

# Cardozo Middle School 2022-2023 Academic Student Handbook

*A guide for your academic success and well-being*



**“WE WILL, BECAUSE IT MATTERS”**

## 2022-2023 ACADEMIC CALENDAR

### AUGUST

8/4	Thursday	<b>First Day of School</b>
8/10	Wednesday	Minimum Day – Release @ 12:45 p.m. – Back to School Night
8/18	Thursday	Minimum Day – Release @ 12:45 p.m. – Staff Development
8/24	Wednesday	Minimum Day – Release @ 12:45pm – Collaboration Day

### SEPTEMBER

9/1	Thursday	FALL PICTURES W/SHOOB
9/2	Friday	<b>End of First Quarter - Progress Report</b>
9/5	Monday	<b>No School - Labor Day</b>
9/7	Wednesday	Minimum Day – Release @ 12:45pm. – Collaboration Day
9/21	Wednesday	Minimum Day – Release @ 12:45pm. – Collaboration Day

### OCTOBER

10/7	Friday	<b>End of First Quarter - Report Cards</b>
10/11	Tuesday	FALL PICTURE RETAKES W/SHOOB
10/12	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
10/18	Tuesday	Minimum Day – Release @ 12:45 p.m. – Parent Conferences (5:30pm-7pm)
10/20	Thursday	Minimum Day – Release @ 12:45 p.m. – Staff Development
10/26	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day

### NOVEMBER

11/4	Friday	<b>End of Second Quarter - Progress Report</b>
11/9	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
11/11	Friday	<b>No School – VETERAN'S DAY</b>
11/15	Tuesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
11/18	Friday	Minimum Day – Release @ 12:45 p.m. – Pre-Holiday
11/21 - 11/25	Mon-Fri	<b>No School – THANKSGIVING BREAK</b>

### DECEMBER

12/7	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
12/16	Friday	Minimum Day – Release @ 12:45 p.m. – <b>Pre-Holiday &amp; End of 2<sup>nd</sup> Quarter – Report Cards</b>
12/19 - 1/6		<b>No School- WINTER BREAK</b>

### JANUARY 2023

1/9	Monday	Return from Winter Break, SCHOOL RESUMES
1/11	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
1/16	Monday	<b>No School – DR. MARTIN LUTHER KING JR. DAY</b>
1/25	Wednesday	Minimum Day - Release @ 12:45 p.m. – Collaboration Day

### FEBRUARY

2/7	Tuesday	SPRING PICTURES W/SHOOB
2/8	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
2/10	Friday	<b>End of Third Quarter - Progress Report</b>
2/13	Monday	<b>No School – LINCOLN'S DAY</b>
2/14	Tuesday	Minimum Day – Release @ 12:45 p.m. – Parent Conferences (5:30pm-7pm)
2/16	Thursday	Minimum Day – Release @ 12:45 p.m. – Staff Development
2/20	Monday	<b>No School – PRESIDENTS' DAY</b>
2/22	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day

### MARCH

3/8	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
3/17	Friday	<b>End of Third Quarter – Report Cards</b>
3/22	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day

### APRIL

4/5	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
4/6	Thursday	Minimum Day – Release @ 12:45 p.m. – Pre-Holiday
4/7 - 4/14		<b>No School- SPRING BREAK</b>
4/19	Wednesday	Minimum Day – Release @ 12:45 p.m. - Open House (6-7:30 p.m)
4/27	Thursday	Minimum Day – Release @ 12:45 p.m. – Staff Development
4/28	Friday	<b>End of Fourth Quarter - Progress Report</b>

### MAY

5/10	Wednesday	Minimum Day – Release @ 12:45 p.m. – Collaboration Day
5/24	Wednesday	8 <sup>th</sup> Grade Promotion Ceremony
5/25	Thursday	Minimum Day – Release @ 12:45 p.m. – <b>Last Day of School / Eagle Day</b>
5/25	Thursday	<b>End of Fourth Quarter - Report</b>

## **Welcome Message**

Welcome Students and Parents/Guardians!

We are excited to have you at Cardozo Middle School! It is going to be a great year. We are dedicated to providing you with a quality education ensuring your ability to be college and career ready.

We are dedicated to helping students flourish in multiple areas while at Cardozo Middle School so that students can:

- Make positive, responsible choices
- Learn to have a growth mindset
- Persevere when confronted with challenges
- Be resilient and try again
- Be able to research and analyze information
- Use information to formulate ideas
- Have academic conversations using content knowledge
- Collaborate with peers to extend learning opportunities
- Maneuver through social and emotional situations with respect to others and dignity to self
- Use technology as an academic tool

We can't wait to share new adventures with you, including rallies, dances, drama productions, and sporting events.

We have created this handbook to help you understand what life at Cardozo Middle School looks like.

Good luck this year!

Cardozo Middle School Faculty and Staff

## Staff Commitment

We *WILL*....

... create academically rigorous learning environments,  
provide safe and supportive spaces for students to learn,  
prepare students for high school, college and career...

... *because IT MATTERS!*

## Vision Statement and Mission Statement



**“We Will, Because  
It Matters.”**

**CARDOZO MIDDLE SCHOOL**

### **VISION STATEMENT**

Cardozo Middle School’s vision is to be a community (staff, students, and parents) committed to student success.

### **MISSION STATEMENT**

The core purpose of Cardozo Middle School is to establish a community of learners and learning through relationships, responsibility, and rigor one student at a time.

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## POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

At Cardozo Middle School, ensuring student safety is one of our top priorities. We want everyone to have a supportive experience here. We work within the framework of Positive Behavior Interventions and Supports (PBIS). The goal of PBIS is to create a positive school environment where students can learn, grow, and develop the social and emotional skills needed for success in both school and life. Because of this, Cardozo Middle School has adopted four core values:

- Respect**
- Responsibility**
- Safety**
- Collaboration**

Behavioral expectations within these four core values are posted in areas around campus and include specific guidelines for student behavior in each location.

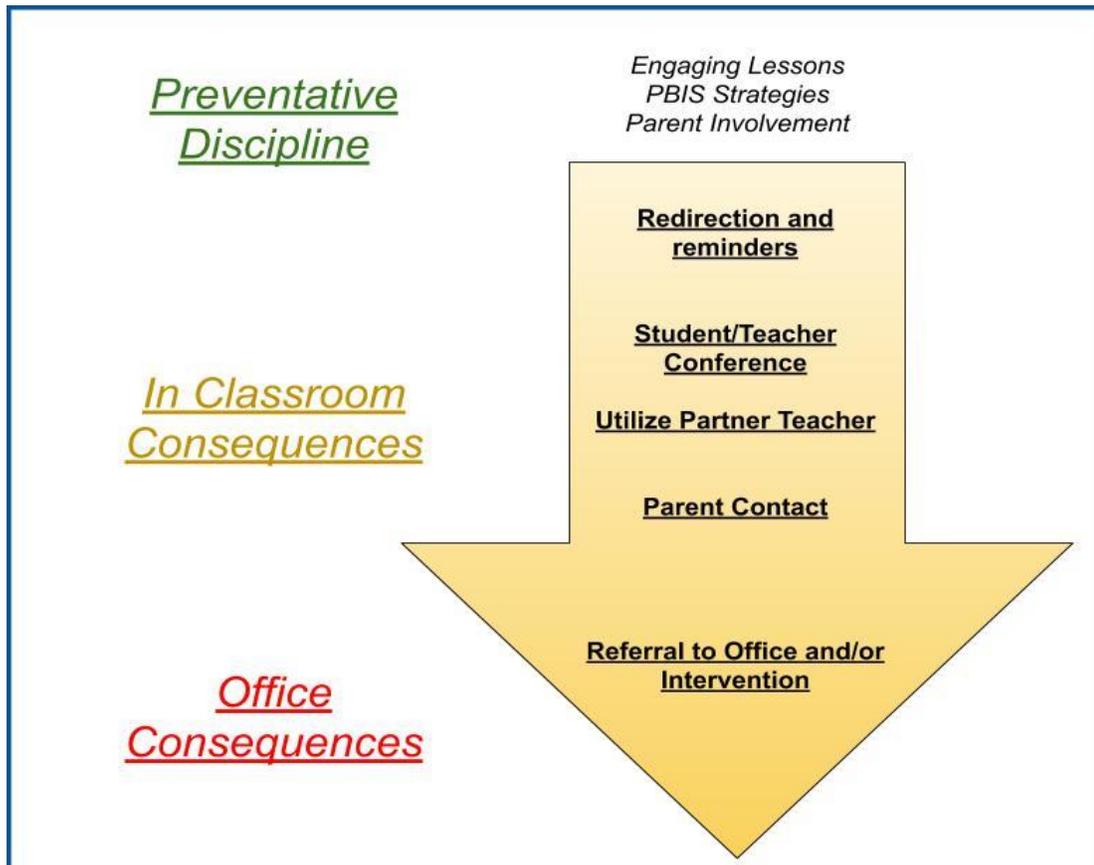
### Cardozo Middle School PBIS Behavior Matrix

	All settings	Eating Areas	Active Areas	Bathrooms	Online	Common Areas	Classrooms
	Hallways, Passing Areas	Cafeteria, Lunch Line, Tables	Outside Areas, Quads, Blacktop, Fields	Bathrooms	Chromebooks, Personal Devices, Shared Devices, Social Media, etc.	Library, Main Office, Counselors Offices, Etc.	Classrooms
<b>Respect</b>	<ul style="list-style-type: none"> <li>Use appropriate language and voice volume</li> <li>Be respectful to classes in session</li> </ul>	<ul style="list-style-type: none"> <li>Use normal conversation volume</li> <li>Politely respond to directions from staff the first time they are given</li> </ul>	<ul style="list-style-type: none"> <li>Follow all directions from CMS Staff</li> <li>Use school appropriate language and gestures</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom for its intended purpose only</li> <li>Keep others' privacy in mind</li> </ul>	<ul style="list-style-type: none"> <li>Use positive Language</li> <li>Ask permission before posing pictures/ Videos of others</li> </ul> <p><i>Think twice: Is your comment positive and kind? If it is hurtful or mean, do not post!</i></p>	<ul style="list-style-type: none"> <li>Use inside voice</li> <li>Handle all material with care</li> <li>Treat others considerately</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher directions the first time</li> <li>Use appropriate volume per the teachers instructions</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Be on time to class</li> <li>Hold all sports equipment</li> <li>Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep your eating area clean and throw away all trash</li> <li>Leave unwanted food in bin</li> </ul>	<ul style="list-style-type: none"> <li>Keep campus clean</li> <li>Head directly to class when the bell rings</li> <li>Report unsafe activities to CMS Staff</li> <li>Use sports equipment in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Report any damage or needed repairs</li> <li>Go then GO</li> </ul>	<ul style="list-style-type: none"> <li>Stays on teacher approved websites</li> <li>THINK before you speak: True? Helpful? Inspiring? Necessary? Kind?</li> </ul>	<ul style="list-style-type: none"> <li>Use shelf markers for intended use</li> <li>Return item/s in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Be in seat when the bell rings</li> <li>Use classroom materials appropriately</li> <li>Complete daily tasks</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>Always enter/exit on the right hand side</li> <li>Walk on the right hand side</li> <li>Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated when eating</li> <li>Stay in a single file line and wait your turn</li> <li>Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Keep bathrooms clean</li> <li>WASH YOUR HANDS</li> <li>Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Avoid disclosing your name, address, phone number, or personal information</li> </ul>	<ul style="list-style-type: none"> <li>Quietly enter and exit</li> <li>Use library appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated until given permission</li> <li>Enter and exit through the assigned door</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>Be polite and use kind words to others</li> </ul>	<ul style="list-style-type: none"> <li>Be kind to others by inviting them to eat with you</li> <li>Be polite and help others</li> </ul>	<ul style="list-style-type: none"> <li>Invite others to join your group</li> <li>Show good sportsmanship</li> <li>Be kind</li> </ul>	<ul style="list-style-type: none"> <li>Encourage others to follow the rules</li> </ul>	<ul style="list-style-type: none"> <li>Treat others how you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Assist the librarian to maintain library</li> <li>Work together productively on assigned task</li> </ul>	<ul style="list-style-type: none"> <li>Ask for clarification</li> <li>Help others as appropriate</li> <li>Be kind to others</li> </ul>

## Rewards System

Cardozo Middle School uses a reward system where students can earn points for displaying behaviors that are **respectful, responsible, safe,** and/or **collaborative** while on campus. The PBIS Rewards system allows CMS staff to acknowledge students for appropriate behaviors. Students can earn points to “purchase” items and privileges from the Eagle’s Store.

## Behavioral Consequences



It is the goal of Cardozo Middle School to do all we can to keep students in school and to avoid out-of-school suspensions whenever possible. The CMS Behavior flowchart identifies the process of how student behaviors will be managed.

### Available Interventions and Support Services

The CMS support services department (including the student assistance specialist,

school counselor, and school psychologist) utilizes one on one, small group sessions, and character development curriculum to address the core needs and motivation of the struggling students. The goal is to have students self-reflect, skill-build, and apply their new knowledge in a way that helps them be successful moving forward.

### Office Consequences

If the student continues to behave in a way that is not consistent with CMS behavioral expectations and/or doesn't improve after exposure to interventions, it may result in further administrative action including but not limited to the following: *lunch detention, after school detention, in-house suspension, suspension, or expulsion.*

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## ATTENDANCE

Education Code 48205: <http://bit.ly/2wvVOi9>

Education Code 46014: <http://bit.ly/2WyaT1d>

*"It takes 3 days to catch up from one missed day of school."*

Attend Today, Achieve Tomorrow!

# Attendance Matters!

Students with good attendance...

**Elementary**  
...increase reading, math and foundational skills.

**Middle School**  
...develop meaningful relationships and communication skills

**High School**  
...gain essential life skills needed beyond graduation

**College/Work**  
...are successful at their jobs and/or earn degrees

**Students at all levels experience less stress with good attendance!**

The graphic features a yellow background with a blue checkmark icon in a red box at the top left. Below the main title are four circular icons: an open book (green), a speech bubble with a smiley face (red), a graduation cap (purple), and a target with an arrow (orange). The bottom section is a blue banner with white text.

Research has confirmed that good attendance has a strong correlation to success in school. Therefore, it is very important that students attend school on a consistent basis.

Riverbank Unified School District closely monitors the attendance of its students to ensure they are safe, receive a quality education and form positive habits.

After the 3<sup>rd</sup> consecutive absence, a doctor's note will be required to be considered excused. Excessive absences, excused and unexcused, will result in further action.

***Parents/Guardians are required to call the office for any student absence.***

Additionally, students may not participate in class or club trips if they have more than 10 unexcused absences.

### **Attendance Intervention**

There are several intervention strategies that may be recommended by the teachers, counselors, assistant principal, or principals. The goal is to work with students and families to support students attending school regularly.

### **Tardy Policy**

California Education Code 46011: <http://bit.ly/2wvKnHu>

California Education Code 46014: <http://bit.ly/2wvKnHu>

California Code of Regulations Title 5, Section 420: <http://bit.ly/2W27pZL>

It is the goal of Cardozo Middle School to ensure every student has the opportunity to receive a proper education. Students who arrive late to school or class without a valid excuse will be considered tardy.

Students who are tardy to school must report to the office for a tardy slip.

<i>1<sup>st</sup>/2<sup>nd</sup> Tardies:</i>	Warning from classroom teacher
<i>3<sup>rd</sup> Tardy:</i>	Tardy notice from teacher
<i>4<sup>th</sup> Tardy:</i>	Lunch Intervention

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**RIVERBANK UNIFIED SCHOOL DISTRICT, CODE OF CONDUCT**  
**GRADES 6-8 DRESS CODE**

1. All clothing, including jackets, shoes, and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandanas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire and hairstyles worn or altered in such a way as to identify students with gangs is not allowed. This includes but is not limited to: sagging/baggy pants, shorts with knee high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.
4. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but is not limited to: lowcut garments, strapless or off the shoulder tops, straps less than 1 inches in width, bare midriffs, tank tops/racerback tops or muscle shirts, undershirts, tops that expose undergarments, shorts which are shorter than mid-thigh or finger-tip length, and skirts shorter than finger-tip length.
5. Attire that advocates, advertises, or symbolizes any type of alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
6. Shoes must be worn at all times. Socks or sock-like footwear, slippers, backless shoes, or shoes with over a one-inch heel are not safe or appropriate for school.
7. Clothing, jewelry, and other accessories that present a safety hazard to the wearer or others are not allowed.
8. In accordance with Educational Code 35183.5 hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
9. Sunglasses may not be worn in school buildings, unless prescribed.

The site principal or designee shall have final authority in case of a dispute of a dress code violation, but all school personnel shall be responsible for reporting violations in a consistent and impartial manner.

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## TECHNOLOGY

Students are expected to take care of the materials assigned to them. Students, parents and/or guardians will be held financially responsible for any damages beyond normal use. Devices are checked for damage before issuing them to students. Students should tell their teacher if they have been given a damaged device. **CHROMEBOOK INSURANCE is available (and highly recommend) for purchase throughout the school year to help protect you from potential out-of-pocket damage costs.** All activity on district issued devices is monitored and visible to school staff. Harmful and/or illegal interactions using technology is not allowed.

### **Cyber Bullying**

Cyber bullying or online bullying means bullying that happens over any electronic media: Social Media, such as Facebook, Instagram, Snapchat, and Twitter; SMS/ Text Message; Instant Message (via devices, email, apps, and social media messaging features); and Email.

Cyber bullying will not be tolerated. Students who participate in ANY bullying that impacts the learning environment of others shall be given immediate consequences.

*Cyber bullying is when someone **purposefully** and **repeatedly** tries to cause harm through any electronic device.* It is sometimes hard to know when it is happening, but it can look like the following:

- Making threats, "put-downs" or sending nasty, mean, and insulting messages.
- Sending a message to someone who has said they don't want to talk with the sender.
- Pretending to be someone or posting/ sending things in their name that puts down or ridicules them to get that person in trouble or danger or to damage that person's reputation or friendships
- Sending or posting gossip or rumors about a person to damage his or her reputation or friendships
- Outing someone's secrets or embarrassing information or images online.
- Sending unwanted messages that have to do with sex, including pictures, words, or videos
- Posting fights online
- Sending electronic messages with angry and vulgar language.

### **Cell Phone Policy**

Cell phones may be brought to school with parent consent **but must be stored away in backpacks during regular school hours. Cell phones MAY NOT be used at school without approval from a school official.** Parents are encouraged to call the front office for matters relating to student communication during the school day. Upon a student's 1<sup>st</sup> cell phone violation, the phone will be confiscated and submitted to the office. For the 1<sup>st</sup> violation only, students can retrieve their phone at the end of the school day. All subsequent cell phone violations will require a parent or guardian to retrieve the phone from the office.

**\*NOTE: A student MUST hand over his/her cell phone to school personnel at ANYTIME, when asked to do so.**

## STUDENT INTERACTIONS

If you are having problems with another student, we have many support systems in place to help you. We want your experience here at Cardozo to be a positive one! **If you feel you have been bullied, we encourage you to report it to a school official immediately and complete a witness statement available in the school office.**

**WHAT IS BULLYING?** From time-to-time students can be mean and have difficulty communication with each other, leaving others with hurt feelings. In some cases, these events are isolated other times it is ongoing. *Please use the following chart to determine if you have been bullied.*

 <p><b>PHYSICAL</b></p> <ul style="list-style-type: none"><li>• Hitting, kicking, slapping, pinching</li><li>• Spitting</li><li>• Tripping, pushing</li><li>• Stealing or destroying someone's possessions</li><li>• Making mean or rude hand gestures</li></ul>	 <p><b>VERBAL</b></p> <ul style="list-style-type: none"><li>• Name calling</li><li>• Insults</li><li>• Teasing</li><li>• Intimidation</li><li>• Homophobic or racist remarks</li><li>• Inappropriate sexual comments</li><li>• Taunting</li><li>• Threatening to cause harm</li></ul>	 <p><b>CYBER</b></p> <ul style="list-style-type: none"><li>• Posting/Sending hurtful texts, emails, posts, images or videos</li><li>• Making online threats</li><li>• Intimidating others online or using their log-in</li><li>• Deliberately excluding others online</li><li>• Spreading nasty gossip or rumors</li></ul>	 <p><b>SOCIAL</b></p> <ul style="list-style-type: none"><li>• Lying and spreading rumors</li><li>• Leaving someone out on purpose</li><li>• Telling others not to be friends with someone</li><li>• Embarrassing someone in public</li><li>• Damaging someone's reputation or relationships</li></ul>
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*Behaviors students often face:*

### **Sexual Harassment**

Sexual harassment is not allowed on Cardozo Middle School campus. Examples that may result in a referral to an intervention or the office may include, but are not limited to:

- Requests/demands for sexual favors
- Unwanted, unwelcome physical contact, such as touching, bumping, grabbing, or patting
- Sexually insulting remarks about race, gender, ability, or class
- Bragging/ sharing about “messing around” or “hooking up”
- Intimidating behavior, which can include demeaning nicknames, homophobic name calling, cat calls/whistling, rating, etc.
- Graffiti with names written on walls or desks
- Being followed around by another student / being stalked

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### **Drug Use**

Cardozo Middle School and the Riverbank Unified School District are strictly SMOKE and DRUG FREE ZONES. Smoking/vaping of any sort will NOT be tolerated. Tobacco, marijuana, alcohol, etc. consumption, possession and/or sale will result in an automatic referral to drug counseling and/or suspension and may lead to expulsion per [Education Code 48900](#).

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## **EXTRA CURRICULAR ELIGIBILITY STANDARDS**

In order to remain eligible to participate in events such as sports, school dances, Eagle Day, etc. students must have:

### **1. Grades:**

- a. A Grade Point Average (GPA) of 2.0 or higher.
- b. No more than 2 "F's" in any grading period (including Progress Reports).
- c. No more than 2 Unsatisfactory marks in citizenship in any quarter period.

*Eligibility will be determined at each grading period (including progress reports). Ineligibility will extend for a period of 9 weeks from the time of the qualifying grading period.*

### **2. Conduct Code:**

Acceptable conduct and citizenship.

- a) Students who receive a 5-day suspension are ineligible for 9 weeks from the date of suspension.
- b) Students who are suspended 2 or more times within a 9-week period are ineligible for that quarter and the following quarter as well.

*Ineligibility begins on the first day of the suspension.*

### **3. Attendance:**

- a) To participate in an extra-curricular activity on any given day, a student must have attended school for at least 3 periods.
- b.) Students may not participate in class or club trips, if they have been absent for 10 cumulative unexcused days.

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## **8<sup>th</sup> GRADE PROMOTION CEREMONY ELIGIBILITY**

In order to encourage high standards for academics and student behavior, Cardozo Middle School has implemented the following criteria for 8th grade students that may choose to participate in the Promotion Ceremony in May and the annual 8th grade trip. We urge parents to review the criteria with your 8th grade student/s so all stakeholders in his/her education understand what the expectations are.

8th grade students are eligible to participate in the Promotion Ceremony and the 8th grade trip if they meet both of the following academic and behavioral criteria:

- Earn a cumulative GPA of at least 1.5 during their 8th grade year
- Have not more than 2 incidents of suspensions or one 5-day suspension during the 3rd and 4th quarters of the school year

8th grade students that meet these criteria may exercise their privilege to participate in the aforementioned end of year activities, but their participation is not mandatory.

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## **SHORT-TERM INDEPENDENT STUDY PROGRAM (ISP)**

Short-term Independent Study Program (ISP) is when a student will miss anywhere from five to ten days of school. Requests for short-term independent study must be made at least five days in

advance. ISP requests will NOT be accepted within the 10 days before Winter break and after the first week in May.

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### **SCHOOL ENTRANCE / VISITORS**

We welcome and encourage parents to visit our school. Entrance doors to the school will remain locked during regular school hours. Visitors to the campus, after the start of school, must call the school office at (209) 869-2591 to arrange entry and will be required to check in with a valid form of identification using the RAPTOR System. ***See Board Policy 1250.***

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