

MANUEL F. CUNHA INTERMEDIATE SCHOOL

2020-2021 Parent & Student Handbook



James Barnes

Principal

Ben Bartel

Assistant Principal

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Counselor A - L

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Counselor M - Z

cunha.cabrillo.k12.ca.us

The Cabrillo Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex (sexual harassment), sexual orientation, marital, family, parental status, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints regarding this policy, please contact Jason Owens, Director of Pupil and Personnel Services, Equity/ Title IX Compliance Officer at (650) 7127109.

SPECIAL COVID-19 SECTION

Students and Parents/Guardians,

Due to the ongoing COVID -19 pandemic, a number of changes have been made to the operation of Cunha Intermediate for the 2020-2021 school year.

We are beginning the year remotely, in Phase 1 of our Hybrid schedule. When circumstances permit, we will move to a 2 day a week in-person schedule, as we begin to reopen.

Chromebooks will be checked out to families that request them, per district survey.

- All persons on the Cunha campus are required to wear masks at all times. Students not wearing masks will be sent home.

When we return to school in person:

- Students will be required to wash their hands between each class.
- Students will be required to follow social distance protocols as marked and according to staff direction.
- Students will have to pass temperature checks before attending school.
- Students falling ill at school will be isolated in a an area overseen by district health staff, and sent home
- We will not be dressing for PE this year. When we return, students should dress with outdoor exercise in mind, wearing athletic footwear and loose, comfortable clothing.

This is our Phase 1, 100% Remote Schedule:

Cunha Intermediate Phase 1 Schedule					
	Synchronous Instruction Students at Home		Teacher PD / Planning Day	Synchronous Instruction Students at Home	
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am - 9:20 am	1st Period	0 Period	<i>Teachers: PD/Planning</i> <i>Students: Independent (Digital Asynchronous)</i>	1st Period	0 Period
9:30 am - 10:20 am	3rd Period	2nd Period		3rd Period	2nd Period
10:30 am - 11:20 am	5th Period	4th Period		5th Period	4th Period
11:30 am - 12:20 pm	7th Period	6th Period		7th Period	6th Period
12:20 pm - 12:50pm	Student and Teacher Lunch				
12:50 pm - 4:00 pm	<i>Teachers: digital check-ins with students, provide feedback on remote work, planning</i> <i>Students: Independent (Digital Asynchronous)</i>		<i>Teachers: PD/Planning</i> <i>Students: Independent (Digital Asynchronous)</i>	<i>Teachers: digital check-ins with students, provide feedback on remote work, planning</i> <i>Students: Independent (Digital Asynchronous)</i>	

Dear Student,

Welcome to Cunha! I am very pleased that you have chosen to attend this fine school, with excellent teachers and creative, hard-working students. I know that you can have a great experience here, engaged in fun activities, balanced with academic challenges. Look around and you will see your fellow students' art, their class projects, their enthusiasm, and their dedication to learning. With that dedication and your increased maturity, we believe in increased behavior and academic expectations as we prepare you for your future successes in high school and beyond. School and learning is your job. Give school the effort it deserves.

Now is the time to open as many doors as you can so you can see through to the possibilities out there in the world. Make the most of these middle school years by becoming involved in the various activities (athletics, clubs, spirit activities, talent show, electives, etc.) during the school year. You will find other students with the same interests and build many friendships. What you get from Cunha will depend largely on what you put into Cunha **GET INVOLVED !**

During this time you may also encounter many distractions, but keep yourself focused on learning and achievement. Teachers, counselors, staff members, and administrators are here to assist you in all of these areas. Don't be afraid to ask for help when you need it!

At the beginning of each school year, students receive a Cub Agenda with the school expectations below, and your teachers will go over the rules with you. Please take the time to review these expectations and expected behavior with your parents. If you have any questions, please see your counselor, myself, or Mr. Bartel, the Assistant Principal.

Again, welcome to Cunha; we will work hard to fill your years here with exciting and new learning experiences as we prepare you for high school!

James Barnes

Principal

MISSION STATEMENT

Cunha provides a safe, nurturing environment where all students, parents and staff strive to meet high academic standards and promote lifelong learning. Cunha is committed to a student-centered learning environment where every student is encouraged to seek his or her maximum potential. Scholarship, the ability to reason, as well as civic and social consciousness is the cornerstone of our mission. Cunha will inspire all students to reach high academic expectations, think critically and creatively, become responsible citizens, value diversity and individual self-worth, as well as pursue continual growth.

Building Strong Foundations During Grades 6–8

Cunha Intermediate School helps students make the transition between elementary and high school. The school culture is grounded in the tradition of educating the whole person. Students and staff work diligently to promote academic success and positive behavior through Positive Behavior Intervention & Supports and Response to Intervention. Cunha has 35+ teachers, 15+ classified staff, two administrators, and two full time counselors for a student body of approximately 800 students. Cunha's campus was renovated in 2010 and 2019, resulting in a state-of-the-art campus with instructional technologies in classrooms, including Chromebook carts in each classroom. Cunha has extensive extracurricular opportunities, including athletics, club participation, lunchtime spirit competitions, etc. The award-winning, student-led Leadership Program coordinates this massive effort! Additionally, all students have the opportunity to participate in our extensive elective opportunities from traditional Shop to Home Economics to AVID.

ATTENDANCE

Regular attendance is vital to student success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up in accordance with CA Education Code. Any day or hour absent is a missed learning opportunity. Further impacts of student irregular attendance include:

- Students can fall behind quickly if they keep missing just a day or two every few weeks
- Tardiness in the early grades can predict poor attendance later
- Absences can affect whole classrooms if the teacher has to slow down learning to help students catch up

Attendance Procedures

1. On the day that a student is absent from school, parents need to call the attendance office at 712-7190 before 9:00am to report the absence.

Unexcused absences or cuts may result in progressive discipline, as well as the student and parent being referred to the Student Attendance Review Board process. Students are responsible for attending class regularly and on time. Students with excessive absences or tardies may be excluded from activities and privileges at school such as assemblies, sports, dances, the Promotion ceremony, field trips, etc.

Note: The absence count for dance participation will reset after each dance.

2. Students are expected to be seated and ready for class with all materials when the second bell rings. If not, the student will be considered tardy. The third tardy will result in detention. Every subsequent tardy will result in additional detentions and loss of privileges.

3. Students leaving school before the dismissal time must always be signed out in the office by parent/legal guardian, or an adult listed on their emergency card. **Students will only be released to parents/legal guardians or adults listed on the emergency card.** Students with nearby medical appointments must bring a note to the office with the date, time, location of the appointment, and parent/guardian signature in order to be released.

4. If your child is absent, he/she may access homework for all teachers daily by going to Cunha.Schoolloop.com/portal/login. In addition, please refer to the teachers' absence policy and/or have your child see their teacher upon return.

If your student is absent for an extended period of time, please coordinate all homework/classwork directly with teachers. Your student's counselor may also be able to assist with this if the need arises.

5. If your child is absent on the day of a dance, athletic contest, or other school function/activity, they will be **excluded** from participation. In the case of a partial absence, students must attend a minimum of four (4) full periods to be considered "in attendance."

ACADEMICS

Philosophical Statement: It is the goal of the Cunha School staff to meet the individual academic needs of each student. We also believe it is necessary for students to have success in school and to prepare them academically and socially for the transition into high school.

Academic Progress: The school year is divided into four quarters, with Parent-Teacher conferences conducted late October and early November. Report cards are mailed at the end of each quarter. Between report cards, students will receive a mid- Quarter Progress Report to show

academic and status at that point. Progress Reports will include letter grades and appropriate teacher comments.

School Loop: Teachers utilize the online Grade Reporting function in School Loop. As teachers enter student grades, parents can follow the ongoing academic progress of their student. Teachers strive to update the online grades in a timely fashion. Homework assignments are usually graded within the week; tests or larger projects may require additional grading time before the grade is posted to School Loop. A parent is encouraged to help their student manage their daily assignments by using the Cunha Homework Agenda booklet. When there is a question about an assignment, the student should first check with the teacher, then followed up by the parent seeking additional clarification from the teacher. Parents please sign up for School Loop at Cunha.Schoolloop.com/portal/login. You will receive daily grade update emails and news items, as well as alerts from Cunha staff. A School Loop app is available for your phone.

Marking System: Cunha Intermediate School uses a grading system consisting of the following letter grades and their point values:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

Note: 6th grade wheel, 7th grade electives, and Teacher Assistant grades will be pass/fail only. A cumulative grade point average is computed by totaling (adding) the grade point equivalents and dividing by the total number of courses in which the student is enrolled.

Citizenship Grades: Students will also receive on their report cards a “Citizenship” grade, which reflects their conduct and participation in class.

Excellent = exceeds expectations

Satisfactory = meets expectations

Unsatisfactory = does not meet expectations

Academic Counseling: Cunha Intermediate School has two full time counselors who work with all students. Students who wish to see their counselor must first fill out an appointment request in the office or through the school website (select Appointment Request under Student Tools on main page).

Back to School Night: Parents should plan on attending the Cunha Back to School night each year their student is enrolled at Cunha Intermediate. It is designed to provide parents with key information about Academic Expectations, Grading Policies and Contact information for the teacher. Additionally, information about grade specific events such as Outdoor Education Week, Leadership trip to Washington DC., College and Career Readiness and Student success support

systems is shared with parents and guardians. This time is invaluable to the success of every student. The schedule will offer parents time to meet each of the seven teachers a student has for the school year.

Honor Roll: In order to add incentive and recognition for good work and high achievement, the Cunha staff publishes a school honor roll at the end of each quarter. Cunha's administration team presents certificates to students in classes to honor their successes. Students who are on the honor roll are offered a special field trip as recognition for their hard work. Students must earn a GPA of 3.25 or better in order to qualify. In addition, Cunha has a Principal's Honor Roll for which a qualifying student must earn a 3.9 GPA or better.

Homework Guidelines: Cunha's homework policy has been developed with the belief that certain classes will have homework assigned as needed as an extension of instruction. To ensure that parents and students both understand homework assignments, assignments should be recorded in the Cub Agenda each day to provide communication between families and teachers. Cunha School Loop (Cunha.Schoolloop.com/portal/login) shows a posted homework calendar and daily assignments. Parents are encouraged to set aside an average of one hour of time each evening (Monday -Thursday) for homework. This hour should be a "quiet" time devoted to completing assigned work, checking assignments already completed, and recreational reading. Parents are also encouraged to monitor the use of social media during the homework hour.

Textbooks: Students whose teachers assign a textbook are responsible for the proper use and care of the book(s). Teachers will inform the students of which books are required for the daily classroom work. Students are expected to have the book ready for use on all school days. *If a textbook is lost or damaged, the parent is responsible for its replacement. Students will be asked to pay the replacement cost or pay a lesser amount when damage occurs. Students will not be issued final grades or diplomas until all textbooks or replacement costs are turned in.*

Promotion Standards: It is the purpose of the Cunha staff to prepare students for the next grade. To be automatically promoted to the next grade, each student must maintain a 1.7 GPA in their classes. If a student fails to meet the 1.7 GPA requirements, he/she may be placed in intervention classes, placed on academic and/or behavior contracts, required to attend summer school, or retained to repeat the grade the following school year. These factors will be considered when reviewing a student for possible repeating of a grade:

1. Grades in Reading, English/Language Arts, Math, Science and Social Studies
2. SBAC scores
3. Student Study Team judgment of potential success
4. Attendance

8th Grade students who do not maintain a minimum cumulative GPA of 1.7 (6th-8th grades) are not permitted to participate in promotion ceremonies.

Academic Integrity: The Cabrillo Unified School District is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules (BP 5131.9).

Definition of Academic Dishonesty: Academic Dishonesty is an attempt to disrupt the evaluation process. It includes using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. Academic Dishonesty goes beyond plagiarism to also include identical answers or unlike problems on an exam, lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as theft or falsification of records and files.

Forms of Academic Dishonesty: Examples include, but are not limited to, the following:

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz, without teacher approval
- Copying any work assigned to be done independently or letting others copy one's work
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Forging parent signatures on grade reports, or other documents
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Lying about attendance or ability to complete assignments and/or assessments
- Claiming credit for work in a group project when work was done by others
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research
- Using the views, opinions, or insights of others without proper acknowledgment
- Fabricating or altering laboratory data

Teacher's Professional Judgment: A teacher's professional judgment guides the implementation of the Cunha Intermediate School Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy,

evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the Academic Integrity Policy.

Consequences for Violations: Cunha considers violations of the Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. The consequences will be applied school wide, i.e., a violation in one class follows a student to a different class. Additionally, violations of the Academic Integrity Policy are cumulative for all the years a student is enrolled at Cunha Intermediate School.

- The student will have a reduction in grade/credit (up to, and including, an “F” grade/“0” credit) on the assignment, exam, test, or quiz based upon the teacher’s grading system
- The student’s quarter grade may, at the teacher’s discretion, be lowered by one full letter grade
- The teacher will confer with the student and contact the parent/guardian by phone or email to review the academic integrity incident within two school days of becoming aware of the incident
- The teacher will submit a referral, with appropriate documentation explaining his/her professional judgement, to an administrator who will meet with the student, and document the incident/follow-up action in Student data management system

Disciplinary actions may include any of the following, but are not limited to:

- Detention, Campus Beautification, In School Suspension, Out of School Suspension (even on a first offense for serious incident)
- A signed student/parental behavior/academic contract which includes a statement that acknowledges the violation/consequence(s) and indicates an understanding of further consequences for any subsequent offenses
- The student will be ineligible for participation in or having a leadership role in a club, student government, athletic team, or other extracurricular activity for a period to be determined
- Students who violate the Academic Integrity Policy more than once will be subject to progressive discipline.

ENRICHMENT ACTIVITIES

Athletics: Students are encouraged to participate in the sports activities that are offered after school. Our athletic program is managed by the Boys and Girls Club of the Coastside (BGCC), and our school competes against other schools in the Art David Athletic League. All after school sports participants must maintain a 2.0 GPA in their schoolwork, have satisfactory behavior to be

eligible to play, and attend any mandatory meetings. All students must have a current physical on file in the office prior to tryouts. Student athletes will become members of the Boys and Girls Club of the Coastsides in order to play.

Athletic Eligibility: Cunha recognizes the physical and social benefits that come with participating on an athletic team. Cunha also recognizes that the priority for attending school is for the intellectual growth and academic success of the student. All sports are open to all students, irrespective of their sex/gender.

For those students who did not earn a 2.0 GPA for the previous quarter, the below stated provisions exist in order to assist the student's return to eligibility.

6th Grade Students who did not earn a minimum of a 2.0 GPA for the previous academic quarter who wish to participate on a Cunha Athletic team will have the option of using a **blue form** (a weekly academic and behavior evaluation sheet) to allow them to participate under the following conditions:

- The student will get a blue form from the office each week
- The student will ask every teacher on Friday to evaluate his or her grade and behavior for the current week. The only exception is if the teacher is absent that day.
- To be eligible to participate in games the following week, **all teachers** must indicate on the blue form that the student's grade for the week is "Passing" or "At-Risk" AND their behavior is "Excellent" or "Satisfactory". Any student with a grade marked "Failing", or behavior that is marked "Unsatisfactory" in ONE (1) class will be ineligible to play in any athletic contest the following week. The student may continue to practice with their team.
- All blue forms must be returned, fully completed by all teachers to the Athletic Director no later than Friday at 3:15 pm each week. If the Athletic Director is not available, blue forms should be turned in to the Assistant Principal.

7th Grade Students may use the blue form option for one sport's season only during the school year. Please see the rules for utilizing the blue form in the 6th grade section listed above.

8th Grade Students will be put on an academic contract and meet with the Athletic Director, Assistant Principal, and Counselor. There will be a two week period for the student-athlete to become eligible. A blue form will be used to assess eligibility (see above). If the student-athlete is not eligible after the two week period, they will be ineligible for the rest of the sports season.

In-Season Suspensions: Any school suspensions received by a student-athlete during the course of a sports season will result in a two (2) game suspension from team play.

Sports Fees: The Cunha Athletic Boosters (CAB), in conjunction with the Boys and Girls Club of the Coastsides, supports athletics at Cunha by funding a variety of sports teams during the

duration of the school year. It is the mission of CAB and the BGCC to encourage students to become academically successful student-athletes and to promote school and community spirit.

CAB and BGCC will assist the athletic department by contributing to the following: coaches stipends, referee fees, uniforms, and PE and team equipment. Because of this, **a nominal fee will be implemented** to participate in any sport during the school year. Scholarships may be made available based on individual needs/situations.

Insurance: Students on athletic teams are required to carry insurance. Information on insurance will be provided by the Athletic Director.

Fundraisers: Each year, Cunha's Parent Teacher Organization (PTO) organizes the Annual Giving Drive. This is the most important school-wide PTO fundraising activity; therefore, we encourage participation from all parents and students. Please do your part by assisting in our fundraising efforts in order to supplement classroom instruction, academic programs and college and career enrichment events.

Library: The library is open for student use before school, at break time, at lunch and after school four days a week for Homework Club. The library is to be a quiet place where students can work and study without distractions. Appropriate conduct in the library is expected at all times. Individuals who do not conduct themselves appropriately will be excluded from the library. There is a student printer located in the Library; students are expected to ask the Librarian for approval prior to printing.

Special Activities: Special activities are held during the school year, such as dances, assemblies, and field trips. These activities are earned by cooperating with Cunha school expectations and policies. We believe that students should be recognized and awarded privileges for their success in functioning cooperatively within the school community.

Student Pictures: All students are photographed for the school records. School photos are taken early in the school year. All pictures are taken for the yearbook and individual purchase. The purchase of all pictures is encouraged, but optional.

Student ID Cards: Every fall, each student will be photographed and given a Cunha Student ID card. This card is to be used to check out sports equipment at break and lunch and to check out library books. Students may put lunch and snack money on this card, which works like a "debit card."

Student Leadership: Cunha has a very active student Leadership class. The student body officers are elected school wide and serve for the entire year. Officers and students in the Leadership class must demonstrate good citizenship and have at least a 2.5 GPA the prior

grading period before running for office or enrolling in the class. There is an application process for enrollment in this semester class. Students with tardies, unexcused absences or behavior referrals will be subject to removal from the class. With high student interest, please note not all students will be admitted.

Student Recognition Program: The Cunha Staff is very proud of our school and students. To encourage students to display positive behavior and to do their best each day, we have established recognition of students in a number of ways:

- Student of The Week
- Birthdays announced daily
- Cub Compliments are given to students "caught" doing something good
- Cub Compliments can be "redeemed" for Cunha gear weekly, at the Cub Store!
- Outstanding Cub Award & Luncheon
- Student of The Month
- Honor Roll Field Trips
- Student work displayed around campus, including D Building Halls, Office, online, etc.

STUDENT BEHAVIOR EXPECTATIONS

Everyone benefits from respectful, responsible, positive, and safe behavior at school. Students learn more and develop a feeling of pride because they are part of a safe, comfortable, educational environment. Instruction is more effective because teachers are able to spend time and effort helping students instead of dealing with behavior issues. Social events are more fun because they are not spoiled by unpleasant disruptions and unruly individuals. Properly administered expectations enable students to work, play and live in a pleasant, supervised atmosphere where they enjoy greater personal freedom without fear of intimidation.

Parent Responsibilities

1. Sharing responsibilities with the school by collaborating with the school staff for the total development of the student;
2. Being familiar with discipline guidelines;
3. Taking responsibility for their child's actions.

School Responsibilities

1. Providing a positive learning environment;
2. Guiding student behavior by using discipline procedures fairly and consistently;
3. Communicating with parents regarding their child's behavior

Student Responsibilities

Cunha Intermediate School is a community. As in any community or neighborhood, we treat one another with respect and kindness. The staff of Cunha knows that you are becoming young adults and that you are responsible for conducting yourselves in a manner that is appropriate for school. Here is a list of guidelines to which you may refer:

- Understand and follow established expectations & regulations
- Follow the direction of school personnel
- Respect the property of the school and of others, as you wish your own property to be respected
- Utilize your counselor, administrators, or other adults to prevent problems from escalating

Behavior Expectations And Guidelines

Students are to be respectful, responsible, positive and safe; when not meeting these expectations, students are to accept corrective action. Guidelines for student behavior include:

Classrooms

1. Report to class on time
2. Be prepared for class. Bring proper materials: books, paper, pencils, pens and Cub Agendas
3. The teacher is the lead learner: follow the expectations established by him/her
4. Be attentive and cooperative: do your best, work and don't annoy others
5. Practice good manners: have a respectful attitude and be courteous to other people
6. Hats should not be worn inside the classroom, and hoods must be off

Corridors & Hallways

1. Please walk in a safe and courteous manner at all times. Loud noises are disruptive to classes.
2. Passes must be in hand and visible.

Bike, Board, and Scooter Areas

1. Students are to walk bikes, boards, etc. on all sidewalks and when entering and leaving rack areas.
2. Riders must obey all safety and traffic regulations.
3. Bikes, skateboards, & scooters are to be properly locked in the racks WITH YOUR OWN LOCK.
4. For safety reasons, bikes, boards, scooters, etc. are not to be ridden on school grounds at any

time, including before or after school

5. Students should wear helmets at all times when on bikes, boards, scooters, etc.

Restrooms

1. Students may not loiter in or around the restrooms.
2. Students are responsible for maintaining restroom cleanliness.
3. Students must have teacher permission and a pass to use any restroom during class time.

Break & Lunch: MU (Multi Use Room) and Quad

1. Cutting in line is not allowed ***at any time***.
2. Students may not purchase items for others while waiting in the lunch line.
3. Students are to throw all trash into garbage cans before being dismissed from their eating area.
4. Students are to use the patio and MU tables in the proper manner by sitting on the benches, not tables.
5. The throwing of objects, such as rocks, food, bags, etc., is prohibited.
6. Students are responsible for keeping the MU and outdoor areas free of litter.

Fields, Blacktop & Picnic Table Areas

1. Students are to remain in supervised areas ***at all times***. During break, this includes the blacktop and picnic table areas. During lunch, this includes the fields, blacktop and picnic table areas. Students should not be in hallways, corridors, or other unsupervised areas.
2. A pass is required to enter any building or classroom during break or lunch.
3. Food or drinks on the basketball courts or field areas are prohibited.

Assemblies

1. Students will enter and leave the assembly in a safe and respectful manner
2. Student behavior should be attentive and courteous. Unacceptable conduct includes whistling, booing, shouting, inappropriate clapping, talking during a program, etc.

Dance expectations

1. All school expectations and rules are in effect for the duration of the event.
2. Attendance at the dance is limited to only Cunha students only. No guests are allowed.
3. Dance hours are listed on the website calendar for each dance. Doors are locked 30 minutes after the beginning of the dance.

4. Students must remain in the dance until its conclusion unless picked up early by an adult.
5. Appropriate school clothing is required. The Cunha dress code is enforced.
6. An adult must meet the student inside the gym at the end of each dance.
7. Students are expected to be picked up promptly at the end of a dance. Students who remain at the dance longer than 20 minutes past its conclusion, may not be eligible for the next dance.
8. Exclusionary time frame runs from dance to dance, not on the quarter system. Students will be excluded from dances for any of the following reasons:
 - Absence on the day of the dance
 - Five (5) or more tardies
 - Truant/cut two (2) or more classes
 - School suspension
 - Five (5) or more citations
 - Overdue library book(s)
 - Three (3) or more office referrals

Bus Conduct

For safety, students must wait for all busses (District, SamTrans, and Field Trips) in a line behind the sidewalk away from the street.

1. Students are to be respectful waiting for and riding buses.
2. Students are to obey the valid authority of the bus driver at all times.
3. Eating or drinking on the bus is prohibited.
4. Students may not extend any part of their body out of the door or windows, nor are they to throw or release anything from the windows or doors.
5. Treat other passengers and the driver with courtesy. Loud, vulgar or intimidating behavior is prohibited.

Electronic Devices (Phones etc.)

Teachers and staff consider all personal electronic devices (i.e. cell phones, etc.) a distraction to the learning environment at Cunha and a potential social risk for our students. For this reason, all personal electronic devices are not permitted to be seen, heard, or used at any time during school hours (7:39 am - 3:05 pm) and should be kept in backpacks throughout the school day. If the device is audible or visible, it will be confiscated by a staff member and turned into the office to begin the progressive discipline process.

1st Infraction: The student will be warned, a notation will be made in the student's discipline

file, and the front office will return the device to the student after school.

2nd Infraction: The student will receive a detention and the electronic device will be returned to the student's parent/guardian once the detention has been served.

3rd Infraction: The electronic device will be returned on the last day of school unless other arrangements are made with the parent/guardian including discipline and a requirement that the student turn their device into the office daily. If this agreement is not followed, other disciplinary measures may be taken.

Note: if there is evidence that a picture, video or any other multimedia function was used in a classroom or during the school day without permission, a greater consequence will be issued.

Students may use the **office telephone** to notify parents of illnesses and emergencies only. (Forgotten homework, PE clothes, or lunches are not considered an emergency).

DRESS CODE

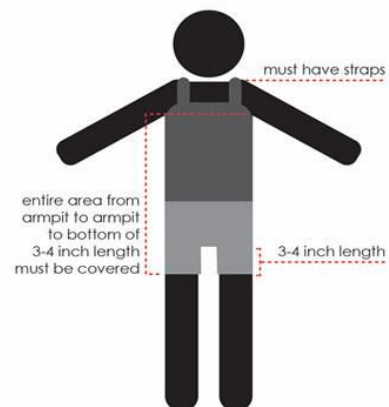
The *responsibility* for the dress and grooming of a student rests primarily with the student and their parents or guardians. The *purpose* is to provide a safe and inclusive learning environment. The *standards* are set by the school administration and staff, with the assistance of Cunha parent organizations.

All students shall dress in a clean, safe and appropriate manner that protects the overall learning environment. All students should present themselves in a manner that demonstrates respect for themselves and each other.

Allowable Dress & Grooming:

Illustration based on the ACLU-endorsed Roanoke County, VA Public Schools dress code: <https://www.rcps.us/Page/268>

- Students must wear clothing including both a shirt with pants or skirt, dress, or the equivalent.
- For safety, closed-toed shoes must be worn at all times (no flip-flops or sandals).
- Shirts and dresses must have fabric in the front and on the sides, secured over the shoulder (straps), covering to the waistband.
- Clothing must cover undergarments to mid-thigh length (3 to 4 inches in length from the upper thighs)—waistbands and bra straps excluded.



- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.
- No hats or hoodies are to be worn inside a classroom.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, home economics and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.*

Non-Allowable Dress & Grooming:

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing may not depict weapons, weapons-related or violent themes
- Clothing must not threaten the health or safety of any other student or staff.
- Students may not wear any articles that are gang-affiliated or gang-related, which may include but is not limited to: insignias, symbols, and/or numeric references, colors, gloves, bandannas, shoestrings, wristbands, jewelry, hairnets, etc.
- No more than one article of colors known to be gang-affiliated.

Students dressed inappropriately are expected to immediately correct their attire, or have a parent/guardian bring appropriate attire. Students will not be allowed in class until attire is corrected. Progressive discipline will result for students who continue to violate the dress code.

Note: Cunha administration reserves the right to make the final determination on what type(s) of clothing, attire, or accessories promotes or detracts from the greater school climate and culture, as well as the learning environment.

Cunha's dress code is not meant, in any way, to detract from any sort of cultural displays or connections. For example, students wearing articles depicting national origin or religion will be allowed to continue wearing these items.

*Students are required to change for PE daily. The Cunha PE uniform consists of the logo shirt and shorts. Students are required to have a pair of athletic tennis shoes for PE. It is strongly recommended that students purchase school locks. A package with the shirt, shorts, lock and cinch bag is available for purchase at the beginning of the school year. Additional clothing and

lock purchases can be during the school year as needed. Students who cannot purchase PE clothing should speak with their teacher and may alternately wear a light grey t-shirt and black shorts. Loaner clothes are available if students forget their PE clothes.

GENERAL SCHOOL GUIDELINES

- Students are to obey teachers and other staff members at all times.
- Students are not to be out of class without a hall pass.
- Students are responsible for school property (including books, desks, locks, and lockers).
- Students are never to have, use or sell tobacco products, drugs or alcohol at school or when going to and from school and school activities.
- Students are not to have matches, lighters, snaps, firecrackers, water guns, spray cans (including paint, deodorant, mouth, or pepper sprays), glass bottles, sunflower seeds, stink bombs, laser pointers or anything that may cause harm to someone or be disruptive.
- Students are never to have knives, guns or any other weapons at school.
- Skateboards or shoe skates may be used only for transportation to and from school. Skateboards or shoe skates must be carried on campus at all times or stored appropriately. Riding is never permitted on campus at any time.
- Use of all personal electronic devices is not permitted at any time during the school day (7:39 am until 3:05 pm).
- Profanity will not be tolerated from any student.
- Fighting, threatening, or causing harm or physical horseplay to anyone is strictly forbidden.
- Help keep Cunha clean: always use trash cans and don't litter!
- Gum is not permitted at school.
- Once dropped off for school, students are to remain on campus for the entire school day. Cunha has a "CLOSED CAMPUS" policy; students may not leave the school (including at lunch or while waiting for a bus) unless signed out by an authorized adult.
- Cutting a class or part of a class is considered a severe infraction of school expectations.
- Encouraging a fight or other inappropriate behavior is not acceptable. This type of behavior may result in the consequences corresponding with the offense, up to suspension.
- Show mutual respect for each other: name calling, intimidating others, and inappropriate public displays of affection (which include, kissing, excessive hugging, and handholding) is prohibited.
- Sexual harassment is unacceptable conduct and will not be tolerated. Sexual harassment refers to unwanted/unwelcome sexual advances, or visual, verbal or physical conduct of a sexual nature

and that are personally offensive to the recipient.

- Students are under the jurisdiction of school authority on the way to school and the way home. The school's standards of behavior apply to students coming to and going from school and/or school sponsored activities.
- Damaging or stealing school property is a very serious matter and will be treated as such. Parents are responsible for replacement cost of stolen or damaged goods
- Writing or any type of graffiti on school property is strictly prohibited and is a very serious violation of school expectations.
- Sports equipment (basketballs, soccer balls, etc.) will be provided. Students are not allowed to bring their own equipment to school.
- Students should not bring flowers, balloons, stuffed animals, cakes, pizzas or other food items for student birthdays. The student will need to make a phone call home in order to have the items picked up.
- Any item being delivered to students (lunch, PE clothes, etc.) must be coordinated through the front office and should not become habitual.

BULLYING, HARASSMENT and RESPECT

At Cunha, we believe in RESPECT and expect all students to act respectfully at all times:

Respect for Property – Ask before using someone's things. Do not write on or destroy an individual's property or school property.

Respect Personal Space – Touching or being in another's personal space when not welcomed is inappropriate.

Respect Differences – No name calling, put downs, or slurs. This includes language, behavior or gestures that are obscene, offensive, or abusive.

Cunha will provide educational assemblies and presentations, as well as counseling and administrator support, to discourage bullying and harassment and promote reporting it. Bullying and harassment are considered very serious violations of school expectations and violations of a student's right to attend school in a safe and peaceful environment. The student code of conduct includes, but is not limited to, the following actions and consequences:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to any school official.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough

and confidential manner. If the complainant student or the parent of the student believes that the investigation or complaint was not resolved appropriately, the student or the parent of the student should contact the Principal or the school office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior includes, but not limited to, the following:

- The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- Staff members are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR:

At Cunha, the administration implements a progressive discipline philosophy; violation of any of the expectations stated in this handbook shall include progressively more severe consequences. If behavior is not corrected, or violations of behavior are severe, appropriately severe consequences shall be issued. Note: this list of consequences, while moving from least severe to most, does not imply a requirement that all infraction resolutions must proceed through all steps. Consequences are given based both on level of infraction and repetition of behavior.

1. Warning or citation and counseling
2. Loss of privileges (dances, athletic events, field trips, etc.)
3. Parent contact
4. Referral to Assistant Principal
5. Parent conference
6. Teacher class suspension
7. Campus Beautification (trash pickup as supervised by staff)
8. Detention: one hour after school or during lunch under staff supervision, with the opportunity to work on school assignments, which must be served on the date(s) listed on the form.

An additional detention will be assigned if a student fails to attend or is disruptive during detention; consequences increase if a student has consistent issues attending detentions. School absence or medical appointments (with parent/guardian note) are the only allowable reasons for rescheduling. Because detentions are not assigned for the same day

(unless student or parent agrees), students are responsible for informing their parents of assigned detentions.

9. Parent supervision of their student in classes.

10. Office Schoolwork Day

11. Alternatives to Suspension

12. Involvement of a Sheriff's Department School Resource Officer

13. Suspension from school

14. Expulsion

Search and Seizure: The Cabrillo Unified School district is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

Progressive Discipline per Infractions

Teachers have their own in-class rules and policies. Once the student has progressed through the teacher's classroom discipline plan and has not exhibited acceptable behavior, they will be referred to the office. The student will be disciplined based on the seriousness of the offense and his or her previous conduct. The infractions and consequences for infractions are divided into five levels, each level having its own set of consequences. These levels will be used as guidelines by the administration in administering discipline to students choosing to violate classroom and/or school rules. (Please note the administration reserves the right to use discretion when assigning appropriate disciplinary measures). Below is an outline of the office discipline plan. Student involvement in any of the following behaviors on the way to/during/or on the way home from school may result in the following:

Level I Infractions

May include but not limited to: Warning, Citation, Loss of Privileges, Campus Beautification, Detention, Teacher suspension, Parent Contact, Confiscation of Item

- Bikes/skates/skateboard, use
- Computer-use agreement, non-compliance
- Cutting class
- Dishonesty
- Disrespect/rudeness
- Disruptions

- Electronic devices used during school hours
- Excessive time out of class (with or without a pass)
- Flyers/brochures, unauthorized
- Gambling
- Horseplay
- Laser pointer, possession
- Lighters/matches
- Littering
- Profanity/obscenity
- Public display of affection, excessive
- Selling items for personal profit
- Throwing water (with or without water bottles, squirt guns, water balloons, etc.
- Tardiness
- Unauthorized animals
- Violation of student dress code

Level II Infractions

May include but not limited to: Loss of Privileges, Campus Beautification, Detention, Teacher Suspension, Parent Contact, Confiscation of Item, Office Schoolwork Day, Alternatives to Suspension

- Defiance/disobedience
- Failure to report on a referral
- Forgery/altering a document
- Harassment/threats/intimidation/ bullying
- Leaving campus without permission
- Misconduct in detention
- No-show to detention
- Misconduct in office
- Scholastic dishonesty/cheating
- Drug, Alcohol, or Tobacco use (including Vape pen/e-cigarette use), for first offense
- Severe and/or repetitive Level I Infractions

Level III Infractions

May include but not limited to: Loss of Privileges, Campus Beautification, Detention, Parent Contact, Confiscation of Item, Office Schoolwork Day, Alternatives to Suspension, Out-of-School Suspension, Police Contact, Expulsion Recommendation based on severity

- Campus disruption/misuse of safety equipment
- Cause/attempted to cause/threatened to cause physical injury
- Fighting
- Food fight
- Harassment/threats/intimidation against a witness
- Hazing/initiations

- Laser pointer, use of
- Lewd/obscene acts
- Loitering/trespassing/refusal to leave
- Misconduct during Office Schoolwork Day
- Stealing school/private property knowingly received
- Throwing objects
- Vandalism/tagging/graffiti
- Drug, Alcohol, or Tobacco use (including Vape pen/e-cigarette use)
- Violation of attendance/behavior contract
- Violations of suspension
- Severe and /or repetitive Level I/II Infractions

Level IV Infractions

May include but not limited to: Confiscation of Item, 5 day Out-of-School Suspension on 1st infraction, Police Contact, Expulsion Recommendation based on severity, Expulsion recommendation (2nd infraction)

- Assault/battery
- Assault/battery to staff
- Causing serious physical injury
- Possession of Dangerous object (including knives)
- Possession of Drug Paraphernalia
- Sales of Alcohol, Tobacco or Other Drugs
- Explosives/firecrackers
- Gang-related activity
- Knife, possession
- Sexual harassment
- Stealing, under \$100.00
- Terrorist threats, making/ failure to report knowledge of
- Severe and/or repetitive Level I/II/III Infractions

Level V Infractions

May include but not limited to: Confiscation of Item, 5 day Out-of-School Suspension on 1st infraction, Police Contact, Expulsion Recommendation

- Attempting/ committing sexual assault/battery
- Brandishing a knife
- Sales of Alcohol, Tobacco or Other Drugs
- Possessing/selling/furnishing a firearm
- Robbery/extortion
- Stealing, \$100.00 and over
- Weapons, real/facsimile
- Severe and/or repetitive Level I/II/III/IV Infractions

Education Codes

Following are state laws, written in the form of education codes, that governs behavior:

48900. Grounds for Suspension, Involuntary Transfer, or Expulsion

Section 48900 of the California Education Code provides authorization for suspension, involuntary transfer to an alternative educational placement, or expulsion for the following:

- 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 a 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, 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.
- 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 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 preinitiation 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.

s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that 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.

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).

u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 Sexual Harassment

Engaged in sexual harassment which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature thereby creating a negative impact on academic performance or an intimidating, hostile, or offensive educational environment.

48900.3 Hate Violence

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in PC 233.

Hate violence is defined as the use of force or threat of force to intimidate or injure a person or a person's property because of that individual's race, color, religion ancestry, national origin, disability, gender, or sexual orientation.

48900.4 Harassment, Threats, or Intimidation

The pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Bullying - The Student Code of Conduct includes, but is not limited to, the following actions and consequences:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

48900.7 Terroristic Threats

Made terroristic threats against school officials or school property, or both. "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstance which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

48915 Expulsion

The principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts:

- (a)
 - (1) Causing serious physical injury to another person except in self-defense.
 - (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
 - (3) Unlawful possession of any controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (4) Robbery or extortion.
 - (5) Assault or battery upon any school employee.
- (b)
 - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c)
 - (1) Possessing, selling, or otherwise furnishing a firearm.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance.
 - (4) Committing or attempting to commit a sexual assault or committing a sexual battery.
 - (5) Possession of an explosive.

48910 Suspension by a Teacher

Any teacher may suspend any pupil from the teacher's class for any of the acts enumerated in Section 48900 for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal/designee of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in the policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. The pupil shall not be returned to the class from which he or she was suspended during the period of the suspension without the concurrence of the teacher of the class and the principal or administrative designee.

Cunha Student Device Acceptable Use Policy

Cunha Intermediate believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Appropriate uses of

technology are devoted to activities that support teaching and learning. The use of technology is a privilege, not a right, and inappropriate use will result in the suspension or cancellation of privileges.

Each student at Cunha will be required to sign a **Student Device Acceptable Use Policy** that will be co-signed by a parent/guardian as well.

Terms of Agreement

1. I will only use my school assigned student account for school work and assignments.
2. I will access only my own assigned computer, account, and/or files. I will not delete files, icons, or software that do not belong to me.
3. I will download only under teacher direction.
4. I will use the camera/recording functions only when directed by the teacher.
5. I will come to class fully prepared, including printing prior to class, when necessary.
6. I will focus my technology use on class assignments or tasks. If I am unsure if an activity is acceptable, I will ask permission.
7. I will share with the classroom teacher any document or collaborative work I share with another student.
8. I will not damage classroom hardware or software, delete school files or those belonging to others, use unauthorized software, attempt to bypass school filters, send viruses, or make modifications to system files.
9. I will not participate in cyberbullying by spreading gossip, insults, or other unkindness, and/or accessing any social network, website, blog, etc. with the purpose of creating, viewing, or participating in the humiliation of others, even when meant as a joke.
10. I will not retrieve material that is obscene, profane, violent, discriminatory, or depicts or describes illegal activities.
11. I understand that accidental or intentional damage or destruction of classroom hardware or software may require financial compensation.

Consequences for inappropriate use include, but are not limited to:

- Verbal and written warnings

- Loss of computer or technology privileges for the remainder of the day
- Loss of computer or technology privileges for one week or more
- Referral or other consequences as deemed appropriate by classroom teacher or administration
- Complete loss of technology privileges on campus
- Financial compensation for damaged technology



STUDENT DEVICE ACCEPTABLE USE POLICY

This Student Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from the misuse of a District-issued device (i.e., laptop or tablet, and any related accessory provided by the District), or District provided web-based service (i.e. an education application) (collectively referred to herein as “District-issued device” or “District-issued devices”).

Technology, on or off-campus, must be used in accordance with the mission and philosophy of CUSD. District-issued devices, assigned to a particular student, shall remain the property of CUSD. Therefore, there is no assumption of privacy when using a District-issued device. CUSD reserves the right to inspect all District-issued devices at any time during the school year without the prior authorization of a student or the student’s parent, or legal guardian. Administration and faculty reserve the right to monitor, modify, lock, erase, search, and/or confiscate the District-issued device at any time. In accordance with District and school policy, misuse of the District-issued device may result in disciplinary action up to and including expulsion.

To maintain the integrity of the District-issued device program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

I. Family Responsibilities:

1. District-issued devices that are loaned are to be presented to your child’s respective teacher at the end of each academic year for updates and routine maintenance. If your student leaves his/her school before the end of the year, s/he must return the District-issued device to his/her teacher as part of the check-out process.
2. Students/parents are solely responsible for the care and security of the District-issued devices they receive. District-issued devices must never be left in an unsecured location or any

unsupervised area.

3. Any District-issued device left unattended and found on campus, should be turned into the main office.
4. If the District-issued device is damaged or malfunctions, families must take the device to the school's main office within 72 business hours for evaluation. In the event that a student is unable to bring the District-issued device to the main office, s/he must contact the site principal via telephone or via email within 72 business hours outlining the nature of the damage or malfunction. Failure to present the District-issued device or notify the main office and/or the principal within the allotted time frame may cause the family to incur the full cost of the repair or replacement and/or lose the privileges of being issued a device, subject to the terms of the Acknowledgement of Receipt.
5. Families are expected to report any problems with the charger and/or any district issued accessories including covers within 72 business hours. At the end of the year, students are expected to return the same charger, cable, and any other district issued accessories in working condition.
6. If the District-issued device is lost or stolen, the families must report the incident to the main office and/or principal and the Technology Department within 72 business hours. In the case of theft, the family must also file a police report. Families are responsible for replacing the lost or stolen student device at their own cost, subject to the terms of the Acknowledgement of Receipt. (see chart below)
7. If a student damages the District-issued device (excluding reasonable wear and tear, such as minor scratches on the casing), the families are responsible for the full expense of repairing or replacing the device, subject to the terms of the Acknowledgement of Receipt.
8. Families are not permitted to repair, alter, modify, or replace District-issued devices without express written authorization from the District. This includes, but is not limited to: replacing; writing or drawing on the District-issued device; or affixing stickers or labels to the District-issued device.
9. Under no circumstance will CUSD replace or repair a District-issued device without the required payment or paperwork from the family.
10. The District does not provide backup services for any District-issued devices. Students should store important documents where backup is provided, such as District-provided file storage locations. District technicians will not attempt to recover lost data on district issued equipment.

Replacement Cost/Parent Deductible

Item	District Cost	Parents Deductible
Chromebook Replacement	\$183.00	\$183.00

Chromebook Cracked Screen	\$100.00	\$50.00
Chromebook Charger	\$27.00	\$27.00

II. General Expectations:

1. Students may not remove or circumvent the management system installed on each District-issued device. This includes removing restrictions or “jailbreaking” the device.
2. While working on a District-issued device on campus, students must stay connected to the CUSD wireless network and shall not turn off the District-issued device’s wireless setting or connect to other wireless networks unless otherwise instructed by District staff.
3. Students are expected to have their District-issued devices at school each day and fully charged. The school is not responsible for charging the device. If a District-issued device is left at home or is not properly charged, the student remains responsible for completing all coursework.
4. Loaner District-issued devices will not be available. Forgetting to bring the District-issued device to school does not excuse or exempt the student from any class work rendered late or incomplete. Repeat offenses may result in disciplinary action.
5. Students may not change the pre-configured District-issued device’s name, ip-address or other identifying information.
6. Students may not remove or alter the “asset tag” or “name tag” located on the District-issued device.
7. Memory space on District-issued devices is limited. Academic content takes priority over personal files or applications (apps). In the case of a memory space conflict, personal files, digital media, and apps must be removed from the District-issued devices at the student’s expense.
8. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment. Please contact your teacher immediately with any issues regarding homework. The District reserves the right to determine whether any work completed prior to the malfunction will be considered for academic credit on a case-by-case basis.
9. Unless notified by the CUSD Technology Department, the student is expected to keep the administrator’s settings on the District-issued device’s current operating system and apps as set by the Technology Department.
10. Overall, students shall adhere to school’s expectations when using the District-issued device.

III. Customization:

1. Due to the potential for misuse of District-issued devices, families will not be permitted to add media (music, images, and video files), or install apps from the Internet. Any exceptions granted will be made in writing by an authorized administrator on a case by case basis.

2. Students/Parents are not permitted to adjust the personal settings (i.e., background images, app icon arrangement, multi-touch swipe settings, etc.) of a District-issued device without the District's or site staff's prior written authorization.
3. General settings established by the Technology Department (i.e., certificates, security, system preferences) of a District-issued device may not be changed or manipulated at any time.
4. If a student receives a CUSD cover/sleeve as an accessory to a District-issued device, they are not permitted to customize the cover/sleeve.

IV. Prohibited Use: Prohibited use of District-issued devices includes but is not limited to:

1. Any action that violates existing school rules or public law.
2. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
3. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission and philosophy.
4. Exchanging or sharing District-issued devices or accessories with another student or another family member.
5. Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Photographing, audio recording, or video recording on campus without the permission of her/his teacher, and principal, for academic purposes or in support of a school program.
7. Spamming: sending mass or inappropriate emails or messages.
8. Attempting to bypass CUSD's web filter while on or off campus.
9. Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
10. Removing the installed management profile from a District-issued device.
11. Any other behavior deemed inappropriate by the faculty or administration of CUSD.
12. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, email, or phone number.
13. Logging in to the system using another user's account or password.

V. CUSD Rights and Responsibilities

1. CUSD reserves the right to monitor and block access by a District-issued device to any material or activity on the Internet.

2. CUSD reserves the right to deny access to District owned technology to any individual.
3. Security on the network is a high priority. The Director of Technology shall establish procedures that will maximize system security.
4. No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
5. Opinions, advice, services, and all other information expressed through District-issued devices by students, staff, information providers, service providers, or other third party personnel on the Internet are those of the individual and do not represent the position of CUSD.
6. District-issued accounts which are inactive for more than 30 days may be removed by CUSD along with the user's files without prior notice.
7. School staff is responsible for supervising student use of District-issued technology on a CUSD campus. Parents are responsible for supervising student use of District-issued technology when the students are not on campus.
8. Illegal activities will be referred to the appropriate law enforcement agency.
9. CUSD reserves the right to revise and amend this SAUP at any time.

VII. Liability and Precautions:

1. In consideration for receiving the District-issued device, each student and his or her parent(s) or legal guardian(s) will agree not to sue the District, and shall release, waive, discharge, and hold harmless CUSD as well as its employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the District-issued device. Additionally, each student and her/his parent(s) or legal guardian(s) agree to indemnify and defend CUSD against any and all claims, actions, and causes of action of every nature relating in any way to the use of the District-issued device.
2. This SAUP applies to CUSD students at all times, whether or not the students are on campus.
3. CUSD provides web filtering or network restrictions while the device is off campus and while on other Wi-Fi networks.