period 1	7:30AM	8:28AM	58
Period 2	8:32AM	9:30AM	58
Period 3 *	9:34AM	10:36AM	62
Period 4A	10:40AM	11:31AM	51
<b>LUNCH</b>	<b>11:31AM</b>	<b>12:01PM</b>	<b>30</b>
Advisory	12:05PM	12:32PM	27
Period 5	12:36PM	1:34PM	58
Period 6	1:38PM	2:36PM	58

Wednesday & Minimum Days

<b>Grade 8</b>	<u>Start</u>	<u>End</u>	<u>Minutes</u>
Period 1	7:30AM	8:11AM	41
Period 2	8:15AM	8:56AM	41
Period 3 *	9:00AM	9:46AM	46
Period 4B	9:50AM	10:31AM	41
Period 5	10:35AM	11:16AM	41
<b>LUNCH</b>	<b>11:16AM</b>	<b>11:46AM</b>	<b>30</b>
Period 6	11:50AM	12:31PM	41

<b>Grade 7</b>	<u>Start</u>	<u>End</u>	<u>Minutes</u>
Period 1	7:30AM	8:11AM	41
Period 2	8:15AM	8:56AM	41
Period 3 *	9:00AM	9:46AM	46
Period 4C	9:50AM	10:31AM	41
<b>LUNCH</b>	<b>10:31AM</b>	<b>11:01AM</b>	<b>30</b>
Period 5	11:05AM	11:46AM	41
Period 6	11:50AM	12:31PM	41

<b>Grade 6</b>	<u>Start</u>	<u>End</u>	<u>Minutes</u>
Period 1	7:30AM	8:11AM	41
Period 2	8:15AM	8:56AM	41
Period 3	9:00AM	9:46AM	46
<b>LUNCH</b>	<b>9:46AM</b>	<b>10:16AM</b>	<b>30</b>
Period 4A	10:20AM	11:01AM	41
Period 5	11:05AM	11:46AM	41
Period 6	11:50AM	12:31PM	41

<b>Minimum Days</b>
September 17, 2019
December 10, 2019
May 5, 2020
May 7, 2020
July 16, 2020
July 17, 2020
July 20, 2020
July 21, 2020

<b>Tentative Testing Days</b>
6/8/2020
6/9/2020
6/11/2020
6/12/2020
6/22/2020
6/23/2020
6/25/2020

\* National Anthem and Announcements (Daily)



**MONROE CLARK MIDDLE SCHOOL**  
4388 THORN ST \* SAN DIEGO, CA 92105 \* T (619) 344-4200\* F (619)344-4274

**SCHOOL HOURS**

Monday/Tuesday/Thursday/Friday 7:30 AM-2:36 PM  
Wednesday 7:30 AM-12:31 PM  
School Gates Open 7:00 AM

The breakfast and lunch program at our school site is free. Breakfast is served at 7:00 AM

**BACK TO SCHOOL NIGHT**

September 18, 2019 5:00 pm – 6:45 pm

**2018-19 YEAR-ROUND SCHOOL CALENDAR**

Please plan your vacations accordingly. Extended vacations are not excused!

**August**

26 First Day of School

**September**

2 Holiday: Labor Day  
17 Minimum Day: Staff Development  
18 Back to School Night

**November**

11 Holiday: Veterans Day  
25-29 *Thanksgiving Break*

**December**

10 Minimum Day: Parent Conferences  
*Dec.23- Jan.24 Winter Break*

**January**

20 Holiday: Martin Luther King Jr. Day  
27 School resumes

**February**

14 Holiday: Lincoln Day  
17 Holiday: Washington Day

**March**

*Mar.30-Apr.24 Spring Break*

**April**

27 School Resumes

**May**

5 Minimum Day: Parent Conferences  
7 Minimum Day: Parent Conferences  
22 Non-Instructional Day  
25 Holiday: Memorial Day

**July**

3 Holiday: Independence Day  
16 -21 Minimum days: Last School Week  
21 Last Day of School

**Minimum Days**

September 17, 2019    December 10, 2019    May 5, 2020    May 7, 2020    July 16-21, 2020

**EVERY DAY COUNTS! REPORT YOUR ABSENCES (619) 344-4228**

**Attendance Procedure**

Only a parent/guardian listed on the contact information of student may report a student absent. Absences must be reported within five (5) days. You may make arrangements in advance to have your student released for an appointment. In order to release student off campus, Parent/guardian listed on the contact information needs to provide a picture ID. No student will be released off campus without proper picture ID. Further information regarding school attendance is detailed in the 2019-2020 Family Handbook.

**When leaving a message, please provide:**

Name of the student  
Date of Birth  
Name of the parent/guardian  
Reason for the absence

**Excused Absence/Tardy per District Policy**

Illness  
Doctor/Dental Appointment (with proof)  
Funeral-Immediate family members living with student: 1 Day-In state; 3 Days-Out of state  
Court Appointment/Hearing

**Tardies**

Students need to be in their classroom at 7:30 am or they will be marked tardy. Parents will receive a call home for excessive tardies.

**SCHOOL BEGINS AT 7:30 AM. PLEASE BE ON TIME!**

## Progress Reports and Grades

**Progress Reports are distributed to students on the following days:**

Friday 10/18/19 (Progress Report 1)

Friday 12/6/19 (Progress Report 2)

Friday 5/1/20 (Progress Report 4)

Friday 6/12/20 (Progress Report 4)

**Report Cards are MAILED home to families at the end of every semester:**

After February 24, 2020 (Semester 1)

After July 21, 2020 (Semester 2)

### CRITERIA for 8th GRADE PROMOTION CEREMONY PARTICIPATION

- A **2.0 academic and citizenship** (i.e. class behavior, tardies, etc.) **cumulative GPA for the entire school year.**
- A student may **NOT** have an F or U in any class on the last Progress Report (#4) of the school year.
- Resolved library debts, including textbooks
- **NO SUSPENSION FOR THE YEAR**

- 
- **Attendance** (affects only dances, parties, and field trips):
    - May not exceed 20 tardies in a semester
  - **Referrals** (affects only dances, parties, and field trips):
    - May not exceed 10 referrals in a semester

### CRITERIA for ON-TRACK INCENTIVE CELEBRATIONS (6th, 7th Grades)

- A **2.0 academic and citizenship** (i.e. class behavior, tardies, etc.) **GPA for the grading period.**
- No F or U in any class.
- Resolved library debts, including textbooks
- **No suspension during the reporting period**
- **Attendance** may not exceed 20 tardies in a semester
- **Referrals** may not exceed 10 referrals in a semester

## KEEPING TRACK OF MY PROGRESS

	P1	P2	S1	P3	P4	S2
Science						
Math						
English						
History						
PE						
Elective						

**FAST Reading Score or Lexile Score:**

\_\_\_\_\_

**FAST Math Score:**

\_\_\_\_\_

**SBAC Score/Level 2019:**

Math: \_\_\_\_\_ / \_\_\_\_\_

ELA: \_\_\_\_\_ / \_\_\_\_\_

# ATTENDANCE PROCEDURES

At the beginning of each period the teacher records student absences electronically in PowerSchool. With the support of their families, students regularly attend school unless circumstances such as illness or bereavement prevent their participation. If possible, schedule doctor's appointments during non-school hours. Clark Middle School recognizes "Scholarly Attendance" when a student's attendance rate is greater than 98%.

## Documentation after an Absence

Families must communicate with the school about absences within 72 hours (3 days) following the absence. Families may call the school at (619) 344-4200 and report the absence of their children. If documenting an absence with a note, submit a written absence excuse to the Attendance Office that includes the following information from the parent or guardian:

- first and last name of student
- date of absence(s)
- reason for absence(s)
- name of family contact giving verification and phone number
- signature of parent or guardian

## Absence Codes

A – Unverified absence

M – Bereavement (immediate family)

B – Bus failed to pick up student; absent whole day

N – In-School Suspension

C – Contract/independent study credit has been earned

O – Early out / Special Circumstances

D – Detained in office

P - Contract Independent Study - Credit has been earned - 4 days or less.

E – Excused due to personal or family emergency

R – Religious or ethnic holiday

F – Field trip

S – Suspended

G - On CIS, no credit - Credit not yet earned or credit denied - No penalty to student

T - Tardy or leave early (unexcused) - 0-30 minutes.

H - Holiday - Not available for absences.

U – Unexcused

I – Illness

V - School vacation - Year-round schools on break.

J – Juvenile Hall

W – Tardy or leave early (unexcused) - In excess of 30 minutes.

K – Saturday School make up

X – Zero Tolerance / Placement pending

L – Tardy or leave early (excused) - Absence due to doctor or dental appointment, or late bus.

Z - Truant

## Excessive Absences

Research indicates students with chronic absences have lower rates of high school graduation. Absences are considered chronic if students miss more than 10% of their school time, even if those absences are excused. The following interventions may be undertaken to support students and families with improved attendance:

- A phone call from the school to see if any additional resources may support the family
- Family meeting or home visit from a Counselor, Social Worker, School Nurse, or Administrator
- An attendance contract
- Formal district letters for truancy/unexcused absences
  - **1<sup>st</sup> Notice of Truancy** - May be sent out by grade level counselor when a student has 3 unexcused or unverified absences.
  - **2<sup>nd</sup> Notice of Truancy** - May be sent out by grade level counselor when a student has 6 unexcused or unverified absences.
  - **3<sup>rd</sup> Notice of Truancy** - May be sent out by grade level counselor when a student has 6 or more unexcused or unverified absences. Student will be referred to SARB.
  - **SARB Letter** - May be sent out by a grade level counselor when a student reaches their 7<sup>th</sup> unexcused or unverified absence. When a student receives their 3<sup>rd</sup> SARB letter they will be required to have a hearing before a judge, which may result in the student being put on probation requiring them to attend school on a regular basis.

If the absences still continue and after these interventions, the counselor will refer the case to the district's official School Attendance Review Board, while school personnel continue making efforts that encourage the student's attendance.

### School Attendance Review Board (SARB)

All children between 6 and 18 years of age are required by California's Education Code to attend school, and their parents have a legal responsibility to ensure their child's attendance. The law also states that a student's refusal to attend school regularly can result in referral to SARB, Juvenile Probation, and the Juvenile Court System. SARB is a community-based effort to bring together resources to assist families with attendance and truancy issues so that students will stay in school, attend school regularly, and graduate. SARB works to divert students with school attendance or school behavior problems from the juvenile court system by providing guidance and coordinated community services to meet their special needs. District counselors, teachers, nurses, school police officers and a school attendance review team are then brought in to help students at the school site level. When the school has exhausted all resources and a student's attendance has not improved, then a family may be referred to a SARB hearing. A SARB panel is made up of representatives from the school district, along with members of public and community agencies that serve youth and families, such as police and probation officers, medical doctors, and others. This panel examines the attendance situation and develops an individual plan with the student and family to end absences. This plan is a legally-binding contract, and the panel does have the authority to recommend citation to court or referral to the Department of Probation for further attention. Additionally, parents who fail to compel their child's attendance may face criminal prosecution and penalties.

### **Students Arriving Late/Tardy Policy**

All students will be marked tardy (T) by their teachers between 7:30 - 8am. Only a valid excuse will be considered and coded in their attendance. The student will be given a time-stamped pass to proceed to class. If a student is more than 30 minutes late and does not present a note from the parent (or presents a note with an unacceptable excuse), the Attendance Office will record the student's tardiness as Unexcused ("U" and/or "W"), then give the student a time-stamped pass to proceed to class. Consequences may be assigned by teachers, counselors, or administrators for repeated tardiness.

**Special attention will be paid to tardies between passing periods. A four minute passing period provides students with sufficient time to transition from one classroom to the next. Excessive tardies between periods will be viewed as a student's failure to demonstrate responsibility and will be subject to support and discipline procedures.**

### **Saturday School**

Saturday school is a program that occurs on scheduled Saturdays from 8:00am -12:00pm. A student is able to make up an absence at Saturday School in order to improve their attendance. Students can make up the following types of absences: unexcused, unverified, truant, illness, and excused absences.

**Attending Saturday School will clear five (5) tardies or two (2) truancies.** Saturday School is an academic program providing instruction in core subject matter. Students may NOT make up a suspension with Saturday School.

### **Independent Study Contracts**

Independent Study Contracts MAY be awarded at the discretion of an Administrator. An administrator reserves the right to decline a requested contracts. To meet eligibility criteria, contracts:

- are intended for students who are on vacation or **cannot** come to school (not for students who don't want to come to school).
- are only valid for between 5 and 20 school days.
- must be requested by parents far enough in advance that teachers have at least 5 days to prepare work before the contract takes effect.
- are only valid if all classroom teachers agree to provide work for the students
- are not valid unless contract forms have all required signatures at least 1 day in advance of contract date.
- are not recorded until signatures are complete and originals are returned to the attendance office
- assignments completed and submitted by the due date will earn full academic and attendance credit. To receive full credit, all work in all subjects must be completed by the dates on the contract.
- will only be awarded to students with overall attendance of 90% or above.
- **will only be awarded to students demonstrating a general trend of completing classroom and homework assignments in a timely manner**

# CLARK EXPECTATIONS

Clark students are expected to demonstrate **Safety, Kindness, and Responsibility** in all their interactions on campus and to and from school. Safety violations that take place after or before school on the way to and from school are subject to disciplinary action.

## BE SAFE

- Walk on campus.
- Remain in designated areas supervised by staff members.
- Travel to and from areas with a pass from staff members.
- Refrain from physical aggression, harassment, fighting, and play fighting / horseplay.
- Refrain from threats and intimidation, including on Social Media.
- Refrain from sexual harassment (unwanted sexual jokes, gestures, touching, or unwanted romantic attention).
- Do not bring weapons, controlled substances, or dangerous items to school.

## BE KIND

- Speak in a respectful way to staff and students including visiting teachers and all other adults on campus.
- Respect property of school, staff, and other students. Treat books, computers, instruments, and all learning materials with the best of care.
- Refrain from discriminatory and vulgar language including sexist language, and language that discriminates based on ethnicity, nationality, sexual orientation, or abilities.

## BE RESPONSIBLE

- Follow directions the first time they are given by a staff member.
- Arrive at all classes on time and prepared with all materials needed.
- Complete classwork and homework in a timely manner.
- Items that must remain at home include: gum, toys, spray deodorants, perfumes, and colognes.
- Secure bikes, scooters, and skateboards with a lock to the bike rack.
- Use cell phones responsibly:
  - **Students may use cell phones for music before school, for the 30 minutes of lunch, and after school. All cell phones and headphones are to be put away out of sight at all other times.**
  - Safely store all phones and valuables in a backpack or in locked PE locker.
  - Students may not record video, take pictures, make phone calls, or use external speakers.
  - **Clark Middle School is not responsible for lost, stolen, or damaged cell phones.**
- Come to school responsibly dressed according to the dress code.
- Dress out for 7th and 8th grade PE classes.

## DRESS CODE

In an effort to maintain a safe and orderly campus, as well as sustain a strong focus on academic achievement, the Clark school community will follow the following Dress Code for all students. Dress code enforcement begins from the moment a student enters the campus until they leave the campus at the end of the day. The dress code applies to field trips and all other school-related activities, including participation in PrimeTime activities and School Dances.

**Students that are out of dress code, will be given loaner clothing or asked to call home for a change of clothing.** Multiple violations will result in disciplinary action and the parent/guardian will be contacted. Adhering to the dress code is one way students demonstrate responsibility.

### **All students will dress in clothing that meets the following criterion:**

- Clothing that advertises or promotes alcohol, drugs, tobacco products, gambling, weapons, gangs, violence, or other vulgar or sexually provocative content, words or pictures that negatively represent any gender, race, color, ethnicity, religion, national origin, disability, or sexual orientation is not to be worn to school.
- Undergarments (for both male and female) may not be exposed. Sagging is not permitted.
- Dresses, shorts or skirts must extend to mid-thigh.
- Shirts or dresses must touch the top of pants with no skin exposed.
- Tank tops or sleeveless tops must be at least two inches wide at the shoulders. Tube/strapless tops, muscle shirts or spaghetti straps may not be worn to school.
- Hats or anything worn on the head except for religious/cultural reasons are not allowed at any time on campus. When a student enters the gate, he or she must remove hat or hood.
- Clothing may not be too revealing or transparent. Clothing with rips, tears or cuts cannot be excessive or show any skin beyond the knees. Holes in jeans should not expose skin. Tights are to be worn under jeans with rips and holes only, and the holes are limited to the knee area.
- Sleepwear, pajamas, blankets, stuffed animals, sunglasses, do rags, and hair picks are not allowed.
- House slippers, flip flops, sandals, slides, and dress shoes considered unsafe are not permitted. Students must wear closed toe shoes.
- Bandanas (carried or worn) are not permitted on campus, this includes bandana clothing.
- Any items that have been identified by the San Diego Police Department as gang attire/colors are not permitted.
- Clothing, backpacks and accessories (including binders) **must not** display inappropriate language or pictures.
- Students may not draw on their skin with marker, pen, etc.

Any items that have not been listed and are in question will be reported to the Administration whose decision will be final.

**P.E. Uniforms are available for purchase at the Finance Office.**

***\*Wednesdays are College Day. Students are encouraged to wear College Attire.\****

***\*Fridays are School Spirit Day. Students are encouraged to wear our School Colors or a Clark shirt.\****

## CELL PHONE POLICY

In order to maintain a balance between student safety and well-being and keeping a learning environment free from distractions, **students may bring cell phones and use them before school, during their 30 minute lunch period, and after school. During class time and passing period, the device must be turned OFF and must be kept out of sight.**

Students may not record video, or violate the technology use policy. No external speakers are permitted.

A student who does not follow these guidelines may have their phone confiscated by any staff member. On a first or second offense, the student may pick the phone up after school. On a third offense, a parent or guardian must come to the school's main office to retrieve the device. Repeated unauthorized use of cell phone may lead to further disciplinary action. **Clark Middle School assumes no responsibility for these items and staff will not investigate for lost, stolen, or broken devices.**

## BICYCLES, SKATEBOARDS AND SCOOTERS

If riding a skateboard, scooter, or bicycle to and from school, students MUST wear a helmet per California State law. Students must also bring their own locks to secure their bicycles, skateboards, and scooters in a bike rack located inside the campus. Equipment may not be stored in classrooms or front office. **Clark assumes no responsibility for lost or stolen bikes or skateboards.** Students are to obey traffic laws.

## ROUTINES AND EXPECTATIONS

### Nutrition Break

At 9:30 am on Monday, Tuesday, Thursday, and Friday Clark Cafeteria provides students a small "grab and go" item for nutrition break. Students should adhere to the following routines:

- Line up politely, take only one of each food item, thank the cafeteria staff, and immediately head to class.
- Eat the food item on the way to your class, or walk to your class and eat it outside the door.
- Throw the trash in an appropriate trash can.
- Arrive on time to class.

### Lunch

The Clark cafeteria serves complete, well-balanced lunches every school day. 100% of our students receive free lunch, but students must provide their personal identification number. No

application needs to be filled out. There are separate lunch times for 6th, 7th, and 8th graders to eat in the lunch area.

- Students walk to the lunch court.
- Stand in line keeping personal space.
- Go through the cafeteria quietly while treating all cafeteria supervisors, servers, and staff with respect. Use the utensils provided to pick up food and enter your pin number.
- Once you have your food, head directly to a table and sit down. Remain seated during lunch.
- Clean up your area (table, seat, and floor) after eating.
- Students may not enter classrooms or areas outside of the lunch court without a pass.
- Displays of affection are not allowed on campus.
- Demonstrate safety, kindness, and responsibility.

## **PASSING PERIOD EXPECTATIONS**

Clark Staff Members supervise hallways during transitions between periods. In addition, students will follow movement guidelines during passing periods to promote safe and orderly transitions.

- Walk steadily toward your assigned destination, moving from class to class during the 4 minute passing period. Do not run.
- Use conversational voices only.
- Do not use sporting equipment during passing period (no bouncing basketballs, no throwing footballs).
- Use kind and positive language with peers and adults.
- Keep hands, feet, and objects to self.
- Follow directions given by staff.
- Put your trash in the trash can.
- No phones and earbuds out during passing period.
- Displays of affection are not allowed.
- Arrive at your classroom before the bell.

## **PASSES AND RESTROOM SIGN OUT**

All students must have a pass containing a teacher name, signature, date, and time when traveling anywhere on campus without a supervising teacher, including to the nurse, counseling office, social work office, etc.

When using the restroom during a class period, students must sign out with their name, date, and time on the classroom restroom log. Only one student per classroom is permitted to use the restroom at a time. Students may use a clearly marked classroom restroom pass instead of a specific pass with date and time since this is already recorded on the restroom log.

## STUDENT SUPPORTS

The following Student Supports are offered at Clark Middle School both to proactively cultivate a safe, secure, positive learning environment and as a response when students fail to meet behavior expectations.

Peer Mediation	Interpersonal Agreement/Contract
Behavior Contract	Non-Violent Agreement/Contract
Attendance Contract	Student Success Team
Individual Counseling	Home Visits
Social Skills Groups	After School Tutoring
Parent Meetings	Positive Calls/Emails Home

Classroom teachers regularly review and uphold the expectations for Safety, Kindness, and Responsibility above. In addition, Clark has the following support personnel to help students achieve high levels of academic and social-emotional success:

- Administrative team consisting of a Principal and two Vice-Principals
- A counselor for each grade level
- A counselor supporting College Avenue Compact students and advancing Clark's college-ready culture
- Two School Social Workers
- School Psychologist and Speech Therapist
- Educational Specialists and paraprofessionals to serve students with Individualized Education Plans
- Three Campus Supervisors

### Requesting Support

When looking for support for your child, please first direct your question to the grade level counselor listed below. They work most directly with your student. However, if you still have questions, concerns, or a need for support for your child, contact a grade level administrator or School Social Worker.

## STUDENT SUPPORT PERSONNEL

**Karen Cantor, Head Counselor**  
8th Grade  
619-344-2292  
[kcantor@sandi.net](mailto:kcantor@sandi.net)

**Julie Sandubrae, Counselor**  
7th Grade  
619-344-3059  
[jsandubrae@sandi.net](mailto:jsandubrae@sandi.net)

**Jessica Costello, Counselor**  
6th Grade  
619-344-3057  
[jcostello@sandi.net](mailto:jcostello@sandi.net)

**Hector Medina, Counselor**  
College Avenue Compact Program  
619-344-3058  
[hmedina2@sandi.net](mailto:hmedina2@sandi.net)

**Lisa Honeyfield, RN, MSN**  
Registered Nurse  
619-344-4200  
[lhoneyfield@sandi.net](mailto:lhoneyfield@sandi.net)

**Nicole Hendricks, Principal**  
619-344-4200  
[nhendricks@sandi.net](mailto:nhendricks@sandi.net)

**Patricia Meredith, Vice-Principal**  
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619-344-4200 x2205

## **CLASSROOM LEVEL DISCIPLINE**

In addition to using the support strategies above, teachers will implement logical consequences in a manner that **least restricts** student's access to quality education including but not limited to:

Written reflection	Family Contact
Change of seat	Parent Conference
After School Detention	Lunch Detention
1-2 day Class Suspension	Removal of student to buddy classroom

## **ADMINISTRATIVE LEVEL DISCIPLINE**

When a student endangers another student or creates a major disruption that prevents classroom learning from occurring, students may be referred to the office. Students may also be referred to the office if they continue displaying disruptive behaviors after having had intervention from other school staff. Consequences include but are not limited to:

Written reflection	Campus Beautification
Family Contact and Conference	In School Suspension
Lunch Detention	Home Suspension*
After School Detention	Expulsion*
Loss of Field Trip Privileges	

## SUSPENSION AND EXPULSION

<ul style="list-style-type: none"> <li>● Attempted / Threatened Physical Injury</li> <li>● Aid / Abet Attempted Physical Injury</li> <li>● Physical Assault / Fight (Mutual Combat)</li> <li>● Alcohol / Controlled Substance (Furnished /Sold)</li> <li>● Drug Paraphernalia (Furnished/Possessed/Sold)</li> <li>● Bullying including cyberbullying</li> <li>● Dangerous Objects (Furnished/Possessed/Sold)             <ul style="list-style-type: none"> <li>○ Gun</li> <li>○ Lighter</li> <li>○ Matches</li> <li>○ Laser pointer</li> <li>○ Pen shocker / Zapper</li> <li>○ Nunchucks or Martial Arts Weapon</li> <li>○ Brass knuckles</li> <li>○ Sharp tools, multi-tool pliers, wrench, hammer</li> <li>○ Chain, wire rope</li> <li>○ Any projectile (high risk)</li> <li>○ Objects that can be thrown such as rocks, bricks, slingshot</li> <li>○ Mace, pepper spray, stink or smoke bomb</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Disruption/Defiance</li> <li>● Sexual Harassment             <ul style="list-style-type: none"> <li>○ Verbal / Visual</li> <li>○ Physical (Unwanted &amp; Inappropriate touching)</li> </ul> </li> <li>● Obscenity / Profanity / Vulgarity</li> <li>● Hate Violence/Speech</li> <li>● Threats and Intimidation</li> <li>● Harassment</li> <li>● Property: Attempted to Steal or Received Stolen Item</li> <li>● Property Damage</li> </ul>
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California Education Code (48900) specifies five infractions that require a principal to mandatorily recommended expulsion:

- **Possessing, selling or 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**
- **Possession of an explosive**

All other recommendations for expulsion are at the principal's discretion and must address additional findings as stated in the California Education Code.

**Note:** Parents will sign the district's Universal Form acknowledging that they have read the Uniform Discipline Plan and the Facts for Parents and that they understand the consequences should their student violate the policy.

# **BULLYING**

## **San Diego Unified's Anti-Bullying, Discrimination and Harassment Policy**

In accordance with District Policy A-3500, bullying (including cyberbullying), harassment or intimidation in any form are prohibited at school and school-related events (including off-campus events, school-sponsored activities, school busses, any event related to school business) or outside school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably considered as being motivated by either an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing character.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

## **CYBERBULLYING**

Cyberbullying is bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

## **REPORTING**

San Diego Unified and Clark Middle School are committed to providing a safe, comfortable learning environment for all students. Bullying incidents can be reported directly to a trusted staff member at your school. An online form may also be used by San Diego Unified students to report being bullied or by someone witnessing a student being bullied. To access the school website to report bullying, go to <https://www.sandiegounified.org/schools/clark> .

# **STUDENTS NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICY**

## Notice of Student Non-discrimination

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability, or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If not resolved, contact the district Title IX Coordinator Human Resource Ctr., 4100, Normal St. San Diego, CA 92103, (619) 725-8020.

## Student Sexual Harassment Policy

San Diego Unified School District is committed to making the schools free from sexual harassment. Sexual harassment can be such action as: unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion.

# NETWORK USE GUIDELINES (Reference: District Procedure 4580)

Please read the following carefully. This will give you information about the privileges and responsibilities of using the internet and district networks as part of your student's educational experience. The district Sandi.net is an electronic network with access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. Students will have access to:

- electronic mail (e-mail) communication with people all over the world.
- information, online databases, and news from a variety of sources and research institutions
- district provided software and public domain/shareware software of all types
- discussion groups on a wide-variety of topics
- variety of web-based and software programs to publish content to the web
- collaborative web-based programs for the purpose of project based learning
- academic software and electronic learning resources

## 1. Responsibilities

San Diego Unified School District has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors. (Penal Code, section 313)

The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego Unified School District takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

## 2. Acceptable Use

The purpose of schools having access to Sandi.net and the Internet is to enhance teaching and learning by providing access to 21<sup>st</sup> century tools and resources as well as online instruction. Use of another organization's data networks (e.g. cell phone carriers) or computing resources must comply with rules of that network as well as District User policies.

## 3. Prohibited Uses

Transmission of any material in violation of any federal or state law, and district policy is prohibited. This includes, but is not limited to the distribution of:

- a. Information that violates or infringes upon the rights of any other person
- b. Bullying by using information and communication technologies (cyber-bullying)
- c. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material
- d. Advertisements, solicitations, commercial ventures, or political lobbying
- e. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime
- f. Material that violates copyright laws. (District Procedure 7038)
- g. Vandalism, unauthorized access, hacking, or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited. (Penal Code, Section 502)

**Warning:** Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time as deemed

necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

- 4. Privileges:** The use of Sandi.net and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.

## **5. Network Rules and Etiquette**

The use of Sandi.net and the Internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to the following:

- a. Be polite.** Do not send abusive messages to anyone.
- b. Use appropriate language.** Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.

**Note:** E-mail and web-based programs are not private and are subject to review by district staff. People who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to appropriate authorities.

- c. Maintain privacy.** Do not reveal the personal address, phone numbers, personal websites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- d. Cyber-bullying is considered harassment.** Refer to The Policy Against Harassment & Discrimination.
- e. Respect copyrights.** All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- f. Do not disrupt the network.**

## **6. Cyber-Bullying**

Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or district property to cyber-bully one another. Cyber-bullying may include but is not limited to:

- a. Spreading information or pictures to embarrass an individual
- b. Heated unequal argument online that includes making rude, insulting or vulgar remarks
- c. Isolating an individual from his or her peer group
- d. Using someone else's screen name and pretending to be that person
- e. Forwarding information or pictures that are meant to be private

## **7. Security**

Security on any computer system is a high priority. If you feel you can identify a security problem on Sandi.net, notify the Educational Technology Department or the Information Technology Department either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Sandi.net and the Internet.

## **8. Vandalism**

Vandalism will result in cancellation of privileges. This includes, but is not limited to the uploading or creation of computer viruses.

## SERVICES FOR FAMILIES

### PARENT CENTER

The Parent Center provides resources for families and can help support them with the services listed below. Parent Center also hosts workshops and trainings for families and coordinates Family Volunteers.

### STUDENT SUPPORT PERSONNEL

See page 17 for a list of Student Support Personnel who you can contact directly regarding any questions or concerns you have for your child. It is always recommended to call ahead and make an appointment. Monroe Clark serves about 1000 students and, while customer service is a priority, staff are usually supporting other students and families and may not be able to address your concern without an appointment.

### POWERSCHOOL

Power School is the district's student information system. Parents who register for Powerschool can see their student's grades and attendance. If you have questions regarding how to access PowerSchool, please contact the school site tech, Veronica Gonzalez, at (619) 344-4200 x3029.

### CONFERENCES

Our success with students depends on the family and school working together. We host formal family conferences on one date in the Fall and two dates in the Spring. **Parents are also encouraged to arrange conferences with their child's teachers for any concern they have about their child's progress. You can contact teachers via the address listed on the school website or call the grade level counselor to help with scheduling.**

### PARENT / COMMUNITY CONCERN FORM

Your feedback and concerns are very important to us. If you wish to report a concern or speak to a counselor or administrator, you may pick up the Concern Form in the Front Office. Office staff quickly pass these to counselors and administrators. Please request a copy of your form so you have it for your own documentation. The Principal's direct line is included at the top of the form. If, after 48 hours you either do not receive a response or are not satisfied with the response, please contact the Principal directly.

### CAMPUS VISITS

Parents are encouraged to visit the classrooms. However, we require that they call the school office at (619) 344-4200, at least 24 hours in advance to make arrangements. Parents who are experiencing problems with their children may request permission to spend a day at school with them. Visitors must sign in at the front office at all times. Visits by students or relatives from other schools are not allowed.

## **VOLUNTEER OPPORTUNITIES**

### **SSC (School Site Council)**

School Site Council is an elected group of teachers, staff, and parents who meet to make decisions on the annual school plan called the Site Plan for Student Achievement (SPSA). The SSC oversees the budget source for Title 1 funding and makes decisions on how financial resources can best support the needs of the school. SSC also reviews data from a variety of sources to make sure that students are benefitting from school programs. Parents are needed every year to fill open positions and serve a 2 year term. You do not need any special training or background to join this team. A letter will be sent home, along with a voice message, asking for parent volunteers for this committee.

### **ELAC (English Learning Advisory Council)**

The English Learner Advisory Council is an Advisory Group to the Principal and Administration that makes recommendations on how to best serve English Learners at the School Site. The ELAC team is responsible for giving input on an annual survey and making recommendations on the annual school plan called the Site Plan for Student Achievement (SPSA). ELAC Members are elected positions and the majority of the team must be made up of parents or family members of English Language Learners. A letter will be sent home, along with a voice message, asking for parent volunteers for this committee.

### **Site Governance Team (SGT)**

The Site Governance Team is a school decision-making team made up of school staff, parents, and community members. It is an elected committee that oversees programmatic changes to a School Site. The scope of this group's authority includes the student discipline plan, site budget, changes in the instructional program, site start/end times, and many other issues. You do not need any special training or background to join this team! A letter will be sent home, along with a voice message, asking for parent volunteers for this committee.

## **FAMILY COMMUNICATION**

Our main communication with families is through a weekly School Messenger Message that goes home via phone and email, usually on Sunday nights. Occasionally, we send important messages at other times in the week. If you are NOT receiving weekly updates, please call the school site tech, Veronica Gonzalez, at (619) 344-4200 x3029 to check your contact information and ensure you receive important updates.

News and photos celebrating our school can also be found on the School Website and Twitter Account.

Web site: <https://www.sandiegounified.org/schools/clark>

Twitter: @ClarkMiddleSD

# Clark Student Voice



Is there something important you need to tell an adult here at Clark?

Do you need help with a problem that you can't solve by yourself?

Is there something that the counselors or social workers need to know?

Do you want to report something anonymously?

*If so, then scan the QR code or enter the URL into a web browser. It will take you to a google form you can fill out and submit that will be automatically sent to the folks in charge. (Please use responsibly!)*



## Suggested QR Scanner Apps

**Android**

QR Droid

**IPhone**

QR Reader for IPhone

Web URL for Clark Student Voice:

<https://goo.gl/forms/PkgW8SrNCGq2TBW73>