

PARENT HANDBOOK

2023-2024



CORREIA MISSION

The mission of Correia Middle School is to educate all students to become responsible, literate, thinking, and contributing members of society in the 21st century.

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Principal

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San Diego Unified SCHOOL DISTRICT

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August 2023

Dear Parents and Guardians,

I hope your summer break has been most enjoyable for you and your family. I want to welcome you to the 2023-2024 school year at Correia Middle School, where work is under way to develop a physical and social environment worthy of our students. As we align our programs with Point Loma High School, we also share the same sense of Point Loma PRIDE. While Pointer Pride barks strong at the high school, Cougar PRIDE (Personal Responsibility in Daily Effort) roars at Correia. By continuing to work together, we can succeed in fully realizing our school mission of “educating all students to become responsible, literate, thinking, and contributing members of society in the 21st century.”

Middle school is a vital bridge between elementary school and high school—it is also a period when young people, often for the first time in their lives, begin actively seeking a sense of purpose and place. It is our job to provide them with these opportunities, while also keeping them engaged, challenged, and supported. Our children are gifts with limitless potential. Through the efforts of our entire school community, we can help them to develop their own unique skills and talents and prepare them for continued success far beyond their early adolescent years.

Similarly, as the vital bridge, we believe in the importance of vertical alignment amongst our Point Loma schools. All of our cluster schools collaborate to develop a collective sense of Pointer PRIDE. Correia, Point Loma High School, and Dana Middle School work collectively to reinforce the Pointer Way—1.) critical thinking, 2.) effective communication, 3.) responsible self-directed learning and working, 4.) and becoming involved citizens. Our shared goal is social, emotional, and academic growth for all students.

Please plan your schedules accordingly to be on time and work with your child to identify an agreed drop-off and pick-up area. Our first bell rings at 7:55 a.m. and then the late bell at 8:00 a.m.

One of the most important events of the year will be Curriculum Night. We coordinate the date of Curriculum Night with other Point Loma schools so there are no schedule conflicts. This year, our Curriculum Night will be Thursday, September 21, 2023. The festivities will begin at 5:30 p.m. and the classroom visitations will start at 6:00 p.m. It will be an opportunity for you to meet your child's teachers and receive information about what students are expected to learn in every class. We are all looking forward to seeing you.

Please remember to visit our school website to receive constant updates on school information and events. You can find it at www.sandi.net/correia.

The Correia staff looks forward to working with you to make this a great year for you and your family.

Sincerely,

Jonathan McDade

Modified Day Bell Schedule-DAY A

	<i>Period</i>	<i>Start Time</i>	<i>End Time</i>	<i>Duration</i>
	<i>ADV</i>	<i>08:00 AM</i>	<i>08:19 AM</i>	<i>19</i>
<i>1</i>		<i>08:23 AM</i>	<i>09:03 AM</i>	<i>40</i>
<i>2</i>		<i>09:07 AM</i>	<i>09:47 AM</i>	<i>40</i>
<i>3</i>		<i>09:51 AM</i>	<i>10:31 AM</i>	<i>40</i>
<i>4</i>		<i>10:35 AM</i>	<i>11:15 AM</i>	<i>40</i>
<i>L</i>		<i>11:19 AM</i>	<i>11:37 AM</i>	<i>18</i>
<i>5</i>		<i>11:41 AM</i>	<i>12:21 PM</i>	<i>40</i>
<i>6</i>		<i>12:25 PM</i>	<i>01:05 PM</i>	<i>40</i>

2023-2024-Minimum Days

Sept. 21, 2023	Thursday
Oct. 19, 2023	Thursday
Oct. 25-27, 2023	Wed. – Fri. (Conferences)
Nov. 16, 2023	Thursday
Dec. 14, 2023	Thursday
Jan. 18, 2024	Thursday
Feb. 15, 2024	Thursday
Feb. 22, 2024	Thursday
Mar. 21, 2024	Thursday
Apr. 18, 2024	Thursday
May 16, 2024	Thursday
June 06, 2024	Thursday (Last Day)

**Minimum Day dismissal at 1:05 p.m.
Students must depart by 1:15 p.m.**

Correia Rotating Block Schedule with Advisory

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
Advisory	8:00	8:16	Advisory	8:00	8:18	Advisory	8:00	8:18	Advisory	8:00	8:18	Advisory	8:00	8:16
Period 1 (55 min)	8:21	9:16	Period 1 (84 min)	8:23	9:47	Period 5 (84 min)	8:23	9:47	Period 3 (84 min)	8:23	9:47	Period 6 (55 min)	8:21	9:16
Period 2 (55 min)	9:20	10:15	Period 2 (84 min)	9:51	11:15	Period 6 (84 min)	9:51	11:15	Period 4 (84 min)	9:51	11:15	Period 5 (55 min)	9:20	10:15
Period 3 (55 min)	10:19	11:14	Lunch	11:19	11:49	Lunch	11:19	11:49	Lunch	11:19	11:49	Period 4 (55 min)	10:19	11:14
Lunch	11:18	11:48										Lunch	11:18	11:48
Period 4 (55 min)	11:52	12:47	Period 3 (84 min)	11:53	1:17	Period 1 (84 min)	11:53	1:17	Period 5 (84 min)	11:53	1:17	Period 3 (55 min)	11:52	12:47
Period 5 (55 min)	12:51	1:46	Period 4 (84 min)	1:21	2:45	Period 2 (84 min)	1:21	2:45	Period 6 (84 min)	1:21	2:45	Period 2 (55 min)	12:51	1:46
Period 6 (55 min)	1:50	2:45										Period 1 (55 min)	1:50	2:45

Office Hours

7:30 a.m. – 4:00 p.m.

School Day

8:00 a.m. – 2:45 p.m. (M, Tu, W, Th, F)

8:00 a.m. – 1:05 p.m. (Assigned Days)

BELL TIMES

5-minute Warning Bell 7:55 a.m.

Daily Start Time 8:00 a.m.

Regular Day Dismissal 2:45 p.m.

Minimum Day Dismissal 1:05 p.m.

Arrival on Campus

The Correia campus opens at 7:40 a.m. daily and students are not permitted on campus before then. Please make child-care arrangements for your child before school. We do offer free childcare through the district's Prime Time program for those who qualify. There is limited space, so please sign up early. Busses arrive at 7:50 a.m. and students will enter through the main gate.

Dismissal

After school, students must promptly exit the campus unless enrolled in an after-school program or activity. Bus riders need to line up promptly outside of main gate in front of assigned busses. Busses depart at 2:55 p.m.

2023-2024-IMPORTANT DATES

FALL SEMESTER		SPRING SEMESTER	
August 21	School Opens	Dec. 18 - Jan. 2	Winter Break
August 29	Picture Day (Sept. 27 - Makeup)	January 15	Martin Luther King's Birthday -Holiday
September 4	Labor Day	February 16	Abraham Lincoln's Birthday-Holiday
September 21	Curriculum Night	February 19	George Washington's Birthday-Holiday
October 6	Non-Instructional Day-No School	Mar 11 & 12	Spring Pictures -TENTATIVE
October 25-27	Parent Teacher Conferences	April 1-5	Spring Break
November 10	Veteran's Day Observed	May 27	Memorial Day
November 20-24	Thanksgiving Holiday	June 06	Last Day of School-Final Semester Grade

General School Information – Alphabetical by Subject

Academic Honesty Policy

“Honesty” is often defined as truthfulness and trustworthiness. One of the goals of Correia Middle School is to teach these values to students. While students have strong limitations on our campus, they also have the freedom in which to practice the higher values of integrity, honesty, and trustworthiness. As in the larger society, however, there will be times when certain students will not make proper choices and abuse this freedom. When an instance of cheating occurs, it is the responsibility of the school to react, so that when a student is dishonest, he/she learns a valuable, lifelong lesson about the importance of being honest. Acts of academic dishonesty are of major importance to Correia and include the following:

- **Cheating on Tests or Assignments:** A student is cheating when he/she is guilty of dishonesty on any exam, quiz, or assignment, or when he/she knowingly assists another in dishonesty on any exam, quiz, or assignment.
- **Forgery:** A student is guilty of forgery when he/she is guilty of imitating or counterfeiting another person’s signature, work, data, e-work, and/or homework assignments.
- **Plagiarism:** A student is guilty of plagiarism when he/she is caught copying another student’s work, data, disk, homework assignments, and/or textbook material (including any published print and electronic material) and is claiming the work as his/her own.
- **Theft or Alteration of Materials:** A student is guilty of theft or alteration of materials if he/she is caught stealing, exchanging, or altering test documents, class materials, and/or a teacher’s records. This includes a student involved in selling, distributing or accepting stolen testing materials - or a student who refuses to cooperate in an investigation of cheating. **Consequences will include one or more of the following:**
 - Students will receive a zero on the assignment, quiz, or test
 - Teacher will notify parent
 - Referral to a counselor
 - Referral to the associate principal (VP) with possible suspension

A.S.B. – Associated Student Body

The purpose of A.S.B. is to promote school spirit and develop leadership. ASB officers apply and are selected based on grades, citizenship and recommendations. These students model leadership and promote teamwork within the Correia Community. Every student is automatically a member of the Associated Student Body.

Attendance – Every Day Counts! Higher Attendance Equals Higher Achievement

Absences – When a student is absent, the student’s parent/guardian must call or send a note to the Attendance Office. The district’s School Messenger system will make automated phone calls and send automated emails when students are marked absent or tardy. Please be sure to have your correct contact information on file with the Attendance Office.

Excessive Absences – Students who have excessive absences may enter into a process called Student Attendance Review Board (S.A.R.B.), which may lead to court intervention if absences continue to be a problem.

Excused Absences – The State of California only excuses certain types of absences, which include illness, doctor or dentist appointments, injury or personal/family emergencies. For details regarding district and state attendance policies, please check the district’s website at www.sandi.net.

Doctor’s Appointments, Early Dismissal – A parent/guardian must request an early dismissal for a student by phone call or note to the Attendance Office – not the child’s teacher. Please call as soon as possible. **It may take up to 15 minutes to retrieve the student from a classroom, especially PE class.** Any student leaving campus early without a blue release slip is considered truant.

Extended Absences/Contracts – If your child is going to be absent for 5 or more days, please contact the Attendance Office at least 5 days in advance so that teachers can prepare a homework packet for your student. Students are required to have homework completed and submitted to their teachers upon return to school in order to receive credit. Late notifications will not guarantee homework and subsequently a student’s grade could be affected.

Letters for Excessive Absences – The district has a set schedule of when letters are mailed home regarding absences, they consider to be more than normal. Please view your child's attendance record through your PowerSchool Parent account or call the Attendance Office if you have a question.

Tardies and Truancies – If a student is tardy or truant, he/she will receive lunch detention. If a student is tardy due to a doctor's appointment, please bring in the doctor's note. If a student has three doctor's appointments with no verifying notes, a note will be needed to excuse the tardy. Friday school will be offered to clear tardies. Four tardies are cleared in a one-hour period.

Tardy Sweep – Unannounced sweeps will take place during the school year. During a tardy sweep, teachers are instructed to close their doors when the bell rings and send students who are tardy to the office. All students who are tardy to school on the day of a tardy sweep may be issued lunch detention or after school detention.

Perfect Attendance – Students are honored when they are in attendance every day with no tardies or early dismissals (except for religious holidays).

Balloon/Flower Bouquets/Birthday Cakes – Birthday cakes/food, flowers, balloon bouquets or other gift items are not allowed on campus. Do not bring them to school or have them delivered.

Binders – Students may not decorate binders with photos or graffiti. The binder is an educational tool and must represent the student as a scholar.

Books – Library and Textbooks – Students may visit the Library Media Center before school and during lunch each day. During class hours, they must have a pass from a teacher to be admitted. The library staff is here to serve students. Students should ask for help if they can't find something or need help selecting books of interest.

Students should observe the following rules when using the Library Media Center:

1. Students must have a pass to go to the library during class time.
2. Books are checked out at the circulation desk only with an I.D. card.
3. Observe the due dates stamped in the books selected. Books are checked out for two weeks.
4. If a book is lost, the student must pay for the cost of the book.
5. Drinks, gum and food are not allowed.
6. Be considerate of others who are reading and use an "indoor voice".

Textbooks will be issued through the Library Media Center. Although all textbooks are furnished free of charge, **students are required to pay for any losses or damages beyond "normal wear."** All library debt must be cleared to register for next year's classes, including at PLHS.

Bullying, Harassment, and Intimidation Policy

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education and Correia Middle School will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic. The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure at www.sandi.net/anti-bullying-and-harrassment-prohibition-policy. Students/parents/district visitors who observe, overhear, or otherwise witness such actions are strongly encouraged to report the behaviors to a staff member. At Correia, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

Bus Eligibility – Only students who have originally enrolled at Correia through the Voluntary Enrollment Exchange Program (VEEP) are eligible for transportation services. Neighborhood students are required to provide their own transportation.

Bus Problems

Late Bus - Contact the district's Transportation Department at 858-496-8460.

Lost Items on Bus - Contact the district's Transportation Department at 858-496-8460.

Missed Bus - If your child is going to be absent or late, contact Correia's Attendance Office at 619-560-4809.

Discipline Issues on Bus - Contact your child's associate principal at 619-560-4809.

Bus Rules

1. Be at the bus stop on time and board immediately.
2. Show respect at all times in your voice, tone, and body language.
3. Follow all school/bus rules and bus driver directions.
4. Do not get off the bus once you have boarded the bus.
5. Food and drink may not be consumed on the bus.
6. Cell phones are not to be used on the bus unless there is an emergency. Students may only use cell phones at the direction of an adult.
7. Skateboards are not permitted on the bus.
8. Have your bus pass ready every day. It is your school ID card with a bus sticker. Students who do not have a bus pass may not be allowed on the bus and a parent will have to pick up the student from school. Temporary bus passes are only issued before and after school or during lunch.
9. If you lose your ID card, you must purchase a replacement card for \$5.00. Correia will provide the first ID card for free.



If these policies and/or procedures are violated, a staff member and bus driver will apply the following supports in a consistent manner. Repeated loss of bus pass may result in campus beautification and/or detention. For a complete set of rules and policies, see the "Information about Your School Bus Service" booklet published by San Diego Unified School District and distributed at the beginning of the year with your bus stop information.

1st Offense: Warning, parent contacted

2nd Offense: Seat change, parent contacted, and student is issued consequences

3rd Offense: Bus referral to associate principal (VP)

If a student does not follow the assigned consequences, the student will advance to the next step in the list of consequences.

Consequences for not following bus rules may include the following:

After-school detention, in-school suspension, lunch detention, lunch clean-up, suspension from riding bus, parent conference

Bus – Staying After School – Students who ride the bus may only stay after school to ride the late bus if they have school business such as EDRP/EDMP (after school reading or math class), P.E. make-ups, a club meeting, intramural sports, or tutoring. The student must have parent permission and teacher permission before staying after school. Students must remain with the teacher until the after school bus pickup time. For student safety, students are not allowed to leave campus and then return to take the late bus. Not all transportation routes have a nearby bus stop. Students should check the late bus stop list before staying after school. If a student stays late without permission, a parent may be required to pick up the student from school.

Bus Stop Changes – Changes in bus stops can only be made through a written request of the parent to Correia's Bus Liaison. This process takes two weeks to implement. Students are only allowed to get on and off at their assigned bus stops.

Cell Phones, headphones/earbuds & Other Electronic Signaling Devices – Correia administration and staff strongly encourage students **NOT** to bring any valuables to school, including cell phones, due to theft risk. **The school is not responsible** for lost or stolen items. These devices must be kept out of sight and turned off during the school day. They may be used during passing period before and after school off campus. Cell phones may be confiscated if used in class and could only be returned to a parent or guardian. **Administration will not investigate lost/stolen valuables such as headphones/earbuds, cell phones, toys, etc.**



Classroom Rules

1. BE HERE!
2. Be seated when the bell rings.
3. Be prepared – books, notebooks, paper, pen, sharpened pencil, phone off and stored, etc.
4. Listen and follow directions.
5. Be courteous. Raise hand before speaking.
6. Respect the rights, opinions, and property of others.
7. Work without talking or disturbing anyone.
8. Use class time appropriately. Avoid note writing, hair combing, applying makeup, etc.
9. Do not chew gum.
10. Place wastepaper in trash cans and recycled items in correct bins.
11. Remain in your seat until dismissed by your teacher.
12. Walk to your next class – no running on campus.
13. Cell phones must be turned off and out of sight.
14. Turn off and store iPods and other electronic devices in your backpack, out of sight.

Common Area Expectations

Goal: the atmosphere and environment in common areas must reflect a respectful and scholarly society.

LUNCH

1. Enter lunch area calmly, without running to claim a table. You are expected to form a single-file line, wait for your turn, say "thank you" upon receiving your food, and walk calmly to a lunch table.
2. Listen to, follow, and respect all adult instruction.
3. Once at table place backpack and personal items under table or out of the way to ensure no one trips.
4. Respect others by not "mooching" food items; you are expected to eat your own lunch.
5. All electronic devices are to remain in backpacks and out of sight during the lunch period.
6. When sitting at lunch tables, you are expected to speak in a conversational, restaurant level voice. No yelling or screaming.
7. When you have finished eating, calmly throw away all garbage. No trash is to be left on or around the table. You are expected to leave the lunch area as clean as it was when you arrived.
8. All students are eligible to participate in lunchtime intramurals. However, students must clean up their trash before proceeding to the lower field.
9. You are not allowed to stand on benches or tables. You are not allowed to run around the lunch area.
10. You must have a pass from your teachers to leave the lunch area and visit their classrooms. NO PASS – NO CLASS.
11. All food items must remain in the lunch area. Any leftover food or beverages must be put away in backpacks before leaving the lunch area.

Computer/Internet use – Students must have the SDUSD Student Network Responsibility Contract on file before using any computer at school. This contract outlines responsibilities, acceptable use, privileges, network etiquette, security and vandalism policies under the Network Use Guidelines. Students must follow the Network Use Guidelines. Violations may result in cancellation of computer privileges.

Contact Information – Any changes to contact information must be made through the Attendance Office. Please update phone numbers, addresses, and the names of emergency contacts as soon as anything changes. This is extremely important.

Counseling and Guidance – Every student will have access to a counselor who will be able to help with school or personal problems. The counselor will make any necessary schedule changes, help plan your child's school program, provide academic and personal guidance and provide many other areas of assistance. Students may request an appointment with the counselor via the E-Hall Pass. These forms are available in every classroom and in the Counseling Office. Parents may request an appointment with the counselors by calling the counseling office: Ms. Moreno (A-K); Ms. Acosta (L-Z).

Crosswalks and Traffic – All students must use the crosswalks especially when crossing in the front of the school on Valeta Street. For the safety of our children, parents are also asked to use the crosswalks, obey all traffic signs and not make U-turns in front of the school. Help us to be a good neighbor and do not park in front of someone's driveway. This is illegal and neighbors have been advised to call the police when this occurs.

Cyberbullying/Cyberthreats – Safe learning environments are necessary for students to learn and achieve high academic standards. Therefore, bullying, cyberbullying, and cyberthreats will not be tolerated. Cyberbullying or cyberthreats include, but are not limited to the following misuses of technology under a person's true or false identity: harassing, teasing, intimidating, defaming, threatening, terrorizing, or otherwise intending to harm, insult, or humiliate another staff or student member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, sound, digital pictures or images, social websites, blogs, chat rooms, or website postings. (E.C. 32261)

Defiance – Any student who defies any adult or refuses to follow his/her directions or refuses to give his/her name will be referred to the appropriate authority for disciplinary action.

DO NOT BRING VALUABLES TO SCHOOL

Students are advised never to leave purses, backpacks, personal property or objects of value unattended, even for a few seconds. Correia administration and staff strongly encourage students not to bring anything of value to school. Administration will not investigate lost/stolen valuables such as iPods, cell phones, toys, etc. **The school is not responsible for lost or stolen items. If you must bring money on campus, please keep it in your pants' pockets.**

Do not leave money in your backpack.

Discipline Code

Students who do not follow school rules and procedures are subject to disciplinary action by a school official. This action may take the form of lunch detention, after-school detention, a parent conference, an intervention plan, lunch clean-up, campus beautification, in-school suspension which includes after-school detention and community service, suspension from regular school attendance or expulsion. **Policies will be updated as needed. Check the website for current information. (www.sandi.net/correia)**

Disruption – Any student who deliberately disturbs or hampers classroom instruction or school activities will be immediately referred for disciplinary action. (E.C. 10609, District Procedure 2619) This includes the possession and/or use of stink bombs, which is a suspendable offense.

Dress Code

The dress code is in effect **24 hours a day**, whenever students are on campus, including after-school and evening events. All clothing and footwear are to be safe and appropriate for a school setting.

Pants, Shorts, and Skirts

- Pants, shorts, and skirts must be worn at the waist without sagging.
- All skirts and shorts must be appropriate for school and have approximately a 5" inseam.
- For pants and shorts with holes, holes need to be approximately 5" down inseam.
- Leggings, jeggings, yoga pants, etc. must be covered with a shirt approximately 5" down inseam.

Shirts and Tops

- Students must wear at least one shirt (not including jackets or sweaters) with shoulder straps 2" or wider.
- Shirts should be long enough to be tucked in without exposing the stomach.
- Students may not wear tube or halter tops, off-the-shoulder, backless, see-through, midriff, crop or cut-out shirts, including "muscle" undershirts, unless they are accompanied by an appropriate over or under shirt which covers all skin.
- Shirts, jackets, sweatshirts, or sweaters containing words or pictures that negatively represent any gender, race, color, ethnicity, religion, natural origin, disability, or sexual orientation are prohibited.
- Shirts, jackets, sweatshirts, or sweaters that denote gang affiliation, crime, profanity, weapons, alcoholic, or illegal substances are not allowed.
- Shirts, jackets, sweatshirts, or sweaters may not be worn to cover up inappropriate clothing.

Shoes

- Shoes must be safe for school. (No flip-flops, sandals, high heels, platforms, slippers, open toes, etc.)
- All shoes must have a closed toe.

Hats, Beanies, Accessories, Etc.

- Correia logo caps and beanies are permitted outside of buildings. Other caps, hats, beanies, headwear, bandanas, hoods, and sunglasses are prohibited.
- Spikes, chains, and safety pins are not allowed. This includes spiked earrings.
- The maximum width or length for earrings is 2 inches. This includes hoops!
- Facial piercings may be 3mm or smaller studs only. No hoops.

Additional Notes

- See-through, off the shoulder, or provocative clothing exposing cleavage, bras, midriff or undergarments is prohibited.
- Clothing cannot be ripped, shredded, or cut.
- For hygiene purposes, the physical education uniform may only be worn during physical education class.

Consequences

1st Offense: Students will be sent to the office to change into loaner clothes. If loaner clothes are not available, student will call home for parent/guardian to deliver appropriate clothes to school. Inappropriate garments will be confiscated and returned to the parent/guardian.

2nd Offense: Same as first offense with lunch detention.

Additional offenses: Lunch detention will increase by one with each subsequent offense.

Drugs/Alcohol – Possession or use of narcotics, dangerous drugs, or alcohol is a violation of the law. Students involved with or possessing narcotics or alcohol will be suspended and referred to School Police Services and/or the San Diego Police Department. (E.C. 48904) On occasion, Correia utilizes the services of SDUSD School Police narcotics dog, Blitz. Blitz is only used to detect drugs in environments not on individuals.

Emergency

All district schools have developed a comprehensive school safety plan that meets state requirements. The safety plan includes procedures that help us keep a safe and orderly environment for all students. Emergency procedures are discussed with students and teachers every year.



Correia regularly practices emergency drills in case of fire, natural disaster or other emergencies requiring a lockdown. Our goals in any emergency are:

- To keep students and staff in a safe environment
- Stay calm
- Facilitate an orderly evacuation to the back area of the campus
- Account for every student and adult on campus

Fire – A continuous short bell will ring. All buildings are evacuated. Students walk with the teacher to the back area of the school.

Earthquake – A long bell of about 15 seconds will ring. A few minutes later, the fire bell will ring. If you are inside, move away from the windows, drop to the floor and cover your head with your hands. If you are outside, move away from all buildings and overhead wires, drop to the ground and cover your head with your hands. When the area has been determined safe, an all-clear bell will sound, and students will be escorted to a safe area.

Lockdown – In the case of an intruder on our campus, a long continuous bell will ring. Students need to go into the closest open room. Teachers will lock the door, turn off the lights and shut the blinds. Students will be directed to go to the designated safe area for that room and/or lay on the ground. When the area is determined to be safe, police will evacuate the school; room by room. Students and staff will reunify at the back grass field area. In the event of a real lockdown, police will assume authority for the situation, and we will follow their instructions.

Parent Action in Case of Emergency – Remain calm. In the specific cases of emergency, where students will be dismissed early, signs will be posted with instructions. We will have to follow school, district and police instructions to reunify parents with students. This may take some time, so please be patient.

Additional emergency tips for parents:

1. Be sure your child has important contact information memorized - home, cell and work phone numbers for both parents. This is great information to write in your child's planner.
2. Remind your child of the name and phone number for an adult to use as an alternate emergency number.
3. Have an alternate plan for rides, or have your child plan to walk to or from school. Make sure your child knows his/her own address and route to the house in case he/she needs to walk home or direct someone driving to the house.
4. Post the "School Dates to Remember" flyer on the refrigerator so you know when holidays and minimum days are occurring.
5. Notify the school of any changes in home address and home or work phone numbers.
6. Be sure we have on file all numbers and names of adults to whom we can release your child to in the event of an emergency.
7. Notify the school of any restraining orders and any court or custody issues that may involve the school or your child.
8. Report any concerns or suspicions that you may have to a teacher, counselor or administrator. If you prefer to remain anonymous, please call the Campus Crime Stopper Hotline at 619-235-TIPS (619-235-8477).

Policies will be updated as needed. Check the website for current information. (www.sandi.net/correia)

Electronic Devices, Etc. – Correia administration and staff strongly encourage students **NOT** to bring any valuables to school including electronic devices due to theft risk. The school is not responsible for lost or stolen items. MP3 players, iPods, portable

radios, CD players, including earphones, if brought to school must be kept out of sight and turned off during the school day. These devices may be confiscated if used during the times not permitted and will only be returned to a parent or guardian. Administration will not investigate lost/stolen valuables such as iPods, cell phones, toys, etc.

End-of-Year Activities & Promotional Activities

The Correia Community wants to celebrate the success of students who have worked hard and fulfilled certain expectations for the Eighth Grade Promotion Ceremony and 7th/8th grade End-of-Year Activities. Correia sets a high standard. Students who put forth the effort to meet the requirements listed below may participate in activities and celebrations to mark the end of their middle school experience. These include social events and the promotion ceremony itself that is held at the end of the school year in the Correia auditorium. This is a very special day for eighth graders, and the privilege of participating is earned by fulfilling the following requirements:

1. No more than one "F" in a core subject and a minimum 2.0 Academic Grade Point Average (GPA) on the 4th progress report.
2. Good behavior with no "Us" on citizenship grades and a minimum 2.0 Citizenship (GPA) on the 4th progress report.
3. No suspensions the last six weeks of school and no "serious" referrals for discipline (determined by administration).
4. No outstanding library or student fines.

Extortion or Threats – Any students involved in obtaining money or other possessions of value through the use of intimidation or violence will be suspended. An investigation by the School Police Services may be required. (Extortion: P.C. 518, Threats: P.C. 519)

Fighting – Fighting, including play fighting, is strictly forbidden. Students who fight will be referred to the counselor or vice principal for disciplinary action and suspension. After three fights inflicting injury within one year, the student will be required to attend a Zero Tolerance Program. For details, see the district's Zero Tolerance Policy.

Food and Drink in Classrooms – Food and drink are not allowed during normal classroom hours. There may be some exceptions under teacher supervision.

Gambling – Gambling in any form is prohibited by state law. Gambling is defined as wagering or betting money on the outcome of any activity. Students who are involved in this activity may be suspended. Students should not have dice or cards or anything that can be considered a gambling device in their possession at school. These will be taken from students. (Administration Code 301, E.C. 10601-10609)

Gum – Gum is not allowed on campus even after school (not in pockets, backpacks, purses, etc.) This means no gum at lunch. Violators may be referred for disciplinary action including campus beautification.

Health and Nutrition – Good nutrition makes for healthy bodies and healthy minds. We ask that your child has a good breakfast before coming to school so he/she is ready to learn. Food and beverages that are sent to school should be nutritious and low in sugar content. Energy drinks such as Red Bull, Monster and sodas are not appropriate and discouraged from being sent to school. The free/reduced breakfast/lunch program is available to those who qualify. Applications are available in the front office and can be completed at any time during the school year. Students are advised to bring a healthy snack for Thursday minimum days.

Health Services – The Health Office is available to students during school hours each day.

- All on-campus injuries must be reported to the Health Office.
- Please encourage your child to see the nurse ASAP if ill. Nurse will contact parent!
- All students must have a current emergency card on file in the Health Office.
- To attend school, students must meet immunization requirements.
- Medication:

Certain over-the-counter medications are available to students who have a "Health Information Exchange Consent" form filled out and on file at school.

The nurse will assess the situation, the student's health history and dispense medication according to protocol.

All other medications are not allowed to be carried by the student.

If other prescribed medications are routinely required at school, a physician's order is required.

- All doctor excuses for Physical Education and "five minute" passes are generated through the Health Office.
- **Asthma and the Use of Inhalers at School** - Students who use inhalers as prescribed by their physicians should have a duplicate inhaler brought to school to be kept in the Health Office.

Students who feel ill must go to the Health Office on a pass. Students are not allowed to call on a cell phone or from a classroom to be picked up from school. The nurse will determine the course of action and if the student should go home due to illness.



- It is acceptable for students to carry and self-administer their inhalers; however, **ONLY** with the written permission of both the physician and parent. The permission form for inhalers at school, Authorization for Asthma Medications to Be Taken during School Hours, may be obtained in the Health Office.

Homework – Students are expected to write down their homework assignments in their planner, complete their homework, and return it to the teacher on time. Each student attending Correia Middle School should read for a minimum of 30 minutes each night. Please refer to the school's website if your child has questions about nightly homework or if he/she is absent for one or two days. Individual homework requests are not available until the third day of absence.

The average time students are expected to spend on homework is listed below:

Grade 7 - 1 ½ hours per night

Grade 8 - 2 hours per night



ID Cards – ID cards are required for many school activities. The first one is free. Replacement cards cost \$5.00 and may be purchased through ASB.

Instigating – Students who instigate problems, unsafe situations or misbehavior will be considered a participant and will receive appropriate consequences for their actions.

Laser Pointers – No student shall possess a laser pointer on campus. (P.C. 417.27) Pointing a laser pointer in a threatening manner may be a misdemeanor. (P.C. 417.25)

Leaving Campus Without Permission – Students may not leave campus without permission. Leaving campus without a Blue Slip is considered a truancy. (District Procedure 2380)

Lost and Found – If you should find anything of value, please turn it in to the Front Office. Any found items left at the end of the school year will be donated to charity. If you have lost:

- Valuables such as a wallets, watches, purses, jewelry, etc., check with the Front Office
- PE clothes, check with the PE teacher, then the Lost and Found in the Library/Office
- Clothing or a notebook, check the Lost and Found in the Library
- Textbook or a library book, check at the library

Messages for Students – Due to limited staffing, we will only take a message for a student in case of emergency.

NO Food Deliveries - Correia Middle does not permit food deliveries from online food ordering companies for students, i.e. Uber Eats, DoorDash. The school cafeteria provides free or reduced student lunches or students can bring a lunch from home.

Misbehavior Going To And From School – Students are subject to disciplinary action for any form of misbehavior in the process of going to and from school. (District Procedure 2619)

Moving – Please notify the Attendance Office whenever a student moves to a new address. If the student will be moving to a different school, the Attendance Office must be notified a few days in advance so transfer documents can be prepared in a timely manner.

Parent Involvement – Parents are a critical part of a student's support system. Correia encourages involvement at all levels including our volunteer program and the Correia Association. Please sign up for an account in PowerSchool. Parents also need to look at and sign their child's planner each week to make sure the child is establishing good organizational habits by keeping track of assignments, tests and quizzes.

Passes – When leaving a classroom, students must have their teacher sign an E-Hall Pass.

Passing Periods

- All electronic devices and toys are to remain in backpacks and out of sight during the passing period.
- During the passing period, students are expected to speak at a mature, conversational level. No yelling, screaming, or profanity.
- Listen to, follow, and respect all adult instruction.
- Any food items must be put away before entering the classroom.
- Walk with dignity and self-respect.

Physical Education Uniforms – The required P.E. uniform consists of navy blue shorts and a plain white T-shirt.

A Physical Education uniform and lock may be purchased in the financial office at the beginning of school. Students are encouraged



Performance Wear	
Shirt	\$9.00
Shorts	\$9.00
<u>Limited Sizes in</u>	
<u>Standard Wear</u>	
Sweatshirt	\$18.00
Sweatpants	\$18.00
Locks	\$7.00

to purchase a Correia sweat set or plain gray sweatshirt and pants to wear during cold weather. Sweats cannot have hoods, pockets, logos, buttons or zippers. For safety reasons students must wear athletic shoes that tie.

When physical education attire becomes torn, ripped or defaced such as writing other than name, the garment must be replaced. Clothes such as sweaters, jackets, shorts or shirts may not be worn over or under the physical education uniform. It is recommended that each student provide a combination lock. Master locks are recommended. Replacements may be purchased in the main office in the event any of the items are lost. In cases where a student has forgotten PE clothes, a set of loaner clothes will be checked out to the student in the locker room.

Permanent Markers/Aerosol Cans – Permanent markers and aerosol cans are not permitted on campus.

PowerSchool – Parents/guardians are highly encouraged to sign up for an account in PowerSchool via Correia's website (www.sandi.net/correia) which will enable you to monitor your child's homework assignments, grades, test scores and attendance via the Internet. Parents may share the PIN and password information with other family members or other adults involved in your child's life to help monitor and support your child to succeed in school.

Profanity/Pornography – The use of offensive words or profanity is unacceptable. Obscene actions, possession of pornographic materials or habitual profanity can lead to suspension.

Recognition – Students are publically recognized on a weekly basis for exemplifying the Correia values of PRIDE (Personal Responsibility In Daily Effort).

Schedule Changes – Student and/or parent-initiated requests will be decided by the counselor with the following in mind:

- Was a parent conference held to solve the problem?
- Can the change be readily made without disruptions to the present schedule?
- Is there a teacher recommendation for the change?
- Does this change more clearly meet the career and/or educational goals of this student?
- Has there been sufficient time to allow interventions to succeed?

Program changes cannot be made for reasons such as; "I changed my mind," "I don't like this teacher or period," "My friend is taking this class," "It's too cold in the morning to take PE," or "It's too hot in the afternoon to take PE," "The teacher is too hard," etc...

School Messenger – This program is a way for the district, the school and teachers to make automated calls and send automated e-mails to contact parents. Please be sure your contact information is current.

School Supplies and Student Planner – Good organization and study habits established now will help you achieve your goals for the future. Each student is expected to record homework assignments daily. It is recommended that students bring to class every day the following materials:

- | | | |
|---|-------------------------------|---|
| 1 ½" - 2" metal three ring binder | 1 or 2 erasable ink pens | 8 organized tab dividers with slide-in labels |
| 1 highlighter pen | 1 pocket divider (2 pockets) | 1 small box of colored pencils |
| 4 or 5 #2 sharpened pencils with erasers | 1 large plastic pouch | |
| paper (8 ½" by 11" wide or college ruled) | 1 pkg. graph paper | |
| 1 - 12-inch ruler with metric & inch measurements | 3 hardcover composition books | |
- PE uniform, shoes, and combination lock – see PE Uniform section for detailed description.



Student Fees

The Constitution of the State of California requires that we provide public education free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. If you are unable to raise funds for a fundraising event, you will not be prevented from participating in an educational activity.

Student Fundraising – The only fundraising allowed on campus is for school sponsored activities. No other candy or food can be sold on campus. Students are responsible for their own fundraising items.

Student Transportation – All bikes must be locked in the bike racks. Students are responsible for securing their bikes with a personal lock. All bike riders must obey all traffic laws and school bicycle regulations, or face bicycle suspension. According to state law, helmets must be worn. Bicycles, skateboards, rollerblades, and scooters are not to be ridden on campus. Students must always use the crosswalk. Bikes should always be walked in front of the school. **SKATEBOARDS, ROLLERBLADES AND SCOOTERS (RAZORS) must be checked in by 7:55 in the morning and picked up after school. Remember, bike, skateboard and scooter safety begin with a HELMET!**

Theft – Any student involved in the theft or attempted theft of school or personal property will be suspended. This includes receiving stolen property. School Police Services contact may be required. Correia administration and staff strongly encourage students **NOT** to bring any valuables to school due to theft risk. Students are encouraged not to bring large amounts of money to school or to leave backpacks/purses unattended. Thefts must be reported immediately to the vice principal.

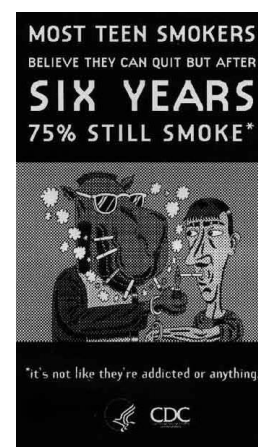
Touching and Harassment – Public display of affection (kissing, romantically embracing, etc.) is never allowed on school grounds. Inappropriate touching of another's body is forbidden and will be dealt with as a serious matter requiring an investigation for disciplinary intervention. The rule is "Keep your hands off others at all times." Harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, physical conduct of a sexual nature. Bullying will not be tolerated. See district policy of Student Nondiscrimination and Sexual Harassment for more details.

Tobacco & Vaping Products – Students involved in the use of tobacco vaping on any part of the school grounds will be suspended. Possession of tobacco and vaping products on campus is also grounds for suspension. Students are not to have any form of tobacco or vaping products (smokeless tobacco, chew packets, and betel) in their possession at school or during school activities. This policy also extends to the possession and/or use of matches and lighters. (Education Code 48900-20) Refer to district policy. Vaping may also involve other drugs and controlled substances. Please refer to Drugs/Alcohol section.

Toys – Toys (such as yo-yos, darts, stuffed animals, handheld electronic games [e.g., PSP, Gameboy], baseball cards, game cards, finger boards, water guns, squirt bottles, squirt guns, pacifiers, marbles, etc.) are not to be brought to school. They will be confiscated and only returned to a parent/guardian. Administration will not investigate lost/stolen valuables such as iPods, cell phones, toys, etc.

Trespassing – Students are not to be on campus after school hours or on weekends unless they are participating in a school-related activity with staff participation.

Vandalism – Anyone who maliciously damages or defaces school property or that of another person is required by law to pay for damages. This includes defacing school property with a permanent marker or felt pen. Immediate suspension and possible police contact may be required. (P.C. 594) Permanent pens are not allowed on campus.



**The Crime Stoppers Hotline
for emergency use:
(619) 235-TIPS**

Call to report a crime and remain completely anonymous.
Please encourage your child not to make a crank call.

Website – The most current information about school news, policies, and homework assignments is posted on Correia's website, www.sandi.net/correia. Parents and students should regularly check the site. San Diego Unified is currently transitioning to a new web platform and the district and school web address are subject to change. SDUSD's new webpage will be www.sandiegounified.org. Correia's new webpage will be located at www.sandiegounified.org/schools/correia. The old addresses will automatically link to the new addresses.



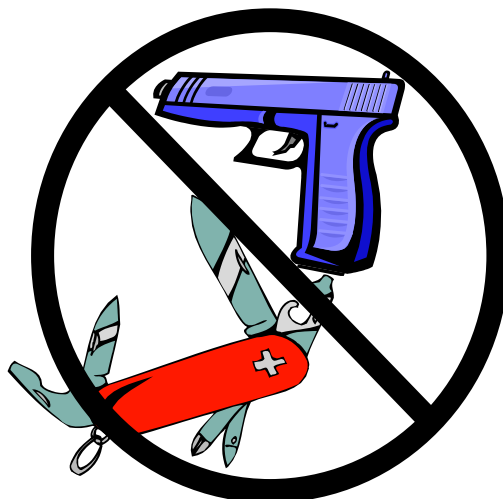
ZERO TOLERANCE POLICY

The district's **Zero Tolerance Policy** is designed to make schools a safe environment and to provide an appropriate learning environment for students. The policy requires suspension or expulsion for students who violate rules related to weapons, controlled substances or violence. To view the district's policy, please go to <https://www.sandiegounified.org/student-discipline-policies>.

- **Use, possession or sale of any weapon**
This includes guns, knives, explosives or other dangerous objects. Any object used in a dangerous manner is considered a weapon. (Penal Code <P.C>626.10) (Education Code <E.C.>48910)
- **Brandishing a knife at another person**
This refers to waving a knife at someone in a threatening manner. Knife refers to any type of folding knife, razor (with unguarded blades), or any dirk, dagger, or weapon with a fixed, sharpened blade fitted primarily for stabbing.
- **Dangerous Behavior**
Repeated incidents of fighting, violence or otherwise causing serious injury to another. (P.C.240.242, E.C. 44014)
- **Sexual Misconduct**
Attempting to commit or committing a sexual assault or committing a sexual battery.
- **Use, distribution, or possession of controlled substances**
Selling or providing someone a controlled substance, excluding tobacco, or possessing an amount for more than personal use. This includes prescription medications. A student found in possession of tobacco will be recommended for expulsion on the fourth offense.

For more detailed information, consult Procedure 6295, Expulsion or California Education Code 48900.

All students receive a Notice of Zero Tolerance Policy, available in English and Spanish, at the beginning of every school year, and are asked to read and sign it along with a parent or guardian and return it to school.



NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

NOTICE OF STUDENT NON-DISCRIMINATION:

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal. Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site.

STUDENT SEXUAL HARASSMENT POLICY:

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

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

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

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

TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT:

The district believes discrimination, harassment, and bullying issues may be resolved at the school site. As such, students, parents/guardians may report:

Any act of discrimination, harassment, or bullying by a student, staff member or third party to the site principal. The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint. A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

When sexual harassment is reported, interim steps will be taken to stop harassment and protect the victim from further harassment pending outcome of the complaint.

At any time during the complaint process students or parent/guardian may contact the Title IX Coordinator to file a complaint directly with the district. A student or parent is not required to attempt resolution through the school site before contacting the District Title IX Coordinator. Please visit <https://www.sandiegounified.org/title-ix-educational-equity> for more information.

2023-2024 Student/Parent/Guardian Signature Page

Parents/Guardians and Students,

Please review this handbook together and sign this page.

We have read and accept the policies outlined in the Correia Middle School Student Handbook.

Student Name

Parent/Guardian Signature

Date

Date

Contact Information:

Contact Name

Contact Phone

Contact E-mail

Please update emergency contact information with the school as soon as there is any change in phone or address.