

Mountain Shadows Middle School



2019-2020

STUDENT HANDBOOK

DARYL DRINKWATER, PRINCIPAL

DAVID CHILDS, COUNSELOR

GENERAL INFORMATION

School: Mountain Shadows Middle School
Address: 30401 Reservoir Avenue, Nuevo, CA 92567
Phone : (951) 928-3836 Fax: (951) 928-3015
Website: msms.nuviewusd.org

For faculty / staff emails, use the first initial and last name @nuview.k12.ca.us
For example: Sue Smith ssmith@nuview.k12.ca.us
(Please see our website for more information)

SCHOOL HOURS

OFFICE HOURS

Regular Day	7:30AM - 2:16PM	7:00AM – 3:15PM
Minimum Day	7:30AM - 1:06PM	7:00AM – 3:15PM

Parents must call the office within 24 hours for an absence to be excused.

It is school policy that students cannot be checked out
the last 15 minutes of the school day.

DATES TO REMEMBER 2019-2020

August 13	First Day of School for Students
August 15	Back to School Night
August 27	Picture Day
September 2	Labor Day(Holiday) – No School
October 1	Make-up Picture Day
October 11	Último día del 1er trimestre
October 14	Admissions Day -No school
October 21-25	Parent/Teacher Conference Week - Minimum Days All Week
November 11	Veterans Day Observed – No School
November 25-29	Fall Recess – No School
December 19	End of Semester 1
December 20- January 6	Winter Recess - No School
January 7	School Resumes
January 20	Dr. Martin Luther King, Jr. Day - No School
February 10	Lincoln Day Observed - No School
February 17	President’s Day Observed - No School
February 27	Picture Day – 8 th Grade Panoramic & Clubs
March 6	Last Day of 3rd Quarter
March 19	Parent/Teacher Conference Night
April 2	Spring Picture Day
April 6-17	Spring Recess - No School
May 21	Open House
May 25	Memorial Day Holiday – No School
June 4	8 th Grade Promotion Ceremony (no classes for 8 th Grade)
June 5	End of Semester 2 Last Day of School for 7 th Grade Students Field Trip for 8 th Grade Students

Mountain Shadows Middle School **Information, School Rules and Policies**

Arrival to School Students may not enter the school campus, including the parking lot, earlier than 7:00AM. Once students arrive on campus, they must report to the lunch tables.

Parent/Guardian Pick Up Students must remain on campus during school hours and may not leave without being signed out by authorized adult. During school hours, parents/guardians or other authorized adult will be asked to present photo identification in order to come onto campus and before being allowed to leave with a student. Students are not allowed to be picked up by anyone other than a parent/guardian or those listed on the emergency card. Students who leave campus without proper authorization shall be classified as truant and assigned a disciplinary consequence.

After School When school is over, students are to leave the campus immediately. Those who ride buses are to report directly to the bus loading area. Students are not to return after leaving campus. If students are to remain on campus for teacher supervised activities, they must report to the teacher immediately after the bell rings.

Students are expected to be picked up promptly at their release time. Please pick up students only in the designated pick up area and refrain from using our parking lot, either side of Reservoir Ave., or the bus loading area for this purpose. We have designed a pick-up area that maximizes student safety and supervision. It is not safe for students to cross through the parking lot to Reservoir Ave. Please see the diagram in this planner.

If you have to make special arrangements for transportation, please make these arrangements before your student arrives at school. Please do not call the office to have a message relayed to your student. We cannot guarantee that a message will be relayed in a timely manner and we want to keep interruptions to classes at a minimum.

We understand that rainy days can disrupt the normal pick up and/or walking routine. For these days, we ask that you make regular arrangements with your students as to what he/she should do when it rains.

We need to reserve the office phone for emergency purposes only. Please remember that courtesy, patience, and common sense go a long way toward keeping a safe environment for our students.

After School Program - Think Together Students who leave campus without an authorized adult are not allowed to return to the after school program for any reason. Students must report directly to Creative Brain immediately after school dismissal or they will be counted as absent and parents will be notified.

Academic Honesty Cheating is unacceptable behavior. Cheating is defined as giving, sharing, or receiving unauthorized aid on a test or assignment. Avoid plagiarism, which is copying another person's work and claiming it as yours. Cheating and/or plagiarism will result on the loss of credit for an assignment and/or lowering of an academic grade.

Academic Probation Students are to maintain passing grades in all classes (no Fs). Students who do not meet that requirement will be placed on academic probation and may lose privileges to participate in some school-sponsored activities, such as dances, field trips, etc.

Assemblies Certain standards of conduct are expected of the student during our assemblies. Students are expected to walk to the assembly with their teacher and sit quietly in the designated area. Students are expected to extend proper courtesies to those conducting the assembly, and at the conclusion of the assembly remain seated until specifically dismissed by staff. Students are expected to exit the assembly in a safe manner.

Associated Student Body This is a club incorporated by students for the students. This club allows students to explore various leadership positions that help govern our school. ASB is in charge of organizing and scheduling fundraisers, dances, assemblies, and other school functions.

Attendance Within three days following an absence, parents are required to either call the 24 hour attendance line at (951) 928-3836 x2752 or provide a written excuse for a student's absence. The State of California only considers student illness, medical appointments, or a death in the family as valid excuses for absence. All other absences will be considered unexcused. After three unexcused absences or an excessive amount of excused absences (> 10% of school days) parents will be referred to the SART/SARB process. Punctuality and regular attendance are essential at school.

District policy requires an assignment of Saturday school for students to make up time missed for unexcused absences or trancies. We encourage you to enroll your child in the Independent Study Program anytime he/she will be absent from school for 5 days or more.

Banned Items There are many items that are banned from use on our campus. Any weapon or dangerous item is not allowed, even if not listed below. Banned items, with the exception of drugs, weapons or other items that present a safety hazard will be returned to students after school or may require parent pick up. These items include but are not limited to the following:

- any items deemed dangerous by Administration, including: bats, knives of any size or kind, explosives, etc.
- matches, lighters, or any other such paraphernalia
- sunflower seeds, candy, cupcakes, birthday cakes, supplies of food to be shared (donuts, chips, etc.)
- scissors, metal nail files, screwdrivers, box cutters, miscellaneous tools, etc.
- sharpies or other permanent markers

- skateboards, rollerblades, shoes with wheels inside the soles, etc.
- squirt guns, water toys, water balloons
- video cameras, cameras (except those used expressly for CAN or Yearbook)
- balloons
- blankets, pillows, and/or slippers
- lasers/laser pointers
- baseball(s)
- bandanas
- glass bottles
- chains

Mountain Shadows Middle School will not investigate the loss or theft of non-school related personal property.

Bicycles/Scooters/Skateboards Students are allowed to ride their bikes to and from school. However, state law requires all bicyclists to wear helmets and we will abide by this law. Students must walk their bicycles on and off school grounds in the morning and after school. Bikes are to be placed and locked (by owner) in the bike rack. During school hours, students are not allowed in the bicycle area without special permission. No in-line skates, skateboards, scooters or bicycles are permitted at any time on the school campus. Students are not permitted to drive motorbikes or motor scooters to school. Security of bikes is the responsibility of the owner. The school will not pay for the replacement of stolen bikes.

Bullying, Threatening or Intimidation
Mountain Shadow's Anti-Bullying Policy

We will not bully others.

We will try to help students who are bullied.

We will try to include students who are left out.

If we know that somebody is being bullied, we will tell an **adult at school** and an **adult at home**.

"Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself."

"Bullying" is repeated aggressive behavior from one or more students of a written, verbal, or electronic expression, or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school
- Materially and substantially disrupts the education process or the orderly operation of a school

"Cyber-bullying" means bullying through the use of technology (i.e. Facebook, Snapchat,

text, Instagram, YouTube, etc.) or any electronic communication, which shall include, but not be limited to, any transfer of signals, writing, sounds, data or intelligence of any nature transmitted in whole or in part. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

MSMS has a zero tolerance attitude toward any student or group of students who participate in emotional, physical, or verbal abuse against any individual(s). This includes cyber and electronic bullying, (i.e., Facebook, Snapchat, Instagram, text messaging, YouTube, etc.). Section 48900.2, 48900.3 and 48900.4 of the California Education Code authorizes suspension or a recommendation for expulsion for students who participate in these actions.

Reporting of Bullying

Students who believe that they are the target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff or online anonymously at <http://report.sprigeo.com/district/nuview-union-school-district/mountain-shadows-middle>. The target shall, however, not be subject to discipline for failing to report bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or member of the community, are encouraged to report an incident of bullying as soon as possible.

Bus Riding the school bus is a privilege, not a right. The bus driver is responsible for the safe and orderly transportation of our students. Transportation is a service provided by the school district to our students. All school rules apply to student conduct while being transported. Students will be given bus tickets if rules are broken. Upon receiving five violations, the student will no longer be eligible to ride the bus for the remainder of the school year. It will be the parent's responsibility to get the student to and from school on time.

The following rules apply:

- Students are under the authority of, and directly responsible to, the bus driver.
- Students shall arrive at the bus stop not more than 10 minutes prior to the departure time.
- Students shall board the bus in an orderly manner at the scheduled time and only at their scheduled bus stop.
- Each student shall be seated as directed by the bus driver and remain seated until she/he has reached her/his destination.
- Students will be required to share seats (no more than three to a seat).
- Students shall observe quiet conduct on the bus, except in ordinary conversation.
- Students shall leave the bus in an orderly fashion; if a student needs to cross the street, she/he will do so only in front of the bus as directed by the bus driver.
- Students may not leave the bus at any place other than their designated stop without written parental consent approved by the Principal (emergencies only).

- Students must keep all parts of their body inside the bus.
- Students must not throw anything inside the bus or out the windows.
- Students shall not eat or drink on the bus. They may bring a sack lunch on the bus.
- Students may not spit on the bus, on others, or out the windows of the bus.
- Students shall not possess alcohol, drugs, tobacco, explosives or other incendiary devices or contraband on the bus or at the bus stop.

Students who violate bus rules are subject to a loss of transportation privileges at the discretion of the bus driver. Students at the bus stops, surrounding neighborhoods or on the bus are also subject to school discipline by the administration. Students attending MSMS on an inter-district permit do not have transportation privileges. Any inter-district student who willfully violates this provision may have their inter-district permit revoked.

Computer Access/Internet Use In order to use the Internet on campus, students must complete an Internet User Agreement. Students must use school computers responsibly and must follow the expectations of the Internet user agreement. Do not share passwords or log-in names.

Conferences (Parent/Student) Students and parents are welcome to make an appointment when services are needed or when concerns arise. Appointments can be made in the main office. Student programs, promotion, courses, or vocational planning may be obtained from counseling. Parents may contact the teacher(s) or administration directly by email or phone. For a personal conference you may contact the office for an appointment.

Dances MSMS dances are for MSMS students only and no guests are allowed. Students who do not meet the eligibility requirements are not allowed to attend. If a student is absent the day of the dance, he/she will not be permitted to attend the dance. Students are not allowed to loiter outside Simpson Hall or elsewhere on campus. Students may not leave campus and then return to the dance. Students who are dancing inappropriately or otherwise not obeying school rules will be dismissed from the dance and may receive discipline consequences. Monies paid for the dance will not be refunded. Students may not leave the dance early without parent/guardian permission. All students should have their transportation arranged before the event.

Detentions Students may be held after school for consequences or to make up unfinished or poor work. There are two types of detention: teacher and administrative. Detentions may be assigned after school and during lunch. Students who are absent all day on the day of their detention must reschedule. Students are responsible for notifying their parents of their detention. When a student fails to show up for detention or other discipline, or is tardy, he/she may be assigned two detentions or other discipline. Other actions may include a parent conference, Saturday school, or suspension when a student refuses to attend assigned detentions. Students who do not attend administrative detentions may be assigned to Saturday School or receive further disciplinary consequences.

Discipline Policies

A primary goal of the staff at Mountain Shadows is to assist students in developing a high degree of self-direction and personal responsibility. These qualities are learned developmentally with care and guidance from parents and a professional staff along with a high caliber instructional program. We create a safe learning environment through the implementation of a school-wide discipline plan in combination with positive interventions and supports to encourage students to learn from their mistakes and change their behaviors toward success.

Mountain Shadows Middle School will endeavor to teach, encourage, and enforce the following Social Skills:

1. Following instructions
2. Staying on Task
3. Accepting consequences
4. Getting an Adult's Attention/Asking Permission
5. Working with Others
6. Listening to Others & Responding Appropriately
7. KHFAAOOTY!
8. Making an Apology
9. Disagreeing or Giving Constructive Criticism
10. Resisting Peer Pressure
11. Asking for Help
12. Waiting Your Turn

Low Level Sequential Discipline Policy

1st low level referral—The teacher will ensure that the student understands the behavior expectation and will clarify for the student what the rule requires. The teachers may also provide cues or prompts for the student and/or redirect the student to more appropriate behavior choices.

2nd low level referral—The teacher will conference with the student privately regarding the specific behavior expectations and how the student can bring their behavior in line with the expectation.

3rd low level referral—The student has received two prior interventions and upon the third low level referral, the teacher will contact the office for support.

4th and subsequent low level referrals—The student will be referred to the office for further consequences.

Discipline Consequences Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. The frequency and severity of student's behavior will determine the level of intervention/discipline administered. Students are expected to complete their consequences and failure to do so will result in further disciplinary action. Within 2 weeks of a special event, students who have discipline issues may not be allowed to participate.

Sequential Discipline Policy

Tardiness

1 st – 4 th Tardy	Warning (documented)
5 th Tardy	Lunch Detention – Notify Parents
6 th Tardy and Beyond	After School Detention – Notify Parents
Habitual	SART (School Attendance Review Team) Referral

Inappropriate Use of Cell Phones or Electronic Devices on Campus

1 st Violation	Item confiscated & documented. Warning given & student pick up after school
2 nd Violation	Item confiscated & documented. Lunch detention & parent pick up during office hours
3 rd Violation & Beyond	Item confiscated & documented. After school detention & parent pick up during office hours

Dress Code Violations

1 st Violation	Given a chance to comply – documented warning
2 nd Violation	Lunch detention
3 rd Violation	2 Lunch detentions
Habitual	After School detentions

Profanity/Verbal Abuse Amongst Students

1 st Violation	Parent Contact, documented warning
2 nd Violation	Lunch detention
3 rd Violation	2 Lunch detentions
4 th & 5 th Violation	After School detentions
Habitual	School suspension (Ed Code 48900i – Habitual Profanity)

Profanity/Verbal Abuse/Gestures Toward School Personnel

1 st Violation	Suspend 1-2 days
2 nd Violation	Suspend 2-4 days
3 rd Violation	Suspend 5 days & Recommend Expulsion

Defiance of Authority – Disruption of the Educational Process – Verbal or non-verbal refusal to comply with a reasonable request from an administrator, teacher, or staff member; and/or refusal to obey school rules which results in the disruption of the educational process.

1 st Violation	Parent Contact, documented warning
2 nd Violation	Parent Conference
3 rd Violation	Suspension 1-2 days
4 th Violation	Suspension 2-4 days
5 th Violation	Suspend 5 days

Fighting (Mutual Combat)

1 st Violation	Parent Contact – Suspension 1-5 days
2 nd Violation	Parent Contact – Suspension 5 days & Recommended

Expulsion

The variation and severity of consequences are at the sole discretion of Mountain Shadows Middle School Administration. Possession of weapons, explosives, dangerous objects, narcotics, alcohol, marijuana, cigarettes (including e-cigarettes, vapes, etc.), and/or lighters, are offenses that may result in suspension and may be grounds for expulsion from the Nuvview Union School District. We are committed to employing other means of correction (counseling, behavior contracts, mentoring, etc.) before suspending students for *some* offenses but depending upon the severity of the offense or when other means of correction have proved ineffective or are unlikely to bring about proper behavior, we will use suspension and expulsion for correction as allowed by law.

Dress Code The Board of Education requires students to represent themselves in a manner which is conducive to educational practices and standards. Please treat your school as your place of business and dress appropriately. No code can predict what will become fashionable within a year. When it becomes apparent that a new fashion trend may be intimidating, dangerous, anti-social, or gang-affiliated, or distracting to the educational environment, the administration reserves the right to prohibit such items and arrangements. The following are common areas of concern but this is in no way meant to be an exhaustive list of dress code violations.

Words, Initials, Symbols

Any clothing, including head apparel, jewelry, accessories, backpacks, purses, or skin that displays words, initials, or symbols that could be interpreted as gang-related (for example, sport team logos), insensitive to racial/ethnic groups or religions, gambling or drug related and sexually suggestive (for example, images of women in bikinis or sexually suggestive poses) are not allowed on campus.

Hats/Head Apparel

Any hat that has suggestive logos or logos/words that violate MSMS dress code will not be allowed. If patterns arise i.e. a group of students all wearing the same hat and it looks like an affiliation symbol, that hat will not be permitted on MSMS campus. This is at the discretion of the principal. Hats are not allowed to be worn in doors at any time. Do-rags, bandanas, and hairnets may not be worn or be visible while on campus. Students riding bicycles to school should wear bicycle helmets.

Shirts and Tops

Shirts and tops should not be sexually suggestive, extremely tight, excessively baggy or excessively revealing.

No halter tops, tube tops, strapless, or backless tops.

Tops must completely cover stomach, lower back, and sides when arms are raised.

No bathing suits except during appropriate activities.

Belts and Belt Buckles

Belts must be worn around the waist and cannot be hanging around other parts of the body. Buckles must be less than 2 inches in diameter. Numbers, letters, or sharp protrusions are not allowed.

Pants, Shorts, Skirts/Dresses

Extremely tight or excessively baggy pants and shorts are not allowed.

Holes or tears in the pants that expose underwear and excessive amounts of skin are not allowed. Tears and rips should not extend above where shorts would normally end.

Extremely short shorts are not permitted. Dresses and skirts should not be excessively short or tight.

Undergarments

Undergarments should never be visible (boxers, underwear, bras, etc.)

Footwear

No steel-toed shoes, flip flops, house or bath slippers, backless shoes, or high heels.

Jewelry and Accessories

Jewelry or accessories that are dangerous and/or present a safety hazard to the wearer or others are prohibited. Facial piercings must be removed for PE.

Gloves are not allowed except during extremely cold weather and must be removed in classrooms. Sunglasses may only be used in bright daylight. They may not be worn indoors (unless under a doctor's prescription) and they may not be worn as jewelry (i.e., on top of the head or around the neck).

No chains.

Other Items

No blankets, pillows, or stuffed animals.

No pajamas.

PE Uniforms

PE uniforms are to be worn only during PE unless otherwise specified by administrator.

School Discretion

School officials may determine other inappropriate clothing. Any potential or perceived distractions, student endangerment, and the behavior of students may be used as criteria for dress code violations.

Parents/guardians & students have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning, which include disciplining students who violate the dress code. Students who violate the

dress code will be given loaner clothing. Students who receive three, four or five dress code violations will receive a lunch detention. Students who receive six or more dress code violations will receive an after-school detention for each violation.

Drills

Specific drills and procedures have been developed for emergencies. In the event of an emergency your student will be well cared for. Your student will be available for pickup at the Parent Release Station at the north end of the field.

Fire Drill: A continuous series of short bells will signal a fire drill. Students should follow the evacuation route directed by their teacher.

Earthquake Drill: Everyone on campus should seek sturdy cover. Because every environment is different, specific strategies will be reviewed during actual drills.

Active Shooter Drill: We are working with law enforcement on an on-going basis to keep up to date on the latest strategies to deal with this type of emergency. Drills will be held throughout the year.

Cell Phone/Electronics Guidelines

- Cell phones are only permitted to be used before and after school, during passing periods, and during lunch time. All students using a mobile device must comply with school usage policies. Those who do not follow school policies will have their devices confiscated.
- Security of all mobile electronic devices is the sole responsibility of the individual/owner. The school will not replace or be responsible for any device that is not the property of Nuviev Union School District or Mountain Shadows Middle School.
- Cell phones must be turned off and put away during class time. Cell phones are only permitted to be used during class time with staff permission.
- Videos and pictures of other students and/or staff are never allowed to be taken without explicit permission from staff.
- The classroom teacher may collect cell phones during testing or any other time deemed necessary.
- Mountain Shadows Middle School will not investigate the loss or theft of non-school related personal property.

Cell Phone Pictures It has become common practice for students to send and receive pictures of other students to/from their personal cell phones. Students in possession of inappropriate images of any kind may be subject to investigation by the Sheriff's Department. The sending/receiving or possession of pictures of a sexual nature (partial or complete nudity) may violate child pornography laws and will be turned over to local law enforcement. Picture taking or any recording (audio or video) of individuals are not allowed on campus. If parents have signed a media release form, then the school is authorized to use the student's picture in school media only.

Chromebooks Students will be provided with a Chromebook as part of their daily

educational tools. They will be used daily in each class for academic purposes, and will go home with the student to use for homework and research. Chromebooks will be checked out to each student through the Media Center and students will be trained on proper care and use. Students are responsible for the care and security of the device both on and off campus. Student will be held responsible for inappropriate use of Chromebooks at school and will be disciplined accordingly. Students will be assessed a fine for the cost of repairs or replacement of Chromebooks due to damage/loss in accordance with the Chromebook Damage Policy. Students with fines assessed for damaged/lost Chromebooks or other school instructional materials (such as textbooks or library books) will not be allowed to participate in some school activities until all fines are paid. Each student will be given a case to help protect their Chromebook. All Chromebooks must be in the case at all times. Students without a case on their Chromebook will be given an automatic lunch detention. Multiple instances with no case may result in loss of the Chromebook.

Eligibility In order for a student to be eligible to participate in activities, including 8th grade end of year activities and promotion, he/she must have been in attendance at school on the day of the event. This includes all contests, sports, dances and other events. Within 2 weeks of a special event, students who have discipline issues may not be allowed to participate. The Principal always has the right to remove any student from participating in any school event.

Behavior: Eligibility for school events will be determined on a regular basis. Students who have been suspended in or out of school, or have more than 2 office referrals, within 2 weeks of an event may not be allowed to participate. For 7th and 8th grade end of the year field trips, which demand a higher level of student cooperation and demonstrated good behavior, students may not have been suspended in or out of school for a longer period of time. This will be detailed in each grade level's end-of-year activity guidelines which will be sent out in the fourth quarter of the school year. The period of time in which students must remain without suspension and other discipline will, however, never extend beyond the entire final quarter of the school year.

Academic: Students may not have any F grades in order to be eligible for certain school events. It is the responsibility of the student to seek extra help and take necessary steps to become eligible again. Sports participation requires a 2.0 grade point average and students will be required to get grade checks from their teachers prior to any sports event.

Attendance: Students shall not have missed more than 10% of school days or have more than 3% of periods marked tardy to participate in activities.

Zero Balance: Some end-of-year activities require a zero balance for both cafeteria and library. Fees must be paid prior to attending activities.

Emergency Cards/Change of Address & Phone Emergency cards are required at the beginning of each school year and are included in the registration packet. In case we are unable to contact parents or guardians, local people should be listed on the card, and it is

important that we have at least two telephone numbers of individuals who can remove your student from school in case of an emergency. Please notify us if you have restraining orders against any person and provide us with a copy of the restraining order. Please notify the attendance office of any change of address, home, work or emergency phone numbers. If a student is moving, the parent/guardian must notify the office and follow district policy in the case of inter or intra-district transfers. **A photo identification will be required whenever a student is released to any adult.**

Field Trips Clubs and departments may offer students an extended learning opportunity to further study, investigate and/or perform on a field trip. However, if students do not meet the minimum eligibility requirements they will not be able to attend these events. Only MSMS students are permitted to attend school field trips.

Food Services Responsible behavior and good table manners are expected during breakfast and lunch. Students may not cut in line or buy for their friends. Students may not use another student's lunch number. Students are responsible for picking up their own trash at their own table and putting it in the trash containers. Lunch detention participants will be served the standard cafeteria lunch or they may bring a lunch from home. Food and drinks must be consumed in the lunch area only. Breakfast is provided free for every MSMS student.

DEPARTMENT OF NUTRITION SERVICES CHARGE POLICY

In 2010 the Board of Trustees adopted a charge policy for the Nutrition Services Department for students buying a lunch in the school cafeteria. This is an update to the policy.

- All students who are approved for free and reduced lunch in the National School Lunch Program will eat at no charge. If you have not submitted a new application for the CURRENT school year and you think your child may be eligible for free or reduced meals, we encourage you to complete and submit an application to the Department of Food Services. Applications are available on-line at www.lunchapplication.com in school offices and at the Nutrition Services office. Students are responsible for paying for lunch until a written approval for free meals is received.
- The district will continue to offer Universal Free Breakfast.
- Paying students who forget their lunch money or have no money on their account may charge up to 2 meals. All students do have a lunch account and money can be put in that account on-line at www.k12paymentcenter.com or you may send cash or checks with your student to put on their account.
- Faculty/staff may charge a lunch up to 1 month. At the end of the month the account must be cleared before a meal can be charged. As with students, faculty/staff may put money on their account and draw down.

If you have any questions you may call the Department of Food Services at 951-928-3078.

Gifts and Personal Celebrations While we understand your wish to celebrate student achievements, holidays, birthdays, etc., we are unable to accept deliveries of personal gifts to students (i.e., flowers, balloons bouquets, etc.). We request that these events be celebrated at home. If food, flowers and/or balloon bouquets are brought to school they will be held in the office until the end of the day. Sharing of food for celebrations, parties, etc., is not allowed due to District Health & Wellness policies. We are unable to accommodate classroom parties.

Gum While gum can cause significant damage to facilities and school property, we recognize that our students and staff are held to high expectations on campus. Therefore, students and staff will be permitted to chew gum on campus as long as they dispose of their gum in a trash can. Students may not throw gum on the ground or stick it on furniture. Students using or disposing of gum inappropriately may be subject to discipline and or campus clean-up.

Hall Passes Students are required to have a hall pass in order to be out of class for any reason (restroom, office, media center, counselor, etc.). Students are encouraged to use the restroom at lunch, before and after school, or during passing period.

Health Services The Health Office is located in the administration office building. Parents/Guardians are requested to notify the school health clerk or district nurse about serious health concerns. All students must have an up-to-date emergency card on file in the office. These cards are used to contact parents when students are ill or injured. Students are responsible for notifying the teacher, coach, or campus supervisor immediately if an injury occurs. Students must have a pass from their teacher to visit the Health Office. Students may not enter the Health Office during breakfast, nutrition, lunch, or passing periods except for emergencies. Only in cases of emergency will the Health Clerk see a student without a pass.

Immunizations All students must meet the requirements of all sections of the Health and Safety Code governing immunizations. Students will not be admitted until medical records indicating compliance with the requirements are submitted or unless an exemption has been requested.

Lockers Lockers in physical education will be assigned in the first weeks of school as a convenience and for the storage of PE clothing and equipment only. Lockers are the property of the school district, on loan to the student for their use.

STUDENTS MUST LOCK UP THEIR CHROMEBOOKS IN THEIR PE LOCKER DURING PE.

Certain school employees have keys, which open all the lockers. Students can expect lockers to be occasionally checked for such things as overdue library books, moldy lunches, and trash. The person to whom the locker is assigned will be held responsible for the contents of the lockers.

STUDENTS SHOULD NOT SHARE THEIR LOCKER COMBINATION WITH ANYONE.

The school is not responsible for lost or stolen items. However, thefts should be reported to the office in the event that a lost or stolen item is found. Report any locker concerns to the PE teacher immediately.

Lost & Found Students and/or parents may check the lost & found box in the media center for missing items. The school is not liable for lost or stolen articles. Items found should be brought to the office immediately. Articles will be kept for a twenty-one day period, then donated to charity. Students may claim lost articles by describing them to a school official on the official Lost & Found form. Mark your things so they can be identified.

Lost/Damaged Books Students are encouraged to take care of school materials. Parents/Guardians will be charged for lost or damaged books and other school materials, and students with unpaid debts will be disqualified from end of year activities.

Lunch Periods Parent/Guardian visits during lunch are not permitted. Students must keep their area free from breakfast and lunch litter and should clean up after themselves.

Main Office Procedures The main office is a very busy area. The front office contains the health office and the attendance office. The Principal's office houses the counselor and security. Students reporting to either office for any reason must conduct themselves in a business-like manner. Students **must** have a pass to enter the main office and except for an emergency should not congregate in the main office before school, at nutrition, lunch, passing periods or at the end of the day. Friends should never accompany other students when coming to the office except if needed for medical reasons.

Make-Up Work If your student is going to be absent longer than 5 days, you may request independent studies. Please contact the office or teachers directly to request independent studies. Check staff webpages for updated class information as well. Please allow teachers a reasonable time to prepare work for absent students (24 hours). Students shall be given the opportunity to make up work missed because of an excused absence and receive full credit if the work is returned to the teacher in a timely manner. It is the student's responsibility to get assignments and return them to the teacher.

Students are required to complete any assignments and tests missed during suspension or excused. It is the students' responsibility to request the missing assignments from his/her teacher. Students must request work within 24 hours of returning to school.

Media Center The media center is open for use during the school day and for a short time after school.

Medications A physician or dentist must prescribe all medications taken at school, including over-the-counter medications. Whenever a parent/guardian requests that school personnel dispense medication to a student at school, the parent/guardian must submit a Medication Authorization Form from the prescribing physician (the prescription label on

the medication is inadequate). All medications taken at school should be stored in a container with a pharmacy label that specifies: the student's name, the physician's name, the dosage and the number of times per day the medication is to be given. These requirements must be renewed whenever the prescription changes and at the beginning of each school year. Medications are stored in the health office. Asthma inhalers will be allowed to be carried by students who submit a Medication Authorization Form signed by the physician and parent/guardian. Students should not share medicines with other students both in school or at off campus school activities.

Personal Property Parents/Guardians and students assume responsibilities for loss or damage to personal property and school property that has been assigned to them (e.g. video equipment, books, music instruments). Large sums of money and articles of real or sentimental value should not be brought to school.

Photo/Video Taping of Students Throughout the school year students may be photographed and/or recorded while participating in numerous activities. Their likeness may appear in various video and print productions such as the MSMS Cougar Chronicles yearbook, CAN, and websites. If a student or parent/guardian does not wish to participate they may contact the office. Students may not photograph or videotape staff or other students without prior consent.

Physical Education Students must dress out for PE every day, even if sick, unless a doctor's note specifically prohibits changing. Students must wear the required PE uniform or a t-shirt and shorts in navy blue or black ONLY, with no logos. Student names must be marked and visible on clothing in the same way it is on the MSMS PE uniform. Athletic shoes are REQUIRED every day and no other shoes are allowed for safety reasons. We have a 100% dress policy. Students who forget their own PE clothes will be issued loaners for the period. Students who regularly fail to dress out may be subject to discipline. No scented lotions, deodorants or sprays are permitted to be used in the locker rooms. Only roll-on or stick deodorants are permitted inside the locker-room. All other items may be confiscated if used indoors.

Progress Reports and Grades Student Progress Reports are mailed home at the end of each nine-week period in order to keep parents/guardians informed of their student's academic progress. Final grade report cards are issued in January and June at the end of each semester. Parents may check assignments & grades at any time online through the parent portal.

Promotion and End of Year Activity Requirements The Board of Education will grant certificates of completion for those students with satisfactory citizenship who have demonstrated mastery of the grade level standards. Students who fail to meet standards will be recommended for non-promotion. Additional eligibility requirements will be sent home prior to the end of the year activities.

Property Damage Parents are held financially responsible if a child deliberately destroys

or defaces school property.

Public Displays of Affection Public displays of affection such as kissing, long hugs, hand-holding, etc. are not allowed on campus. Parent phone calls and disciplinary action will be given to students who persist after being warned.

Purchase and Payments All financial transactions with MSMS should be made in cash or with a money order when purchasing tickets, yearbooks, PE clothes, or other MSMS financial business. In any event, checks will not be accepted after May 1.

Responsible Use Policy Please see page 18

Restrooms Students are expected to do their part to keep the restrooms and campus clean, orderly, and free of litter, defacement, and graffiti. Students are not to loiter or gather in groups in or near the restroom. Restrooms are not to be used for changing clothes, applying makeup, or visiting with friends. Food and/or drink are not permitted in the restrooms. If students need to use the restroom during class time, they must have a pass from the teacher. If students believe they don't have enough time to use the restroom without being tardy to their next class, they should check in with their teacher first, and then proceed to the restroom.

Search and Seizure To maintain order on the school premises, it may be necessary at times to conduct limited searches of personal property or clothing when there is reasonable suspicion of possession of drugs, weapons, or other illegal or inappropriate items. The administration retains control over buildings, parking lots, and grounds, and has the right to search them without warrant. School officials may search individual students, their property, backpacks, and lockers when there is reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the School/District. Officials shall have the right and the ability to inspect any school locker or backpack contained within without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions and/or activity. Any items contained in a locker or backpack shall be considered to be the property of the student to whom the locker was assigned. A metal detector or contraband dog may be used for these searches, if necessary.

Sexual Harassment The Governing Board of the Nuview Union School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has a right to learn in an environment that provides equal educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964 and California Education Code Sections 210-214. The Governing Board strongly condemns, opposes, and prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District violates Education Code Section 48900.2 and may be subject to disciplinary action up to and including expulsion as

well as law enforcement involvement. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or his/her designee or to another district administrator. Sexual harassment is described as any unwelcomed sexual advances, staring, or unwanted flirtation. It may also include spreading sexual rumors, inappropriate touching, or unwelcoming sexual slurs/comments made verbally or in writing. Anything that makes another person feel uncomfortable could be considered harassment and will not be tolerated.

Visitors All visitors and parent volunteers must register at the office and wear a visitor's badge. Please be friendly and courteous to visitors who may be touring our school. Only parents or legal guardians are permitted to visit campus or accompany you to your classes and are encouraged to visit the school. Those who wish to confer with teachers may do so after school, or before school with an appointment only. If a conference is desired, please call the office and a time will be arranged. It is especially important that the instructional time not be disrupted except in the case of emergency or for health and safety reasons.

Website Check out msms.nuviewusd.org for school news, updates and featured stories and pictures. Click on Our Schools for links to teacher emails, school calendar, and much more.

Nuview Union School District Responsible Use Policy

Pursuant to: BP/AR 6163.4 - Student Use of Technology BP 4040 - Employee Use of Technology

Nuview Union School District ("District") recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21"-century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

This Responsible Use Policy ("Policy") outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

- The Nuview Union School District network is intended solely for educational purposes.
- All activity over the network or using District resources may be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children's Internet Protection Act ("CIPA").
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of technology resources may result in disciplinary action.
- Nuview Union School District makes a reasonable effort to ensure our users' safety and security online but will not be held accountable for any harm or damages that result from the use of District technologies.
- Users of the District network or other technologies are expected to alert Technology staff

immediately of any concerns for safety or security.

Technologies Covered: The District may provide technological resources for student and employee use including, but not limited to, Internet access, computers and/or computing devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies: As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. Each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the Policy will be subject to appropriate discipline.

District technology resources are to be used for instruction, learning, District-related business, and administrative activities. Use of District technology resources to engage in personal business is not permitted.

Internet Access: The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users shall comply with the access and security procedures and systems established to ensure the security, integrity and operational functionality of District computer resources.

Users shall not attempt to modify any system or network or attempt to "crash" or "hack" into District systems. Users shall not tamper with any software protections *or* restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Users shall not attempt to remove existing software or add their own personal software to District computers and systems unless authorized.

Personal Safety: Users should never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via email. Communicating over the Internet brings anonymity and associated risks and users should always carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they have communicated with online in real life without parental permission.

If you see a message, comment, image, video or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if

you're using the device at home) immediately.

Accounts: Accounts issued to users for the use of District technology resources are for the intended user's sole use only. Users are expected to keep login information private at all times and are responsible for any misuse that occurs under the accounts issued to them. They shall use the system only under their own accounts and shall maintain the privacy of personal information and passwords.

Email: The District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with email accounts they should be used with care. Email is not a secure transmission protocol; messages are sent in clear text and may be intercepted. Users should never send personal information or attempt to open files or follow links from unknown or untrusted origin. Users shall refrain from profanity and vulgarity. Only communicate with other people as allowed by District policies or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Mobile Devices: The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are expected to abide by the same responsible use policies when using devices off the District network as on the District network. Use of these devices while off the District network may be monitored.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Social/Web 2.0/Collaborative Content: Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should never share personally identifying information online.

Cyberbullying: Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating,

outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Don't send emails, text messages, or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to cause harm (physically or emotionally) to another person will result in severe disciplinary action. Cyberbullying can be a crime. Remember that your activities are subject to monitoring and retention.

Data Security: District staff and students may have access to confidential and/or personally identifiable information of students or staff. This information may not be shared with unauthorized third parties, and under no circumstances may it be transmitted electronically without the use of appropriate encryption and the prior approval of the **Custodian of Records and the Director of Technology**.

Confidential and/or personally identifiable information may not be stored on mobile computing devices or portable storage devices without encryption, and may not be transmitted via email under any circumstances.

Personal Equipment: The District recognizes that the use of certain technology devices, such as flash drives, which are not owned by the District, may be beneficial to both District employees and students. Flash drives and similar storage devices may be used with District computer resources if the user has current security software installed on all non-District equipment on which the flash drive or other storage device is used. District employees and students may connect personal laptops, tablets, or other computing or mobile devices to District wireless networks identified as "Guest" only. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Director of Technology.

Unless approved by the teacher and/or school administration, students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular phones or other mobile communication devices powered off and out of sight during instructional time.

District employees may only use personal communication devices during non-duty times of the workday or for brief conversations. Instructional time may not be interrupted by a personal cellular telephone or mobile communication device, except in an emergency. Such activities shall not interfere with the work efficiency or performance of the employee and shall not interfere with the rights or work efficiency or performance of others.

Security: Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Technology or an administrator. Users must

never use another user's account or share passwords with anyone, or leave account/password information where it may be discovered. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

Downloads: Users shall not download, attempt to download, or run executable programs over the District network, or onto District resources, without express permission from Technology staff.

You may be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmission, receiving, or downloading of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

Netiquette: Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or potential employers to see. Once something is online, it is out there, and can sometimes be shared and spread in ways you never envisioned or intended.

Plagiarism: Users shall not plagiarize content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet must be appropriately cited, giving credit to the original author.

Political Activities: Users shall not use District technology resources for political purposes including, but not limited to, urging the support or defeat of any ballot measure or candidate.

Receipt of Offensive Material: Due to the open and decentralized design of the Internet and networked computer systems, users are warned that they may occasionally receive materials which may be offensive to them. Users should report all such occurrences to the Director of Technology.

No Expectation of Privacy: District technology resources and all user accounts are the property of District. There is no right to privacy in the use of technology resources or user accounts.

In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources, is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the user.

The District will cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.

The contents of electronic messages, including any email communication sent using District technological resources, may be viewed by Technology staff in the course of routine maintenance, or by the Director of Technology, or designee(s) as needed for District administrative purposes, including, but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of online activities of minor students.

Examples of Acceptable Use

I will:

- ✓ Use District technologies for instructional activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts or videos) online.
- ✓ Use District technologies at appropriate times, in approved places, and only for educational

pursuits.

- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that the use of District technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of District resources.

Examples of Unacceptable Use

I will not:

- ✓ Use District technologies in a way that could be harmful.
- ✓ Attempt to find inappropriate images or content, or attempt to circumvent the District's filtering tools.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Use District technologies to send mass mailings, "spam," or "mail bombs." Mass mailings directed to any large subgroup of District employees or students shall be approved by the sender's immediate supervisor in advance.
- ✓ Plagiarize content I find online.
- ✓ Share personally identifying information, about others or myself.
- ✓ Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use District technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies.

Limitation of Liability

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District network.

Violations of this Responsible Use Policy

Student Violations: Users shall report any suspected violation of the Policy by a student to a school site

administrator, who shall immediately refer the matter to the Director of Technology for review. If the Director of Technology determines that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

Employee Violations: Users shall report any suspected violation of the Policy by a District employee to the employee's supervisor who shall immediately refer the matter to the Director of Technology and Assistant Superintendent of Personnel for review. The Director of Technology and/or the Assistant Superintendent of Personnel shall then determine whether a violation of the Policy has occurred. If the Director of Technology determines that a violation has occurred, he or she may take immediate action to restrict, suspend, or revoke the user's privileges. The user may also be subject to appropriate discipline, legal action, and/or prosecution.