

# **SAN LORENZO VALLEY MIDDLE SCHOOL**

**www.ms.slvusd.org  
(831) 335-4452**

**Principal: Shannon Calden  
Dean of Students: Renee Rice  
Academic Counselor: Mary Zilge  
Social/Emotional Counselor: Deborah Mitchell**



## **Student Handbook 2018-2019**

**This Student Handbook belongs to:**

**Name:** \_\_\_\_\_

**MIDDLE SCHOOL OFFICE HOURS**

**7:15 a.m. – 3:30 p.m. Mon -Thurs**

**7:15 a.m. – 3:15 p.m. Friday**

**San Lorenzo Valley Middle School**  
**Working Together to Ensure All Students Learn**



**Welcome to SLV Middle School, a *National Model Middle School to Watch***

Please review the following information to help ensure a positive and productive  
 2018-19 school year at SLVMS

<i>Early Release A Day-- Most Mondays</i>		
	Start	End
1	8:05 AM	8:50 AM
2	8:55 AM	9:40 AM
Brunch	9:40 AM	9:50 AM
3	9:55 AM	10:40 AM
4	10:45 AM	11:30 AM
Lunch	11:30 AM	12:00 PM
5	12:05 PM	12:50 PM
6	12:55 PM	1:40 PM

<i>A Days: 8/21, 8/22, 12/17, 6/3</i>		
	Start	End
1	8:05 AM	8:58 AM
2	9:03 AM	9:56 AM
Brunch	9:56 AM	10:06 AM
3	10:10 AM	11:03 AM
4	11:07 AM	12:00 PM
Lunch	12:00 PM	12:30 PM
5	12:34 PM	1:27 PM
6	1:32 PM	2:25 PM

<i>SLVMS Minimum Days</i>		<i>10/26, 1/18, 3/29</i>
	Start	End
1	8:05 AM	8:45 AM
2	8:50 AM	9:30 AM
3	9:35 AM	10:15 AM
Brunch	10:15 AM	10:25 AM
4	10:30 AM	11:10 AM
5	11:15 AM	11:55 AM
6	12:00 PM	12:40 PM

<i>SLVMS O/E DAY</i>		
	Start	End
1/2	8:05 AM	9:55 AM
Brunch	9:55 AM	10:05 AM
Passing	10:05 AM	10:10 AM
3/4	10:10 AM	12:00 PM
Lunch	12:00 PM	12:30 PM
Passing	12:30 PM	12:35 PM
5/6	12:35 PM	2:25 PM

<i>SLVMS Minimum Days - LAST 2 SCHOOL DAYS</i>		
<i>6/5, 6/6</i>	Start	End
1	8:05 AM	10:00 AM
Brunch	10:00 AM	10:10 AM
Passing	10:10 AM	10:15 AM
2	10:15 AM	12:15 PM

## Absence Policy

- ☘ Parent or guardian must call the attendance number at 335-3812 immediately to report any student absence
- ☘ An automated message will call home each night to report absences. If parents answer the call and leave a message about the absence on the machine, no further contact is required
- ☘ Parent or guardian must leave a date, reason, and phone number when reporting an absence
- ☘ If an absence is not reported within three days, the absence will be recorded as unexcused
- ☘ California Education Code recognizes only the following reasons as excused absences: personal illness; religious holidays; medical or dental services; serious family emergencies; and/or school suspension
- ☘ All other absences will be recorded as unexcused
- ☘ Family vacations and trips out of town ARE NOT excused absences. Teachers are not required to give work nor meet to re-teach material to students who have missed school due to an unexcused absence.
- ☘ If a student is absent from the school day, that student may not participate in any extracurricular school activity that day, including sporting events and dances. This applies to both excused and unexcused absences.
- ☘ After-School detention will be assigned to unexcused absences to make up the time that students missed.
- ☘ Habitually absent and/or tardy students and their parents may be referred to the County School Attendance Review Board

## Tardy Policy

- ☘ Tardies are disruptive to the learning environment and inhibit a student's ability to benefit from instruction
- ☘ Parents or guardians must sign the tardy student in through the office
- ☘ Students with three or more unexcused tardies will receive a school consequence
- ☘ Excused reasons for being late are an appointment, family emergency, or sickness
- ☘ Traffic and weather are not reasons for excused tardies

## Taking your Student out of School during the School Day

- ☘ SLVMS is a closed campus
- ☘ Students must stay on the middle school grounds from the time they arrive until dismissal
- ☘ Students may not leave campus for any reason without prior parent contact with the office.
- ☘ Only persons listed in the student's emergency contacts may take a student off campus
- ☘ When a student leaves and/or returns to school, a parent must sign the student in or out through the office
- ☘ Leaving campus without permission is considered a cut and will involve a consequence

## Contacting your Student during the School Day

- ☘ If you have an emergency and need to get a message to your child, call the school office at 335-4452
- ☘ If possible please make sure your child is aware of any after-school arrangements prior to the start of the school day. We prefer to avoid disrupting classroom instruction and/or removing your child from class
- ☘ Please DO NOT call or text your student on his or her cell phone during school hours
- ☘ Calling or texting your student's cell phone during school hours could result in your student's phone being confiscated and actually taking longer for your message to get through than if you had called the office

## Campus Visitors

- ☘ Parents and other community members are welcome to visit the school
- ☘ All visitors, including parents and community members, are to report to the school office, sign-in to the office log sheet, and be issued an identification badge
- ☘ Minors are not permitted to visit during the school day without written permission by the school
- ☘ Unauthorized visitors will be asked to leave the school grounds

## Academic Advancement Standard

- ❁ Eighth-Grade Students who receive five or more total Fs in academic classes for the year will not participate in Advancement Ceremony, the Eighth-Grade Party, and the Eighth-Grade Dance
- ❁ Eighth-Grade Students who do not meet SLVMS Promotion Policies may be placed in summer school classes and/or intervention classes the next year as freshmen at SLVHS
- ❁ Sixth and Seventh-Grade Students who do not meet SLVMS Promotion Policies may be placed in summer school, and will be given an intervention class in place of their elective the next year at SLVMS, as well as be required to attend after-school intervention classes.
- ❁ SLVMS Administration and Counseling will continue to meet on a regular basis with eighth-grade students who are or may be at-risk of not meeting the Promotion Policy
- ❁ Even if an Eighth-Grade student has failed to meet promotion policy, SLVMS will continue to work with the student and family to help support them in their transition to a high school

## PowerSchool

- ❁ PowerSchool is an online student data system, from which you can monitor your student's academic progress
- ❁ There are links to student grades, attendance, teacher e-mail addresses, and teacher gradebooks
- ❁ Powerschool is not an up-to-the-minute ticker of your child's grade.
- ❁ Teachers update PowerSchool at least every two weeks.
- ❁ All parents will receive personal access codes in September to access their student's grades and attendance

## Grades

- ❁ The school year is divided into four 10-week quarters
- ❁ A report card is mailed home at the end of each quarter
- ❁ At the mid-point of each quarter, a progress report will be mailed home
- ❁ Eligibility for Athletics is determined based on grades from both the Progress Report and the Report Card each quarter. There are eight grade reports that establish eligibility during the school year.

## Counseling and After-School Academic Help

- ❁ After-School Academic Help Sessions are available in all core academic areas
- ❁ Academic and Social/Emotional Counseling are available to all students through the SLVMS office.

## School Athletic Programs

- ❁ Sports Seasons at SLVMS are as follows:

Cross Country:	Sept-Oct	Wrestling:	Jan-March
Girls Basketball:	Sept-Oct	Girls Volleyball:	Jan-March
Boys Soccer:	Sept-Nov	Girls Softball:	March-May
Boys Basketball:	Nov-Jan	Golf:	March-May
Girls Soccer:	Nov-Jan	Track:	March-May
		Boys Volleyball:	March-May

## Athletic Eligibility Requirements

- ❁ Eligibility is established twice each quarter with a Progress Report and a Report Card
- ❁ A student must maintain a 2.0 GPA and receive no F grades to be eligible for school athletics
- ❁ Students who become ineligible cannot resume eligibility until the next official eligibility grade report

## Physical Education Class

- ✿ All students are required to take a physical education class
- ✿ Students are required to dress out in PE clothes for their physical education class
- ✿ PE clothes and locks for PE lockers may be purchased from the PE teacher during the first week of school
- ✿ During PE, students must lock valuables in their PE lockers to prevent theft or loss
- ✿ The school cannot be responsible for the loss or theft of personal items left unlocked

## Textbooks

- ✿ Textbooks used for homework will be given to each student to keep at home
- ✿ There will be a class set available at school so students are not burdened by carrying textbooks each day
- ✿ Students and parents are liable for any loss or damage to textbooks

## Community Service

- ✿ SLVMS encourages students to become involved in community service activities
- ✿ Community Service is encouraged, but not required, and students who complete 30 hours by the end of eighth grade receive a gold emblem on their Advancement Certificate

## Dances

- ✿ All SLVMS students are eligible to attend school dances if they are present at school that day
- ✿ Attending dances is a privilege. Students can lose dance privileges for behavior issues at school
- ✿ Any student with a suspension or on-campus suspension within 30 school days of a dance may not attend
- ✿ Students from outside schools may not attend SLVMS school dances
- ✿ Students from the Nature Academy Charter School may attend SLVMS dances
- ✿ Students may not leave dances early unless picked up in person by a parent that we can see

## Library

- ✿ The SLVMS Library is open each day from 7:30 a.m. until 3:30 p.m.
- ✿ The SLV High School Library is available to SLVMS students from 3:30 to 5:00 p.m.

## Health and Medication

- ✿ Please make sure that your student's Pupil Health History Form and Emergency Contact Information is accurate and up to date.
- ✿ School employees are not permitted to dispense any type of medication to students without the proper forms in place. Forms for dispensing medication on campus are available in the Middle School or online at [www.slvusd.org](http://www.slvusd.org)

## Class Schedule Changes

- ✿ Changes in an initial student schedule will be made only to correct errors in placement or to balance classes
- ✿ Administration will not change schedules with only a student request. Parent must be involved
- ✿ Parents wishing to discuss a student schedule should contact the school office
- ✿ Intervention classes are assigned by the school and those assignments are not optional

## Intervention Courses

- ✿ Intervention courses are designed to provide support for students who have been identified through grades, teacher recommendation, screening exams, benchmark scores, and work completion
- ✿ Intervention classes will be assigned to take the place of the student's elective. They are not optional.
- ✿ Students who achieve proficiency in an assigned intervention class for a sustained period of time may be removed from the intervention class and placed in the elective of their choice, space permitting

## Student Code of Conduct

To ensure a safe, productive environment for education, where teachers can teach and students can learn, all students are expected follow the SLVMS code of conduct:

### **✿ Cheating**

Cheating is a major breach of trust between the student and teacher. Students caught cheating will receive a zero on the assignment, as well as appropriate school-based consequences. Consequences from detention to suspension will be given based on the circumstances and frequency with which cheating has occurred. Multiple offenses of cheating will result in a grade of F for the entire course.

### **✿ Bullying is not permitted at San Lorenzo Valley Middle School**

- Bullying is an individual or group *repeatedly* using physical, verbal, or cyber actions in a negative manner toward or in regard to another person. Bullying is also purposeful, with intent to harm, and involves an imbalance of power, either physical or psychological.

#### There are Three Types of Bullying:

- **1. Physical Bullying** is the *repeated* use of force toward a person's body or personal belongings.  
*Examples:* Hitting, punching, shoving, kicking, tripping, spitting, elbowing, pinching, flicking, throwing objects, hair pulling, restraining, cornering or blocking one's means of movement, inappropriate touching, or the damaging of physical property.
- **2. Verbal Bullying** is the *repeated* use of negative and/or damaging words, including both spoken and written, directed with malicious intent toward or in regard to another person.  
*Examples:* Negative comments, name calling, lies, rumors, racial, gender or religious slurs, teasing, taunting, cussing, threats, fake compliments, sexual orientation attacks, vulgar sexual comments.
- **3. Cyber Bullying** is the use of social media, email or electronic devices in a negative manner toward or in regard to another person. Unlike other types of bullying, a single instance of any online harassment can be viewed as Cyber Bullying because a single instance can live online forever.  
*Examples:* Posting of negative comments or videos, fake profiles or pages, sexting, making fun of people or photos, negatively tagging photos, taunting, threatening, teasing, negative status posts, hate blogs, hate pages, texting or posting rumors, hacking profiles, nasty, vulgar or mean emails or posts. Also, the *liking or forwarding* of any of the above examples to another person. Yes, this means that if you didn't start it, but you get yourself electronically involved, you are also guilty of cyber bullying.
- Bullying is never justified and is not excusable as *kids being kids, just teasing, just kidding around, or any other rationalization.*
- Incidents of bullying should be reported to a staff member.

### **✿ Bullying Report/Response Procedures**

- Bullying incidents should be reported to a staff member
- Staff member will report bullying incidents to counselor and/or administration
- The bullying behavior or threats will be investigated quickly and fully
- Parents of both victim and perpetrator will be informed and may be summoned to the school for a meeting about the problem
- The bullying perpetrator will meet with the school counselor and/or administrator to understand the seriousness of his/her actions and to learn appropriate means of changing behavior
- There may be a range of corrective consequences for the perpetrator
- After the incident has been thoroughly investigated and dealt with, faculty and counselors will monitor and check in with both students to ensure that bullying does not resume or reoccur

- ✿ Going to classes is not optional. Students will not cut or be late to class, or leave class without permission.

- ❁ **SLVMS is a non-contact area. Students will not punch, slap, kick, trip, push, shove, headbutt, poke, flick, or hit another student in any way, with any part of his or her body or any other object. These actions could lead to suspension and possible expulsion from the school district. Self defense is using physical force to remove oneself from a dangerous situation. “He hit me first” does not on its own constitute self-defense.**
- ❁ **SLVMS is a hands-off area. Students will not hold hands, hug, kiss, sit on, lay on, or put hands on another student in any type of romantic manner at any time while on campus or going to or from school.**
- ❁ **Students will not ride a bike, skateboard, or scooter on campus. Skateboards and scooters must be kept in the skate locker. Bikes must be locked into the bike rack. The skate locker is open 10 minutes before and after school.**
- ❁ **SLVMS is a closed campus. Students will not go anywhere outside the Middle School boundaries during school hours. Students attending high school classes or serving as elementary TAs are exceptions.**
- ❁ **Students are not allowed to sell items of any kind at school unless express permission has been given by the administration.**
- ❁ **Students are under the direction of the school and must observe all school rules while on their way to school in the morning, while at school during the day, and on their way home after school – including time spent outside the boundaries of the campus, on the school bus, and at any school-related activity.**
- ❁ **Students will not throw anything at school. Students will not throw rocks, bottles, cans, sandwiches, hats, books, pencils, garbage, food, school supplies, or anything else.**
- ❁ **Students will not touch, take or have in their possession anything that does not belong to them, unless they have permission. Students will not take, hide, or damage private property of the school or other students.**
- ❁ **Students will speak and act with respect toward teachers, counselors, campus supervisors, secretaries, custodians, teacher aides, administrators and other students.**
- ❁ **Students will not use profane, vulgar, or inappropriate language while on school grounds**
- ❁ **Students will not bring objects that are inappropriate for school. This includes cameras, hand-held video games, water balloons, toy guns, razor blades or any items of this nature. They will be confiscated and returned only to parents. Multiple infractions will cause further consequences. The school cannot be responsible for the loss, damage, or theft of prohibited items or large amounts of money. These items are brought to school at the student’s risk of consequence, loss, damage or theft.**
- ❁ **Students may have a cell phone at school as long as they follow the rules. Cell phones must be turned off and kept in the student’s backpack during school hours. Cell phones seen or heard will be confiscated and returned only to a parent. Breaking cell phone policy may result in consequences. The school cannot be responsible for the loss, damage, or theft of cell phones. Cell phones are brought to school at the student’s own risk of consequence, loss, damage, or theft.**
- ❁ **Students will follow the dress code of SLVMS. Clothes suitable for the learning environment should be worn. Shoes must be worn at all times. No short shorts, tank top undershirts, or torn or revealing apparel; bra straps should not be showing. No bare midriffs, tube tops, low cut tops, one strap tops or halter-tops. Straps should be approximately two inches in width. No sagging. Underpants were not made to be seen.**



Nothing that displays crude or vulgar language, language that implies sexual innuendo or connotation, offensive language, or language that references drugs, alcohol, or tobacco, or gang affiliation.

- ✿ Students will be responsible citizens in the classroom. Students will not challenge the authority of a teacher or school employee.
- ✿ Students will not engage in harassment, threats or intimidation directed against school personnel or other students.
- ✿ Students will not participate in rough play. Pushing, shoving, tackling, tripping, grabbing, or any other inappropriate or unsafe behaviors are unacceptable. *Play-fighting* is fighting and will be treated as such. Excuses such as *we're just messing around*, or *goofing around* do not justify inappropriate behavior.
- ✿ Students will refrain from any actions that can be considered sexual harassment. Detailed information on these types of behaviors will be explained to students during class at the start of the school year. Pantsing a student is considered to be sexual harassment and is an automatic suspension from school.
- ✿ There are serious behavior infractions, which lead to automatic suspension and possible expulsion. These include fighting, attempting or threatening to cause harm to another person, having a knife, gun or any weapon on campus, having or being under the influence of drugs, alcohol, tobacco or possessing drug paraphernalia, robbery or extortion, vandalism, or tampering with a fire alarm.

### Loss of Privileges and Consequences

- ✿ Students who break the Code of Conduct may have any of the following as consequences: Warning, meeting with administration, phone call home, lunch detention, campus beautification, after school detention, reflective essay, teacher assigned consequence, on-campus suspension, home suspension or expulsion.
- ✿ When a student reaches ten behavior referrals or a combination of ten days of suspension or on-campus suspension, that student will no longer be able to participate in any extra-curricular activities
- ✿ This loss of privileges includes after-school sports, assemblies, field trips, and dances.
- ✿ These privileges are lost for the remainder of the school year.
- ✿ Eighth-grade students who lose privileges will not attend the Eighth-Grade Dance and Eighth-Grade Party.
- ✿ Sixth and Seventh-grade students who lose privileges will begin the next year on a strict behavior contract
- ✿ When a student nears these levels of behavior problems, a warning letter is sent home
- ✿ When a student loses privileges, another letter will be sent home, and a meeting may be scheduled to discuss with a parent or guardian the possibility of alternative placement
- ✿ Administration may decide to reinstate privileges for students who reach ten referrals during the first semester, if they receive zero behavior referrals during the second semester