



# LYMAN GILMORE MIDDLE SCHOOL

10837 Rough & Ready Hwy

Grass Valley, CA 95945

Phone (530) 273-8479 Fax (530) 273-1675

Website: gilmore.gvsd.us

**2022 - 2023**

*Lisa Lawell, Principal*

*Robert Bennette, Assistant Principal*

*Christie Prince, School Psychologist*

*Joy Nocerino, School Counselor*

## **TEACHING STAFF**

Melissa Bill	Juliette Parks
Rebecca Browning	Brandon Parrett
Elicia Burt	Esther Percy
Michael Day	Mario Pellegrini
Liz Eelkema	Deb Plate
Cierra Elliott	Jennifer Ray
Jaky Gonzales	Anna Rosellini
Tawni Frazier	Carolyn Sale
Cathy Harmon	Kelly Sommers
Doug Harmon	Ashley Totoonchie
Dave Lawell	Amy Tuggle
Mary Louden	Kim Veale
Ben Mills	Jennifer Vielhauer

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<sup>1</sup> Updated 11/21/22

Scott Mills	Walter Webb
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**COMPUTER TECHNICIAN**

Pam Saker

**CUSTODIAL STAFF**

Caleb Friedenfelt (lead)  
Stacy Kassens  
Christian Pignata  
John Williett

**DISTRICT NURSE**

Robyn Ettl

**INSTRUCTIONAL ASSISTANTS**

Stephanie Downer  
Sammy DeHart  
Maureen Horner  
Tracy Prosser  
Susan Zlimen

**LIBRARY CLERK**

Roxanne Jones

**SECRETARIAL STAFF**

Franca Nielson, Attendance Clerk  
Vicky DeLaVega, School Secretary  
Cindy McKinney, Clerk Technician

**SPEECH THERAPIST**

Laura Horn



# GENERAL INFORMATION, RULES & EXPECTATIONS

## ABSENCES

Student absences must be cleared through the Student Center with a note or a parent phone call. If a student will be out of town for more than 5 days, please sign up for Independent Study. Excessive tardiness, absences, and early checkouts may be referred to the School Attendance and Review Board (SARB).

## ATHLETICS

Eligibility requirements are as follows:

- A minimum of a 2.0 GPA and no more than one F at time of tryout, and any reporting period during the season.
- Citizenship must be an O, G, or S in every class at time of tryouts, and any reporting period during the season.
- No severe behavior infraction one week before tryouts or during the sports season.
- No more than three moderate behavior infractions during the sports season.
- No suspensions for the month before the sports season or during the sports season.
- Falling below eligibility requirements at any point in the season may result in suspension in team play and/or other restorative measures per administrative decision.

## BACKPACKS

Keep backpacks and bookbags under personal supervision at all times. Never leave valuable personal possessions in backpacks. Lyman Gilmore is not responsible for lost or stolen items.

## BIKES, SCOOTERS AND SKATEBOARDS

All bikes, scooters and skateboards must be stored in the bike racks upon arriving at school. The bike rack is locked at 9:00am and unlocked by 3:30pm each school day.

## BUS SAFETY RULES

Violation of bus safety rules may result in a bus citation. Consequences from bus citations also apply to school activities such as field trips and sporting events. Students may not ride the bus when suspended from the bus for any reason. All school rules and expectations must be followed while on a bus.

Additional bus rules are as follows:

- Remain seated when the bus is in motion and face forward.
- Keep head, arms, and hands inside the bus.
- Avoid loud and unnecessary noises.
- Wait to eat, drink, or chew gum
- Use appropriate language
- Refrain from boisterous conduct.
- Help keep the bus clean.
- Animals, reptiles, and insects are prohibited.
- Vandalism will not be tolerated.
- State law prohibits smoking on a bus.
- Always cross the street in front of the bus at the driver's direction.

**Bus Garage contact: 273-7282**

## CELL PHONES & HEADPHONES

Once students arrive on campus, cell phones need to be put away until school gets out at 3:30pm. Cell phones must

be turned off and put in a backpack during the school day. The student may pick up the cell phone after school on the first offense. The second offense is a cell phone violation and the phone will be held by the office for two days, after which a parent must pick it up. With each offense that follows, the number of days the phone will be held will correspond with the number of the offense. Students may also be suspended if the offense continues. The school is not responsible for cell phones lost, stolen, or damaged. Headphones will be put away unless a staff member has asked students to use them for instructional purposes.

### CHANGE OF ADDRESS

Please inform the main office of any change of address, phone number, or emergency contact.

### CITIZENSHIP

Each student is given citizenship marks each trimester. The marks are a way for students to gauge their behavior and participation in class. It also allows families to track their child's behavior. Rewards and consequences are tied to citizenship marks. Students who receive all Good or Outstanding marks are eligible to be a GO Card holder which comes with many privileges. Students who receive Needs Improvement or Unacceptable marks will lose the privilege to participate in rewards activities on campus.

**Outstanding:** *These students routinely go above and beyond what is expected.*

**Good:** *These students consistently do their jobs every day.*

**Satisfactory:** *These students do enough to get by, but little more.*

**Needs Improvement:** *These students frequently do not meet citizenship expectations*

**Unacceptable:** *These students show a blatant disregard for citizenship expectations.*

### CLOSED CAMPUS Ca. Ed. Codes 35292, 32210, 32211, 44810-12

For the safety and welfare of students, students may not leave school grounds without permission from authorized personnel. Early dismissal must be cleared with the Student Center before school. **Visitors must sign in with the office and wear a visitor's sticker.**

### DANCE REGULATIONS

During a dance, all school rules are in effect. A permission slip, signed by a parent, must provide a phone number where parents can be reached during the dance. Gilmore students who meet eligibility requirements may attend dances. The requirements are as follows:

- No suspensions within the trimester of the dance.
- No major behavior referrals within one month of the dance.
- No more than three minor behavior referrals within the month of the dance.
- Students must attend the entire school day on the day of the dance.

Once students enter the dance, they must stay in the MPR (or designated area) until the end of the dance unless prior arrangements have been made by parents with the office. **Students who are not picked up on time from the dance may be ineligible to attend the next dance.**

- REMEMBER the school dress code always applies.

### DELIVERIES

Floral, balloon, and food deliveries will remain in the office until the end of the day, at which time students may pick them up.

### DO NOT BRING TO SCHOOL ITEMS

The following items should not be brought to school, and will be confiscated if they are seen or heard between the hours of 8:30am and 3:30pm. Staff time will not be spent investigating loss of or damage to these items.

Possession of any of these items may lead to disciplinary action, and/or loss of the item for the remainder of the

school year.

**These items must not be brought to school:**

- Firearms, knives of any kind, or anything that could be used as a weapon.
- Alcohol, tobacco or drugs of any kind (see **Medication at School**, p. 5, for exceptions).
- Matches, lighters, any paraphernalia associated with marijuana or cigarettes (including e-cigarettes and “vape” pens)
- Firecrackers, stun guns, or other explosives.
- Other disruptive, illegal or dangerous objects (laser pens and shock pens included).
- Squirt guns, toy guns
- Pornographic material and/or paraphernalia
- Aerosol cans or pump sprays
- Animals, unless prior permission is obtained
- Electronic music players and gaming devices
- Items of great value
- Large amounts of money

**Dress and Grooming Code**

**Dress Code** – Students are encouraged to view school as their “**profession**” and to dress accordingly. Lyman Gilmore staff believe that attention to appropriate school appearance and attitude is an important part of school success and earning respect. School faculty have the desire to help guide students in making choices that don’t interrupt the educational process, draw undue attention to the wearer, or have inappropriate graphics or subject matter. (This includes, but is not limited to, anything related to illicit material, violence, obscenity, etc.) The following list is a guideline, but naturally cannot encompass every style that is prohibited, and the administration will make determinations of dress code violation as needed.

- Shoes with soles must be worn at all times.
- Clothing must be free of pictures or writing that can be considered as vulgar, obscene or be gang, alcohol, tobacco, or drug related, or show ethnic or religious prejudice.
- Clothes must be sufficient to conceal any undergarments at all times.
- Clothing, jewelry, and other personal adornment must not, in the opinion of administration, present a safety or health hazard to the individual or to other students.
- Hats may be worn indoors only if the eyes and ears are visible.
- Baseball hats must be worn with the bill facing forward at all times.
- Sweatshirt hoods or hats that cover the eyes and ears may not be worn in any building. Hats and caps must be worn with the bill facing forward when worn outside.
- See-through fabrics, bare midriffs, low cut, strapless, backless, or overly revealing clothing, shirts with large armholes or tube tops are not permitted to be worn at school. Each shirt strap must be at least one inch wide.
- Handcuffs, wallet-type chains, and spike jewelry may not be worn on campus.
- Hairstyles that are distracting to the educational process/environment will be evaluated by school administration on a case by case basis.
- Nose piercings are allowed, but studs must be no bigger than 3mm and hoops must be fitted to the nose.
- Tools for gauging such as spikes are prohibited. Nor is any item to be placed in the ear for the purpose of gauging.
- Students may not write or draw on themselves, their clothes or other students.
- Students are recommended to dress ready for physical activity.
- Costumes are only permitted on designated days.
- Pajama should not be worn at school
- Onesie pajama outfits are not permitted.

- If a student comes dressed inappropriately they will be offered “appropriate” clothing. Repeated dress code violations may result in a referral and/or suspension.

### EXTRACURRICULAR ACTIVITIES GUIDELINES

“Extracurricular activities” include activities during school or outside of school, which are not counted toward a student’s grade. Extracurricular activities may have specific requirements for participation (to be provided when the student signs up for the activity). Eligibility requirements may include:

- A minimum of a 2.0 GPA and no more than one F at time of tryout, and any reporting period during the season.
- Citizenship must be an O, G, or S in every class at time of tryouts, and any reporting period during the season.
- No severe behavior infraction one week before tryouts or during the sports season.
- No more than three moderate behavior infractions during the sports season.
- No suspensions for the month before the sports season or during the sports season.
- Falling below eligibility requirements at any point in the season may result in suspension in team play and/or other restorative measures per administrative decision.

Student athletes will be required to sign and adhere to a student-athlete contract in order to participate in team sports at LGMS. Subsequent behavior referrals or poor grades may affect a coach’s decision on team membership and/or playing time. Sports Lockers, which are located in the locker room, may be assigned to students to keep their belongings while they are participating in a school sport.

### FIELD TRIP GUIDELINES

Information will be sent home at least 2 weeks prior to the event or trip. If the trip is for the purpose of a reward and not tied to curriculum, the following behavior expectations are required for participation.

- No more than one F at the time of the event
- Citizenship must be an O, G, or S in every class at time of the event.
- No severe behavior infraction one week before the event.
- No more than three moderate behavior infractions the month prior to the event.
- No suspensions for the month prior to the trip.
- Falling below eligibility requirements at any point may result in suspension in team play and/or other restorative measures per administrative decision.

### FIGHTING

Fighting or physical altercation of any type, including horseplay, is not allowed. Individuals may automatically be suspended from school for up to 5 days and may face possible expulsion from Grass Valley School District.

### GRADUATION/PROMOTION PARTICIPATION REQUIREMENTS (8<sup>TH</sup> GRADE)

1. Overall 2.0 grade point average in grades 6-8.
2. Overall 2.0 GPA in 8th grade.
3. No more than one F during 8th grade year.
4. Pass Constitution test.

*Violation of an Education Code, which may result in a suspension or other consequence in the trimester leading up to the ceremony may dismiss a student from participating in the promotion ceremony.*

*Students who are ineligible to participate in the promotion ceremony may not participate in the end-of-the-year activities such as, but not limited to, graduation practice, field trips, and the 8th grade dance.*

**Students who are not eligible to participate, may be placed in a 9<sup>th</sup> grade class by the high school**

**administration following a non-grad meeting with the high school.**

## Harassment

Sexual harassment in any form will not be tolerated. If violations occur, disciplinary action will be taken. (Sexual Harassment Policy p.15.) Any discrimination on the basis of race, creed, national origin, sex, age, gender identification or handicap will not be tolerated.

## Immunizations and Health

All students are to be immunized against Polio, DPT (Diphtheria, Pertussis and Tetanus), MMR (Measles, Mumps, Rubella shots), and Hepatitis B (3 Shots). A district health clerk checks each student's medical records. Students without verification of immunization will not be allowed to attend school until verification is received. Spitting on another person presents a health hazard and will not be tolerated.

## Library Media Center

### **Library hours:**

9:00am - 3:30pm Monday-Friday

Students may check out 1 book a time for 2 weeks. No food or drinks allowed in the library.

## Lunch Procedures

- All students are eligible to receive a free hot breakfast and lunch.
- Reduced price meal applications are available in the office.
- All students eat in designated lunch areas.

## Medication at School CA Ed. Code 49423

A medication release form signed by a physician and a parent is required before school personnel can administer any medication. This applies to any medication, prescription or over-the-counter (including cough drops). Specific directions for the administration of the medication at school must be included in a written statement. The health care provider must clearly specify the condition for which the drug shall be given, how it is given, dosage, & related information. Specific instructions should include the emergency treatment of allergic reactions such as those from bee stings. They should clearly state what type of reaction for which drug is to be given (i.e. localized, generalized, severe, mild). A signed release from a physician and parent for school personnel to administer any medications is required. Medications shall be brought to the school by the parent in the original container. No medication (prescription or nonprescription) may be transported by a student or be in the student's possession while at school.

## Out-of-Bounds-Areas

Before and during school, students should remain in supervised, in-bounds areas. Out-of-bounds areas are the woods, parking lots, front of school, behind E-wing, unsupervised classrooms, and Scotten School. Before school, students are to remain in their designated grade level areas. Once a student arrives on campus they cannot leave campus. Parental consent must be shared with the office staff if a student needs to leave campus earlier than 3:30pm.

## P.E.

Students are required by law to have physical education. Students are not required to change their clothes for PE. It is highly recommended that students dress ready for physical activity each school day.

## Parent/Guardian Liability CA Ed. Code 48904

Parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, or for any willful cutting or defacing of any school property belonging to a school district or to a school district employee, or for any property belonging to the school district and loaned to the minor student and willfully not returned. Such liability shall not exceed \$7,500. Following due process procedures, the school district may withhold the grades, diplomas, or transcripts of the pupil responsible until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages.

## PBIS SCHOOL-WIDE BEHAVIOR EXPECTATIONS

We are...

- ❖ **Safe**
- ❖ **Respectful**
- ❖ **Responsible**
- ❖ **Ready To Learn**

Student behavior should reflect self-respect and consideration for the rights, feelings, & property of others. Consequences for violating school rules may include: loss of privileges, behavior panel to a behavior contract, suspension or expulsion.

RETENTION District Policy p. 15.

A student at risk of retention may need to attend the after school Tutorial Program.

## PUBLIC DISPLAY OF AFFECTION

Three-second hugs are allowed but students are not to hang on each other or embrace for a long period of time. Holding hands is permitted. Kissing is not allowed.

## REPORT CARDS AND PROGRESS REPORTS

During each trimester, progress reports are mailed home every 6 weeks. A printed report card will be mailed home at the end of each trimester.

## SCHOOL HOURS

School is in session from 9:00 am – 3:30 pm. Students should not arrive earlier than 8:35 am or remain on campus later than 3:30 pm unless they are involved in a supervised school activity. Supervision IS NOT provided for students before 8:35 am or after 3:30 pm.

## SCHOOL CLOSURES: PSPS, AIR QUALITY, FIRE AND SNOW DAYS

Please listen to radio station KNCO (830 AM) after 6:00 a.m. on snowy days, or check KNCO's website ([www.knco.com](http://www.knco.com)) for school cancellations. Please do not call school or the radio station for this information.

## SHERIFF OR GVPD LIAISON

A School Resource Officer is often on campus interacting with students and staff in a positive manner. The presence of a law enforcement vehicle at school is not indicative of any problem or emergency.

## SUSPENSION

Students may be suspended from school for 1 to 5 days at a time. During a period of suspension, pupils are to remain away from school and all school sponsored activities unless authorized to be there by school officials.



Students with 20 days of suspension face possible expulsion from GVSD. Supervision of students during suspension is the responsibility of the parent or guardian.

Lyman Gilmore offers a program called RAYS (Restorative Accountable Youth Solutions) to some students who have violated school expectations or Education Code as an alternative to suspension. Components of the program include community service, counseling, risk reduction classes, and restorative justice.

### **On Campus Suspension (OCS)**

On-Campus Suspension is a suspension from attending and participating in scheduled classes and routines. While on OCS, a student must work on assigned tasks and may not attend any meetings or assemblies. Parents are notified when a student is assigned OCS. A student may be suspended off campus for failure to comply with OCS behavior expectations.

### **Grounds for Suspension & Expulsion**

(Reproduced from California Laws Relating to Minors, Pages 158 and 159) Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines the pupil has:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the pupil
- (b) obtained written permission to possess the item from a certified school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, then either sold, delivered or otherwise furnished to any 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 or private property.
- (g) Stolen or attempted to steal school or private property.
- (h) Possession of or use of tobacco, or any 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/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Sec. 11014.5 of the Health & Safety Code
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil witness to prevent the pupil witness from testifying or retaliated against the pupil witness.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of section 32261, directed specifically toward a pupil or school personnel

### **Standard Search Procedures**

EDUCATION CODE 32280-32289 School safety plans 35160 Authority of Board of Trustees

35160.1 Broad authority of school districts  
48900-48927 Suspension and expulsion  
49050-49051 Searches by school employees  
49330-49334 Injurious objects

### **Court Decisions**

Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071  
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260  
Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313  
O'Connor v. Ortega, (1987) 480 U.S. 709  
New Jersey v. T.L.O., (1985) 469 U.S. 325  
Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470  
Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

A search will be conducted where there is reasonable suspicion involving controlled substances, drug paraphernalia, weapons, or other objects which are prohibited or which constitute a threat to the health, safety, or welfare to the occupants of the school building. A standard search will be conducted as follows:

1. Student removes jacket or sweatshirt. An adult then searches all outerwear.
2. Student removes everything out of all pockets.
3. Student pulls out the pocket linings of his/her pants. Student pats back pockets to show there isn't anything in them.
4. Student takes off shoes & removes the shoes' linings. Adult examines them.
5. Student pulls pant leg up above the sock. Adult observes there is nothing in socks.
6. Administrator and adult witness search contents of purse/backpack/book bag.

A Lyman Gilmore administrator conducts every search with an adult witness present. A parent or guardian is notified that a search has been conducted.

### **TECHNOLOGY POLICY & CHROMEBOOK USE**

Access to the Internet, Chromebooks, iPads or other school devices is a privilege that will be denied if used inappropriately. When used inappropriately, disciplinary and/or legal action may be taken. Students are responsible for any lost or broken school owned electronic devices.

### **TEXTBOOKS AND LIBRARY BOOKS**

Some textbooks will be issued for home use. Students are expected to keep all books clean, unmarked, without torn pages. Report cards, diplomas, or class schedules may be withheld for failure to pay for damaged or lost materials.

### **VIRTUAL MEETING NORMS**

- Be on time
- Be prepared
- Keep the camera on
- Mute your sound
- Use the chat box only when instructed to
- Use your full name when logging into a meeting
- Sit up in a chair and look forward into your device
- Wear school appropriate attire

### **VISITORS**

**Parents are always welcome!** Parents and visitors must register at the Main Office and wear an ID tag on

campus. Student visitors are not allowed without prior arrangement. No person shall enter the school premises without checking in with the office to obtain permission and a visitor's pass.