

LYMAN GILMORE MIDDLE SCHOOL

10837 Rough & Ready Hwy

Grass Valley, CA 95945

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

Website: www.gvsd.k12.ca.us/gilmore

2019-2020

Patrick Brose, Principal
Farah Friend, Assistant Principal
Lorrie Fredrickson, Psychologist
Mark Heine, School Counselor

Teaching Staff

Deborah Plate
Melissa Bill
Nicky Brown
Becky Browning
Renee Creamer
Michael Day
Kim Evans
John Frantz
Brandon Parrett
Tawni Frazier
Cathy Harmon
Doug Harmon
Barry Kyle
Marie Kittle
Dave Lawell

Michelle Lewis-Sanders
Evie Pardini
Anne Taylor
Ben Mills
Scott Mills
Jennifer Ray
Lisa Rowe
Ashley Totoonchie
Amy Tuggle
Garrett Bates
Lisa Lawell
Carolyn Sale
Brian Metreyeon
Gwen Merrill
Robin McFadden-Black
Trent Duffey

Computer Technician

Pam Saker

Custodial Staff

Donald Beebe (Lead) Caleb Friedfeldt
Tyler Cooke

District Nurse

Robyn Ettl

Instructional Assistants

Barbara Barsky, Elicia Burt,
Maureen Horner, Cindy Kelley,
Elizabeth Elkema, Jacky Gonzalez,
Keli Steinhoff, Jenn Vielhauer

Library Clerk

Roxanne Jones

Secretarial Staff

Deanna Maraglia, 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).

Backpacks

Keep backpacks and book bags under personal supervision at all times. **Never** leave valuable personal possessions in your backpacks.

**LYMAN GILMORE IS NOT RESPONSIBLE FOR
LOST OR STOLEN ITEMS**

PBIS School-Wide Behavior Expectations

We are...

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

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

Bus Safety Rules

Bus Garage: 273-7282

-All school rules which also include:

- Remain seated when 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.

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. You may not ride the bus when suspended from the bus for any reason.**

Cell Phones

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 backpack during the school day. The student may pick up the cell phone after school on the first offense. Upon second offense, 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. Student may also be suspended if the offense continues. The school is not responsible for cell phones lost or stolen.

Change of Address

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

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:

- No 3+ day suspensions in the trimester of the dance; or no suspensions in the month prior to the dance.
- A student with three or more behavior referrals within one month of the dance will not be allowed to attend.
- Attend school all day the day of the dance.

Once students enter the dance, they must stay in the MPR until the end of the dance unless prior arrangements have been made by parents with the office.

Students not picked up 20 min. after the dance may be ineligible to attend the next dance.

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. All food must be store bought and labeled.

Do Not Bring To School Items

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

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

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.

- **Any electronic devices** including, but not limited to music players, iPods, and games
- Items of great value; large amounts of money
- Skateboards, scooters, or roller blades

No staff time will be spent investigating loss of or damage to these items.

Dress and Grooming Code

Dress Code - Students are encouraged to view school as their "**profession**" and to dress accordingly. We believe that attention to appropriate school appearance and attitude is an important part of school success and earning respect. Our desire is 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.**

Be Safe:

- 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.

Be Respectful:

- Students may not wear hats, caps, sunglasses or sweatshirt hoods in any building. Hats and caps must be worn with the bill facing forward when worn outside.
- No see-through fabrics, bare midriffs, low cut, strapless, backless, or overly revealing clothing. No shirts with large armholes or tube tops. Each shirt strap must be at least one inch wide.
- No handcuffs, wallet-type chains, spike jewelry.
- **Keep pants pulled up so that undergarments are concealed.**
- Hair styles that are distracting to the educational process/environment will be evaluated by school administration on a case by case basis.
- No tattoos or body piercings.
- Nose piercings are allowed but must be a stud, **no hoops**, and can be no bigger than 3mm.
- Tools for gauging such as spikes are prohibited. Nor is any item to be placed in the ear for the purpose of gauging.
- Shorts and skirts must come to the bottom of the student's **fingertips** when the arm is put down to the student's side.
- Students must not write/draw on themselves or others.

If a student comes dressed inappropriately s/he will be offered "appropriate" clothing. Repeated dress code violations may result in a referral and/or suspension.

Extracurricular Activities

"Extracurricular activities" include activities during school or outside of school, which are not counted toward a student's grade. Sports include Boys' & Girls' Basketball, Cross Country, Football, Track, Boys' & Girls' Volleyball, and Wrestling. Lyman Gilmore has Jazz Band, Dance, and Ensemble. Media opportunities include Gilmore News Network (GNN) & Media Club. Gilmore has an active Student Council, Ski Trips, and 5 dances during the school year. Students may participate in Stamp Club, Friday Morning Math, Yearbook Club, Golf Club and Academic Tournaments.

Extracurricular Activities Guidelines

Extracurricular activities may have specific requirements for participation (to be provided when the student signs up for the activity). Eligibility requirements may include:

- * Minimum 2.0 GPA with no N in citizenship (on most recent Progress Report or Report Card).
- * No suspensions during the month prior to the activity.
- * No F's on most recent Progress Report or Report Card.

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.

Field Trip Guidelines

Information will be sent home at least 2 weeks prior to the event or trip. The information will include any additional behavior and/or academic requirements.

- No more than one behavior referral within two weeks prior to the trip and no more than 3 behavior referrals within the month prior to the trip
- No suspensions within one month prior to the trip.
- For non-curricular field trips, students must have a minimum 2.0 GPA with no N in citizenship on most recent progress report or report card.

Parents will be notified of the cut-off date when trip money will no longer be reimbursed. All homework must be made up. For any overnight trips, completed homework is due when students return on the next school day.

Fighting

Fighting or physical altercation of any type, **ESPECIALLY HORSEPLAY**, is not allowed. Individuals may automatically be suspended from school for up to 5 days and may face possible expulsion from GVSD.

Grades On-Line

To Access Student Grades:

1. Go to gilmore.gvzd.us
2. Click on the illuminate icon in the top, right corner of the page
3. Provide your username and password

Graduation Requirements (8th 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.

Non-graduates may be placed in a 9th 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 - 3:30 Monday-Thursday

Closed Friday

May check out 1 book at a time for 2 weeks

No food or drinks allowed in the library

Lunch Procedures

- Students may purchase a hot 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 the parents 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, halls, front of school, behind E-wing, unsupervised classrooms, and Scotten School. Before school, students are to remain on the blacktop. Once a student arrives on campus they cannot leave campus without parental consent to office staff.

P.E.

Students are required by law to have physical education. PE uniforms may be purchased in the Student Center. PE uniforms must be marked with the student's name.

P.E. lockers and locks are provided. Use them to secure P.E. uniforms, street clothes, & backpacks.

Locks must be returned at the end of the year.

Each student is responsible for his/her lock and must ensure that it is properly closed and secured on the PE locker. The school will not assume responsibility for any losses.

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.

Promotion and 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 but kissing is not allowed.

Report Cards and Progress Reports

Progress reports are mailed every 6 weeks during each trimester to any student receiving a grade of C- or below or a citizenship grade of N. At the end of each trimester, ***a printed report card will be given to students to take home.***

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.

Sheriff's Department Liaison

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

Snow Day Information

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

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.

On Campus Suspension (OCS)

On-Campus Suspension is a suspension from regular class attendance and assignment to the OCS room (Student Center). While on OCS, a student must work on assigned tasks, eat lunch in the Student Center, 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 rules.

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.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- (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 each and every search with an adult witness present. A Parent or Guardian is notified that a search has been conducted.

Technology Policy

Access to the Internet and classroom computer use 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.

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 FOR PERMISSION